

**FORMAT**

1. Briefing books are to be prepared on 8 1/2" x 11" plain bond. A sample briefing book (for a simulated event) is attached as a format guide. The covering page and dividing tabs (standardized numerals only) will be provided by Printing Operations (SSCP) when the briefs are sent for printing. Headings and sub-headings are to be printed in **bold** characters and **underlined**.
2. The originator may choose the print font to be used so long as the same font is used throughout the book. Courier and Helvetica are the standard fonts. The model book is printed in Helvetica font which is the current preference of Ministers.
3. Books for the personal use of Ministers will be put in a loose-leaf binder with a cover insert on the front of the binder.
4. Books for the use of other officials will be bound using the thermabinding process with a Mayfair cover of the same style as for Ministers; Cerlox binding will not be used.
5. All books will be printed in black ink; multi-colour processes will not be permitted. All texts will be two-sided, so leave a margin of one inch on both sides of the page.
6. All books should be delivered to SSCP complete and ready for printing 48 hours before the time required. Work is to be paginated consecutively in non-reproductive blue (so that it does not appear on final copies) and presented in a form which is fully ready for printing.
7. Briefing books may be classified as SECRET, CONFIDENTIAL, PROTECTED or UNCLASSIFIED, depending on the circumstances.
8. The date, division and name of the officer who has prepared a brief should appear on the bottom right corner of the last page of the document in question.