



## NOTES FOR READERS

### **General style and quotations**

The style used in this report is based on the style guide for parliamentary reports. In accordance with parliamentary report style, the use of capitalisation is minimised; however, quotations are not edited and therefore retain a greater use of capitalisation than the surrounding report text. This is most apparent in quotations referring to New Zealand Police.

### **Referring to New Zealand Police**

In accordance with parliamentary report style, this report uses New Zealand Police (capitalised and singular) or the police (lower case and plural) in referring to the organisation. Initial capital letters are used for the full titles of permanent heads and deputies of Government departments; if only part of the full title is used, or the title is used generically, it is in lower case; hence, Commissioner of Police, Police Commissioner Robinson, the police commissioner, Deputy Commissioner of Police, assistant commissioner of police. Other examples of parliamentary report style include police officer, police district, but Counties Manukau Police District.

### **Abbreviations**

This report avoids the use of abbreviations except where they are an aid to readability or where the abbreviation is widely used and recognised. Each chapter provides the phrase or the name of the organisation in full at first mention together with the abbreviated form or acronym to be used thereafter in that chapter. The process is repeated for each chapter.

### **Quotations, submissions, and other information from the parties and expert witnesses**

All quotations of the parties' words and extracts of information provided by the parties are recorded as footnote references in the report. These may have been drawn from briefs of evidence for hearings, transcripts of hearings, documents provided to the Commission, or from the Operation Loft police files. Similar references are made to briefs of evidence, transcripts of hearings, and documents provided by expert witnesses. The parties' closing submissions at the conclusion of hearings in 2005, their submissions on the draft report and on proposed interim reports in 2006, and the evidence considered at a final hearing in December 2006 have all been referenced.

However, to protect the identity of complainants and alleged offenders, as instructed by the Order in Council of 2 May 2005, hearings after that date were held in private and identifiable detail was removed from the text of the report. Many of the references in the report are therefore not available for public scrutiny. Given this, for the sake of readability, some of the explanatory comments submitted by the parties on the circumstances of particular complaints are not always referenced; however, direct quotations will be footnoted as a record of their origin.