

Hansard Association of Canada Style Guide

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SECTION 1 -- MANUSCRIPT MECHANICS

A. STYLES

1. ABBREVIATIONS

1.01 General

Omit periods in uppercase abbreviations formed from the initial letters of a group of words or from syllables in a complex word:

EKG (electrocardiogram)	UN (United Nations)
NDP (New Democratic Party)	AG (Attorney General)

1.02 Ampersand

Use only as part of a verified title:

Alberta Pensioners & Senior Citizens Organization
Proctor & Gamble

1.03 Clipped forms

Use a period after clipped forms only when there is a danger of misreading:

ag rep	high tech
leg. offices	porn

1.04 *Et cetera*

Et cetera is not abbreviated.

1.05 Geographic

Always use periods with no spaces:

U.S. (United States)	B.C. (British Columbia)
P.R.C. (People's Republic of China)	U.K. (United Kingdom)

1.06 Initials with surname

Uppercase and use periods between initials used with a surname, with no space between the period and a subsequent initial:

Mr. T.N.T. Smith	H.A. Jones	Charles C. Thomas
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No periods are used when a person is referred to by initials only:

JFK (John F. Kennedy)	FDR (Franklin Delano Roosevelt)
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1.07 Measurements

Omit periods and lowercase abbreviations that refer to measurement:

bd (barrels per day)	bcf (billion cubic feet)
kva (kilovolt-ampere)	mb (million barrels)

1.08 Miscellaneous

Important historical dates are often accompanied by the abbreviation A.D. (for *anno Domini*, in the year of our Lord) or B.C. (before Christ). A.D. is written before the year, but B.C. is written after the year:

400 B.C.	A.D. 1967
----------	-----------

2.04 **Classifications**

When a number refers to a figure as opposed to an amount, use figures and lowercase the classifying word:

category 1 schools	grade A-1	phase 2
class 1 soil	item 7	stage 2
division 2	page 5	zone 6

2.05 **Dates**

Ordinals are treated in the same manner as other numbers, i.e., first to ninth in letters and 10th and up in figures:

April 15	January 2	July 27
15th of April	second of January	eighth of May
the 1920s	the mid-1940s	1980s
mid-'eighties	second century	20th century
fifth century	'69 Ford	A.D. 937
1600 B.C.	10 year period	August 1914
April 1, 1978, (not April 1st or April 5th)		
1979-80	'79-80	1979-1980

Exceptions:

Gay Nineties	Dirty Thirties	Roaring Twenties
--------------	----------------	------------------

(The numbers are written out because of the adjectives preceding them.)

2.06 **Decimals**

Decimals are always expressed in figures, without commas:

7.5	45.5	0.2568	.30 calibre
-----	------	--------	-------------

2.07 **Figures of speech**

Write out the numbers:

a ten foot pole	a ten gallon hat
-----------------	------------------

2.08 **Fractions**

Use words and preserve the member's style in expressing fractions, i.e., a half, one-half, a quarter, one-quarter:

one-half, three-quarters, <i>but</i> a half, a fifth
thirty-three hundredths
four and three-quarters
a four and three-quarter hour flight

2.09 **Grades**

Use figures:

grade 1	grades 11 and 12
---------	------------------

2.10 **Groups**

Write out the numbers:

Twelve Apostles	Ten Commandments	Big Ten
-----------------	------------------	---------

2.11 **Highways**

Use figures:

Highway 2	Highway 28A east
secondary road 541	Highway 541

2.12 **Idiomatic references**

Spell out:

It seems like the thousandth time that has been asked.
The government is batting one thousand on this one.

2.13 **Inexact numbers**

Use words when context indicates that the member is speaking in idiomatic or nonstatistical terms, especially when referring to a fractional portion of a large number.

There must be half a million people affected by that order.
There was always a hundred million dollars going to come out of services.
They spent about \$50 million last year and approximately 65 and a half million the year before.

For numbers described by the words "some," "plus," and "odd," use the following examples for guidance:

Member says:	Hansard reads:
forty some miles	40 some miles
six hundred thousand plus dollars	\$600,000 plus
two hundred million odd dollars	\$200 million odd
two hundred odd million dollars	\$200 million odd
four hundred plus million people	400 million people plus
twenty-seven plus million dollars	\$27 million plus
some fifty-seven million dollars	some \$57 million
fifty-two and some million dollars	some \$52 million
sixty-one some odd million dollars	61-some-odd million dollars

2.14 **Initial numbers**

Numbers that begin sentences are generally spelled out:

Twenty to 30 escaped unharmed, as well as 10 horses.

Numbers may be used at the beginning of a sentence in question-and-answer material to express years, sums of money or cumbersome expressions:

An Honourable Member: How much will it cost?
Hon. John Doe (Minister of Finance): \$680,000.

Where possible, try to avoid numbers at the beginning of a sentence by joining the sentence to the previous one with a semicolon.

2.15 **Large numbers**

Except for monetary units preceded by a symbol, round numbers in the millions and billions generally follow the rule of spelling out below 10:

two million bushels, 2.5 million bushels, 10 billion cubic metres, five billion marks, \$1 billion

Spell out for casual usage:

What is a billion?

I have told you a million times, a billion and a half.

For ease of reading, spell out million, billion and trillion but use figures for thousand:

\$1,000

3.5 million (not 3,500,000)

one million (not 1,000,000)

4.376 billion (not 4,376,000,000 or 4,376 million)

Use numerals for specific amounts:

3,476,812

\$3,582,000,612

If a number over a million is expressed using a fraction, follow the member's style:

Member says:

Hansard reads:

two and two-thirds million people

two and two-thirds million people

35 and one-half billion dollars

\$35.5 billion

one and a quarter trillion dollars

\$1.25 trillion

2.16 **Money**

Use figures:

\$4, \$1

\$2.8 billion (not 2.8 billion dollars)

47 cents (not .47 or 47), one cent, 3 cents

2.17 **Number as No. before numerals**

Before numerals, the word number is always abbreviated as No., except when it comes at the beginning of a sentence. Then it is spelled out. (Otherwise, the abbreviation might be interpreted as no as well as number.)

We are enclosing your policy No. 345987.

Number 34567 has been assigned to your latest policy.

Number one (one to nine) will be dealt with first.

See motion No. 1, clause No. 6.

2.18 **Percentages**

Always use numerals in percentages, except for zero percent:

1 percent, 3 percent, 86 percent, 1,800 percent

25.5 percent (not 25 percent)

0.5 percent or one-half of 1 percent (Note the "0" before the decimal in 0.5 percent.)

2.19 **Plural of figures**

Follow the general rule when pluralizing:

two sevens

many 10s

2.20 **Proportions and ratios**

Use numerals:

1 to 4 or 1:4

Avoid use of apostrophes where nouns are adjectival but are not used in a strictly possessive sense:

senior citizens lodges	First Ministers' Conference
two years parole	

Possessive form of singular proper nouns ending in s:

John Keats's	Sis's
Jesus' sake	for goodness' sake
for conscience' sake	

1.03 **Possession (Joint)**

Use after the second name for joint possession:

Smith and Cusak's pharmacy

But separate apostrophes are required for separate possession:

Helen's and Joyce's machines

1.04 **Pluralization**

Use for plural nouns ending in s:

families' VIPs'

Use in plurals of lowercase letters:

mind your p's and q's dot your i's and cross your t's

In general, do not use an apostrophe with plurals of capital letters or numbers:

the three Rs; the ABCs; two VIPs; a formation of F-18s

But use with plurals of capital letters to avoid ambiguity:

A's in math and physics are hard to come by

1.05 **Verb formation**

Use an apostrophe with verbs formed from capitals:

MC'ing X'd out

2. **CAPITALIZATION**

2.01 **General**

Uppercase the specific and lowercase the general, plural or the hypothetical:

the Minister of Labour	the minister
Budget Measures Act, 1997	a budget measures act
the Royal Bank	any bank
the Department of Labour	the department

Do not uppercase an entity until it is actually established.

Uppercase all proper names, trade names, names of associations, companies, clubs, religions, languages, nations, races, places and addresses. Otherwise, lowercase is favoured where a reasonable option exists. When in doubt whether to put in upper- or lowercase, the safer decision would be lowercase.

Uppercase trade names of cars, planes, highways, when named or numbered, and slogans (for programs, et cetera).

2.02 **Acts**

Uppercase titles of parliamentary acts (legal titles, short or long) but not subsequent references when the full name is not used.

All references to components of an act or bill must be checked against the act or bill itself.

2.03 **Agreements**

Uppercase the names of important agreements:

General Agreement on Tariffs and Trade (GATT)

2.04 **Arts and publishing**

In titles of films, TV and radio programs, books, plays, poems, works of art, record albums, tapes, songs and other musical compositions, uppercase the first and last words and all the principal words in between. That is, do not uppercase articles or short conjunctions and prepositions (Zorba the Greek, Breakfast at Tiffany's). Longer conjunctions and prepositions, such as because, around and through, are jarring in lowercase and so should be capped.

2.05 **Building, street names**

Uppercase words like building, street, and avenue when the reference is specific and singular:

Bowker and Transportation buildings.
109th Street Whyte Avenue
82nd and 83rd avenues

2.06 **Classifications**

Lowercase the classifying word:

category 1	grade 7	phase 2
class 1 soil	item 5	zone 6

2.07 **Courts**

Uppercase official names only but not shortened references. Uppercase Crown when referring to the supreme governing power:

Supreme Court of Canada but supreme court.

2.08 **Departments**

Names of the main government departments are upper cased, but branches, divisions, agencies, et cetera, of the government are generally in lowercase.

Uppercase the term "department" or "ministry" only when used in a singular reference preceding the full name of the portfolio:

Department of Labour Labour department

Do not uppercase departments of municipalities, counties and regions:

Vancouver's health department

2.09 **Education**

Uppercase the full names of schools at all levels and the full names of their internal colleges, as well as names of faculties, including faculties that call themselves schools:

University of Toronto Osgoode Hall Law School

Uppercase professor when it appears before a name as an honorific but not when standing alone or combined with emeritus. Lowercase other titles and descriptions. Uppercase degrees and their abbreviations. Uppercase the full names of chairs, fellowships and awards:

president, principal, freshman, class of '94, alma mater, Bachelor of Arts, B.A., B.Sc., Ph.D.

2.10 **Family titles**

Uppercase words denoting family relationships only when they are used as a part of a person's name or as a substitute for a person's name:

Mother my mother
Uncle Harry his uncle

2.11 **Geographical terms**

Uppercase names of mountains, rivers, oceans, valleys and other geographical entities.

Lowercase the above terms in plural and descriptive references.

Do no uppercase geographic and descriptive regions:

The Atlantic provinces are New Brunswick, Newfoundland, Nova Scotia and Prince Edward Island. The Maritimes consist of New Brunswick, Nova Scotia and Prince Edward Island.

Uppercase city, province, or state, only when the word is part of the corporate name:

Dawson City, *but* the city of Edmonton
province of Manitoba, *but* Province of Manitoba (official name)

Uppercase the word the in names of places only when the is part of the official name:

The Pas (a town in Manitoba), *but* the maritime provinces

Uppercase fanciful or imaginative terms:

Down East Down Under
Bible Belt Promised Land

Lowercase points of the compass, mere direction and location:

north, to the west of Newfoundland, rain sweeping south, east coast (shoreline, not region), southern Saskatchewan, northwestern Ontario, eastern Newfoundland, downtown Calgary, north end Toronto.

We are thinking of going south this winter. (The word south is not upper cased because it indicates direction.)

Lowercase northern, southern, eastern and western in terms derived from regions:

a northern custom, southern hospitality, southern Californians, an easterner, eastern provinces, a western Canadian, a westerner, western armies.

2.12 **Headlines and slogans**

Headlines and slogans are enclosed in quotes. Capitalize all words except conjunctions, articles, infinitives and prepositions. Lowercase these unless they are a principal word or the first or last.

2.13 **Ministers**

Uppercase the terms minister, acting minister, and deputy minister only when used in a singular reference preceding the full name of the portfolio

Lowercase these terms when they stand alone or are used in a plural reference or follow the name of the portfolio:

Acting Minister of Health	Minister of Government Services
ministers of Agriculture	deputy ministers of Agriculture
Justice minister	Minister of Justice

At the municipal level, or when there is more than one person with a political title in the same jurisdiction, uppercase only before the name:

Alderman Ronald Glover, *but* Ronald Glover, alderman for Ward 5.
the mayor said the alderman said

2.14 **Numbered labels**

In documents such as statutes, charters and constitutions, and in books and other published material, uppercase formal numbered headings, such as Part 2; Chapter 3; Act 2, Scene 3; Section 205 (d)(iii); but not labels for divisions that are not headings, such as page 162, paragraph 4, line 2.

2.15 **Organizations and their members**

Uppercase the names of organizations and their commonly accepted short forms:

the International Brotherhood of Teamsters	the Teamsters
the Grand Orange Lodge of Ontario	the Orangemen

Lowercase the shortened form for people if we are denoting official membership but not if we are merely describing a philosophical leaning or an occupation:

a teamster a scout
One can be a steelworker without being a member of the steelworkers union.

For military organizations, lowercase for generic or occupational descriptions as opposed to ranks, even when they echo the service's official name, but uppercase adjectival forms standing for the organization:

the Royal Marines	three marines
the Canadian Coast Guard	two coastguardsmen

2.16 **Police and military**

Uppercase the formal names of police and military forces, and those of divisions:

corps, divisions, brigades, regiments, battalions, companies, platoons
D Company, Company A, 52 Division

2.20 **Sports**

Uppercase official titles of leagues and divisions, but lowercase second references and generic uses:

the American League	the league
the NHL's Norris Division	both divisions

Lowercase the terms major leagues, the majors.

Uppercase such words as Series, Games and Cup when they stand for specific major events:

the World Series	the Series
the Pan-American Games	the Games
the World Cup	the Cup

Also uppercase adjectival uses:

Games official; the most confused Cup game since the notorious Fog Bowl

Lowercase such words as cup and trophy in second reference to the actual hardware:

He has won the trophy four times.

Use uppercase for baseball's All-Star Game, a proper name, but lowercase all-star in other references.

2.21 **Titles**

Always uppercase. A title precedes the name of the person with no comma between the title (position) and the name:

Assistant Manager John Smith is sitting behind me; but Mr. Smith, the assistant manager, is sitting on my left.
Chief Electoral Officer Janet Black is in the building.

2.22 **Surnames**

O', Mc, Mac: The prefixes O' and Mc are always followed by a capital letter without extra spacing:

O'Neil	McCaffery	McJobs
--------	-----------	--------

The prefix Mac may or may not be followed by a capital, depending on the style used by the owner of the name:

MacNamara	Macmillan
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D, da, de, della, di, du, la, le, lo, van, von: Whether or not to uppercase these prefixes depends on these two factors:

If only the last name is used, the prefix is upper cased:

De Pree, De Frias, Von Ribbentrop

If first name or a title is used with the last name, the prefixes are not upper cased:

François de la Croix, Madame la Salle, Elsa von Veer

2.23 **Trade names used generically**

Lowercase trade names that have come to refer to or are descriptive of an entire group:

band-aid solution	xerox copy
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skidoo races

teflon man

3. HYPHEN

3.01 Ambiguity

Minimize the use of hyphens. Use with a compound modifier that directly precedes the noun it modifies when the absence of the hyphen might create misunderstanding.

20-odd parliamentarians

3.02 Compound adjectives

Many compound adjectives, especially those with an adverb, are perfectly clear without hyphens:

an eagerly awaited speech

a too complacent attitude

a publicly owned company

a privately financed venture

Comparative and superlative forms of compound adjectives are not hyphenated:

a long-term basis

a longer term basis

the longest term basis

If a compound adjective precedes a hyphenated noun, try to minimize hyphenation where possible:

well-known statesman *but* well aide-de-camp

3.03 Compound nouns

After long-time use, some compound nouns drop the hyphen. When in doubt, check a dictionary.

Many compounds hyphenated as adjectives are not hyphenated as nouns:

The French-Canadian population is concentrated in Quebec.

Pierre Trudeau is a French Canadian.

A five-foot six-inch length

The length is five feet six inches.

3.04 Compound numbers

Use a hyphen to separate written-out compound numbers from one to a hundred and compound fractions used as modifiers:

eighty-one years ago

seven-tenths full

3.05 Inclusive numbers or dates

Use a hyphen to separate parts of inclusive numbers or dates:

the years 1890-1914

pages 3-40

3.06 Prefixes

Hyphenate expressions beginning with the prefixes *ex* (when it means former), *self*, and *all* where used to form adjectives or nouns, and those beginning with *quasi* used to form adjectives:

all-powerful

quasi-independent commission

all-inclusive

quasi-judicial

ex-wife

self-assured

but	ex-Premier Robichaud	self-control
	quasi corporation	quasi humour

However, when self is the base word to which a suffix is added, do not hyphenate:

selfish	selfhood
selfsame	selfless

Use the hyphen when the word following the prefix begins with the same vowel as the one with which the prefix ends, or when the compound's appearance would be confusing without the hyphen:

anti-inflation	re-educate
semi-invalid	co-author
de-icing	

In certain cases, the hyphen is used to preserve a difference in meaning between the hyphenated and the solid compound:

re-cover (cover again)	recover (get better, get back)
re-solve (solve again)	resolve (settle)
re-create (create again)	recreate (take recreation)
re-sign (sign again)	resign (quit a job)

Check the dictionary when in doubt and see below for specific types of exception.

3.07 Prefixes before proper nouns

Use the hyphen in combinations with prefixes like anti-, pro-, pre-, post-, when the second element of the combinations begins with a capital letter or a number:

anti-Establishment	pro-Canadian
pre-1929	

C. PUNCTUATION

Punctuation serves primarily to help show the grammatical relationships between words, but it is also used to indicate intonation. Its role is to clarify, and this principle takes precedence over all precepts governing the use of individual marks of punctuation. In the interest of clarity, punctuation should be as consistent as possible within a given text.

Punctuation is an important part of the Hansard operation. Our first duty is to produce an accurate version of what was said in the House; our second is to make it as easy to read as possible. Bad punctuation often leads to ambiguity so that the reader finds it hard to follow what was meant by the speaker.

1. COLON

A colon indicates that something is to follow.

1.01 Complementary elements

A colon sets off a statement that enlarges or complements a preceding statement and is essential to its meaning.

I can accept every provision of this bill but the last: the requirement that all drivers over the age of 60 submit to annual physicals in order to have their permits renewed.

Use a colon with as follows and the following:

The steps are as follows: circulating the petition, getting x number of signatures, and presenting it to the Legislature.

1.02 **Emphasis**

A colon may be used before a complete sentence if you wish to place strong emphasis on that sentence.

That minister has a serious problem: she is totally inarticulate.

1.03 **Lists**

Use a colon to introduce items in a list:

There are five parties in the House of Commons: the Liberals, the Bloc, Reform, the NDP and the PCs.

Do not use a colon to introduce a series of lengthy independent clauses that could be made into sentences in their own right.

In the absence of a formal introduction or summarizing word, do not use a colon:

Incorrect: The highways in that R.M. are: narrow, rough and poorly signed.

Correct: The highways in that R.M. are narrow, rough and poorly signed.

1.04 **Questions**

Use a colon to introduce questions:

I have one question for that minister: why does he not resign?

Further questions should begin with capitals, as separate sentences:

I have two questions for him: why does he not resign? And if he does, can I have his job?

Or the colon can be removed to make a short introductory sentence depending on the verbatim exchange:

So there are some questions for that minister. Why did he not travel economy? How many support staff accompanied him, and where did they stay? Finally, did he like the scampi at Emilio's?

Sometimes a colon is **not** needed:

My question is why you are doing this.

1.05 **Quotations**

A colon may set off a quotation, depending on the context.

1.06 **Scriptural references**

Use a colon to separate chapter and verse in scriptural references.

Matthew 6:24 (Note: No space follows the colon.)

1.07 **Summaries**

A colon may be used to set off a statement that condenses a preceding statement:

Darkness, foggy conditions, slippery pavement, a poorly signed detour and driver inexperience: all of these contributed in some measure to the accident.

1.08 **Titles**

Use a colon followed by **one** space to separate a title from a subtitle:

The End of Extra Billing by Doctors: What You Should Know

2. COMMA

2.01 **Adjectives**

Use commas to separate adjectives before a noun when the commas represent and:

He conducted his affairs in a mature, responsible, professional manner.

No comma is used when the initial adjective modifies the combined idea of the following adjective and noun:

a large blue whale (a species of whale)

a respected elder statesman

a large, blue-blooded, respected elder statesman

2.02 **Antithetical elements**

Antithetical elements linked by not to . . . but to and not only . . . but also are not punctuated with commas unless the but joins two independent clauses:

Smith attended the presentation not to hear what was said but to observe the reaction of the audience.

Alberta's housing needs, not only at present but for the foreseeable future, are an ongoing concern of this government.

This program will alleviate Alberta's housing shortage not only in the short run but also for the foreseeable future.

Not only did they reject the offer, but they refused to negotiate further.

If the but is not said, a semicolon links the two independent clauses:

Not only did they reject the offer; they refused to negotiate further.

Antithetical elements may be expressed in parallel structures. Use commas to separate interdependent clauses.

The more they argue its supposed merits, the less I like this bill.

Short interdependent phrases require no punctuation:

The sooner the better.

2.03 **Appositives**

Words, phrases, or clauses in apposition are set off with commas unless they provide essential information.

My wife, Diane, wrote to our MLA.

My brother Michael wrote to his MLA. (The speaker may have more than one brother, and he/she needs to indicate which one is being referred to.)

Methanol, or methyl alcohol, is obtained from the distillation of wood.

2.04 **Complementary elements**

A comma sets off a clause or phrase that enlarges or complements a preceding statement but is simply descriptive and nonessential to its meaning:

We are talking about the difference between wearing seat belts and being told you have to, the mandatory aspect of it.

I have spent several hours carefully explaining the amendment, an amendment that will, I hope, put an end to the resistance of the members opposite.

2.05 **Compound sentences**

A comma is used between the clauses of a compound sentence linked by a conjunction unless the clauses are very short and closely related:

Their pensions are not vested in their names, and staying with their employers is the only way they can retain any pension benefits.

We do the work and they get the glory.

When a compound sentence starts with an introductory clause that applies to both independent clauses that follow, no comma separates the independent clauses:

If you want to become an MLA, you must understand the party policy and you must be able to sell it to the public.

A compound sentence containing several short independent clauses the last two of which are linked by a conjunction is punctuated with commas:

Jones presented the plan to his MLA, his MLA took it to caucus for discussion, and caucus recommended it to cabinet for action.

2.06 **Dates**

In a day/month/date/year sequence a comma precedes and follows the year.

On Thursday, March 15, 1990, an agreement was reached.

In a month/year sequence no punctuation is used between the two elements, although context might dictate use of a comma after the sequence:

It was in March 1983 that an agreement was reached.

An agreement was reached in March 1983, when the province . . .

2.07 **Direct address**

Words of direct address are set off with commas:

Mr. Chairman, I have two comments on this section.

As far as I know, Mr. Speaker, that is the case.

2.08 **Elliptical constructions**

A comma may be used to indicate the omission of a word or words readily understood from the context, although the punctuation may be dispensed with where the meaning is clear without it:

Three members of the committee are from the government caucus, two from the opposition, and one from the Independents.

In Ontario there are six medium security prisons; in Quebec, four; and in Alberta, two.

She obviously disliked him and he her.

2.09 **Enumerations**

Rhetorical enumerations are set off with commas:

I think that, number one, it is too soon and, number two, it is too risky.
First, we have a five-year program in place here, and secondly, the industry is adjusting to it.

For extended passages with numerous divisions, the semicolon, not the comma, is the preferred mark of punctuation:

First, we have provided computer assistance for handling the applications; secondly, we have hired part-time people to help with the paper flow and the increased number of requests; and thirdly, we have implemented a review process that will evaluate the whole system.

2.10 **Essential and nonessential phrases and clauses**

Phrases and clauses that restrict or narrow the reference of a noun or verb by providing information that is essential to the meaning of the sentence are not set off by commas:

The unpleasant reality that this budget seeks to avoid is that the ill-advised actions of the government to procure short-term gains will ultimately lead to higher costs for the consumer.

Phrases and clauses that provide only descriptive detail, the omission of which would not impair the meaning of the sentence, are set off with commas:

In view of the recent shoot-outs in Calgary, which are on the increase, can the minister advise the House of what steps he plans to take?

NOTE that while essential clauses should begin with that and nonessential clauses with which, this distinction is largely ignored in practice.

A prepositional phrase or clause at the end of a sentence is introduced by a comma only if it is nonessential to the meaning of the sentence:

I dealt with that matter during Question Period.
I dealt with that matter during Question Period, as I have already indicated.

2.11 **Expressions introduced by the word that**

Follow the general rule for introductory phrases and clauses, i.e., no punctuation after an expression that does not contain a verb and a comma after an expression that does:

I can tell you that when I was a child, I thought as a child.
I would like you to know that if I were you, I would not make that gesture.
I am pleased to tell you that in the community of Vegreville there is a giant egg.

2.12 **Interrupting expressions**

Interrupting words, phrases, and clauses that break the flow of a sentence are set off by commas:

The beauty of the area, with its numerous lakes and mountains, has resulted in an active tourist trade.

Interrupting expressions that are more logically remote from the structure or meaning of the sentence and/or themselves contain commas are set off with dashes:

All three fundamental skills—reading, writing, and arithmetic—are being neglected in our schools.

2.13 **Introductory phrases and clauses**

The general rule is that if an introductory expression contains a verb, it should be set off by a comma; if not, it should remain unpunctuated:

In 1983 there was a general election in Alberta.

During his 14 years in office the Premier instituted a variety of reforms.

In the community of Vegreville there is an egg that would give the most ambitious chicken nightmares.

When I was a child, I thought as a child.

If I were you, I would not make those gestures at the Sergeant-at-Arms.

Introductory participial phrases are set off with a comma:

Judging from the response, the program was a great success.

2.14 **Numbers**

Use commas in numbers 1,000 and larger except in page numbers:

Member says

six thousand people

756 thousand members

page two thousand and three

Hansard reads

6,000 people

756,000 members

page 2003

2.15 **Phrases and clauses in a compound sentence**

When the second independent clause in a compound sentence begins with an expression containing a verb, the expression is treated as an introductory clause. Therefore, use one comma before the co-ordinating conjunction and one after the introductory clause:

I am going down to the spring, and if you would like to tag along, I would enjoy your company.

We will vote for your amendment this time, but as I said to my colleague here, it is far from ideal.

When the expression contains no verb, only the comma before the co-ordinating conjunction is required:

We have examined departmental spending, and during debate of the minister's estimates we plan to ask many more questions.

I have tried to understand the honourable member's eloquent remarks, but even with the closest attention to his speech I fail to see his point.

NOTE: When deciding on punctuation of clauses, remember that placement of the commas depends on whether or not the sentence contains two independent clauses:

Mr. Musgrove strode into the Chamber, and speaking in a loud voice, he called the meeting to order.

but

Mr. Musgrove strode into the Chamber and, speaking in a loud voice, called the meeting to order.

2.16 **Place-names**

Each element in a place-name is set off with a comma:

St. John's, Newfoundland, is Canada's newest provincial capital.

2.17 **Rhetorical comments**

Expressions like *oh*, *well*, and *now*, when used in a rhetorical sense at the beginning of a sentence, are set off with commas:

Oh, I don't know about that.

Well, I am voting against this amendment.

Now, don't get pushy. (not referring to time)

Expressions like *then* and *anyway* when used in a rhetorical sense at the end of a sentence or in an elliptical statement are usually not set off with commas; however, set these expressions off with commas when used elsewhere in a sentence or an elliptical statement:

Mr. Speaker, a supplementary then.

Mr. Speaker, a supplementary question, then, to the minister.

2.18 **Series**

A comma sets off each item in a series:

The people of the area were asked whether they preferred improved educational facilities, a new recreation centre, or upgraded roads.

NOTE that a comma precedes the conjunction before the final item in a series; however, no punctuation is used where each item in a series is separated by a conjunction:

The people of the area were asked whether they preferred improved educational facilities or a new recreation centre or upgraded roads.

If a series ends with *et cetera*, spell it out in full and set it off with a comma or commas as required:

The firm manufactured sprockets, pulleys, couplers, bearings, *et cetera*, at its Edmonton plant.

2.19 ***That is, i.e., namely***

Brief parenthetical expressions used to specify that *is*, *i.e.*, and *namely* are usually set off with commas:

We are opposed only to part of this legislation, *namely*, Section 2.

2.20 ***Too***

No comma is used before *too* used in the sense of *also* when it occurs at the end of a sentence or in an independent clause:

I think deputy ministers should attend those meetings *too*.

Set it off with commas when it occurs elsewhere in the sentence, particularly between subject and verb:

I, *too*, think deputy ministers should attend those meetings.

But avoid using these commas if they result in a one-word subject being surrounded by commas:

Mr. Chairman, they too think deputy ministers should attend those meetings.

2.21 **Transitional expressions and independent comments**

Commas are used to set off transitional expressions and independent comments that effect a distinct break in continuity of thought.

- Transitional expressions are nonessential words and phrases that help the reader connect the preceding thought with the idea now being introduced.
- Independent comments are nonessential words and phrases that express the speaker's attitude and modify the meaning of the sentence as a whole.

After all, we have done more than the public had a right to expect.

It is generally understood, however, that she will accept the appointment.

The government will take appropriate measures, of course.

It is now understood, as a matter of fact, that we will proceed with the project early in the new fiscal year.

Commas should be omitted when these elements are used in such a way that there is no real break in continuity:

We will therefore urge the minister to proceed with the program.

That will indeed create a problem.

Obviously we have no intention of being that bold.

If both the co-ordinating conjunction and the transitional expression or independent comment occur at the beginning of the second clause in a compound sentence, use a comma only before the conjunction:

The site has disadvantages, and furthermore the asking price is quite high.

Use commas to set off a transitional or an interrupting expression or an independent comment when it follows a co-ordinating conjunction or rhetorical comment at the beginning of a sentence:

So, in conclusion, we just think it is bad policy.

Well, generally speaking, it is not a matter that creates much concern.

But we just think it is bad policy, and frankly we cannot support it.

Now, unfortunately, that is not always the case.

3. **DASH**

The dash creates an abrupt pause, emphasizing the words that follow. Never use dashes as casual substitutes for other punctuation. Overuse can detract from the calm, well-reasoned effect you want. Do not use a dash when a comma can be used. Do not use more than one dash or one pair of dashes in any sentence.

3.01 **Enumerations**

Use dashes to enclose a list of terms that does not end the sentence:

A number of processes--gassing, electroplating, soldering, casting--are used in the copper industry.

3.02 **Interruptions, pauses, afterthoughts, clarifications and emphasis**

Edit to avoid use of the dash where possible:

Incorrect: When we are talking about investing \$200 million of public funds-- that is a very significant amount of money, and I am told that we are going to raise another \$45 million from the private sector, 80,000 Canadians--I think we are looking at a very substantial operation here.

Correct: We are talking about investing \$200 million of public funds. That is a very significant amount of money. I am told that we are going to raise another \$45 million from the private sector, 80,000 Canadians. I think we are looking at a very substantial operation here.

Use when a sentence is interrupted but no wording is lost:

Mr. Brown: We feel it is necessary to--

An Honourable Member: Do what, Bobbie?

Mr. Brown: --implement the changes in an orderly fashion.

4. **ELLIPSIS**

4.01 **Omissions**

Marks sentence omissions:

Commitments for public housing . . . totalled \$244.4 million in 1978.

5. **EXCLAMATION MARK**

5.01 **Use in Hansard**

An exclamation mark is seldom used in Hansard except where it appears in a direct quotation or to connote sarcasm..

6. **QUESTION MARK**

6.01 **Direct questions**

The question mark follows direct questions but not indirect questions.

Who goes there?

Where can we find the staples?

Dave asked where we had all been.

I would like to ask who they think they are.

I wonder if the minister would consider answering my question.

6.02 **Requests**

Courteously worded requests do not require question marks.

Would the Clerk kindly poll the House.

Would the House please show welcome to the Queen.

But when the Speaker asks a question that requires an answer, it always ends with a question mark.

Having heard the motion, do you all agree?

6.03 **Series of queries**

Use to indicate a series of queries in the same sentence or passage.

Are you staying? Is your brother? Carol? Marie?

Who is going to volunteer? John? Andy?

6.04 **Indirect questions**

Use a colon if punctuation is necessary.

I am wondering: are brochures being given out with this speech?

The minister says: what have you got against consulting?

My question to the Minister is: will the minister keep his commitments?

I would like to ask the Premier why have his policies and funding led to this practice being commonplace.

7. **QUOTATION MARKS**

7.01 **Accuracy**

Wherever possible, check all quotations against the original text. Direct quotations must be reproduced exactly as written, including spelling, punctuation and capitalization even if they do not conform to Hansard style. If an obvious typographical error occurs, it may be corrected.

If only a few words need to be quoted, quotation marks are acceptable, even without verification.

quote, on a Tuesday, unquote—"on a Tuesday."

7.02 **Direct discourse**

Use quotation marks to signify direct discourse (the actual words of the speaker):

I asked, "What is the matter?"

He said, "I have a pain in my left elbow."

If you use the word that, it becomes an indirect quote and quotation marks are not needed.

He said that if it is not raining we will go.

7.03 **Interruptions**

If a direct quotation is interrupted, quotation marks are placed around the quoted words only.

Neither the manufacturer nor the jobber," continued the letter, "can supply the goods in time to fill the order." (Commas set off the interruption.)

6.04 **Quotation marks with other marks of punctuation**

Use quotation marks to enclose quotations within quotations (single or double depending on your primary style):

He said, "Hitler's 'final solution' was the most barbaric act of this century."

The quotation marks always come after the period or comma.

He said, "If it is not raining, we will go."

Question marks, exclamation marks and dashes go inside the quotation marks if they are part of the quotation, but outside if the mark is not:

He asked, "What is for dinner?"

Did he really call the boss a "lily-livered hypocrite"?

His speech was hardly an appeal for "blood, sweat and tears"!

A semicolon or colon always go outside the quotation marks.

“Nevermore”: that is what the daffy bird said.

7.05 **Words**

Sometimes quotation marks are used to mark a slang word or an inappropriate usage in order to show that the writer is aware of the difficulty:

Hitler's “final solution” was the most barbaric act of this century.

8. SEMICOLON

8.01 **Independent clauses**

Use a semicolon to join independent clauses (complete sentences) that are closely related when the conjunction has been omitted:

For five days he worked nonstop; by Saturday he was exhausted.

His lecture was confusing; no one could understand the terminology.

A semicolon is especially useful when the second independent clause begins with a conjunctive adverb such as however, moreover, consequently, nevertheless, in addition to, or therefore (usually followed by a comma):

He bought a bag of doughnuts; however, none of the group was hungry.

It is usually acceptable to follow a semicolon with a co-ordinating conjunction if the second clause is complicated by commas:

John, my cousin, is a keen jogger in all weather; but sometimes, especially in winter, I think it does him more harm than good.

8.02 **Series**

Use a semicolon to mark the divisions in a complicated series when individual items themselves need commas. Using a comma to mark the subdivisions and a semicolon to mark the main divisions will help to prevent mix-ups:

He invited Prof. Brooks, the vice-principal; Jane Hunter; and John Taylor.

Semicolons are used to separate words or phrases in a list or series, generally preceded by a colon, especially if the phrases are lengthy and contain pauses requiring commas within them.

The provinces spent the following: Saskatchewan, \$5,450; Alberta, \$5,000; Manitoba, \$6,872.00.

9. PARENTHESES

9.01 **Enclosed material**

Use parentheses if contained in original source quotation.

9.02 **Enumeration**

Use parentheses with enumerated items; however, do not use periods after numbers and letters that are enclosed in parentheses:

The following instructions are intended for (1) senior bookkeepers, (2) junior bookkeepers, (3) ledger clerks, and (4) statistical clerks. Equally correct for enumerating items would be the use of the letters (a), (b), (c), and (d).

D. SPELLING

1. PLURALS

1.01 Foreign plurals

The following is a partial list of the words whose plural forms are borrowed from the source language.

<u>Singular</u>	<u>Foreign Plural</u>	<u>English Plural</u>
addendum	addenda	
alumna (fem.)	alumnae	
alumnus (masc.)	alumni	
analysis	analyses	
basis	bases	
crisis	crises	
criterion	criteria	criteria
datum	data	
formula	formulae	formulas
index	indices	indexes
memorandum	memoranda	memorandums
parenthesis	parentheses	
terminus	termini	

1.02 Proper nouns

The plurals of most proper names are formed by adding s.

There are two Lorraines in our office. I have two Aunt Emilys in my family.

However, the plurals of proper names ending in ch, sh, s, x, and z are formed by adding es.

Two prominent families in our town are the Lynches and the Schultzes.

E. EFFECTIVE SENTENCES

1. REPETITION

1.01 General rule

Avoid unnecessary repetition. Only if repetition is used for emphasis should it be left in.

1.02 False starts

If a member starts to say something and then changes his/her mind, take it out if it is not important.

It is, in the minister's view, it is a wonderful program.

Edit to read: In the minister's view, it is a wonderful program.

I think I will discuss--first of all, I want to remind the minister what he said.

Edith to read: First of all, I want to remind the minister what he said.

1.03 That

Avoid the careless repetition of the connector that:

He said that if there were no more heavy rains that we should be able to make the trip. Omit the second that.

F. GRAMMAR

1. AGREEMENT OF SUBJECT AND VERB

1.01 General rule

Subject and verb must agree in person and number.

Since the subject and its verb may not be contiguous, beware of making the verb agree with the nearest noun. Agreement problems occur especially when a plural noun comes between a singular subject and its verb.

At this time neither of the opposing parties seems [not *seem*] eager to challenge the government on this issue.

1.02 Collective nouns as subjects

A collective noun is the name of a group considered as one. The following are examples: assembly, caucus, committee, party, staff.

A collective noun takes a singular verb when the collection is thought of as a unit, but a plural verb when members of the group are thought of as individuals acting separately.

The caucus is having its meeting today.

The caucus were unable to agree on a plan of action.

NOTE: Because such words are technically singular, most choices should be made in favour of a singular verb.

1.03 Compound subject

Two or more subjects joined by and are considered a compound subject.

The Minister of Natural Resources and the Government House Leader are speaking on that bill this afternoon.

If two subjects are joined by correlative conjunctions (either/or, neither/nor), the verb agrees with the subject nearer it.

Either the deputy ministers or the minister was to have handled the matter.

Either the minister or the deputy ministers were to have handled the matter.

Phrases introduced along with, together with, in addition to, as well as, and including do not make the subject compound.

My constituent, together with her four children, is suffering because of this government's policies.

1.04 Indefinite pronouns

Use singular verbs with these indefinite pronouns: one, anyone, anybody, everyone, everybody, someone, somebody, each, either, *and* neither.

Some indefinite pronouns--e.g., all, none, some--take a singular or plural verb depending on the sense of the sentence.

All of this bill is self-explanatory.

All of the bills being introduced today are the result of extensive consultation.

- 1.05 **Number**
Depending on article preceding it, the word number used as a subject takes either a singular or plural verb. The number requires a singular verb; a number, a plural verb.
The number of provinces in Canada is 10.
A number of provinces have established new regulations concerning the transport of dangerous materials.
- 1.06 **Postponed subject**
In constructions with there or here, the subject follows the verb.
Here is a copy of the annual report that you requested.
There are two classes of grade 6 students in the gallery.
There were 400 people present at the Premier's reception.
- 1.07 **Quantity**
Subjects plural in form that describe a quantity or number require a singular verb when the subject is regarded as a unit.
Ten miles is too far to walk.
Five dollars was the price of the book.
Two-thirds of a gallon does not seem enough.

A quantity describing a number of items takes a plural verb.
Twenty-six difficult miles lie ahead of her.
- 1.08 **Relative pronouns as subjects in adjective clauses**
The number of the relative pronouns who, which, and that serving as subjects in adjective clauses is the same as the number of their antecedent.
I am convinced that this minister is one of those who let the party do the thinking for them. (The antecedent is *those*.)
I genuinely believe that this minister is the only one of those opposite who does any independent thinking. (The antecedent is *one*.)
- 1.09 **Sentences**
1. A sentence must be able to stand by itself.
 2. A sentence contains a subject and a predicate (sometimes understood)
2. **AGREEMENT OF PRONOUN AND ANTECEDENT**
- 2.01 **General rule**
The pronoun should agree with its antecedent in person and number.
Because of my government's initiative, many of the hard-core unemployed are working for the first time in their lives. (The antecedent of *their* is *many*.)
- 2.02 **Indefinite pronouns**
For indefinite pronouns that are singular, formal written English requires the personal pronoun that refers to them to be singular as well.
Everybody has his/her own solution to the deficit problem.
Everybody has their solution to the deficit problem.

3. REGARDING

In regard to, with regard to, and as regards--all three phrases are equally correct. It makes no difference whether you write *in regard to* the plan, *with regard to* the plan, or *as regards* the plan. The common error is the use of regards with in or with. Always correct the substandard irregardless to read regardless.

4. RELATIVE PRONOUNS

4.01 *Who and whom*

The relative pronouns who and whoever act as subjects in adjective clauses; whom and whomever act as objects in those clauses.

The member, who never seems to get his facts straight, is wrong again.

This minister, whom his own party does not even trust, should resign.

The Premier, whom I have had the honour to serve under for 10 years, has led this province to new heights of prosperity. (Whom should be used because it is the object of the preposition under.)

4.02 *Which and that*

Which introduces a nonrestrictive clause, which is one that adds information but is not necessary to understanding the meaning of the main clause. A nonrestrictive clause is always set off by commas.

The five federal parties in Canada, which span the political spectrum from left to right, offer voters a great deal of choice.

That is the relative pronoun used to introduce a clause that restricts or defines its antecedent; the clause should never be set off by commas.

A political party that does not listen to voters will not hold power for long.

5. SUBJUNCTIVE MOOD

Mood expresses the writer's attitude to events.

5.01 *Hypotheticals*

Use the subjunctive were to express a condition which is hypothetical, improbable or impossible.

If I were the minister, I would take action immediately.

5.02 *That-clauses*

Use the subjunctive in that clauses expressing a wish, command, request, or parliamentary motion.

I wish that my constituents were here to hear the minister's promise.

Our party demands that the member resign from that board.

Resolved, that the commission be appointed by the Premier.

I move that the meeting be adjourned.

6. TROUBLESOME VERBS

6.01 *Affect and Effect*

Affect means to influence and to pretend to have.

The drought affected the crops.

The frightened child affected a defiant look.

Effect means to accomplish, to bring about. As a noun, it means result, performance, impression.

He effected a compromise.

The premiers tried to effect a change in the Constitution.

The effect of higher government spending is higher inflation.

6.02 ***Lie and Lay***

Lie means to recline and to be or remain in a specified condition or state. As an intransitive verb, lie does not take an object.

Principal parts: lie lying lay lain

My constituents will not take this rate increase lying down.

My question is to the Minister of Family Services: The report has lain on your desk for months. Why have you not acted on its recommendations?

Lay means to put or place in a horizontal position, and as a transitive verb it takes an object.

Principal parts: lay laying laid laid

The page laid the report on the Clerk's table.

Madam Speaker had just finished laying her gavel down when the House broke into another uproar.

SECTION 2 --PROCEDURE

The purpose of this section of the Hansard Association Style Guide is to provide an easy reference to procedure of the House of Commons. It is not meant to replace procedure as it occurs in the various provincial and territorial legislatures but is meant to be used for reference purposes by Hansardians.

ADDRESS

(1) Address in Reply to the Speech from the Throne:

Response of House of Commons to Speech from the Throne presented in Senate by governor general or more rarely by the Sovereign.

Motion is moved and seconded by government members, both of whom are not members of the ministry.

Debate is wide-ranging. Private members may debate subject matters of their choice.

The first day of resumed debate on the address is known as leader's day. Traditionally the first speaker is the Leader of the Opposition who may conclude his participation in the debate by moving an amendment to the original motion. Only one amendment and subamendment may be before the House at one time. The amendment may add a specific element of its own, whereas a subamendment may propose an addition or deletion from the amendment.

The Speech from the Throne is adopted after a maximum of six days of debate dealing with various aspects of the government's program.

(2) Joint address:

Address of visiting dignitary presented to House of Commons and Senate assembled jointly in the House of Commons chamber.

The transedited, edited and translated printed version of an address is appended to the English and French editions of *Hansard* of that day. Once the address is adopted by the House or by the House and the Senate, it is engrossed and signed by the Speaker or Speakers.

ADJOURNMENT MOTION

Adjournment of a sitting of the House of Commons by motion (or pursuant to standing or special order) may be for only a few minutes or for several months. Such a motion is moved:

- (i) at end of day;
- (ii) as a result of a lack of quorum;
- (iii) to deal with a matter of emergency;
- (iv) to deal with adjournment proceedings for not more than 30 minutes during which time members may ask four-minute questions and receive two-minute replies from ministers and/or parliamentary secretaries on matters which they feel have not been dealt with

satisfactorily during Oral Question Period. This procedure is also known as the adjournment debate or the late show.

ALLOTTED DAY

A day reserved for the consideration of the business of supply. Members of the opposition choose the subject matter of the motion to be moved and debated, except for the last allotted day for the period ending June 23. Some allotted day motions are put to a vote and the remainder are deemed to have expired at the ordinary hour of daily adjournment. This procedure is also known as a supply day or an opposition day.

BELL

An electronic bell is used to call members to the Chamber at the beginning of a sitting, for the taking of a division or when there is a lack of quorum.

BILL

A proposed law submitted to parliament for its approval is known as a bill. It may be first introduced in either the House of Commons or the Senate, but a money bill must be introduced in the House by a minister.

Stages of a bill:

- (i) Introduction—short speech explaining purpose of bill;
- (ii) First reading—automatically adopted without debate; motion includes order for printing;
- (iii) Second reading—principle and object of bill debated (amendments may be moved: six-month hoist, reasoned amendment or reference of bill to committee before bill approved in principle;)
- (iv) Committee stage—consideration of amendment to text of bills;
- (v) Report stage—review of bill studied and perhaps amended in committee; further amendments may be moved in House;
- (vi) Third reading—passage of bill (amendments may be moved which are relevant and do not contradict the principle of bill: six-month hoist, reasoned amendment or reference back to committee for further study);
- (vii) Royal Assent—after passage by the Senate bill becomes law and is gazetted in part III of the *Canada Gazette*.

BUDGET

Statement of economic direction of government presented by Minister of Finance once a year.

Following presentation of the budget speech the minister moves a motion that the House approves in general the budgetary policy of the government which is debated four days in addition to day on which the budget was presented.

The rules of relevance are relaxed due to the broad scope of budget. The opposition parties move only one amendment and one subamendment to the main motion.

The question on the subamendment (or amendment to the amendment) is put by the Speaker 15 minutes before the expiry of the time provided for government business on the second day of the debate. The question on the amendment is similarly put 15 minutes before the expiry of the time provided for government business on the third day of the debate. On the fourth and final day of the debate the question is put on the main motion 15 minutes before the expiry of government business that day.

BUSINESS OF THE HOUSE

Any question, motion or bill placed before the House by a minister or private member.

Following question period every Thursday a weekly statement outlining the business of the House for upcoming week is made by the government House leader in response to a question asked by the opposition House leader.

Business can be announced or changed at any time with unanimous consent.

CLAUSE BY CLAUSE

Clause by clause study is the final phase of consideration of a bill by a committee. It involves detailed study of the provisions of the bill. Each of its clauses is considered individually.

CLOSURE

Closure is a non-debatable procedure by which further adjournment of a debate is forbidden. The motion or any stage of the bill under debate when closure is invoked must come to a vote at the end of that sitting day.

It requires 24 hours of notice and is primarily used by the government to break an impasse on substantive motions.

COMMITTEE

A body of members or members and senators that considers matters including bills that are referred to it by the House. It studies in detail proposed legislation and scrutinizes government policy and programs.

Hearings of the committee are held in public or in camera on specific topics or legislative proposal at which oral evidence is received. The Committee Reporting Service produces a bilingual record of such evidence.

Types of committees:

- (i) Committee of the whole House—entire membership of House examines appropriation

and other bills;

- (ii) Standing committee—appointed for life of parliament to deal with matters of continuing concern;
- (iii) Legislative committee—examines bills following second reading and may create subcommittee known as a steering committee;
- (iv) Joint committee—composed of members of House of Commons and Senate;
- (v) Subcommittee—created by standing committees and has same power as standing committee but cannot report to House.

COMMITTEE OF THE WHOLE

An order of the day is read for the House to go into committee of the whole to consider a bill. The Speaker leaves the chair without the question being put, the mace is removed from the table, and the House goes into committee of the whole.

If the committee of the whole has not completed its consideration of the bill, it reports progress to the House. Such a report is necessary because the committee of the whole does not have the power to adjourn its own sitting or to adjourn consideration of the matter before it.

COMMITTEE REPORT

A report on the activities and decisions of a committee is presented to the House. Concurrence, or agreement with the committee report, is arrived at in the House by adoption of a motion for concurrence in a report, which may be moved 48 hours after notice or sought by unanimous consent without notice, or automatically in accordance with the standing orders.

DISSOLUTION

The termination of a parliament, proclaimed by the governor general, and followed by a general election.

DIVISION

A division, or a vote, is the dividing of the House into two groups to reach a decision. Votes are first taken by voice and, if demanded by more than five members having risen, in a recorded division.

Members are summoned to the House by the ringing of a division bell to vote in the affirmative (yeas) or the negative (nays), resulting in a decision being made by the majority of members present and voting.

Members on opposite sides of the House may arrange to agree not to vote, or for a pairing, which permits them to be absent from the Chamber on other business. As well, they may abstain or refuse to vote for or against a motion.

Members may respond to the request for a voice vote by saying “on division”, which indicates that the question was not decided unanimously but that they do not require a recorded vote.

A recorded division list is printed in *Hansard* and in Journals showing the names of members and whether they voted yea or nay or paired.

If party discipline is not imposed on members, the division on the question is referred to as a free vote.

Usually divisions on private members' business and matters of conscience are free votes.

A row by row voting method is used in the House for divisions in Private Members' Business, for free votes and in committee of the whole, where divisions are not recorded.

A recorded division may be deferred to a later time pursuant to the standing orders rather than be held at the close of a debate.

ELECTION OF SPEAKER

At the beginning of a parliament the Speaker, position of highest authority in House of Commons, is elected by other members. As first commoner he/she presides over the proceedings of the House and oversees its administration.

HANSARD

Hansard, or the official report of debates, according to Beauchesne's sixth edition, citation 55: "is not a verbatim transcript of the debates of the House. It is a transcript *in extenso*. In the case of repetition or for a number of other reasons, such as more specific identification, it is acceptable to make changes so that anyone reading Hansard will get the meaning of what was said. Those who edit Hansard have an obligation to make a sentence more readable since there is a difference between the spoken and the written word".

INTERPARLIAMENTARY DELEGATION

The delegation or official group of members or members and senators represent the House, or the House and the Senate, or a parliamentary association at interparliamentary activities in Canada and abroad.

Reports of such delegations are presented to the House during Routine Proceedings.

MESSAGE

A message is a formal communication between the House and the Senate that accompanies bills. The governor general also communicates with the House by message.

MOTION

A motion is moved and seconded by members to elicit a decision of House. A main motion is the principal question before the House or committee.

Once adopted a motion becomes an order or a resolution.

Types of motions:

- (i) substantive or independent motions--generally require notice;
- (ii) subsidiary or secondary motions--dependent on order of the day;
- (iii) dilatory motions—supersede question before House and delay progress;
- (iv) non-confidence motions—indicate that the government has lost confidence in the House;
- (v) previous question—debatable motion preventing further amendment to bill;
- (vi) privileged motion—arises from subject matter under debate, requires no notice and takes precedence over motion before the House;
- (vii) procedural motion—deals with routine matter such as first reading of bill.

NAMING

To maintain order in the House the Speaker may use a disciplinary procedure where he/she names a member for disregarding the authority of the Chair. Rather than using the member's electoral district, the Speaker uses his or her name, usually resulting in the member being suspended for the remainder of a sitting.

NATIONAL ANTHEM

Immediately following daily prayers on Wednesday, the Speaker and members present, led by a designated member, sing O Canada.

NOTICE OF MOTION

A written or oral notice of motion announces an intention to present a motion at a subsequent sitting. The notice period varies depending on the type of motion.

A notice of motion (papers) is notice under Private Members' Business of a member's or a minister's desire for debate of a motion for papers.

A notice of motion for the production of papers is placed on the order paper by a member requesting the tabling of a document. If there is a desire for debate on the part of the member or a minister, a request is made to transfer it to notices of motions (papers).

A notice of a ways and means motion indicates the government's intention to introduce a ways and means motion at a later date. It gives the terms of the motion and is the first step in the authorization of a new tax measure.

OPENING OF PARLIAMENT

The opening of the first session of a parliament is a ceremony that takes place in the Senate. It is followed by the governor general's throne speech that gives the reasons for opening a parliament.

ORAL QUESTION PERIOD

Questions addressed to ministers and parliamentary secretaries involving matters of urgency and seeking information about committees.

ORDERS OF THE DAY

The orders of the day are the items of business as listed on the agenda of the House of Commons.

POINT OF ORDER

Members may rise at virtually any time during debate to call attention to a departure from standing orders or customary procedures. The Speaker's ruling on a point of order is final. Points of order may not be raised during Oral Question Period.

PRAYERS

Prayers are recited daily at the beginning of each sitting, after which the Speaker orders that the doors be opened.

PRESENCE IN GALLERY

The Speaker formally draws the attention of hon. members to the presence in the gallery of a visiting dignitary in the Speaker's gallery.

PRIVATE MEMBERS' BUSINESS

Consideration of motions and bills sponsored by members not of the ministry. A period of time is devoted to this business each day.

PROROGATION

Prorogation is the ceremonial ending of a session but not the dissolution of parliament.

QUESTIONS OF PRIVILEGE

The status of privilege is accorded to the institution and its members to ensure their ability to function freely, the foremost privilege being freedom of speech. A question of privilege is based upon any claim that privilege has been infringed. The House is asked to deal with an alleged breach only when the Speaker rules that there is a prima facie question of privilege.

QUESTION ON THE ORDER PAPER

The government may respond either verbally or in writing to a question placed on the order paper. The question may be withdrawn or made an order for return.

QUORUM

The constitution sets at 20 the number of members including the Speaker necessary to constitute a fixed quorum in order for the House to proceed with its work.

The attention of the Speaker is drawn to the absence of a quorum, at which point the business before the House is interrupted, and if a quorum is not established the House adjourns.

ROUTINE PROCEEDINGS

The daily business of the House for which a period of time is set aside is known as Routine Proceedings.

A chronological list of headings reads as follows:

- (i) Tabling of documents—reports, papers, comprehensive responses to committee reports, returns;
- (ii) Statements by ministers—equal time to all parties apportioned by Speaker;
- (iii) Interparliamentary delegation reports--on activities of delegations;
- (iv) Committee reports—advise House of activities and decisions of committees;
- (v) Introduction of government and private members' bills--motion deemed carried, bill read the first time and printed;
- (vi) Motions—relating to business of the House, i.e. concurrence in committee report;
- (vii) Petitions—certified by Clerk and dated, presented and endorsed by member;
- (viii) Questions of the Order Paper—involve lengthy, detailed or technical responses.

Each item of business is called by the Speaker who then recognizes the members ready to proceed.

ROYAL ASSENT

The approval of a bill passed by the House and the Senate, making it an act of parliament. Royal Assent is given in the Senate chamber by a deputy to the governor general in the presence of members of the House and Senate.

RULING

The decision of the Speaker on the procedural acceptability of some matter before the House is given in the form of a ruling. Rulings can be made on points of order, questions of privilege and the voting patterns of report stage motions. Such rulings are final and may not be debated or appealed. They serve as precedents to govern future proceedings.

STATEMENT BY MEMBER

A daily 15-minute opportunity is provided to members who are not cabinet ministers immediately preceding question period to speak for a maximum of one minute on a subject of national, regional or local interest and not necessarily an urgent matter.

STATEMENT BY MINISTER

If a minister desires, he or she may make a short factual announcement or statement of government policy. Members of the opposition are given an equal opportunity to respond. The time used by this process is added to the scheduled time of the sitting.

SUPPLY

The fiscal year is divided into three supply periods ending June 23 (supplementary estimates if any and main estimates), December 10 (supplementary estimates) and March 26 (supplementary estimates if any and interim supply).

Notice of government's intention to deal with the business of supply is given in the form of a motion that is moved 48 hours prior to the allotted day. It is a rare occasion that the allotted day motion and amendment thereto are agreed to after debate. The most common occurrence is that the House divides on the amendment, the results of which are applied to the main motion, or the House divides on the main motion, there having been no amendment moved.

After disposition of the allotted day motion, the President of the Treasury Board, or someone on his or her behalf, moves concurrence in the estimates. Disposition of this motion can be covered by the (Motion agreed to) disposition line, by the Speaker asking for agreement followed by members calling "on division" and insertion of the same disposition line, or by more than five members rising, thus forcing a division or vote.

Each stage of consideration of the following appropriation bill is treated the same as consideration of any other government bill, except that first reading is moved without an introduction. Disposition of these stages can be covered in the same manner as disposition of the allotted day motion and amendment.

The following is the usual sequence for main, supplementary and final estimates and interim supply:

- (a) 48-hour notice;
- (b) Allotted day motion condemning the government is moved and debate ensues;
- (c) An amendment to the motion may be moved;
- (d) At end of debate Speaker interrupts proceedings to put all questions necessary to dispose of the proceedings before the House;
- (e) The first question is put on the amendment to the motion;
- (f) The second question is put on the motion;
- (g) The President of the Treasury Board moves concurrence in the estimates, followed by first and second reading of the appropriation bill;
- (h) The bill is referred to committee of the whole House and considered;

- (i) The minister moves concurrence in and third reading of the bill;
- (j) The Speaker adjourns the House.

TIME ALLOCATION

If the agreement of a majority of party representatives is obtained, a motion allocation a specific period of time for the consideration of one or more stages of a bill may be moved. Notice is not required. The motion is not debatable and the question is put immediately thereon.

UNANIMOUS CONSENT

If the House wishes to set aside its rules or usual practices without notice, unanimous consent may be sought by the Chair and agreed to by members present. An action taken as a result of unanimous consent does not constitute a precedent.

UNPARLIAMENTARY LANGUAGE

Words or expressions contrary to the proprieties of the House are considered to be unparliamentary language. The Speaker requests the member who has used such language to withdraw it. If the member refuses to do so, the Speaker may name him or her.

WAYS AND MEANS

The business of ways and means is the process by which the government obtains the necessary funds to meet its expenses. It enables the Minister of Finance to present the budget and is a prerequisite to the introduction of taxation bills.

A ways and means motion may be moved to introduce a new tax, to increase an existing tax or to extend the application of a tax. If adopted, it then becomes an order that a bill be introduced based on its provisions.

SECTION 3 -- HANSARDICTIONARY

A

accessible
accord, Meech Lake accord
ad hoc, ad hockery
ad valorem tax
ADM - assistant deputy minister
adults-only (adj)
adverse - contrary or unfavourable (cf. averse)
adviser, advisory
aesthete, aesthetic
affect (v) as in It won't affect her attitude; but It is time to effect (i.e., put into effect) a change.
affirmative action
aficionada, aficionado
African-American; Afro-American
ageism, but aging
Agent Orange
agriculturist
agrifarm
agrifood
aide, nurse's; aide, teacher's
Air Canada
air traffic controller
air-condition (v); air conditioner (-ing); air-conditioning system
airplane
Alaska panhandle
Alcoholics Anonymous
all right
all-candidates meeting
allophone - person whose first language is neither French nor English (re Quebec)
all-terrain vehicle
alternative dispute resolution
Alzheimer's (disease)
among (no -st)
anaesthetic; anaesthetist; anaesthesiologist
and/or
Anglophone (n, adj)
ante up; anted up
anti-drinking-driving campaign
anti-union
anymore (adv)
anytime (adv)
apparatchik

appraise (to assess value); apprise (to inform)
aquaculturist
archaeology, archaeologist
Armed Forces, Canadian Armed Forces but army, navy, air force
arm's length, at; arm's-length (adj)
arrant - notoriously bad or unmitigated (not to be confused with errant, as in knight errant)
Assemblée nationale (France and Quebec)
Assembly
Assembly of First Nations
assistant deputy minister but Assistant Deputy Minister of Health
Atlantic Provinces
Atlantic Seaboard
Attorney(s) General
Auditor(s) General
auger - drill
augur - foretell
averse to (opposed); adverse (contrary)
awhile (adv) as in Stay awhile but Stay for a while.
axe

B

B and B - bed-and-breakfast (n)
BA - bachelor of arts
baby boom; baby-boomer
bachelor's degree
backgrounder
back-to-work legislation
backup (n)
backyard
bafflegab
bag lady, but bagman
bailout (n)
balanced budget; balanced-budget legislation
balkanize
ballpark
baloney, but bologna sandwich
Band, Indian Band
band-aid (n, adj)
bang on
Bar (law)
bare-bones (adj)
base load
baseline
be-all and end-all

bean counter
BEd bachelor of education
behaviour
bellwether
Bench (law)
benefit; benefited; benefiting
Bermuda Triangle
Better Business Bureau
bettor (at the racetrack, etc.)
bi and bi - bilingualism and biculturalism
Bible, the but The Communist Manifesto is my bible.
Bible Belt
Big Blue Machine
Big Brother
Big Mac
Big Three, the (Big Four, Big Five, etc., of whatever)
big-time (adj, adv)
bikeathon
Bill 77; Bills 4 and 5
blindside (v)
bloc (of nations); East Bloc
Bloc Quebecois
BNA Act
bogeyman
bond-rating service
boondocks; boonies
boondoggle
bottom feeder
bottom line, bottom-line budgeting
BQ - Bloc Quebecois
brain-dead
brand-new
breathalyser
British Columbian (n, not adj) He is a British Columbian who drinks British Columbia coffee.
Brownie points
brownout
Btu - British thermal unit(s)
bungee jumping
burnout (n)
bus; bused; using (v); busloads
businessman, businesswoman
buy-down
buy-in
buzzword

by-election
bylaw
bypass

C

Cabinet minister
CAD/CAM - computer-aided/assisted design and computer-aided/assisted manufacturing
Cadillac
Canada: Central Canada, Eastern Canada, Western Canada, the West
Canada Customs
Canada Day
Canada Employment Centre
Canada NewsWire
Canada pension; Canada Pension Plan
Canada Post; the post office
Canada savings bond(s)
Canadian Charter of Rights and Freedoms; Charter of Rights; the Charter
Canadian Coast Guard
Canadian Constitution
Canadian Forces Base Gagetown
Canadian Shield (geographical area)
Candu, Candu 3
caregiver but special care giver
carryover (n)
caseload; caseworker
cash-flow (v)
catalogue
catch-as-catch-can
catchphrase
catch-22
catch-up (n, adj)
catchword
CD-ROM
ceilidh
cell phone
census; Census Canada
Chair - The Chair rules . . .; chair - Mr. X took the chair.
chairman; Chairman (with full title); chairperson
Chamber
changeover
Charte des droits et libertés de la personne (Charter of Human Rights and Freedoms, Quebec)
check scale (n); check-scale (v)
checkoff (n)
checkup (n)

cheque, chequebook, chequing account
Chernobyl
cherry-picking (n, v)
Chief Justice
chinook salmon, chinook wind
chipite (anticomputer person)
chutzpah
citizens band radio
city gate (n); city-gate (adj)
civil servant; civil service; Civil Service Commission
claptrap
class action lawsuit, legislation, etc.
clawback (n, adj)
cleanup (n)
clear-cut, clear-cutting
closedown (n)
co (prefix) usually no hyphen
Coast Guard
cochair; cochairman; cochairperson
cockamamy
cogeneration
Cold War, the
collectible
collective bargaining (n, adj)
colour, but coloration
comanage, comanagement
commingle
commissionaire
common law (n); common-law (adj)
Common Market, European Economic Community
common sense (n); commonsense, commonsensical (adj)
Commons, House of Commons
Commonwealth, the
Commonwealth Games
Companion of the Order of Canada
complement (full number or something that completes); compliment (praise or reward)
composed of, not comprised of
comprises, not is comprised of
Comptroller
Confederation (Canadian); Fathers of Confederation
Confederation of Regions Party
conflict-of-interest (adj)
consolidated revenue fund
Constitution (Canadian or U.S.); constitution (generic)

consul(s) general
consumer price index
Continent, the (Europe)
Contra(s) - rebel(s)
copacetic
Correctional Service of Canada
cost cutting (n); cost-cutting (adj)
cost saving (n); cost-saving (adj)
cost share (v); cost-sharing (adj)
cost-benefit analysis
cost-effective(ness)
cost-efficient, cost-efficiency
cost-of-living allowance, increase, etc.
cotton batting
councillor - member of a council
counsellor - adviser, legal and other
countrywide
courthouse, courtroom
crackdown (n)
Criminal Code of Canada
criterion; criteria (pl)
cross-border shopping
cross-reference (n, v)
crosstown
Crown corporation
Crown lands
Crown prosecutor
crystal-clear (adj)
cunit (100 cu ft of wood)
curricula (or curriculums)
curriculum vitae
cutoff (n, adj)
cutover (n, adj)
czar

D

dam but Bennett Dam, Mactaquac Dam, etc.
dangerous offender; dangerous-offender legislation
Dark Ages
Dash-8
data bank
database
day care (n, adj)
Day One

daylight saving time
dead-on
death-knell
decaffeinated coffee
deductible
defence; defensible; defensive
deinstitutionalization
déjà vu
demeanour
dependent (n, adj)
deposit-refund system
Depression, the; the Great Depression (1930s)
Deputy Premier; Deputy Prime Minister; Deputy Speaker
derring-do
deserts to receive one's just deserts; The Gobi and Sahara are just deserts; The menu was just desserts.
détente
deutsche mark
dialogue
diddly-squat
Dirty Thirties, the
disassociate (or dissociate)
disburse - to pay out
discoloured, but discoloration
discreet (prudent); discrete (separate)
dispatch (v)
disperse - to spread widely
distance education
distinct society clause, provision, etc.
Divine Providence
doable
Dominion, the (of Canada)
dos and don'ts
dot the i's and cross the t's
double-digit inflation
double-dipping
Dow Jones average; the Dow
down payment
downgrade (v)
download (v)
Down's syndrome
downscale (v, adj)
downside (n)
downsize (v)
downtime

draftsman, drafts person
drawdown (n)
drawing board
drinking-driving accidents
driver's licence; drivers' licences
dropout (n, adj)
Dr(s). Smith and Jones
dry kiln (n); dry-kiln (v)
du Maurier
duffel bag/coat
Duke of Edinburgh Award
durum wheat
dyeing (dyeing clothes, etc.)
dysfunction, dysfunctional

E

East Bloc countries
Eastern Seaboard
Eaton's, Eaton Centre
ecosystem
ecoterrorism
ecotourism
E(E)C - European (Economic) Community
eeny, meeny, miny, mo
eff off but the F word
effect (to bring about); affect (to influence, touch)
e.g. for example (followed by comma)
EI - employment insurance
eighties, the; the 1980s
Elections Canada
E-mail
Eminence, His
Emmy award, the Emmys
en route; enRoute card (Air Canada)
enamour
end product
end use (n), end-use (adj)
ensure (to make sure); insure (against loss)
errant - as distinct from arrant
erratum, errata (pl)
Establishment, the
Eurodollar
European Common Market
European Community (EC)

European Economic Community (EEC)
European Union
evenhanded, evenhandedness
even-steven
ever-changing (adj)
everyday (adj); every day (adv)
evince - to show or demonstrate (a quality)
exceedance
Excellency, Her/His/Your
exempt - e.g., GST-exempt
exorcise - to cast out
Expo 86
extra billing (n); extra-bill(ing) (v, adj)
extra-special (adj)

F

F word; eff off
fail-safe
falldown (forestry term)
fallout (n)
Far East
far-off (adj)
far-out (adj); Far out!
far-reaching
farm-gate (adj)
farther (distance) but further (degree)
fast-food (adj)
fast-track (v)
Father Smith; Fr. John Smith
favour(ite); favouritism
fax - facsimile (n, v)
fearmonger(ing)
feds
fee-for-service (n, adj)
feller-buncher (forestry term)
fewer (number) but less (degree or amount)
fibre
50-50 a 50-50 chance or Her chances are 50-50.
fine-tooth comb (n)
fine-tune (v)
finger-join(t)er (-ing) as in lumber remanufacturing
finger-pointing
fire marshal
firearm acquisition certificate (FAC)

firefighter, firefighting but forest fire fighter
first family/lady - family/wife of political leader
first hand, at; firsthand (adj, adv)
First Nations
First Peoples (Natives)
first reading stage, debate, etc.; second reading of Bill 14
First World War
first-class (adj)
first-come, first-served basis
first-rate
fish farm, fish farmer, fish farming (n); fish-farm (v)
fish processing; fish processor
Fitness Canada
fixed link (n); fixed-link (adj)
flack (publicity agent); flak (criticism)
flat-earther, flat-earthist
flaunt (to show off); flout (to defy)
flavour
flextime
flout (to defy); flaunt (to show off)
FLQ - Front de Libération du Québec
flunky(ism)
focus; focussed; focussing
-fold (use twofold to ninefold, but 25-fold, etc.)
follow-up (n, adj)
foot-and/in-mouth disease
foot-dragging
for goodness' sake
for Pete's sake
force majeure
forebears as in our pioneer forebears
foregoing, foregone (re going before); forgo (to do without)
forest fire fighter(-ing)
49th parallel
forum(s)
forward-looking/thinking
foul-up (n)
4-by-4 as in four-wheel drive
4-H Club; 4-Her
Francophone
Francophonie, the (French commonwealth of nations)
freebie
free-spending
freestanding

freewheeling
French Canadian (n); French-Canadian (adj)
front bench(es); front-bench(er)
fuddle duddle
full-time(r)
furbearer, furbearing
further (degree) but farther (distance)

G

G-7 Group of Seven (industrialized nations)
gaff (hook, hardship); gaffe (faux pas)
Gallup poll
gang saw; gang rip saw (forestry terms)
gas field; oil and gas field
gasohol
gate-crash(er)
gauge
gazetteer
gee, but Jeez
General Agreement on Tariffs and Trade (GATT)
Genie award; Genies
gestapo except when referring to Nazi Gestapo
get-go (n)
gibe (taunt) but jibe (agree)
gigajoule, gigawatt, etc.
Girl Guide(s)
glamour but glamorize, glamorous
god/God - We will be punished by God (by God!) for worshipping the god of money.
goddamndest
gofer - errand person
good-news budget, throne speech, etc.
goods and services tax (GST)
good-time Charlie
goodwill
gospel; the Gospel (New Testament)
go-train
government, the; government of Alberta, Canada, etc.
Government House Leader, House Leader
governmentwide
Governor(s)-General
grade point average
Grammy award; Grammys
grandstand (v); grandstanding
grass roots (n); grassroots (adj)

Great Depression, the i.e., the Dirty Thirties
Great Divide, continental watershed
great-grandchildren; great-great-grandmother, etc.
Green Paper
Green Party; the Greens
greenfield (adj)
greenhouse gases
Greenwich mean time
grey not gray
grisly (gruesome); grizzly (streaked with grey)
Grits - members and supporters of the Liberal Party
gross domestic/national/provincial product
grown-up (adj); grownup (n)
guaranty - debt security
guesstimate
guild as in craft guild but gilding the lily
Guinness Book of World Records, The
Gulf War (Persian)
gypsy - someone who lives like the stereotypical Gypsy

H

hale - as in haled into court or hale and hearty
hand-me-down(s)
hangar - for aircraft
hanger(s)-on
Hansard office, staff, etc., but *Hansard* (publication)
happy hunting ground
hara-kiri
hard-line(r)
Hare Krishna's
harebrained not hairbrained
hassle-free
hatemonger
have-not provinces; the have-nots
head start
headhunter, headhunting
hearing-impaired (n, adj)
heaven; heaven-sent
helijet; helipad; heliport
helitack attacking of forest fire by helicopter
hell; hell-bent (adj, adv)
heroes (pl of hero)
hi-fi
high school student, teacher, etc.

high tech (n); high-tech (adj)
highfalutin
high-grade (v, adj); high-grading
high-income family, wage earner, etc.
Highness, Her/His/Your
Highway 35, Highways 7 and 115, Trans-Canada Highway
hippie
His/Her Honour (the Lieutenant-Governor)
historic (historically important); historical (in the past)
HIV positive; HIV-positive (adj)
hoi polloi
hokey
Hollywood North
Holocaust, the but a nuclear holocaust
Holy Bible
holy grail (generic)
Holy Roller
home and school association
home care (n, adj)
home ec home economics
homeowner; home ownership
homepreneurs
hot-water heating
House Leader, Government House Leader
housekeeping amendment
hue and cry
humongous
humour but humorous
hundredfold, thousandfold, millionfold
hurrah as in his last hurrah but Hurray for you!

I

ice age (in general)
ice-skating, ice-skater (n); ice-skate (v); ice skate (n)
i.e. (that is, followed by comma)
illicit - unlawful (immoral as well as illegal)
impact - now acceptable as a verb, meaning to have an impact or effect on
imply (suggest) but infer (deduce)
impugn (attack) but impute (attribute)
in camera
inasmuch as
incredulous - sceptical
independent as in He sits as an independent MLA.
Indian Band, Band

Indian Nation
industrywide
infer (deduce) but imply (suggest)
initial; initialled; initialling
inquire not enquire
in-service (n, adj)
insofar as
install; installation; installment
instill; instilled; instilling
insure (against loss) but ensure (make sure)
interagency
intercity
interest-free loan
International Bill of Human Rights (United Nations)
Internet; the Net
interoffice
Interpol International Criminal Police Organization
intra-agency
intraprovincial
Inuit (pl and sing)
inure not enure
inveigh (against) - attack vehemently
inveigle - persuade by guile
iron curtain (generic)
Island, referring to Prince Edward Island, Vancouver Island, etc.

J

jail(er) not gaol(er)
Jaycees, Jaycettes (Junior Chamber of Commerce)
Jehovah's Witnesses
Dr. Jekyll and Mr. Hyde
jet set; jet-setter
Jeux de la francophonie 2001, les
jibe (agree) but gibe (taunt)
job creation (n, adj)
job site
job-hunting; job-sharing
job-training funds, program, etc.
Jr. as in John Kennedy Jr. (no comma)
judgment
jump start (n); jump-start (v)
jumping-off place/point
Junior Achiever - referring to the award
junkie (drug addict); junky (trashy)

Justice Clarke, Mr. Justice Clarke; Madam Justice White

K

K to 12 - kindergarten to Grade 12 but K-to-12 program, etc.

kilometrage

kilowatt; kilowatt-hour

King Tut Tutankhamen

Kiwi - New Zealander but kiwi fruit

clicks kilometres (per hour) meaning distance (or velocity)

kooky

Koran, the

Krazy Glue

Kristallnacht

Ku Klux Klan

L

Lab - Labrador retriever dog

label; labelled; labelling

labour-management dispute, relations, etc.

laissez-faire

lame-duck (adj)

landowner; landownership but private land owner

laptop as in computers

largesse

Last Spike, re Canadian Pacific Railway, Nov. 7, 1885

law-abiding

lawmaker, lawmaking

layman, laywoman, laypeople, layperson

leach (remove); leech (bloodsucker)

lead (v) past tense is led

Leader of the Liberal Party, etc.; Leader of the (Official) Opposition

Learjet

Learned Societies; Learned

learning-disabled

lease; lessee; lessor

leaseholder

Left, those on the left of the ideological spectrum

Legion, the Royal Canadian

Legislative Assembly

Legislative Building

legislative counsel - lawyers who draft legislation

Legislative Library

Legislature

less (degree or amount) but fewer (number)

levee - embankment; assembly or party
leveller; levelling
liaise; liaison
Liberal Party
licence (n); license (v)
licence holder
lien holder
Lieutenant-Governor(s)
life span
lifestyle
lingua franca
litre not liter
Lloyds of London
loath to (unwilling) but loathe (despise)
Local 1190 (union)
long-distance (adj, adv)
longhouse Native dwelling
long(er)-term (adj)
loonie (\$1 coin); loony (crazy)
Lord's Day; Lord's Prayer
Lotto 6/49
Lower House (i.e., House of Commons)
low(er)-income families, housing, etc.
low-wage earner
lustre

M

mace, the staff carried by Sergeant-at-Arms as symbol of Speaker's authority
Mach 2 - twice the speed of sound
Macintosh computers; Macintosh apples
Madam Chairperson, Madam Speaker, etc.
Mafia (generic)
main line (n); mainline (v)
mainstream (n, adj)
make-work (n, adj)
Manliest
mandarin - high civil servant but Mandarin Chinese
man-days/hours/years
manoeuvre; manoeuvring; manoeuvrability
maquiladora free trade zones in northern Mexico
March of Dimes
Maritime Provinces
Maritimes, the
marshall, marshalling

master builder, craftsman, etc.
MasterCard
masterful (authoritative or domineering); masterly (highly skilled)
master's degree
maximum/minimum-security (adj)
May Day (May 1); Mayday (distress call)
McDonald's Restaurants; McJobs
McIntosh apples; Macintosh computers
meagre
Meals on Wheels
mecca (generic)
medallist
Medicare
Meech Lake accord
megabucks, megaproject, etc.
Member(s) of Parliament
Member(s) of the House of Assembly (Newfoundland)
Member(s) of the Legislative Assembly
Member(s) of the National Assembly (Quebec)
member-at-large but public at large, etc.
Mercedes-Benz
merch timber - merchantable timber
meter (gauge); metre (unit of measurement)
Métis
metric ton
metrication
mickey as in a mickey of whisky
Mickey Mouse (n, adj)
Microsoft
Middle East; Mideast
mid-eighties; mid-1980s
Midwest; midwestern
mike microphone
mill rate
millennium; millenarianism
milligram; millilitre; millimetre
mind-set
minister of the Crown; Minister of the Environment, etc.
minister/ministry of state but Minister of State for Seniors
minuscule not minuscule
mitigate - alleviate
MLA, MLAs (MPP, MPPs in Ontario)
MNA (member of the National Assembly of Quebec), MNAs
mobile home owner

mogul - potentate or ski bump
mollusc
mom-and-pop store
-monger (one word, with prefix, as in fearmonger)
Moonie(s)
Moral Majority
mortgagee (holder of a mortgage); mortgagor (one who mortgages property)
Moslem (use Muslim)
mother lode
mother of all battles, sessions, etc., but Mother of Parliaments (U.K. Parliament at Westminster)
motion; Motion 17
motorboat but motor vessel
mould not mold
Mr. Chairman; Mr. House Leader; Mr. Minister; Mr. Speaker; Madam Chairperson, etc.
muckrake(r)
mucus (n); mucous (adj)
multimillion-dollar
multi(ple)-use
Murphy's law
MUSH municipalities, universities, schools, and hospitals
Muslim

N

NAFTA North American Free Trade Agreement
Napoleonic Code (of law)
narc (narcotics agent, usually undercover); nark (police informer)
The National
national anthem
nation-building
nation-state
nationwide
Native (Native people)
naught (nothing) but nought (zero)
navel-gazing
Nazi, Nazis, Naziism
Near East
née as in Mila Mulrone, née Pivnicki
needle exchange program
Negro(es)
neighbour
neo-Nazi
neophyte
Net, the Internet
net-net

never-never land
never-was - as distinct from a has-been
New Democratic Party (NDP avoid NDP Party)
New England States
new year, New Year's Day
New York State; state of New York
newspaperman/woman but news reporter
newspeak
nickel-and-dime (v, adj)
night watchman
NIMBY not in my backyard; NIMBYist
19th-century (adj)
nineties (1990s)
Nobel Prize, Nobel Peace Prize
non-English-speaking, non-French-speaking
Non-Status Indians
no-pets clause
the North (northern Canada)
North American Free Trade Agreement (NAFTA)
North Shore
northeast, northwest but Northwest (U.S.)
not-in-my-backyard syndrome (NIMBY)
notwithstanding clause
nought (zero) but naught (nothing)
nuclear-weapons-free zone
number cruncher, number crunching
number one as in We are number one but item No. 1, etc.
numbnut
Nunavut
nursing home

O

O Canada
obfuscate - to obscure or confuse
occur; occurred; occurrence
Odd Fellows - Independent Order of Odd Fellows
odour but (de)odorant, odorous
oenology (science of) winemaking
offence, offensive
office worker
Official Opposition
official-language (adj)
offload
off/on-reserve (adj) but He lives both on and off reserve.

offshore
okay, okayed (not OK)
Oktoberfest
old boy network
old fogey
old-time(r)
Olympic Games; Olympics
on to as in Move on to the next vote but The mace rolled onto the floor.
n-line (adj); on line (adv)
on/off-reserve (adj) but He lives both on and off reserve.
op-ed page
open university; Open University (U.K.)
open-door policy
open-line show
opposition; Her Majesty's Loyal Opposition
Opposition House Leader
opprobrium - disgrace, reproach (not to be confused with approbation)
opting out (n), opting-out (adj)
Order of Canada
order paper
order(s)-in-council; Order-in-Council 98-901
orders of the day
ordinance (decree); ordnance (military equipment)
Oscar - academy award
ostensible (seeming or pretended); ostensive (manifest or demonstrable)
Ottawa Valley
out- most out words are unhyphenated
outdoorsman; outdoors person
out-migration
out-of-province (adj)
outsource (v)
outward-bound; Outward Bound program
overall (adj) but Over all, it has been a disaster.
Oxford - the dictionary

P

P and P (Policy and Priorities Committee)
Pacific Rim
page 2
pallet platform or bed (not to be confused with palate, as in taste, or artist's palette)
pan-Canadian
panel; panelled; panellist
panhandle, the - e.g., the Texas panhandle
paper: White Paper, Green Paper, etc.

paper-pusher
paperwork(er)
parallel; paralleled; paralleling
Paralympic
parent-teacher association
Parliament of Canada
parliamentary
parlour
parrot, parroted
Parti québécois, le
part-time (adj)
partway
party; Liberal Party; Progressive Conservative Party; NDP (Party is redundant with acronym)
pass-through (n, adj)
patch-up (n, adj)
Pavlov's dog
pay equity program
paycheque
pay-television; pay-TV
PC Party
peak-load (adj)
Pearl Harbor not Pearl Harbour
pedal (bicycle) but peddle (sell)
pejorative - disparaging or derogatory
pelletize to make into pellets (not to be confused with palletize, re wooden platforms)
penny-ante (adj)
Pentagon, the (U.S.)
People's Republic of China
Péquiste(s) member(s) of Parti québécois
per diem
perk - perquisite (as in perks of a job)
permit holder; permittee
person-day/hour/year
petajoule (unit of energy)
Peter principle
Petro-Canada, PetroCan
pharisee sanctimonious or hypocritical person; (Pharisee member of Jewish sect)
phenomenon; phenomena (pl)
phial small cylindrical container
philistine uncultivated or materialistic person; (Philistine inhabitant of ancient Philistia)
phooey
photo licence
photo radar
phys ed - physical education

pickaxe
picketeer (-ing) picket preferable to picketer
pied piper (generic)
pique (n, v)
piranha
plainclothes policeman but officers in plain clothes
plaintiff - not to be confused with plaintive
playing field
plow
plumb line
-plus (e.g., 40-plus)
pluses and minuses
pogey dole
point man
poleaxe
police department
policyholder
policymaker
politburo (generic)
polluter-pays principle, system
pooh-bah
poor-mouth (v) - as in pleading or complaining of poverty
Pope, the
populace (the people); populous (having many people)
pork-barrel(-ling)
portfolio, minister without
post- most post words are unhyphenated
postie
postoperative; post-op
post-Stalin(ist)
potpourri
power line
powwow (n, v)
practicable - capable of being achieved; doable
practice (n), practise (v)
Prairies, the
pre- most pre words are unhyphenated
precipitate - hasty; to hasten or bring about; substance derived from a solution
precipitous - steep (as in precipice)
pre-Confederation
predominantly not predominately
Premier; Premier-designate; Premier-elect
premiership
premise(s) not premiss(es)

preoperative; pre-op
President of the United States, etc., but presidential
press; press gallery
pretence; pretentious
Prime Minister; prime-ministerial; prime-ministership
Prime Minister's Office
principal (most important; capital sum); principle (fundamental belief or rule)
prioritize, prioritization
Private Btfsplk; Pvt. Joe Btfsplk
private sector (n, adj)
Privy Council
pro rata, prorata
proactive
pro-choice
Professor Smith; Prof. J. Smith; Profs. John Smith and Harry Green
program; programmed; programming; programmer
Progressive Conservative Party of Canada
Prohibition - i.e., the era
pro-life(r)
pros and cons
proscribe - reject (not to be confused with prescribe)
prostate - gland
prostrate - in a prone position
province of New Brunswick, British Columbia, etc.
provinces: Atlantic Provinces, Eastern Provinces, Maritime Provinces, Prairie Provinces, Western Provinces
provincewide
Provincial Archives
provincial park; Mactaquac Provincial Park
Prozac (antidepressant drug)
Public Archives of Canada
public sector (n, adj)
public service
Pulitzer prize
pulp log
pulp mill
pulp worker
pulpwood
punch-drunk
pupil-teacher ratio
purposefully (with a purpose or goal; resolutely); purposely (on purpose or intentionally)
pusillanimous - timid
Pyrrhic victory

Q

QC (Queen's Counsel - after a name, no comma before)
quarrel; quarrelled; quarrelling
quash set aside or make void
Quebecer; Québécois
Queen, the; Queen Mother (Queen Mum)
Queen's Printer
question period
Quiet Revolution
quisling traitor

R

R and D research and development
racket(eer) as in organized crime or dishonest activity
racquet - as in tennis racquet, etc.
raison d'être
rancour but rancorous
rank-and-file (adj)
rate shock
RCMP Royal Canadian Mounted Police
re- most re words are unhyphenated
Reaganomics
realpolitik
recce - reconnaissance or reconnoitre
reciprocity
recordkeeper (-ing)
re-cover - put a new cover on
recur (not reoccur); recurred, recurring; recurrence
Red Book
Red Tory
red-carpet treatment, reception, etc.
red-circle (v)
red-eye (n, adj) as in an overnight flight
red-flag (v)
Reform Party of Canada
Reformer - member of Reform Party
reg(s) regulation(s)
rehab - rehabilitation
reign of terror but reins of power
reman replace personnel; remanufacturing
renaissance but Renaissance man/woman
Rentalsman
rep by pop - representation by population
repellent (n, adj)

repetitive strain/stress injury/syndrome
report; Barer-Stoddard report
respectively - in the order previously given
rest home
résumé
retrofit
reuse; reusable
revenue-neutral
revenue-sharing
RFP - request for proposal
Rhino(s) members and supporters of Rhinoceros Party
Right, those on the right of the ideological spectrum
right to life but right-to-life campaign; right-to-lifer
right to work but right-to-work laws
right wing (n); right-wing (adj); right-winger
right-minded/thinking
right(s)-of-way
rigour
risqué
Roaring Twenties
Rocky Mountains; Rockies
roll - as in roll call and welfare rolls
rollback (n, adj)
rollerblades, rollerblading
Roman Catholic; Catholic
Roman numeral(s) but roman type(face)
round table; Round Table on Environment and Economy
royal assent
royal commission capitalize only with full title
royal family
Royal Highness(es), Her/His/Their/Your
royal visit
Rt. Hon. as in the Rt. Hon. Jean Chrétien
R-2000
rubber stamp (n); rubber-stamp (v)
rumour
rumourmonger
rundown (n); run-down (adj)
running mate

S

Sabbath, the; sabbatical
sabre
saccharin (sweetener); saccharine (cloyingly sweet)

saleable
Sally Ann - Salvation Army
salt water (n); saltwater (adj)
SAR social assistance recipient
saviour
savoir faire; savvy
savour
sawlog
sawmill but pulp mill
scandalmonger
scaremonger
sceptic(al)
sceptre
schlock(y); schmaltz(y); schmooze, etc., but shtick
school; Evergreen Park School
school-age
schoolchild; schoolchildren
scotch (v); Scotch whisky; Scottish (people)
Scripture i.e., Holy Scripture
seacoast
seagoing
seashore
seat belt
seatmate
Seaway, St. Lawrence; the Seaway
secede; secession
Second World War
secretariat
secretary general; Secretary General (UN)
seeing-eye/hearing-ear dog
segue (n, v) (to make) a smooth transition (pronounced segway)
self- almost all self words are hyphenated
semester; semestral
semi- most semi words are unhyphenated
Senate, Senators; senatorial
Sergeant-at-Arms
service deliverer
service provider
serviceable
session; First Session of the 54th Legislature
seven-50 rule of constitutional reform - i.e., seven provinces and 50% of the population
sexual assault centre
shadow cabinet
shakedown (n, adj)

shake-up (n)
shared-cost programs
sharpie
shemozzle
shoo-in (n)
shoreline
short circuit (n); short-circuit (v)
short term (n); short-term (adj)
shortlist (n); short-list (v)
shoulder-season travel
shutdown (n)
signage
Sikh may be pronounced sick
silviculture
single-industry town
single-parent family
siphon
sit-in (n, adj)
6 & 5 guidelines; 6 & 5 program
Six Nations
sizeable
skid road (road to forest resources)
skid row (U.S. slang)
skilful; skilfully
skills training
SkyDome, SkyBox, SkyPlace, SkyWalk
skyjack (v); skyjacker
slave labour
small and medium-sized businesses but small, medium, and large businesses
small businessman/people/person/woman
small-c conservative
small-l liberal
smokescreen
smoulder
snowplow
SOA special operating agency
SOB, SOBs
Social Credit Party; Socred Party; Socreds
socialism, socialist but Socialist (party)
socioeconomic
soft sell (n); soft-sell (v, adj)
soft soap (n); soft-soap (v, adj)
Solicitor General
solid waste disposal, management, stream, etc.

sombre
sometime (adv)
sou wester
Speaker; Deputy Speaker
special care home, grant, etc.
special ed; special-ed (adj)
special needs children, programs, etc.
Special Olympics
special-interest (adj)
specialty not speciality
spectre
speech from the throne; throne speech debate
speech-language (adj)
spin doctor (n); spin-doctor (v)
splendour
spot check (n); spot-check (v)
squalor
Sr. (after a name, no comma before)
St. John Ambulance
staff (singular and plural noun)
Standard & Poor's (credit rating firm)
Stanley Cup
staph(ylococcus)
stargazer (-ing)
starting gate/line/point, etc.
state of New York, New York State
State of the Province Address
state-of-the-art (adj)
States, the
stationary (not moving); stationery (writing materials)
Statistics Canada; StatsCan
Status Indians
Steelworkers (union)
stimulus; stimuli
stock market
stop-work order
storey as in three-storey building
straitjacket
straw boss; straw man
streetproof, streetproofing (children)
strikebreaker (-ing)
stumbling block
stymie - obstruct or thwart
sub rosa

subagreement
subsection 2(1)
succour
sulphur; sulphuric
Sunshine Coast
super (prefix, with no hyphen)
supernumerary - extra or unwanted (person)
supersede
supremacist
Supreme Court (of Canada, Nova Scotia, etc.)
surveil (v); surveillance
suzerainty - sovereignty or supremacy
swearing-in (n, adj)
swing riding/seat/vote
sycophant; sycophancy
sylvan - wooded
synagogue
sync as in synchronous and synchronization
synergism; synergy
syrup

T

t's as in dot the i's and cross the t's
table; Clerk's table but I have given notice to the Table.
target; targeted; targeting
tariffication
task force; Task Force on Official Languages
tax grab
taxpayer but income tax payer, property tax payer
T-bill (treasury bill)
teacher's aide, teachers' aides
Team Canada
Technicolor
Territories, the Northwest Territories
thank-you (n, adj)
theatre
then-Premier McKenna but the then Premier
third reading
Third World countries
third-party (adj)
three Rs, reading, writing, and arithmetic or reduce, reuse, and recycle
throes - as in death throes
throne speech
tickety-boo

till (adv) not 'til
timber licence holder
timberland
time-out (n)
time-share (-ing)
titleholder
toboggan
to-ing and fro-ing
toll road
tollbooth/gate
tonne 1 000 kilograms but tons of items and a three-quarter-ton truck
toonie (\$2 coin)
Torah, the
Tories members and supporters of the PC Party; Tory party; Toryfication
tort (wrongful act); torte (cake)
tortuous (twisted or tricky); torturous (agonizing or painful)
total; totalled; totalling
Touché!
touch-tone phone
townspeople
tractor-trailer
trade-off (n)
traffic; trafficked; trafficking; trafficker
transatlantic/pacific
transboundary
Trans-Canada Highway
transition house
transprovincial
transship
travel; travelled; travelling; traveller; travelling
traveller's cheque
triage determining priorities in an emergency
trickle-down (adj)
triple-A credit/financial rating
triple-E Senate
Trot(s) Trotskyite(s)
truck driver
truckload
T-shirt
tumour
tune-up (n, adj)
tunnelling
turnaround (n)
turning point

TV

Tweedledum and Tweedledee

24-hour-a-day (adj)

20-20 vision

2-by-4

twofold

2, 4-D

two-tier(ed) system

tyke - small child

U

U-boat

un- almost all un words are unhyphenated (but un-Canadian)

unchristian - as distinct from non-Christian

under- almost all under words are unhyphenated

under-age (adj)

United Nations International Bill of Rights

unmerchantable

unmistakable

unperson

up-and-coming (adj); upcoming

update (n, v); up-to-date (adj); up to date (adv)

up-front (adj); up front (adv)

upgrade (n, v)

upmarket/scale

Upper House - the Senate

usable

user-friendly

user-pay, polluter-pay, etc.

U-turn

V

valley; Saint John River Valley

valour

value for money (n); value-for-money (adj)

value-added (n, adj)

Vandoos (regiment)

vapour but vaporize

V-E Day

Velcro

venal (corrupt or mercenary); venial (minor or pardonable, as in venial sin)

versus but Regina v. Scott (in court cases)

VIA Rail

vice versa

vicissitude; vicissitudinous
video game
videocassette
videotape
vie; vied; vying
Vietnam War
vigour
vilify - speak evil of
Visa card
vis-à-vis
viscous; viscosity
vise as in vise-grip pliers
vituperative
volte-face
V-6, V-8 as in engines

W

wacko; wacky
wage earner but low-wage earner
waiting list, room, period, etc.
waive
wannabe
warmongering
waste disposal facility, site, etc.
waste stream
wastewater
water bomber
water main/pipe
water-ski(er); water-skiing
weasel; weaselled
web site but World Wide Web; the Web
Webster('s) the dictionary
weigh scale
weight-watcher (-ing)
well-thought-out (adj)
welsh (v)
West, the - as in western culture/world
Western Canada, Western Provinces
Western World
wetlands
whale-watching
what have you - other things of the same kind; so forth
what-for (n)
wheelchair-accessible

wheeler-dealer
while not whilst
Whip (of a political party caucus)
whit - small amount
White Paper
white-collar (adj)
white-slave trade
-wide - wide words are generally unhyphenated, e.g., governmentwide
wiles; wily; wiliness
wilful; wilfully; wilfulness
window dressing
window-shopping
Winter (Olympic) Games; Winter Olympics
-wise - wise words are generally unhyphenated but not in coinages such as situation-wise
witch-hunt
women's lib(eration)
wont habit or practice (not to be confused with won't)
wood pulp
woollen
word processing; word processor
WordPerfect
workaholic
workers' advocate
workfare (working for welfare)
workforce
workingman/person/woman
worklife but working life
workload
work-sharing
work-to-rule (n, adj)
workweek
World War III
World Wide Web (Internet)
world-class (adj)
worldwide
worship; worshipped; worshipping; worshipper
worst-case (adj)
wrack and ruin but racked with pain or racking his brains
wreak(ed) havoc
write-off (n, adj)
WWW - World Wide Web

X

X number (unknown quantity) (in equation, $x - y = 10$)

X ray (n); X-ray (v)
xenophobe; xenophobia
Xerox (n); xerox (v)
X-rated

Y

yea big/high/long
year-end
yearlong
year-round
Yellow Pages
Yes Committee (re Constitution)
Yom Kippur
Your Honour
yuppie - young urban professional

Z

Zamboni
zero-base(d) budgeting
zombie