

MISSOURI REGISTER

◆

CODE OF STATE REGULATIONS

STYLE GUIDE

FOR RULE WRITERS



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RULEMAKING RESOURCES

Missouri Register

sos.mo.gov/adrules/moreg/moreg

Code of State Regulations

sos.mo.gov/adrules/csr/csr

Rulemaking Manual

sos.mo.gov/adrules/manual/manual

Timeline Calculator

s1.sos.mo.gov/adrules/datecalc/

Forms

sos.mo.gov/adrules/forms

Rule Copies to Amend

sos.mo.gov/adrules/agency

INTRODUCTION

This guide addresses style that is specific to administrative rules published in the *Missouri Register* and *Missouri Code of State Regulations* and is not intended as a comprehensive grammar and usage reference. The intent of this style guide is to familiarize agency rule drafters with the kinds of stylistic vices that Administrative Rules editors seek to correct in rule text. An agency's rules may contain exceptions to many of the suggestions in this style guide; however, most new rules can be written to conform with the standards contained herein.

If the style guidelines that follow do not answer a question of style or usage, refer to the most recent edition of the *The Redbook: A Manual on Legal Style* (Bryan A. Garner) or the [GPO Style Manual](#), or direct your question to an editor in the Administrative Rules office.

See the [Missouri Rulemaking Manual](#) for information about the rulemaking process, timelines, and filing requirements.

Administrative Rules staff publish the *Missouri Register* and the *Missouri Code of State Regulations*. The *Missouri Register* is the publication that sets forth all state agency rulemakings as they proceed through the rulemaking process. Specifically, the *Register* will contain emergency rulemakings, proposed rulemakings, final orders of rulemaking, and in additions. The purpose of the *Missouri Register* is to allow citizens access to the rulemaking process and the ability to comment on and recommend changes to proposed rulemakings. Additionally, other state government information is published in the *Register*. The *Code of State Regulations* is the set of rules promulgated by all state agencies. It is currently comprised of just over ten thousand (10,000) pages.



The rules in the *Code of State Regulations* are organized by state agency.

TITLE 1 – OFFICE OF ADMINISTRATION

TITLE 2 – DEPARTMENT OF AGRICULTURE

TITLE 3 – DEPARTMENT OF CONSERVATION

TITLE 4 – DEPARTMENT OF ECONOMIC
DEVELOPMENT

TITLE 5 – DEPARTMENT OF ELEMENTARY AND
SECONDARY EDUCATION

TITLE 6 – DEPARTMENT OF HIGHER EDUCATION
AND WORKFORCE DEVELOPMENT

TITLE 7 – MISSOURI DEPARTMENT OF
TRANSPORTATION

TITLE 8 – DEPARTMENT OF LABOR AND INDUSTRIAL
RELATIONS

TITLE 9 – DEPARTMENT OF MENTAL HEALTH

TITLE 10 – DEPARTMENT OF NATURAL RESOURCES

TITLE 11 – DEPARTMENT OF PUBLIC SAFETY

TITLE 12 – DEPARTMENT OF REVENUE

TITLE 13 – DEPARTMENT OF SOCIAL SERVICES

TITLE 14 – DEPARTMENT OF CORRECTIONS

TITLE 15 – ELECTED OFFICIALS

TITLE 16 – RETIREMENT SYSTEMS

TITLE 17 – BOARDS OF POLICE COMMISSIONERS

TITLE 18 – PUBLIC DEFENDER COMMISSION

TITLE 19 – DEPARTMENT OF HEALTH AND SENIOR
SERVICES

TITLE 20 – DEPARTMENT OF COMMERCE AND
INSURANCE

TITLE 22 – MISSOURI CONSOLIDATED HEALTH CARE
PLAN

—**TYPOGRAPHICAL CORRECTIONS**

Administrative Rules is given statutory authority to correct typographical errors or spelling errors in the publication of rules (see section 536.033, RSMo). Editors always communicate with the agency involved and seek agency input regarding all suggested corrections for publication.

Typographical corrections may address punctuation, doubling of numbers, formatting for publication, boilerplate phrases and notes, references to the rule type (rule, amendment, rescission), double spaces after periods, simple misspellings, styling of house titles and publication references, and other house style matters.

If a rule garners numerous typographical corrections, the editor may note all such corrections as typographical in communication with the agency rather than listing the subdivision of each correction. All other, non-typographical, corrections are identified by subdivision in queries to the agency.

Typographical corrections do not require a staff comment in orders of rulemaking.

—**BRACKETS/BOLD**

All material to be deleted from the rule will be placed in *[brackets and italic]* typeface, and all new material in the rule will be printed in **bold** typeface. Bracketed material should be placed before bolded text.

When amending text that is already bold, such as rule titles, make the new text ***bold and italic***.

—**FORMATTING RULES**

Agency rule drafters should use the most current rule text, available at the SOS website under [Rule Copies to Amend](#). Rule Copies to Amend are updated monthly after publication of each Code.

- Number rules and insert bullets manually. Turn off automatic numbering and bullets.
- Leave a line space between sections and do not format indents using tabs or spaces.
- All text should be black; do not use color to indicate new text or deletions.
- Check text for auto-hyphenation before bracketing hyphenated words. Auto-hyphenated words from the end of a line in Code can be corrected without formal process.

—**RULE STRUCTURE**

(1) Section	Roman numerals
(A) Subsection	I = 1
1. Paragraph	V = 5
A. Subparagraph	X = 10
(I) Part	L = 50
(a) Subpart	C = 100
I. Item	D = 500
a. Subitem	M = 1000

—DRAFTING

- If only one or two simple conditions must be met before a rule applies, state the conditions first and then state the rule.

(G) If the county of residence, illness/injury/event, or death are different, the CFRP panel in the county where the illness/injury/event occurred shall review the death.

- If two or more complex conditions must be met before a rule applies, state the rule first and then the conditions.

(K) The owner or operator of the plant shall record daily inspections in a log if the plant –
1. Manufactures hazardous substances;
2. Employs ten (10) or more employees; and
3. Has equipment that is more than three (3) years old.

Rules of the latter type should be formatted as a list, as in this example (see *Lists*).

NUMBER/TENSE

Use the singular unless the sense is undeniably plural. Under the rules of statutory interpretation, the singular includes the plural, but not necessarily vice versa.

For example, if a prohibition states that *No person may shoot bullets outside the firing range*, and someone has shot 30, how many infractions have there been? The singular is preferable: *No one may shoot a bullet....* Then you inarguably have 30 infractions.

The singular implies the plural. A rule should be written using the singular form. No statement to this effect is necessary in the rule.

INCORRECT

The department shall issue certificates to the examinees.

CORRECT

The department shall issue a certificate to each examinee.

A rule of continuing effect speaks of the time it is applied, not of the time it is drafted or when it becomes effective.

INCORRECT

The fine for employing an unlicensed person shall be one hundred dollars (\$100).

CORRECT

The fine for employing an unlicensed person is one hundred dollars (\$100).

INCORRECT

When it has been determined by the director that the application that was submitted by the applicant is complete . . .

CORRECT

When the director determines that the person's application is complete . . .

—LISTS

Avoid unnumbered or unlettered rule text.

- If several conditions or subordinate provisions must be met before a rule applies, use a list. Listing provides white space that separates the various conditions. Listing can help avoid the problems of ambiguity caused by the words “and” and “or.”

INCORRECT

(26) Reverse auctions. A procurement involving a reverse auction process shall include: the qualifications, if any, for the prospective vendors; the process to be followed for reverse auction, including that of the vendors; the merchandise, supplies, raw materials, or finished goods to be procured; and the evaluation criteria to determine the winning vendor, with price as the primary factor in evaluating bids. A reverse auction shall not be used for supplies covered by section 34.047, RSMo.

CORRECT

(26) Reverse auctions.

(A) A procurement involving a reverse auction process shall include –

1. The qualifications, if any, for the prospective vendors;
2. The process to be followed for reverse auction, including that of the vendors;
3. the merchandise, supplies, raw materials, or finished goods to be procured; and
4. The evaluation criteria to determine the winning vendor, with price as the primary factor in evaluating bids.

(B) A reverse auction shall not be used for supplies covered by section 34.047, RSMo.

Rules often contain conditions that result in complex sentences containing many clauses.

- A list that follows introductory language that is an incomplete sentence should not contain a complete sentence with end punctuation within any item in the list.

INCORRECT

(A) All briefs must –

1. Be on paper of size eight and one-half inches by eleven inches (8 1/2” x 11”);
2. Be typed on one (1) side of the paper;
3. Have a left, right, bottom, and top margin of not less than one inch (1”). Page numbers may appear in the bottom margin, but no other text may appear in the margins;
4. Have all pages consecutively numbered;

CORRECT

(A) All briefs must –

1. Be on paper of size eight and one-half inches by eleven inches (8 1/2” x 11”);
2. Be typed on one (1) side of the paper;
3. Have a left, right, bottom, and top margin of not less than one inch (1”);
4. Have any page numbers appear in the bottom margin, but no other text in the margins;
5. Have all pages consecutively numbered;

Apply the following guidelines when making a list:

- If the introductory text for a list is a complete sentence and refers to listed conditions using a phrase such as “includes the following,” end the introduction with a colon and make each item in the list a separate subdivision;

—LISTS, continued

- In a list after an introduction ending with a colon, end each subdivision with a semicolon, except the last item, which ends with a period unless the next subdivision is a continuation;
- If the introductory text for the list is an incomplete sentence, end the introduction with an em dash;
- In a list after an introduction ending with an em dash, end each subdivision with a semicolon, except the last item, which ends with a period unless the next subdivision is a continuation;
- If the introductory text is a complete sentence, the introduction may end with a period;
- In a list after an introduction ending with a period, also end each subdivision with a period;
- Each item in the list must fit the classification;
- Each item in a list must correspond, both in substance and form, to the introductory language for the list;
- Capitalize the first word of each subdivision;
- Use parallel structure; and
- Either “and” or “or” appears at the end of the next-to-last subdivision when using semicolons rather than periods; without a conjunction it will be unclear whether all conditions must be met or only one must be met.

—PURPOSE STATEMENTS

There are two purpose statements: the rule purpose and amendment purpose. The rule purpose begins “This rule [verb]...” and the amendment purpose begins “This amendment [or rescission] [verb]....”

PURPOSE: This amendment [or rescission] corrects an incorrect statutory reference.

PURPOSE: This rule provides the requirements and time frames licensees must follow in reporting a change in collaboration, name and/or address change, or to document retirement from practice.

—INCORPORATED BY REFERENCE (IBR)

Material incorporated by reference requires a publisher’s note, located after the purpose statement(s).

PUBLISHER’S NOTE: The secretary of state has determined that publication of the entire text of the material that is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.

—INCORPORATED BY REFERENCE (IBR), continued

Within a rule, material incorporated by reference should be cited using the following formula:

The [Title of Publication] [date] is incorporated by reference in this rule, as published by [publisher] and available at [website] or [address]. This rule does not incorporate any subsequent amendments or additions.

—INCLUDED HEREIN

The phrase “included herein” is used in reference to agency forms published within a rule. Forms are considered part of the rule and appear before the authority section.

—COMMENTS FOR ORDERS OF RULEMAKING

Comments should be grouped by commenter affiliation or comment substance and summarized. One response can be given for multiple comments by listing the comments (#1, #2, #3, etc.) and providing a response at the end of the list. If a comment is quoted, the text should be presented in quotation marks, edited only for typographical errors.

—PUBLIC AND PRIVATE COST

PUBLIC COST: This proposed amendment/rule/rescission will not cost state agencies or political subdivisions more than five hundred dollars (\$500) in the aggregate.

PRIVATE COST: This proposed amendment/rule/rescission will not cost private entities more than five hundred dollars (\$500) in the aggregate.

A public cost over five hundred dollars (\$500) must be accompanied by a declaration of cost. A private cost over five hundred dollars (\$500) must be accompanied by a fiscal note. Figures in the cost statement must match figures given in the respective declaration or fiscal note. For more information on cost statements, see the [Rulemaking Manual](#).

—AUTHORITY

The authority section is a paragraph following the text of the rule showing the section number(s) and latest revision date of *Revised Statutes of Missouri* that provides agency authority for promulgating the rule. Following the rule authority is a record of the filed and effective dates for the original rule and all of its amendments.

If an authority section is exceedingly long (three or more entries after the original filing), the sentence “*For intervening history, please consult the **Code of State Regulations**,*” may be inserted after the current RSMo authority and original filing dates and before the current filing, effective, and expiration dates.

To confirm a RSMo citation, see revisor.mo.gov.

—NOTICE TO SUBMIT COMMENTS

NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed amendment with the [agency name, agency liaison name, mailing address]. To be considered, comments must be received within thirty (30) days after publication of this notice in the Missouri Register. No public hearing is scheduled.

If a hearing is scheduled, the date, time, and location must be provided in the notice. If the hearing is virtual, provide complete information about how to access the meeting, including the web address, meeting ID, and password.

NOTICE OF PUBLIC HEARING AND NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed amendment with the [agency name, agency liaison name, mailing address]. To be considered, comments must be received within thirty (30) days after publication of this notice in the Missouri Register. A public hearing is scheduled for [date], at [time], in [room], [address].

—PUNCTUATION

COMMA

Commas are used to guide a reader through the text smoothly and without miscues. Commas are not used to indicate pauses in technical writing. A comma should never be placed between the sentence subject and verb.

– appositive

RSMo is always treated as a nonrestrictive appositive, with commas before and after.

– serial

Use commas to separate words or phrases in a series of three or more, and include a comma before the conjunction.

– general (see *The Redbook: A Manual on Legal Style* for further guidance)

In a full date that is written month-day-year, put a comma between the day and the year and after the year unless the date is being used as an adjective. Do not use a comma with the style day-month-year or month-year.

- Do not use a comma when writing a holiday or other specific day. *Truman Day 2022.*

Use commas to set off certain geographic place names.

- Use a pair of commas to separate a more general geographic place name from a more specific one. *Jefferson City, Missouri, is on the Missouri River.*
- Do not use a comma to separate a state's USPS postal designation from a ZIP code. *Jefferson City, MO 65101.*

Use a comma to break down numbers of 1,000 or more into sets of three digits, from the right.

COMMA, continued

YES	Before and after the year in complete dates
	Before and after RSMo in statute citations
	Serially in lists of three or more items used with <i>and</i> , <i>nor</i> , or <i>or</i>
	After an introductory phrase
	Before and after an academic-degree abbreviation such as <i>M.D.</i> , <i>Ph.D.</i> etc., with a personal name except where possession is indicated
	To set off parenthetical words, phrases, or clauses
	Before the conjunction in a compound sentence containing two or more independent clauses, each of which could have been written as a simple sentence
	Inside closing quotation mark
	To separate thousands and millions in numerical figures
NO	Do not use a comma before or after <i>Jr.</i> , <i>Sr.</i> , <i>III</i> , or the like with a personal name or <i>Inc.</i> , <i>L.L.P.</i> , or the like with a business name, unless that is the person's or business's preference
	Do not join independent clauses with a comma alone
	Do not use a comma between two adjectives if the first adjective modifies a phrase formed by the second adjective and the noun
	Do not place a comma where it interferes with the flow of the sentence
	Do not use a comma when writing a holiday or other specific day
	Do not use a comma to separate a state's USPS postal designation from a ZIP code

SEMICOLON

A semicolon is not used where a comma will suffice, but is to be used to separate phrases already containing commas. A semicolon, not a period, is used following each item in a series listing that is introduced by a colon, except for the last item.

Use a semicolon to separate main, or independent, clauses not joined by a coordinating conjunction.

main clause ; main clause .

Use semicolons to separate items in a series if the items are long or if one or more of the items has internal commas.

item 1, 1 ; item 2, 2 ; and item 3 .

[internal commas in one or more items separated by semicolons]

When main clauses are long and grammatically complicated or when they have internal commas, it is helpful to the reader if a semicolon rather than a comma precedes the coordinating conjunction.

_____ ; but _____ , _____ , _____ .
[main clause] [main clause]

A semicolon is never appropriate for denoting a dependent clause.

INCORRECT

“Maintaining adequate privacy and confidentiality protections;
including the assignment of a unique student identifier....”

YES	To separate main, or independent, clauses not joined by a coordinating conjunction
	Between items in a list or series if any of the items contain commas
	In a series if the items are long or if one or more of the items has internal commas
	When main clauses are long and grammatically complicated or when they have internal commas
NO	A semicolon is never appropriate for denoting a dependent clause

COLON

To introduce a list of items. Do not use a colon when a form of the verb *to be* is used. Do not use a colon between two independent clauses when the two clauses are equal in value.

A colon should only be used within a body of rule text when the text before the colon constitutes a complete sentence and the text following the colon is a simple list.

“Expanded functions permits will be issued in the following categories:
restorative I, restorative II, removable prosthodontics, fixed prosthodontics,
and orthodontics.”

A comma will suffice in place of the colon in the following example:

“Services that do not apply to the deductible and for which applicable costs
will continue to be charged include, but are not limited to: copayments,
charges above the usual....”

In a ratio, the colon stands for the word *to*. Do not put a space after the colon. *Mix concentrate and water in a 1:4 ratio.* (Reads “1-to-4 ratio.”)

DASH

An em dash may be used at the end of introductory matter that does not employ a phrase such as “the following,” which would require a colon. When using an em dash to introduce a list, items in the list are separated by semicolons.

PERIOD

Introductory matter may also end with a period. When using a period at the end of an introduction, subsequent subdivisions must also end with a period.

QUOTATION MARKS

Quotation marks are not necessary to denote words being defined in a definitions section.

In comments, quoted material should be enclosed in quotation marks and introduced with a proper lead-in.

If the material inside quotation marks continues for more than one paragraph, do not use a closing quotation mark until the end of the matter.

QUOTATION MARKS, continued

Place other punctuation marks correctly in relation to quotation marks: periods and commas go inside, semicolons and colons go outside, and question marks and exclamation marks go inside only if they are part of the quoted matter.

—NUMBERS

Numbers should be spelled out, followed by numerals in parentheses, except numbers one (1) million and higher.

- The unit each number represents is spelled out after the numerals in parentheses unless a symbol for the unit is included inside the parentheses, in which case the unit is spelled out before the parentheses.
 - five hundred dollars (\$500) **OR** five hundred (500) dollars
 - five hundred feet (500') **OR** five hundred (500) feet
 - fifty percent (50%) **OR** fifty (50) percent

The preferred style is to include a unit symbol within the parentheses. Numbers higher than one million (1,000,000) are represented only in numerals.

- If the number is hyphenated, the numeral within parentheses is also hyphenated. *Two-* (2-)
- When spelling out numbers, hyphenate only the two-word numbers below 100; do not use the word *and* except when expressing cents.
- Ordinals should be spelled out and not used in dates. Ordinals are not doubled.
- Use a comma to break down numbers of 1,000 or more into sets of three digits, from the right.
- Use an en dash or hyphen to signal an inclusive range of numbers; do not use the words *from* or *between* in front of numbers connected by an en dash.

TIME

Use the simplest appropriate forms. Do not include minutes when writing an even hour. *10 a.m.*

DATES

In a full date that is written month-day-year, put a comma between the day and the year and after the year unless the date is being used as an adjective. Do not use a comma with the style month-year.

- Do not use a comma when writing a holiday or other specific day. *Truman Day 2022.*
- Do not use ordinals (“10” not “10th”).

TELEPHONE NUMBERS

Area codes should be enclosed in parentheses. (573) 751-3280

RANGES OF AMOUNTS

When used to span two numerals, an en-dash stands in for the phrase *from...to* or *between...and*, so these words are not necessary. When using an en-dash with large numerals, always write both numerals in full.

INCORRECT

\$30–\$50,000 per year.

CORRECT

thirty to fifty thousand dollars
(\$30,000–\$50,000) per year.

—SYMBOLS

Replace a section symbol (§) with the word “section”; two section symbols (§§) with “sections.”

—CAPITALIZATION

Capitalize proper names; the first word following a colon; the first word in every subdivision; titles and headings, all words except articles, conjunctions, and prepositions of four or fewer letters; nouns referring to people only when they identify specific persons, officials, groups, government offices, or government bodies (“Social Security Administrator,” but not “the administrator”); use capitals sparingly; as a general rule use the lowercase form.

Title case should be used only in catchlines at the section level, not below.

—ABBREVIATIONS

Initially define all abbreviations, either in the rule text or in a definitions section.

CFR, RSMo	No periods	Time zones, e.g., CST	No periods
MO, DC, etc.	No periods	Units, e.g., kg, ft	No periods
PO Box	No periods	CD-ROM	No periods
NW, SW, etc	No periods	a.m., p.m.	Periods
M.D., Ph.D.	Periods	St., Ave., etc.	Period
U.S.	Periods		
U.S.C.	Periods		
Co., Inc.	Period	See GPO Style Manual for more information	
Jan., Feb., etc.	Period	Default: spelled out or no periods	

—HYPHENATION

Compound adjectives appearing before a noun: *all-inclusive list*, *black-and-white picture*. In ages expressed as adjectives before a noun or as substitutes for a noun use hyphens. A *5-year-old boy*. Use a hyphen when the first part of a compound adjective contains a number: *third-party liability*, *two-party system*. Do not use a hyphen between adverbs ending in -ly and adjectives they modify: *a fully informed applicant*, *a badly damaged foundation*.

board-licensed	flow chart	medium-sized	state-owned
bookkeeping	healthcare	mid-April	time frame
caregiver	homeowner	officeholder	twenty-one
childcare	home buyer	post-traumatic	two-thirds
data set	lawsuit	preexisting	x ray
even-numbered	long-term	See GPO Style Manual for more information	

—ITALICS

Use italics for non-English words and phrases that have not been anglicized. Italicized text in brackets indicates rule language to be removed.

YES	<i>ex facto, in loco parentis, nunc pro tunc, pro bono public, sine qua non, sine die</i>
NO	ad hoc, per diem, de facto, de novo, habeas corpus, pro bono, pro forma

See, *Black's Law Dictionary*, REF 340.03 B631

—PARENTHESES

As brackets are reserved for indicating deleted text, rulemaking style uses nested parentheses. (*fifty dollars (\$50)*)

Never have two parentheses pointing in different ways about each other, unless used in subdivision designation of a statute, regulation, or rule, e.g., 3 CSR 10-12.125(1)(B)11.

Terminal punctuation goes outside the closing parenthesis unless –

- The entire sentence is in parentheses;
- The parenthetical matter requires a question mark.

—SEVERABILITY

A severability clause allows an unconstitutional or otherwise unenforceable section of statute to be effectively removed from the rest of the governmental prescription.

If any provision of this rule, or the application of it to any person or circumstance, is determined to be invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions of this rule which can be given effect without the invalid provision or application, and to that end, the provisions of this rule are severable.

—FEDERAL CITATIONS

The following example illustrates how information is presented in a CFR citation:

21 CFR 310.502 revised as of April 1, 1997

Title: The numeric value to the left of “CFR.”

Part: The numeric value to the right of “CFR” and preceding the period. (“.”)

Section/Subpart: The numeric value to the right of the period. (“.”) A subpart is a letter of the alphabet (A-Z) that is used to retrieve an entire subpart of the CFR rather than many individual sections. For example: Subpart E.

Revision Year: Four-digit year from the “revised as of” text represents the year being cited. The revision year is not always available when the CFR is cited.

Replace a section symbol (§) with the word “section”; two symbols (§§) with “sections.”

When referring to a subpart, the citation will be spelled out, as in the following example:

21 CFR Part 310 Subpart E

For U.S.C. citations, the section symbol is spelled out, either section (§) or sections (§§).

References to a statute in the U.S.C. contain the following four elements:

- Title number
- U.S.C. (the abbreviation for United States Code)
- Section number preceded by the word “section”
- Year of the code

17 U.S.C. section 107 (2012)

NOT

17 U.S.C. § 107 (2012)

If the name of the statute is included, the name appears before the U.S.C. citation.

Copyright Act of 1976, 17 U.S.C. sections 101-1332 (2012), [appositive comma]

—SPELLING

Pay particular attention to homonyms.

- **Accept/except.** *Accept* means to receive, to agree with. *Except* means to exclude.
- **Affect/effect.** *Affect* means to influence (usually a verb): *The rule will affect the public.* *Effect* means result (usually a noun): *The effect of this rule is cleaner air.*
- **Barcode.** One word.
- **Ensure/insure.** Use *ensure* to mean guarantee: *The agency wants to ensure compliance.* Use *insure* for references to insurance: *Owners shall insure their vehicles.*
- **Online.** One word.
- **Than/then.** *Than* is a comparative conjunction or preposition; *then* relates to time.
- **Time frame.** Two words.
- **To/too.** *To* is a preposition with several meanings, including “toward” and “until.” *Too* is an adverb that can mean “excessively” or “also.”

—SPELLING, continued

– **Who's/whose.** *Who's* is a contraction for “who is.” *Whose* is a possessive pronoun. Use it when you're asking (or telling) to whom something belongs.

—GRAMMAR

– **Who/whom.** Use *who* and *whom* for references to people. Use *that* and *which* for inanimate objects and animals: *This is the owner who drove the car that was not registered.*

– **Which/that.** Use ‘*which*’ to introduce a nonrestrictive clause. “The application, which need not be verified, shall be signed by the applicant.” Requires a comma before “*which*.”

‘*Which*’ indicates a nonrestrictive clause that does not restrict the word modified and that provides additional or descriptive information about the word modified. A nonrestrictive word, clause, or phrase is not essential to the meaning of a sentence and is set off by commas.

Use ‘*that*’ to introduce a restrictive clause modifying the nearest antecedent. “An application to renew a license that has been revoked...” **OR** reword to avoid use of ‘*which*.’ “If an application to renew a license has been rejected, the application...”

‘*That*’ indicates a restrictive clause that restricts and defines the word modified and is necessary to identify the word modified. A restrictive word, clause, or phrase is necessary to the meaning of a sentence and is not set off by commas.

—WORD CHOICE AND SPECIAL TERMS

May	Grants a privilege or discretionary power; to show that a state agency might or might not take a particular action that a statute authorizes it to take
Will	States what the adopting agency will do under specified circumstances
Shall	Imposes a duty upon a person or entity; mandatory intent
Must	For requirements relating to objects such as forms or criteria. “The application must include...” OR “One member of the board <i>must</i> be a medical provider” (The member's qualification as a medical provider is a precondition for appointment to the board, not a requirement imposed after appointment to the board.)
May not	Imposes a prohibition on a person

—NOUN CLUSTERS

Avoid confusing constructions by using more prepositions.

Underground mine worker safety protection procedures development should be re-written as *Development of underground procedures for the protection of the safety of mine workers* OR *Development of procedures for the protection of the safety of workers in underground mines.*

—INCLUDING BUT NOT LIMITED TO

When laying out a list, introduce it with the term *including* only if the list is not exhaustive. Otherwise, use *namely* or *comprising*, both of which signal an exhaustive list. It is a maxim of judicial construction that *including* signals a nonexclusive list. But if the text may be the subject of litigation, be explicit and use a phrase such as *including but not limited to* or *consisting only of*. These phrases require no punctuation.

If punctuated, a comma is placed both before and after the phrase *but not limited to*.

reference materials including but not limited to **OR** *reference materials including, but not limited to,*

—GENDER-NEUTRAL LANGUAGE

Gendered pronouns are unnecessary in technical drafting and should be avoided. Substitute the subject referent for any gendered pronouns, as in the examples below.

A hygienist may administer nitrous oxide analgesia if s/he— should be re-written as,
A hygienist may administer nitrous oxide analgesia if the hygienist—

The treating dentist shall notify in writing all his/her active patients... should be re-written as, *The treating dentist shall notify in writing all the dentist's active patients....*

Shorthand forms such as “s/he” and “he/she” are both unpronounceable and inappropriate for formal documents such as rulemakings.

Do not use *they*, *them*, or *their* as a gender-neutral third-person singular.

INCORRECT

Everyone should bring their own laptop computer to the software training class.

CORRECT

okay

Everyone should bring his or her own laptop computer to the software-training class.

better

All participants should bring their own laptop computers to the software-training class.

—QUESTIONS

Following the editing process, your editor will send questions by email regarding suggested changes to the rule text. If a rule garners numerous typographical corrections, the editor may note all such corrections as typographical in this communication, and refer to all other corrections by the subdivision in which each is located.

Please respond to each item listed in the email rather than providing a blanket approval; these communications often contain queries that cannot be answered yes/no. You can copy/paste the questions and respond after each. If the suggested changes are not clear or you have a question about any corrections, please contact your editor. We are here to help!

The following marks are used in editing rule text:

capitalize	<u>C</u>
decap	¢
period	⊙
comma	↵
semicolon	Ⓜ
colon	Ⓜ
hyphen	Ⓜ
en dash	$\frac{1}{N}$
em dash	$\frac{1}{M}$
quotations	⌞ ⌟
parentheses	()
delete	✂
insert	^
bold	<u>word</u> (bd)
italic	<u>word</u> (it)
bold and italic	<u>word</u> (bdit)
paragraph	¶

leave as is	STET
brackets	[]
insert space	#
delete space	✂#
superscript	³
subscript	₃
apostrophe	’
wrong font	(wf)
wrong size	(ws)
regular type	reg.
close up	⌋
move right	⇨
move left	⇧
center	⇨ ⇧
run over	↵
run back	↶