

DETAILED SPECIFICATIONS FOR GSC PUBLICATIONS (COMPENDIUM)

COVER:

Cover created in Corel Draw

Font: Times, Type1 font

GSC Crest: Size: 6½ pica x 6½ pica, centered, 5 picas from top trim

(If text and graphics are to drop out of background, use v:/graphics/newcrest/dropout_crest.cdr)

(If text and graphics are to remain black, use v:/graphics/newcrest/black_crest.cdr)

Affiliation: 14 picas down from trim. 14 pt Times regular, caps, centered.

Title: 20 picas down from trim. 18 pt Times bold, caps centered.

Authors: 2 picas up from top of cover photos. 14 pt Times regular, u/l case, centered.

Cover photo: Size = 36 x 24 picas, centered on 8½" x 11" image area. Graphic reproduces 4-color.

3 pt. rule traps cover photo, drops out of background color. There may be exceptions to the rule, so that compendium volumes may differ in appearance. They may be treated and created individually.

Date: 2 picas down from bottom of cover photo, 14 pt Times, bold, centered

NRCan Logo: 4 picas in from left, 3 picas up from bottom trim (v:/graphics/natres_e.cdr)

Canada Wordmark: 4 picas in from right, 3 picas up from bottom trim (v:/graphics/wordmark.cdr)

Spine:

Series number starts 3½ picas from top trim. Full caps, bold

Date starts 3 picas from bottom trim, Times, bold

Title or Author is centered between series and date. Times, bold, font size will vary based on final width of spine. Depends on title, either u/l case, or just caps, bold. (If the title is too long, leave out, centre Author name(s) between series and date).

Use the calculator file SPINE.xlt found at R:\Common Components\Spine_Calculator (given to us by Lowe-Martin), select the first tab at the bottom called **Gloss**, for 140M Jenson satin. It gives us the truest representation of the spine thickness. Follow instructions on how to use the calculator inside the Excel file.

LOAD HYPHENATION DICTIONARY (R:\common components\hyph_dictionary\hyphuser.dic)

IMPORT STYLE SHEET (R:\common components\Ventura_style_sheets\Ventura_style_comp.vp)

USE ONLY POSTSCRIPT FONTS

BASE PAGE SETTINGS ON 8½ x 11

Base page – 51,0 x 66,0 pica. Portrait. Margins: Left - 4,6 pica, Right - 4,6 pica, Top - 5,0 pica, Bottom 5,0 pica. 2 columns - 20 pica column widths, with 2 pica gutter.

Header/Footer margins – 4½ pica in from left, 4½ pica in from right, 2 pica from bottom, 2 pica from top of base page.

Image area – 42 x 56 pica.

TITLE PAGE: (right)

Title page p. i

Frames:

2.0 pts width for outer frame. Positioning is 6½ picas from top and bottom trim, and 6 picas from left and right trim. 1.0 pts width for inner frame. Positioning is ½ pica from outer frame.

Affiliation: 5½ picas down from inner frame. 14 pt Times, full caps, centered, 13 picas from top trim.

Title: 13 picas down from affiliation. 18 pt Times, bold, full caps, centered.

Authors: 8 picas down from title. 14 pt Times, u/l case, centered.

Date: 3½ picas up from inner frame. 14 pt Times, bold, centered.

Adjustments may need to be made in spacing depending on how lengthy title is.

Item	Ventura tag name
Affiliation	C&T PgGSC/Pub
Title	C&T Pg Title
Author(s)	C&T PgAuthor
Date	C&T Pg Date

COLOPHON PAGE: (left)

Colophon p. ii

Colophon headings – 9 pt Times, bold, u/l case (e.g. Cover illustration, Critical reviewers, Authors' addresses)

1.0 pts for frame around cover illustration description

9 pt Times italic, bold for Authors names

9 pt Times italic, for address(es)

if only 1 author (Author's address)

if more than 1 author with same address (Authors' address), leave author's name out and just cite address

if more than 1 author with different address (Authors' addresses)

9 pt Times italic, for submission dates

for original manuscript submitted (look on blue card in cabinet under date forwarded to managing editor)

for final version approved for publication (look on Q&A database under final edit)

Item	Ventura tag name
Colophon text	Colophon
Colophon headings	Colophon headings
Author names	Colophon authors
Author address	Colophon authors
Submission dates	Colophon authors
Cover description head	Colophon headings
Cover description text	Colophon

PREFACE: (right)

Preface p. iii

Not all publications will have a preface/préface.

Preface heading is 11 pt Times bold, full caps, centered over 20 pica column

English and French text are paragraph aligned

Preface starts 7 picas down from top of image area

Text is 10 pt Times, 20 pica line, full justification

First paragraph and all subsequent paragraphs indent 1½ pica

1½ spaces between paragraphs

Assistant Deputy Minister's signature lines indented 6 picas from left margin

Blank page follows Preface/Préface

Left p. iv (blank or with text, depending on how long the Preface is)

Item	Ventura tag name
Preface head	Preface Head
Preface text	Preface txt
Preface signature	Preface signa

CONTENTS: (right)

Contents p.v

Start 8 pica from edge of page

Contents Head – 16 pt Times bold, full caps, ruling line above = 0.60 pt, ruling line below = 0.60 pt

Subheadings = 12 pt Times, bold, italic, left margin

Chapter headings = 10 pt Times, indent 2½ pica from left margin

Authors names below chapter heading, indent 2½ pica from left margin, 10 pt Times, bold

After author names, tab and insert page #

Note: In publications with no preface"contents page starts p. iii.

If contents ends on a right hand page, add 1 blank left hand page

Item	Ventura tag name
Contents heading	Contents head
First order heading	Contents 1st
Second order heading	Contents 2nd
Third order heading	Contents 3rd
Fourth order heading	Contents 4th
Fig. & table headings	Cont Fig Head
Figure & table descriptions	Cont Figs
in pocket page numbering	Cont Mp&Pokit

SUMMARY/SOMMAIRE: (right)

Heading 11 pt, Times, bold, full caps, left margin, ruling line above = 0.48 pt, ruling line below = 0.48 pt

Authors names 11 pt, Times, bold, u/l case, left margin

Text 10 pt Times

Text (English) 18 pica line length

Text (French) 22 pica line length

English and French text are paragraph aligned

First paragraph, first line, left margin, full justification, all other paragraphs indent first line 1½ pica

Subheadings in summary, 11 pt Times Italic, bold

If summary ends on a right hand page, add a blank

Item	Ventura tag name
Summary heading	No 1 Head
Summary authors	Sum authors
Summary text – 1 st paragraph	First Para
Summary text	Body Text

MAIN TITLE (each report starts on new right page)

Main heading –3½ pica in from left and 3½ pica in from right – 20 pt Times, u/l case, left margin

Item	Ventura tag name
Main title	Main title

AUTHOR(S):

Author tag – 3½ pica in from left and 3½ pica in from right – 14 pt Times, u/l case, left margin

Item	Ventura tag name
Author tag	Author

CITATION:

Citation – 3½ pica in from left and 3½ pica in from right – 11 pt Times, italic, full justification, left margin, ruling line below = 0.72 pt width, full width of citation

Item	Ventura tag name
Citation text	Citation

ABSTRACT/RÉSUMÉ:

Abstract and Résumé headings – 3½ pica in from left and 3½ pica in from right – 12 pt Times, bold, u/l case, left margin, colon after Abstract: and space + colon after Résumé :

Abstract and Résumé text – 3½ pica in from left and 3½ pica in from right – Text aligns with Abstract/Résumé heading, first line indent 4½ pica, 10 pt Times, full justification

Introductory text begins on following page

Item	Ventura tag name
Abstract & Resume headings	Abs/Res head
Paragraphs	Abs/Res text

HEADERS AND FOOTERS:

Header is not visible on first page of report

Header, left page, 8 pt, Helvetica, 3 pica down from top trim, 4½ pica in from left, GSC Bulletin ###

Header, right page, 8 pt Helvetica, 3 pica down from top trim, 4½ pica in from right, author initial, then last name. If more than 2 authors, put 1st author initial, last name, et al. (e.g. T.J. Katsube et al.)

Footer – page numbering – see Base Page Settings on 8½ x 11

HEADING WEIGHTS:

No. 1 heading - 11 pt Times, bold, full caps, left margin, ruling line above = 0.48 pt, ruling line below = 0.48 pt

No. 2 heading - 11 pt Times Italic, bold, u/l case, left margin

No. 3 heading - 10 pt Times, bold, u/l case, left margin

No. 4 heading - 10 pt Times Italic, u/l case, left margin

TEXT

Unless otherwise noted all text will be 10/11pt Times

20 pica line length, full justification

First paragraph after a heading flush left, all subsequent paragraphs indented 1½ picas

18.0 pts space between last paragraph and next heading

6.0 pts space between multiple headings

6.0 pts space after heading before first paragraph

6.0 pts space between all paragraphs

Item	Ventura tag name
1 st order heading weights	No 1 Head
First paragraph after headings	First Para
Following paragraphs	Body Text
Last paragraph before heading	Last Para
1 paragraph between headings	Only 1 Para
2 nd order heading weight	No 2 Head
3 rd order heading weight	No 3 Head
4 th order heading weight	No 4 Head
5 th order heading weight	First Para tag, highlight heading and apply italic, text continues on
6 th order heading weight	Body Text tag, highlight heading and apply italic, text continues on
# for numbered paragraphs in text	Numbr Para-#
numbered paragraphs in text	Numbr Para-txt
last numbered paragraph in text	Numbr Para-last

FOOTNOTES:

Footnotes can be on a 20 pica line length, or a 35 pica line length

9 pt, Times

Rule above footnote, 0.7 pt, same length as footnote

(20 pica line length) Footnote #, left margin, superscript, in/outdent 0,06 pica for body of footnote, aligns with the Footnote #

(35 pica line length) 3½ pica in from left, 3½ pica in from right – Footnote #, left margin, superscript, in/outdent 0,06 pica for body of footnote, aligns with the Footnote #

Item	Ventura tag name
Footnote number/column	Ftn # column
any following footnote #'s	Ftn# 2 nd no col
Footnote text/column	Ftn column
Footnote number/35 pica line	Ftn # page
any following footnote #'s/35 pica line	Ftn# 2 nd no page
Footnote text/35 pica line	Ftn page

REFERENCES:

Heading – 12 pt, Times, bold, full caps, left margin

Author names – times, 8 pt, bold, left margin

date – 8 pt, times, left margin

text – aligns with date, 8 pt, times, indented 2,0 pica from left margin, justified, text aligns with date

in press – 6 pt, Times, normal, left margin

no space between references

Item	Ventura tag name
Reference heading	No 1 head
Authors	Ref Authors
Date	Ref Date
Text	Ref Text
in press	Ref in press

AUTHOR INDEX:

Heading – 14 pt Times, bold, full caps, centered over 42 pica width

Names – 10 pt Times, u/l case, bold, tab and insert page #

There is no spacing between names

Item	Ventura tag name
Author Index heading	AuthIndHead
Author names	AuthIndName

FIGURES:

If there are multiple photos (e.g. a,b,c,d) letters are added in desktop publishing package. Text is 12 pt, bold, Helvetica, placed on photo in upper or lower corners. There is no outline around photos.

FIGURE CAPTIONS:

10 pt Times, Italic, u/l case

Line lengths will vary according to figure and placement in text

If figure caption is on one page and figure on facing page, insert a ruling line over column width, 2 pica below text and 1 pica above caption, in the pen width, choose 1.0 pt for width and choose arrowhead pointing towards figure.

Item	Ventura tag name
Fig. caption on a 20 pica line	Fig Cap Column
Fig. caption centred on 20 pica line	Fig Cap Centr Col
Fig. caption across page	Fig Cap Page
Fig. caption centred across page	Fig Cap Centr Page
Fig. number to left of figure	Fig left
Fig. text to left of figure	Fig left txt
Fig. number to right of figure	Fig right
Fig. text to right of figure	Fig right txt
Fig. caption rotated	Fig Rotated

TABLES:

Tables are created in Word Perfect and imported into Ventura as CorelDraw files
8 pt Helvetica

Table and # should be bold. Text regular

Headings inside table frames should be bold

Ruling lines around and inside table is: width - 0.007", spacing - 0.013"

Ruling line underneath table headings is: width - 0.014", spacing - 0.013"

Item	Ventura tag name
Table heading	Table Cap
Rotated table caption	Table Cap Rot

APPENDIX or APPENDICES:

Heading – 14 pt Times (text) or 14 pt Helvetica (tables), bold, u/l case, centered across page

Sub heading 12 pt, bold, u/l case, centered across page, with 18.0 pt spacing below

Item	Ventura tag name
Appendix heading	App Head
Appendix subheading	App Title
Appendix first paragraph	First Para
following paragraphs	Body Text

PLATES

Heading – 12 pt Helvetica, bold, u/l case, centered on 35 pica line

plate description – 10 pt Helvetica, regular, 35 pica line, full justification

figure description – 9 pt Helvetica, regular

0,6 pica ruling line around plate

Attach Pub 3017 for sign-off when page proofs go to Author

Item	Ventura tag name
Plate heading	Plate Head
Plate description	Plate descr
Plate figure description	Plate fig descr

GUSSETT ENVELOPE

Crest - 6½ pica x 6½ pica, centred, 5½ pica from top trim

(If text and graphics are to drop out of background, use v:/graphics/newcrest/dropout_crest.cdr)

(If text and graphics are to remain black, use v:/graphics/newcrest/black_crest.cdr)

Affiliation – 14 pt, 14 pica from top trim, Times, full caps

Title – 18 pt, Times, full caps, 29 pica from top trim

Author(s) – 14 pt, Times, 12 pica below Title, u/l case

Date – 14 pt, Times, bold, 11 pica below author(s)

NRCan logo – 4 picas in from left, 4½ pica up from bottom trim (v:/graphics/natres_e.cdr)

Canada Wordmark – 4 pica in from right, 4 ½ pica up from bottom trim (v:/graphics/wordmark.cdr)

Item	Ventura tag name
Affiliation	C&T PgGSC/Pub
Title	C&T Pg Title
Author(s)	C&T PgAuthor
Date	C&T Pg Date

Ventura tag name	Item
Above Abs/Res	Main title of paper on page 1 (Pertains to Monograph Publication only)
Abs/Res head	Abstract & Resume headings
Abs/Res text	Paragraphs
App Head	Appendix heading
App Title	Appendix subheading
Author	Author tag (Pertains to Compendium Publication only)
AuthIndHead	Author Index heading (Pertains to Compendium Publication only)
AuthIndName	Author names (Pertains to Compendium Publication only)
Body Text	All text throughout except for first and last paragraphs; also used for a No. 6 heading weight – highlight heading and apply italic, text continues on
Citation	Citation text (Pertains to Compendium Publication only)
Colophon	Colophon text, cover description text
Colophon headings	Colophon headings, cover description headings
Colophon authors	Author names, Author address, Submission dates
C&T PgGSC/Pub	Affiliation on cover and title pages
C&T Pg Title	Title on cover and title pages
C&T PgAuthor	Author(s) on cover and title pages
C&T Pg Date	Date on cover and title pages
Contents head	Contents main heading
Contents 1st	First order heading weight
Contents 2nd	Second order heading weight
Contents 3rd	Third order heading weight
Contents 4th	Fourth order heading weight
Cont Fig Head	Figure, table, Appendix headings
Cont Figs	Figure & table descriptions
Cont Mp&Pokit	in pocket page numbering
First Para	First paragraph after any heading weight; also used for a No. 5 heading weight – highlight heading and apply italic, text continues on
Ftn # column	Footnote number in a column
Ftn# 2 nd no col	any following footnote #'s
Ftn column	Footnote text in a column
Ftn # page	Footnote number on a 35 pica line
Ftn# 2 nd no page	any following footnote #'s on a 35 pica line
Ftn page	Footnote text on a 35 pica line
Fig Cap Column	Fig. caption on a 20 pica line
Fig Cap Centr Col	Fig. caption centred on 20 pica line

Ventura tag name	Item
Fig Cap Page	Fig. caption across page
Fig Cap Centr Page	Fig. caption centred across page
Fig left	Fig. number to left of figure
Fig left txt	Fig. text to left of figure
Fig right	Fig. number to right of figure
Fig right txt	Fig. text to right of figure
Fig Rotated	Fig. caption rotated 90°
Last Para	Last paragraph before a new heading
Main title	Main heading of paper (Pertains to Compendium Publication only)
No 1 Head	First order heading weight
No 2 Head	Second order heading weight
No 3 Head	Third order heading weight
No 4 Head	Fourth order heading weight
Numbr Para-#	# for numbered paragraphs in text
Numbr Para-txt	numbered paragraphs in text
Numbr Para-last	last numbered paragraph in text
Only 1 Para	1 paragraph between headings
Plate Head	Plate heading
Plate descr	Plate description
Plate fig descr	Plate figure description
Preface Head	Preface head
Preface txt	Preface text
Preface signa	Preface signature
Ref Authors	List of authors for a reference
Ref Date	Date
Ref Text	Text
Ref in press	in press
Sum authors	List of authors in a Summary (Pertains to Compendium Publication only)
Table Cap	Table heading
Table Cap Rot	Table caption rotated 90°