**Introduction**

This document lists standards for 2020–2021 San Francisco Civil Grand Jury reports. Note that this is an evolving document and is sure to expand and improve as the Jury gains more experience and shares more ideas.

**Formatting**

Use “Styles” To Apply Formatting

To apply formatting (font, font size, alignment, margins, line spacing, etc.) to a whole paragraph, attach the appropriate Google Docs “style” from the dropdown menu in the formatting toolbar or from the Format | Paragraph styles menu bar command. Every single paragraph should have the appropriate style attached to it.

The IT Committee is available to teach the “style” feature to any jurors who are unfamiliar with it.

Do *not* use the various formatting toolbar buttons to apply formatting…except the styles dropdown list.  (There will be a few rare exceptions, like italics—see below).

Standard Styles In SFCGJ Report Template

The Editorial Committee has prepared a Google Docs template file for reports. This template has the following styles pre-programmed:

* Normal text—Times New Roman, 12-point, upper & lower case, 1.15 line spacing, left justified, add space after paragraph
* Title—Arial, 24-point, upper, bold, 1.15 line spacing, centered, space after paragraph
* Heading 1—Arial, 16-point, bold, upper case, 1.15 line spacing, left justified, page break before paragraph, space after paragraph
* Heading 2—Arial, 14-point, upper and lower case, 1.15 line spacing, left justified, space before paragraph, space after paragraph
* Heading 3—Arial, 12-point, upper and lower case, bold, 1.15 line spacing, left justified, space before paragraph, space after paragraph
* Footer—Arial, 12-point, upper and lower case, 1.15 line spacing, left justified
* Table Column Header—Arial, 9-point, bold, upper and lower case, 1.15 line spacing, center justified
* Table Body—Arial, 9-point, upper and lower case, 1line spacing, left justified
* Footnote—Times New Roman, 10-point, upper and lower case, 1.15 line spacing, left justified
* Bullet List—Times New Roman, 12-point, upper and lower case, 1.15 line spacing, left justified, bulleted, add space after list item,  prevent single lines

Be sure to apply the appropriate style to each paragraph. For example, Heading 1 is used for section headings (See “Report Structure” below), and the other headings are used for subheadings within sections.

Do Not Use Blank Paragraphs To Add Vertical Space

The correct amount of blank space after a paragraph will be automatically applied by the selected style. If the amount of space appears incorrect first try re-applying the style.

In the very rare cases that one wants to change the amount of blank space, do so using the Format | Line spacing menu bar command.

Never add blank space by adding blank paragraphs, i.e., do not press Enter twice or more in a row.

Add Space After Last List Item

Manually modify the formatting of the last item of a bulleted or numbered list to include “Add space after list item.” This can be accessed from the toolbar or the menu bar command Format | Line spacing. (Unfortunately, the formatting options offered by Google Docs cannot do this automatically, unlike Microsoft Word.)

Do Not Indent First Line

Do not indent the first line of a paragraph (either by entering a tab character or by using the “first line” option within Format | Align & indent | Indentation options | Special indent). Instead paragraphs are visually separated paragraphs with “space after paragraph” (which is already programmed into the report template’s styles).

**Supplemental Style Reference Guide**

For issues not covered in this document, refer to the [*Chicago Manual of Style*](https://www.chicagomanualofstyle.org/home.html).

**Grammar**

Grammatical Person

Write in the third person, not first. For example, write “The Jury found,” not “We found.”

Capitalization

Only capitalize proper names and the first words of sentences.

“San Francisco Civil Grand Jury” and its shortened form “Jury” are considered proper names.

Italics

Typically when italicization is appropriate, it is only for a few words in a paragraph, not all. Thus styles are not used to apply italicization.

Instead select the words and apply italicization using the toolbar button, Format | Text in the menu bar, or Ctrl+i.

* Italicize foreign words—Unfamiliar foreign words should be italicized the first time they appear…after the first time they are familiar!
* Italicize titles—For example, write *The New York Times*.

**Punctuation**

* Hyphenate compound adjectives—For example, write “a 6-inch bâtard.” The hyphen can be omitted in cases where there is little chance of confusion, most commonly for modifiers that end in “ly,” such as “an entirely empty glass.”
* Use “Oxford” commas—Write “lions, tigers, and bears,” not “lions, tigers and bears.”
* No spaces around dashes—Do not surround dashes, neither en-dashes nor em-dashes (see “Special Characters” below).
* Spaces around ellipses?— If words are omitted from the middle of a sentence, indicate the omission with an ellipsis special character (“…”) that is preceded and followed by a space. If words are left off at the end of a sentence, and that is all that is omitted, indicate the omission with an ellipsis (preceded and followed by a space) and then indicate the end of the sentence with a period … . If one or more sentences are omitted, end the sentence before the ellipsis with a period and then insert an ellipsis with a space on each side. ... As in this example. If ellipses are used as informal connectors…such as in this example…do not surround them with spaces.
* Use double quotation marks around quotations—If there is a quotation within a quotation, the inner quotation marks should be single. For example, “He yelled at the dog, ‘Fetch!’”
* Use one space after periods and colons—Not two.
* Punctuation within quotations—Periods and commas should be placed within quotation marks. Question marks and exclamation points should only be placed within if they modify the quotation.

**Special Characters**

Because the Jury is preparing reports for publication the correct typographic symbols should be used:

* Use special characters for fractions—Write “½” not “1/2.” And for fractions combined with whole numbers, don’t place a space between the whole number and the fraction special character. For example, write “1½,” not “1 ½.”
* Dashes—Use special characters for dashes
* Use an em-dash instead of two hyphens, e.g., “we went to school—the same one our parents went to” not “we went to school--the same one our parents went to.”
* Use an en-dash to indicate a numeric range, not a hyphen, e.g., “10–12 min” not “10-12 min.”
* Multiplication symbol—Use the special character for multiplication. For example, “4 × 6 cm,” not “4 x 6 cm” or “4 \* 6 cm.”
* Quotation marks—Use curly single and double quotation marks instead of straight marks. For example, “Baker’s Math,” not "Baker's Math." In most situations Google Docs will apply the correct curly quotation mark automatically.
* Apostrophes—Use the single curly right quotation mark for an apostrophe (not a modified letter apostrophe special character). In most situations Google Docs will apply this automatically.
* Primes (feet and inches)—Use the prime and double prime characters for inches and feet respectively. Do not use the single and double quotation marks. For example, “5ʹ10ʺ”, not “5’10”” (very subtle, but there is a difference).
* Use diacritics as appropriate—For example, write “café,” not “cafe.”

All the special characters mentioned above can be inserted via the Insert | Special characters menu bar command.

Time, Temperature, Length, And Mass

Here are examples of the preferred ways to express quantities:

* January 1, 2020
* 1/1/20
* 76°F
* 73°F–76°F
* 1 lb
* 2 lb
* 999 g
* 1.000 kg
* 73%–76%
* 12″ × 24″
* 3 × 3 cm
* 1 Tbsp
* 1 tsp
* a.m.
* p.m.

Notice that some unit abbreviations (lb, g, kg, cm) have space between the number and the abbreviation, and others do not.

**References**

Public References

Use footnotes for references intended to be visible to the public reader. There are several ways to add footnotes, such as the Insert | Footnote menu bar command.

Use standard format for references, such as

* Jones, Melinda, *Government in Action*. New York, University Press, 2012, 49–50
* McAdams, Carl, “New Uses for Asphalt.” *Journal of Paving* 45 (Spring 2009): 27–29

Refer to the [*Chicago Manual of Style*](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html) for more complicated references.

If a web link exists for a reference, add it to the reference as a hyperlink using the Insert | Link menu bar command, right clicking on highlighted text, or Ctrl+k.

Private References

To include a reference (such as which confidential interview the information came from) that *only jurors* should be able to see, include it as a Google Docs “comment.” These will not print out when the report is converted to a PDF for viewing outside of the Jury.

**Style**

Brevity

Write as concisely as possible. Try deleting words and see if they are missed. For example, write “Mix flour and water” instead of “Mix the flour and the water.”

Active Voice

Favor using the active verb tense. For example, write “The dog ate the final report” rather than “The final report was eaten by the dog.”

Contractions

Avoid using contractions.

Parallel Construction In Lists

Use parallel construction in lists. For example, write,

* Do thing A—text
* Do thing B—text
* Do thing C—text

instead of

* Do thing A—text
* Thing B—text
* Do thing C—text

**Report Structure**

The typical sections of a San Francisco Civil Grand Jury report are:

* Title Page
* Executive Summary
* Table of Contents
* Background
* Methodology
* Discussion and Analysis
	+ Findings
	+ Recommendations
* Required Responses
* Appendices (optional)
* Glossary (optional)
* Bibliography (optional)
* Disclaimer (optional)

These sections are included in the report template prepared by the Editorial Committee.

This structure may be changed as appropriate to serve the needs of the report.

**Suggested Content For Each Section**

Title Page

The title page may, but is not required to, include a graphic.

Executive Summary

The executive summary is typically a half page long, and rarely much longer than a page. Be guided by the spirit of, “If the reader only remembers three [or two or four, etc.] things about this report, they should be… .”

Limit the contents to text...no graphics, no subheadings, no footnotes...just text.

Table of Contents

The template includes the “code” to make Google Docs automatically generate the table of contents.

This section may be omitted for shorter reports.

Background

This is where the Jury shares what grabbed its attention about the topic…and hopefully grabs the reader’s attention, too.

Often it includes news headlines and excerpts, or highlights from a recently issued city agency report.

It can include facts and statistics to support the motivation, but as punchy standout statements, not a dense stream of data.

Methodology

This section should include an overview of the investigative process required for all California civil grand juries. Thus it will be very similar in all reports.

If any unique methodology was used for this report it may also be described here.

Discussion and Analysis

There are many ways to organize this section. For example, it can start with the list of findings. Or it can start with the key issues, perhaps boxed or in tabular form.

In most, facts lead to findings, which then lead to recommendations.

If the investigation covers more than one subject area, group the facts → findings → recommendations appropriately.

By law, both findings and recommendations must be set out as numbered line items. Google Docs tables can be useful for containing these items.

Required Responses

This is a list of all the agencies, departments, offices, etc., that are required to respond to any of the findings and recommendations.

Group the bodies that must respond in 60 days and those that must respond in 90 days.

For each body, include a list of the specific findings and recommendations that it must respond to.

**Collaborative Editing Using Google Docs**

Google Docs includes many features that make it easier for several writers to draft and edit a document together...a perfect match for the work of a Civil Grand Jury!

Version Control

Do *not* make copies of any shared file. This can lead to the shared cloud drive being cluttered up by a confusing collection of files, such as “Report Version 2.gdoc,” “Report Version 2b.gdoc,” “Report Version 2c Allen’s Changes.gdoc,” etc.

Instead, everyone should work on the *same* file.

Multiple copies are not needed because Google Docs allows more than one person to work on the same file...even *simultaneously*...without risk of different users’ changes getting out of sync.

Also, Google Docs frequently automatically saves backup copies of files. (The backups are accessed through the version history command on the menu bar.) So it is easy to find an earlier version of a file and “roll back” if necessary.

Editing Mode

Google Docs offers three editing modes: editing, suggesting, and viewing. The mode is selected using the dropdown menu on the right-hand side of the toolbar.

Suggesting mode is usually the best choice when editing the work of another author. This is because it highlights the changes, thus making it easier for the original author to see them.

Editing mode is the best choice for entering the first draft of text.