

DETAILED SPECIFICATIONS FOR GSC PUBLICATIONS (MONOGRAPH)

COVER:

Cover created in Corel Draw

Font: Times, Type1 font

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

v:/graphics/newcrest/dropout_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-colour.

3 pt. rule traps cover photo, drops out of background color (background color is PMS 5473C)

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_mono.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 pica 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, 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 a 35 pica line

Preface starts 7 picas down from top of image area

Text is 10 pt Times, 35 pica line, full justification

First paragraph and all subsequent paragraphs indent 1½ pica

1½ spaces between paragraphs

Assistant Deputy Minister's signature lines indented 21 picas from left margin

French Préface starts 4 picas down from bottom of last line of English Ministers signature

Blank page follows Preface/Préface

Blank p. iv

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

12 pt Times bold, caps for heading

10 pt Times for body of contents

Page numbers appear to the left of the headings, separated by 1.0 pt rule.

Page numbers are right aligned 1 pica to the left of rule

1½ space before each No. 1 Heading

No. 1 Headings positioned 1 pica to the right of rule

No. 2 Headings indented 1½ pica in from No. 1 Heading

No. 3 Heading indented 1½ pica from No. 2 Heading

No. 4 Heading indented 1½ pica from No. 3 Heading

Section headings (Appendices, Tables, Figures) appear u/l case, Times, bold

24.0 pt space before new section heading and 9.0 pt below

"en pochette" - 6 pt Times, italic (fr.); "in pocket" - 8 pt Times, italic (eng.)

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

MAIN TITLE (above abstract and resume) on p. 1

16 pt Times, caps, centered over 35 pica line. Rule (0.7 pt) appears above and below main title

Item	Ventura tag name
Main title	Above Abs/Res

ABSTRACT/RÉSUMÉ (below main title on p. 1)

Heading 11 pt, Times, Italic, bold, u/l case, centered over 35 pica line

First paragraph and all subsequent paragraphs, Times, 10 pt, indent 1½ picas

Add rule below Abstract/Résumé if there is room to start Introduction on same page – 35 pica long, 0.7 pt width, 2,0 pica below text

Note: When Abstract/Résumé do not fill page 1, Summary/Sommaire and/or Introduction starts on same page.

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

SUMMARY/SOMMAIRE:

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

Text 10 pt Times

Left column (English) 18 pica line length

Right column (French) 22 pica line length

English and French text are paragraph aligned

Subheadings in summary, 10 pt Times Italic, text continues on same line

Add rule below summary (35 pica long, 0.7 pt width) if there is room to start Introduction on same page

Item	Ventura tag name
Summary heading	No 1 Head
Summary 1 st paragraph	First Para
Summary following paragraphs	Body Text

HEADING WEIGHTS:

No 1 heading - 12 pt Times, bold, full caps, left margin

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

No 5 heading - 10 pt Times, Italic, u/l case, left margin, text continues on same line

No 6 heading - 10 pt Times, Italic, u/l case, indented (1½ picas), text continues on same line

TEXT:

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

20 pica line length, full justification

First paragraph after a heading flush left, all subsequent paragraphs indented 1,2 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

numbered points throughout text (e.g. 1. Xxxxxxxx)

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

9 pt, Times

Rule above footnote, 0.7 pt, same length as footnote

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, with 6.0 pt spacing below

Author names – Times, 8 pt bold, left margin, with no space above or below

date – 8 pt, Times, left margin, with no space above or below

text – 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

FIGURE CAPTIONS:

10 pt Times Italic, u/l case. Figure & # are bold. Text regular

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, 2 pica below text and 1 pica above caption, and in the pen width, choose 1.0 pt for width and choose arrowhead pointing towards figure.

If figure goes on to 2nd or 3rd page, caption needs to say "Fig. ?? (cont.)". Fig. & # are bold, (cont.) - regular.

If figure caption is on the left or right of the figure, just the Figure # is on line 1, 6.0 pt space between Fig. # and text, full justification

Figure caption rotation – 10 pt Times, Italic, u/l case, Figure & # are bold, 90° paragraph rotation.

Ruling line around photos is 0.60 pt

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.

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

APPENDIX or APPENDICES:

Heading – 14 pt Times (text) or 14 pt Helvetica (tables), bold, u/l case, centred across page, with 16.98 pt space above and 6.0 pt space below

Subheading 12 pt Times, bold, u/l case, centred 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, centred on 35 pica line, with 7.2 pt spacing below
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

GUSSET ENVELOPE:

Gusset envelope created in Corel Draw. Background color is PMS 5473C
Crest - 6½ pica x 6½ pica, centred, 5½ pica from top trim (v:/graphics/newcrest/dropout_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°