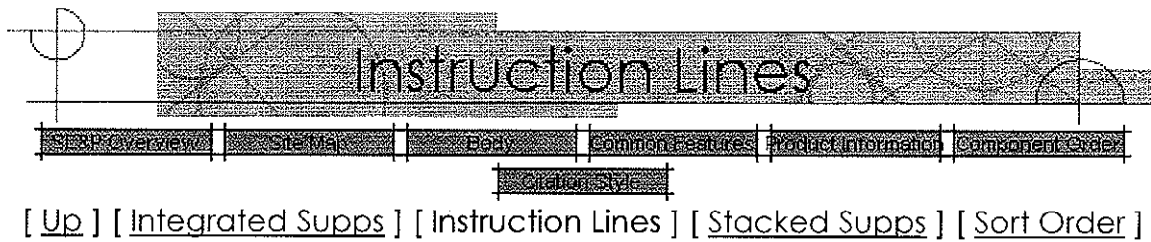


EXHIBIT E



Summary of Changes

Standard

Instruction lines will output in italics. All instruction lines, regardless of what they refer to, will output flush left with a first-line indent (although the instruction line itself is required to reside inside or immediately before the para tag for the material it is representing and is prohibited from residing alone inside a para tag).

Changes should be indicated by referring to the closest note number or to the text page number, or by counting paragraphs.

Each instruction line contains one or more instructions. Each instruction consists of three elements, starting with the action (mandatory) and followed by what (optional, if it can be implied) and where (optional, if it can be implied). "Action" refers to what is being done to the main text. "What" refers to the portion of the main text impacted by the action. "Where" is the location of the main text impacted by the action.

The only terms allowed for Action are "add," "delete," "replace," and "redesignate." Thus, instead of using terms such as "substitute," "change," "modify to read," and "should read as," use "replace." "Add" refers to the addition of new material, without regard to the amount of material being added. "Delete" is used when main-text material is deleted or removed without being replaced. "Replace" is used when main-text material is deleted and new material is inserted in its place. "Redesignate" is used when an alphanumeric designator (e.g., paragraph number) has been changed. When describing multiple changes to a single chunk of material, use as many instructions as necessary to prevent ambiguity.

The instruction line must explicitly state when text is being replaced without replacement of the corresponding footnote. Any change to a footnote,

including solely the addition of a case cite, must have an instruction line.

Descriptions of "What" and "Where" must be sufficiently specific and clear to allow implementation of the changes described in the instruction line by the users. This means that where the change is to add a new paragraph following an existing paragraph, the instruction line must explicitly state that a new paragraph is being added. In the case of footnotes, see the supplement standards applying to footnotes.

This standard is primarily intended for treatises and forms sets. See the Exempt Products List for products that do not have to comply with this standard.

Examples

Replace paragraph on pg. 63 that starts "The aversion the courts have ..." with the following paragraph:

Add the following sentence at the end of the paragraph which ends "entered during that time." on pg. 63:

Add after footnote 3:

Add to the text after note 53:

Delete third paragraph of section

Delete the 1st full paragraph and footnote on p. 41

Current Status

Effective immediately.

Rationale

The style adopted is similar to that adopted for the Reengineering standards and the earlier CBC Standard Page Format standards.

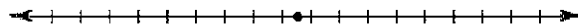
The above rules are based on two assumptions:

1. That instruction lines are used when the holding entity, such as a hierarchy or section, already exists. Do not use an "add" instruction line to create a new hierarchy or section.

2. That the instruction lines refer to the "main volume" text. To supplement a supplement, simply change the text of the supplement information, and if there is an existing instruction line, alter it accordingly.

An initial decision to preclude references to page numbers was reversed after consultations between SL&P and analytical management, primarily in the recognition that references to print page numbers can be electronically suppressed.

Placing an instruction line in a paragraph by itself is prohibited because it creates a blank paragraph on Westlaw.



Summary of Changes

9/25/08 - (Added language that any addition to a footnote, including the addition of a case cite, needs an instruction line (prospectively). Also performed some cosmetic changes for readability)

8/10/06 - (Added examples)

7/15/05 - (Changed to allow references to page numbers from the main volume)

5/4/05 - (Added requirement that instruction lines not appear alone inside a para tag and explained in Rationale)

4/13, 4/15/04 - (added detail about allowable terms in instruction lines; added explanation in rationale about supplementing to the main volume vs. changing supplement material)

This page was last updated on September 25, 2008.

Comments, questions, and requests for new standards should be addressed to: west.slp@thomson.com.

