AGENCY GUIDE

RULE WRITERS

RI Administrative Records Office

RHODE ISLAND RULES AND REGULATIONS

What is the Rhode Island Code of Regulations?

The Rhode Island Code of Regulations (RICR) is the official publication of the rules promulgated by State agencies, boards, and commissions. The RICR is a uniform code that provides access to all Proposed and Final Regulations filed under the Administrative Procedures Act.

The Department of State's Administrative Records Office (ARO) manages the RICR, which is updated daily and available to the public online.

What is the Administrative Records Office?

The ARO manages the process of regulations filed by State agencies with the Department of State to make government more transparent, accessible, and efficient.

What is the Administrative Procedures Act?

R.I. Gen. Laws Chapter 42-35, Administrative Procedures Act, governs the way Rhode Island State agencies, boards, and commissions may propose and promulgate rules.

What are an agency's responsibilities?

All agency responsibilities regarding rules and regulations can be found in the Administrative Procedures Act (R.I. Gen. Laws Chapter 42-35).

What do the OMB and the ARO review?

The Office of Management and Budget (OMB) facilitates the creation and refinement of regulations through a content review process to ensure a clear, predictable, and reliable regulatory system (EO 15-07).

The ARO facilitates a formatting review process for standardization and display in the RICR (R.I. Gen. Laws § 42-35-4(a)).

What is "Content"?

"Content" means any text or graphics of the rulemaking records that impacts the meaning and/or intent.

CONTACT

rulesregs@sos.ri.gov
401-222-2353
sos.ri.gov

ADDRESS

RI Department of State
Administrative Records Office
33 Broad Street
Providence, RI 02903

Table of Contents

1 ADMINISTRATIVE RECORDS 6

1.1 History of Rhode Island Regulations 7

1.2 Administrative Records Definitions 8

2 RHODE ISLAND CODE OF REGULATIONS 11

2.1 About the RICR 12

2.2 RICR Classification System 13

2.2.1 Title 13

2.2.2 Chapter 13

2.2.3 Subchapter 14

2.2.4 Part 14

2.2.5 Section 14

3 WRITING REGULATIONS 16

3.1 Regulation Drafting Guidance 17

3.2 APA Requirements 17

3.2.1 Petition for Promulgation of Rules 17

3.2.2 Petition for Declaratory Order 17

3.2.3 Conduct of Public Hearings 18

3.2.4 Concise Explanatory Statement 18

4 FORMATTING REGULATIONS 19

4.1 Required Formatting 20

4.1.1 Track Changes 20

4.1.1.1 Track Changes FAQ 21

4.1.2 RICR Template 22
4.1.2.1 Proposed Adoptions 23
4.1.2.2 Proposed Amendments 26
4.1.2.3 Proposed Repeals 28
4.1.2.4 Final Regulations 29
4.1.3 RICR Styles 30
4.1.3.1 Required Styles 31
4.1.3.2 Using Styles 32
4.1.3.3 Style Exceptions 33
4.1.3.4 RICR Styles FAQ 35
4.1.4 Section Enumeration Designations 37
4.1.4.1 Adding Enumeration Designations 37
4.1.5 File Naming Conventions 39
4.1.6 How to Verify Required Formatting ..... **Error! Bookmark not defined.**
4.2 Permitted Formatting 43
4.2.1 Citations 43
4.2.1.1 Direct Citation vs Incorporation by Reference 44
4.2.1.2 Incorporation by Reference 45
4.2.1.2.1 How to Incorporate Materials by Reference 45
4.2.1.2.2 How to Cite Incorporated Materials 47
4.2.1.3 Direct Citation Formats 48
4.2.1.3.1 RICR: Same Title 48
4.2.1.3.2 RICR: Different Title 50
4.2.1.3.1 Rhode Island Statutes 50
4.2.1.3.2 Rhode Island Public Laws 51

4.2.1.3.3 Code of Federal Regulations 51
4.2.1.3.4 United States Code 51
4.2.1.3.5 Federal Public Laws 52
4.2.1.3.6 All Other Citations 52
4.2.2 Definitions 53
4.2.3 Graphics, Figures, Images, and Maps 54
4.2.4 Hyperlinks 56
4.2.5 Table of Contents 57
4.2.6 Tables 58
4.3 Prohibited Formatting 58
4.3.1 Automatic Numbering 63
4.3.2 Bulleted Lists 64
4.3.3 Enumerations Within Paragraphs 65
4.3.4 Headers/Footers 66
4.3.5 Manual Alignment & Spacing 66
4.3.6 Manual Emphasized Text 66
4.3.7 Page Numbers 66
4.3.8 Watermarks 66

1 | ADMINISTRATIVE RECORDS

1.1 History of Rhode Island Regulations

Date	Event
1956	**Administrative Procedures Act (APA) Adopted** For rules previously in effect, and going forward for Final Regulations, to be filed with the Department of State (DOS) and enacted on 01/01/1964.
2000	**Rhode Island Small Business Regulatory Flexibility Act Adopted** Small business regulatory review board established to consider requests from small business owners to review rules adopted by state agencies.
2001	**Launch of 1st Online Regulation Database** While paper regulations are still the official copy, the online database makes regulations available for public accessibility and reference only.
2004	**APA Amended** Regulations are now to be reviewed by the Governor's Office and Economic Development Corporation (EDC) for small business impact before filing.
2010	**Office of Regulatory Reform (ORR) Established** (Executive Order 10-13) ORR established within the EDC to improve regulatory process.
2012	**ORR Moved to the Office of Management and Budget (OMB)**
2015	**ORR Review** (Executive Order 15-07) Requires most Executive departments, boards, and commissions with rulemaking authority to have rules reviewed by ORR before and after public comment.
2016	**APA Amended** Rewritten, based on Uniform APA, to revise the rulemaking process.
August 2018	**Launch of Rhode Island Code of Regulations (RICR)** Administrative Records Office (ARO) reviews rules for formatting compliance, maintains final rulemaking record copies and official copies of regulations, and maintains the online system to file and display regulations for public accessibility. *Prior to this time, only agencies were responsible for maintaining all rulemaking records. Now, both the agency and the ARO maintain all rulemaking records.*
2020	**Emergency Rules Extended** (Executive Order 20-72) Temporarily suspended a section of the APA allowing only one 60-day extension to allow for multiple extensions, if need be, due to the COVID-19 emergency.

1.2 Administrative Records Definitions

For the purpose of this Guide, the following terms are defined as follows:

"**Advance Notice of Proposed Rulemaking**" means the process of when an agency may collect relevant information to a potential rule and may solicit comments and recommendations from the public (R.I. Gen. Laws § 42-35-2.5 and § 3.3.4 of this Guide).

"**Agency Head**" means the individual who has ultimate legal authority of an agency (R.I. Gen. Laws § 42-35-1(3)), is an RICR Filing System user, and may sign rules into effect.

"**Agency**" means "a state agency, authority, board, bureau, commission, department, district, division, institution, office, officer, quasi-public agency, or other political subdivisions created by the general assembly or the governor, other than the legislature or the judiciary, that is authorized by law of this state to make rules" (R.I. Gen. Laws § 42-35-1(1)).

"**Declaratory Order**" means a document issued by an agency that states whether a statute or regulation applies to the person or entity petitioning the agency for that decision. (R.I. Gen. Laws § 42-35-8).

"**Effective Date**" means the exact date a promulgation goes into effect.

"**Filer**" means a person approved by an agency to participate in the rulemaking process to file regulations for that agency.

"**Filing Date**" means the exact date a promulgation is filed with the Department of State.

"**Guidance Document**" means "a record of general applicability developed by an agency which lacks the force of law but states the agency's current approach to, or interpretation of, law or describes how and when the agency will exercise discretionary functions" (R.I. Gen. Laws § 42-35-1(9)).

"**Notice of Proposed Rulemaking**" means a document published in the RICR for notification to interested parties of a Proposed Rule. The notice must contain the items described in R.I. Gen. Laws 42-35-2.7.

"**Promulgate**" means "the process of writing a new rule, or amending or repealing an existing rule", beginning "with filing the Notice of Proposed Rulemaking…and ending

upon the Effective Date of the rule" (R.I. Gen. Laws § 42-35-1(16)).

"**Promulgation**," with respect to a rule filed in the RICR Filing System, means the specific Adoption, Amendment, or Repeal that is being promulgated.

"**Public Comment Period**" means a period of time after the Notice of Proposed Rulemaking is published in the RICR during which a person may submit comments on the Proposed Rule.

"**Public Hearing**" or "**Hearing**" means a meeting regarding a proposed rule which is open to the public, during which members of the public are invited to give testimony or otherwise submit comments on the Proposed Rule. The hearing is recorded and kept as part of the Rulemaking Record for that rule. A hearing may not be scheduled earlier than ten (10) days after the Notice of Proposing Rulemaking is published in the RICR or later than five (5) days prior to the end of the Public Comment Period.

"**Rhode Island Code of Regulations**" or "**RICR**" (*pronounced are-aye-see-ARE*) means the official publication of Rhode Island Regulations promulgated by agencies that is managed by the Department of State's Administrative Records Office, which is updated daily and available to the public on the Department of State's website.

"**RICR citation**" means the unique number assigned to a rule that includes the Title, Chapter, Subchapter, and Part numbers (§ 2.3 of this Guide) that is used by agencies and the public to identify rules.

"**RICR Filing System**" or "**RICR System**" means the online filing system that allows agencies to file regulations directly with the Department of State.

"**Rule**" or "**Regulation**" means "the whole or a part of an agency statement of general applicability that implements, interprets, or prescribes law or policy or the organization, procedure, or practice requirements of an agency and has the force of law" (R.I. Gen. Laws § 42-35-1(19)). "Regulation" has the same meaning and is used interchangeably. Rules may be described by the status in which they are in, including the following:

> "**Active Rule**" means a rule that was promulgated in accordance with the APA and is currently in effect and enforceable by the agency.
>
> "**Final Rule**" means a rule that was promulgated in accordance with the APA and currently is, or was at one time, in effect and enforceable by the agency.
>
> "**Inactive Rule**" means a rule that was previously promulgated in accordance with the APA and in effect that is no longer in effect and enforceable by the

agency.

"**Proposed Rule**" means a rule that is in the promulgation process that has not yet gone into effect to become a Final Rule.

"**Terminated Rule**" means a Proposed Rule that was in the promulgation process but was discontinued by the agency before going into effect.

"**Rules Coordinator**" means the designated individual at an agency who has knowledge of all Proposed Rules, maintains rulemaking records for the agency as required in R.I. Gen. Laws § 42-35-2.3, responds to public inquiries regarding all agency rules (R.I. Gen. Laws § 42-35-2.1).

"**Rulemaking Agenda**" means the record an agency must maintain for proposed rules, which is also available in the RICR for each agency (§ 2.6.3 of this Guide), that states or contains the items described in R.I. Gen. Laws § 42-35-5.1.

"**Rulemaking Record**" means the group of records agencies are required to maintain for each rule, which must contain the records described in R.I. Gen. Laws § 42-35-2.3.

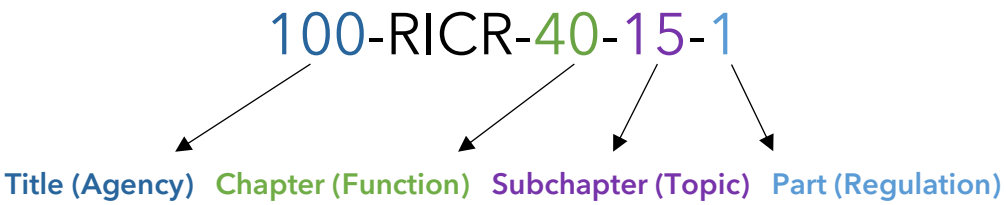
"**Terminate**" or "**Termination**" means the irreversible process of ending a rule in the middle of the promulgation process before an Effective Date is set, which stops the Proposed Rule from displaying in the RICR (if it had already gone into the Public Comment Period), removes the rule from the RICR user's Work Queue, and if the rule was an Adoption it prevents that Part number from being used again.

2 | RHODE ISLAND CODE OF REGULATIONS

2.1 About the RICR

The Rhode Island Code of Regulations (RICR) is the official publication of rules promulgated by State agencies, boards, and commissions. The Department of State's Administrative Records Office (ARO) manages the RICR, which is updated daily and available online at https://rules.sos.ri.gov/organizations.

Each rule published in the RICR is given a unique citation (XXX-RICR-XX-XX-X) which includes numbers for the Title, Chapter, Subchapter, and Part:



To view the additional information regarding the rulemaking process, definitions for the RICR, and FAQs, visit: https://rules.sos.ri.gov/organizations/help.

2.2 RICR Classification System

The Rhode Island Code of Regulations (RICR) is a classification system that orders regulations by agency. Each agency is organized by its Title, then further organized into Chapters, Subchapters, and Parts, with each Part organized by Sections. All number representations for Titles, Chapters, Subchapters, or Parts must be whole numbers (decimal points are not permitted).

All rules are assigned an RICR citation using the Title, Chapter, Subchapter, and Part numbers. Sections may be cited after the Part number. For additional information, see § 4.2.1.3 of this Guide.

2.2.1 Title

A Title is the entity name, represented by a three-digit number for agencies with specific rulemaking authority granted by R.I. Gen. Laws.

The numbering scheme begins with 100 and increases by multiples of 2, 5, or 10, based on the entity type and its relationship to other entities in the RICR. The three-digit indicator allows for growth over time, including the placement of new agencies near related agencies (e.g., Title 210 has sub-agencies represented by 212, 214, etc.).

2.2.2 Chapter

A Chapter is a core function of the agency, which is represented by a two- or three-digit number.

Agencies can distinguish between functions by assigning a Chapter number using a skip ten (10) method (e.g., 10, 20, 30…, 110, etc.). This skip method allows room to insert new functions near related functions in the future. *Agencies may use "00" and "N/A" as the Chapter name if there is no need to differentiate a topic.*

2.2.3 Subchapter

A Subchapter is a topic area within the core function of the agency, which is represented by a two- or three-digit number.

Agencies can distinguish between topics by assigning a Subchapter number using a skip five (5) method (e.g., 05, 10, 15, etc.). *Agencies may use "00" and "N/A" as the Subchapter name if there is no need to differentiate a topic.*

2.2.4 Part

A Part is the individual rule regulating a specific topic, which is represented by a one-, two-, or three-digit number.

Agencies can distinguish between specific topics by assigning a Part number using a skip one (1) method without a leading zero (e.g., 1, 2, 3, etc., not 01, 02, 03, etc.).

Parts cannot be renumbered to accommodate repealed Rules, nor can Part numbers be reused if terminated before becoming effective. Once a Part number is used, it is in the RICR Filing System database and part of the permanent rulemaking records.

2.2.5 Section

Sections are the individual headings that make up a Part (rule), divided into six (6) levels, including four (4) paragraph levels:

1. **RICR Heading 1** (ex., #.1, #.2, #.3, etc.)
2. **RICR Subheading/Subchapter** (ex., #.#.1, #.#.2, #.#.3, etc.)
3. **RICR Paragraph 1** (ex., A., B., C., etc.)
4. **RICR Paragraph 2** (ex., 1., 2., 3., etc.)

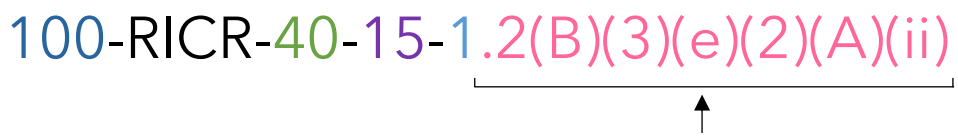
5. **RICR Paragraph 3** (ex., a., b., c., etc.)

6. **RICR Paragraph 4** (ex., (1), (2), (3), etc.)

Agencies should make every attempt to limit the number of section levels to no more than four (4) paragraph levels to reduce regulatory volume while maintaining readability. In the rare case where additional levels are required, there are two (2) additional paragraph levels available:

7. **RICR Paragraph 5** (ex., (A), (B), (C), etc.)

8. **RICR Paragraph 6** (ex., (i), (ii), (iii), etc.)



3 | WRITING REGULATIONS

3.1 Regulation Drafting Guidance

For resources and guidance on regulatory drafting and other required content components, refer to the Office of Management and Budget's online resources.

Questions about the OMB content review process can be directed to the agency's assigned analyst or contact OMB directly at omb.regsubmission@omb.ri.gov.

3.2 APA Requirements

3.2.1 Petition for Promulgation of Rules

Each agency must promulgate a rule providing an explanation of the procedure for an individual to petition the agency to promulgate a rule (R.I. Gen. Laws § 42-35-6). The Rule must contain the following:

1. The form of the petition; and
2. The procedure for its submission, consideration, and disposition.

The Department of State has provided a sample Petition for Promulgation of Rules Regulation, intended as a tool for agencies' use in promulgating their own rule as required in R.I. Gen. Laws § 42-35-6. *Agencies are not required to use the sample when promulgating their rule.*

3.2.2 Petition for Declaratory Order

Each agency must promulgate a rule providing an explanation of the procedure for an individual to petition the agency to publish a Declaratory Order (R.I. Gen. Laws § 42-35-8). The Rule must contain the following:

1. The form of the petition; and
2. The procedure for its submission, consideration, and disposition.

The Department of State has provided a sample Petition for Declaratory Order Regulation, intended as a tool for agencies' use in promulgating their own rule as required in R.I. Gen. Laws § 42-35-8. *Agencies are not required to use the sample when promulgating their rule.*

3.2.3 Conduct of Public Hearings

Each agency must promulgate a rule providing the way public hearings are conducted (R.I. Gen. Laws § 42-35-2).

The Department of State has provided a sample Conduct of Public Hearings Regulation, intended as a tool for agencies' use in promulgating their own rule as required in R.I. Gen. Laws § 42-35-2. *Agencies are not required to use the sample when promulgating their rule.*

3.2.4 Concise Explanatory Statement

When filing a Final Rule, each agency must issue a concise, explanatory statement (R.I. Gen. Laws § 42-35-2.6). The statement must contain the following:

1. Reasons for the Adoption, Amendment, or Repeal;
2. Reasons for not accepting arguments made in testimony or comments;
3. Reasons for changes in text between the Proposed and Final Rule filed; and
4. Regulatory analysis prepared under R.I. Gen. Laws § 42-35-2.9.

The Department of State has provided a sample Concise Explanatory Statement, intended as a tool for agencies' use when filing their rule as required in R.I. Gen. Laws § 42-35-2.6. *Agencies are not required to use the sample when filing their rule.*

4 | FORMATTING REGULATIONS

4.1 Required Formatting

Formatting requirements ensure rules display interactively correctly in the RICR and so that the RICR has a uniform style for public accessibility using ADA standards.

4.1.1 Track Changes

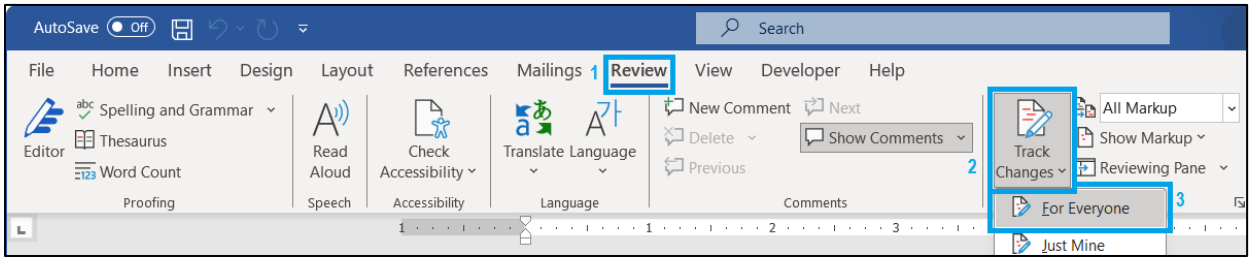
All text changes must be notated using Microsoft Office's Track Changes feature:

- **Adoptions** must display all text underlined, as the entire document is new text.
- **Amendments** must display a combination of underlined and struck out text.
- **Repeals** must display all text struck out, as the entire document is deleted text.

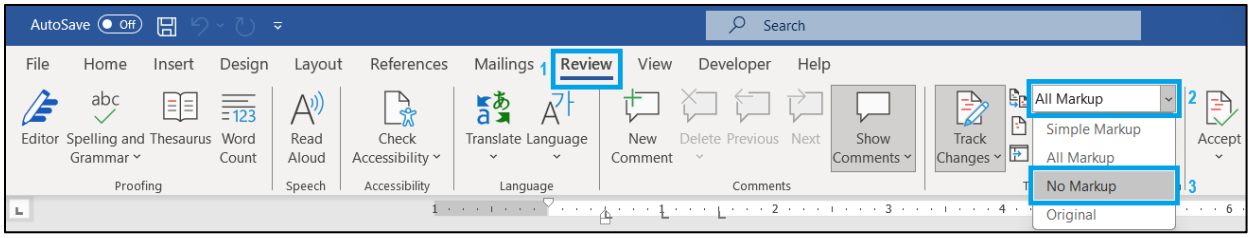
Track Changes will display the following once text is added, moved, or deleted:

- Added text: Example
- Moved text – original location (*if text is highlighted and dragged*): ~~Example~~
- Moved text – new location (*if text is highlighted and dragged*): Example
- Deleted text: ~~Example~~

To turn on Track Changes, click **Review** > **Track Changes** > **For Everyone**:



Before making any changes, click **Review** > **All Markup** > **No Markup** for ease of use:



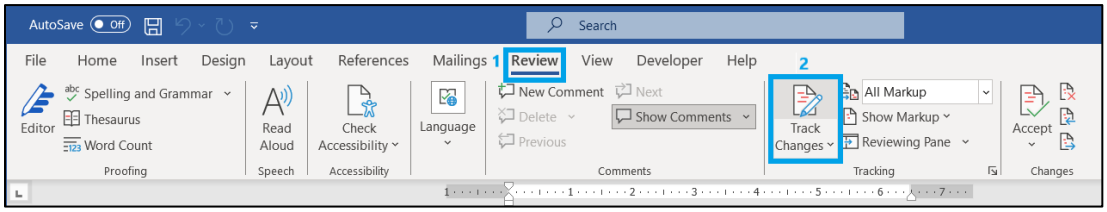
This will show what the rule will look like once all changes are accepted so the document is easier to edit. Switch back to **All Markup** for the changes to display.

4.1.1.1 Track Changes FAQ

What if an adoption didn't use Track Changes?

To fix a document to ensure all text is underlined using Track Changes:

1. If already on, turn off **Track Changes** by clicking **Review** > **Track Changes**:



2. Highlight all text (**Ctrl+a**) and cut (**Ctrl+x**) to delete and copy the text.
3. Turn on **Track Changes** by clicking **Review** > **Track Changes** (*see above*).
4. Paste (**Ctrl+v**) the text back into the document, which will underline all text.

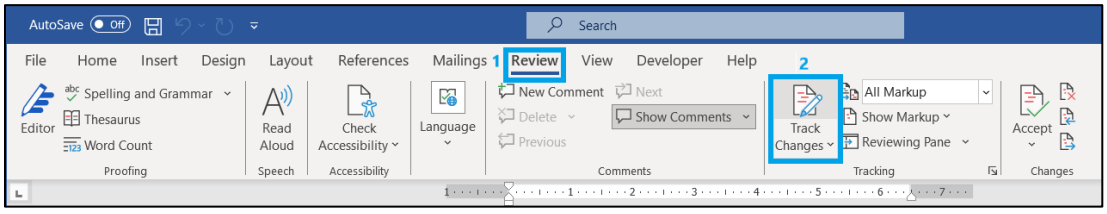
What if an amendment didn't use Track Changes?

The easiest way to ensure text is correctly underlined or struck out using Track Changes is to download the rule from the RICR Filing System again, turn Track Changes on, and manually replicate all changes from the previously used document to the new document.

What if a repeal didn't use Track Changes?

To fix a document to ensure all text is struck out using Track Changes:

1. Highlight all text (**Ctrl+a**) and cut (**Ctrl+x**) to delete and copy the text.
2. Turn off **Track Changes** by clicking **Review** > **Track Changes**:



3. Paste (**Ctrl+v**) the text back into the document.
4. Turn on **Track Changes** by clicking **Review** > **Track Changes** (*see above*).
5. Highlight all text (**Ctrl+a**) and press **Delete** or **Backspace** on the keyboard, which will strike out all text.

4.1.2 RICR Template

The RICR Template has regulation document, margin, and font requirements built in:

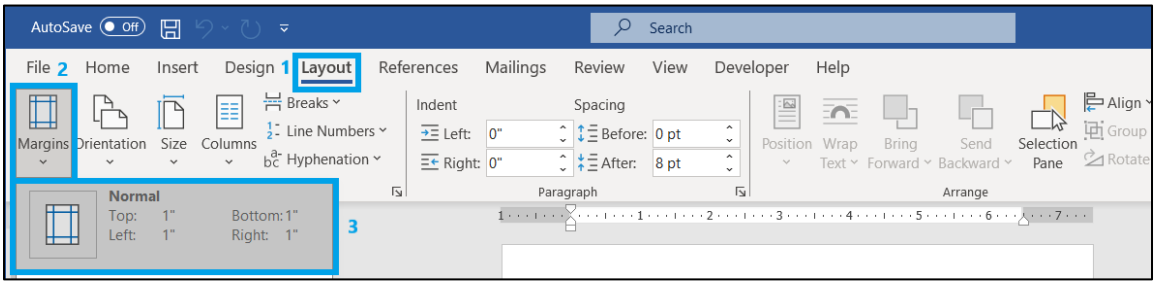
Document Requirements:

Rules must use the **Word Document** file type (.docx) upon saving.

Margin Requirements:

Rules must be set to use **Normal** (1") margins. To verify or to fix the margins:

1. Click **Layout** > **Margins**, and if not set to **Normal**, click within the text, highlight all text (**Ctrl+a**), and click **Margins** > **Normal** to correct the margins:



Font Requirements:

Each RICR style (§ 4.1.3 of this Guide) will automatically format text with the required font, font color, font style, font size, and font spacing.

The below is for informational purposes only to identify when a style is not correctly implemented, not to be manually implemented within a rule. ***RICR styles are required.***

	RICR Number	RICR Title Number	RICR Chapter Number	RICR Subheading/ Subchapter	RICR Part	RICR Heading 1	RICR Paragraph 1-6
Font:	Arial						
Color:	Black (Hex #000000)						
Style:	Bold	Bold	Bold	Bold		Bold	
Size:	12	14	12	12	12	14	12
Spacing:	Before: 12 pt After: 10 pt	Before: 12 pt After: 0 pt	Before: 12 pt After: 6 pt	Before: 12 pt After: 6 pt	Before: 12 pt After: 6 pt	Before: 12 pt After: 3 pt	Before: 12 pt After: 0 pt

4.1.2.1 Proposed Adoptions

Adoptions must be drafted using the RICR Template. Click here to download.

If an adoption is drafted outside of the RICR Template, contact the Administrative Records Office for assistance merging the drafted text into the RICR Template.

NOTE: Emergency Rules use the Proposed Rule process only, and will not have a Final Rule draft, as the document must display the changes between the previous promulgation, if applicable, and the new Emergency Rule in the RICR.

APA Exempt Rules use the Proposed Rule process to **draft** the rule, but it uses the Final Regulation process to **save** the rule, as the document must display the rule with all changes accepted in the RICR. See § 5.1.2.4 of this Guide for saving procedures.

To get started:

1. Open the RICR Template and replace the first five lines with the applicable regulation information in uppercase text:

> **###-RICR-##-##-#**
>
> **TITLE ### – AGENCY NAME**
>
> **CHAPTER ## – CHAPTER NAME**
>
> **SUBCHAPTER ## – SUBCHAPTER NAME**
>
> PART # – PART NAME

   a. Replace the first line with the **RICR Citation**.
   (i.e., 216-RICR-10-05-1)

   b. Replace the second line with the **Title Number** and **Agency Name**.
   (i.e., TITLE 216 – DEPARTMENT OF HEALTH)

   c. Replace the third line with the **Chapter Number** and **Name**.
   (i.e., CHAPTER 10 – PUBLIC HEALTH ADMINISTRATION)

   d. Replace the fourth line with the **Subchapter Number** and **Name**.
   (i.e., SUBCHAPTER 05 – PRACTICES AND PROCEDURES)

e. Replace the fifth line with what the **Part Number** and **Name** will be*. (i.e., PART 1 – ACCESS TO PUBLIC RECORDS)

**Always check the RICR Filing System to ensure the Part number is available before drafting the rule.*

2. For each new section, replace **#** with the Part number and replace **Heading** with the section name (i.e., **#.1 Heading** > **7.1 Authority**):

#.1 Heading

3. OPTIONAL: If using subsections, replace **#** with the Part Number and replace **Subheading** with the subsection name (i.e., **X.1.1 Subheading** > **7.1.1 Use**):

#.1.1 Subheading (optional)

4. Add each paragraph of text (a.k.a. section) based on the correct paragraph level (§ 4.1.3.1 of this Guide) using the corresponding enumeration designation (§ 4.1.4 of this Guide):

A. Paragraph 1
1. Paragraph 2
a. Paragraph 3
(1) Paragraph 4
(A) Paragraph 5
(i) Paragraph 6

a. Every section must have its own corresponding enumeration designation for citation purposes and to display correctly in the RICR.

5. Hit **Enter** or **Return** on the keyboard once to start a new section.
*Do not insert an additional hard return in between paragraphs by hitting **Enter** or **Return** on the keyboard twice.*

6. **Save As** using the correct file name (§ 4.1.5 of this Guide).

Do not accept any changes before uploading to the RICR Filing System.

By leaving on **Track Changes**, this displays the proposed changes and ensures the final Rulemaking Record will include the changes between the Proposed and Final Regulations.

4.1.2.2 Proposed Amendments

Amendments must be drafted using the currently active promulgation's Final Rule document.

> **NOTE: Emergency Rules** use the Proposed Rule process only, and will not have a Final Rule draft, as the document must display the changes between the previous promulgation, if applicable, and the new Emergency Rule in the RICR.
>
> **APA Exempt Rules** use the Proposed Rule process to **draft** the rule, but it uses the Final Regulation process to **save** the rule, as the document must display the rule with all changes accepted in the RICR. See § 5.1.2.4 of this Guide for saving procedures.

By downloading the document directly from the RICR Filing System, this ensures the correct document is used to draft the new promulgation for the same Part.

Rules Coordinators and Filers in the RICR Filing System have to download the document directly. Once downloaded:

1. Open the document, ensure **Track Changes** is turned on (§ 4.1.1 of this Guide), and add, edit, or delete text as needed.

2. If adding new sections, add based on the correct paragraph level (§ 4.1.3.1 of this Guide) using the corresponding enumeration designation (§ 4.1.4 of this Guide):

A. Paragraph 1
1. Paragraph 2
a. Paragraph 3
(1) Paragraph 4
(A) Paragraph 5
(i) Paragraph 6

   a. Every section must have its own corresponding enumeration designation for citation purposes and to display correctly in the RICR.

b. Ensure enumeration designations and citations are updated as needed if sections are added between other sections.

c. Hit **Enter** or **Return** on the keyboard once to start a new section. *Do not insert an additional hard return in between paragraphs.*

3. If deleting entire sections, replace section text with "Repealed." to ensure citations are not invalidated by renumbering the entire rule. For example:

   3.2 Repealed.

4. **Save As** using the correct file name (§ 4.1.5 of this Guide).

Do not accept any changes before uploading to the RICR Filing System.

By leaving on **Track Changes**, this displays the proposed changes and ensures the final Rulemaking Record includes the changes between the currently active promulgation and the Final Regulation and additionally between the Proposed and Final Regulations.

4.1.2.3 Proposed Repeals

Repeals must be drafted using the currently active promulgation's Final Rule document.

> **NOTE: Emergency Rules** use the Proposed Rule process only, and will not have a Final Rule draft, as the document must display the changes between the previous promulgation, if applicable, and the new Emergency Rule in the RICR.
>
> **APA Exempt Rules** use the Proposed Rule process to **draft** the rule, but it uses the Final Regulation process to **save** the rule, as the document must display the rule with all changes accepted in the RICR. See § 5.1.2.4 of this Guide for saving procedures.

By downloading the document directly from the RICR Filing System, this ensures the correct document is used to draft the new promulgation for the same Part.

Rules Coordinators and Filers in the RICR Filing System have to download the document directly. Once downloaded:

1. Open the document, ensure **Track Changes** is turned on (§ 4.1.1 of this Guide), highlight the text (**Ctrl+a**), and hit **Delete** or **Backspace** on the keyboard to delete all text.

2. **Save As** using the correct file name (§ 4.1.5 of this Guide).

Do not accept any changes before uploading to the RICR Filing System.

By leaving on **Track Changes**, this displays the proposed changes and ensures the final Rulemaking Record includes the changes between the currently active promulgation and the Final Regulation and additionally between the Proposed and Final Regulations.

4.1.2.4 Final Regulations

Final Regulations must be drafted using the exact Proposed Rule that was displayed in the RICR during the Public Comment Period, if applicable.

- **If formatting changes were not required** from the Administrative Records Office (ARO), this means the agency must use the document that was uploaded in the RICR Filing System for the Public Comment Period.

- **If formatting changes were required** from the ARO, this means the document used for the Public Comment Period is different than what the agency uploaded, and the correct document must first be downloaded to draft the Final Regulation.

Rules Coordinators and Filers have to identify which document to use in the RICR Filing System and then download the correct document.

Once the correct document is identified to draft the Final Regulation, use the steps in § 4.1.2.2 of this Guide to amend the text (*not permitted for Direct Final Rulemaking*).

Save two versions of the Final Rule:
Use the required filing naming conventions to differentiate between the two Final Rules saved (§ 5.1.5 of this Guide).

1. **Track Changes (TC) Version** *(with changes not yet accepted)*.
   Note: Not applicable for all Repeal rulemaking actions, Direct Final Rules, Emergency Rules, or APA Exempt Rules.
2. **Clean Version (CV)** *(with all changes accepted)*.
   Note: Applicable for all Rules.

By uploading a version with **Track Changes**, this ensures the final Rulemaking Record includes the changes between the Proposed and Final Regulations by the agency, and the formatting changes by the Department of State (DOS).

During the final rule review, the ARO will:

- Apply any required formatting corrections to the agency's Clean Version;
- Upload a **DOS TC Version** with the formatting corrections; and
- Upload a **DOS CV** with the formatting changes.

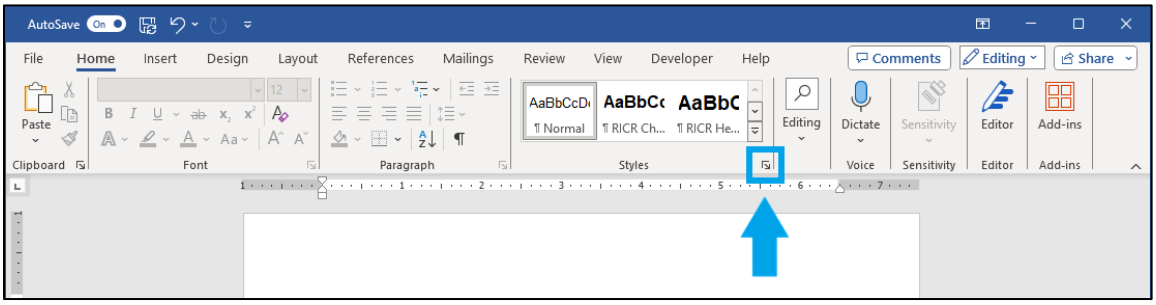
If no formatting changes are required, the agency's CV will display in the RICR.

4.1.3 RICR Styles

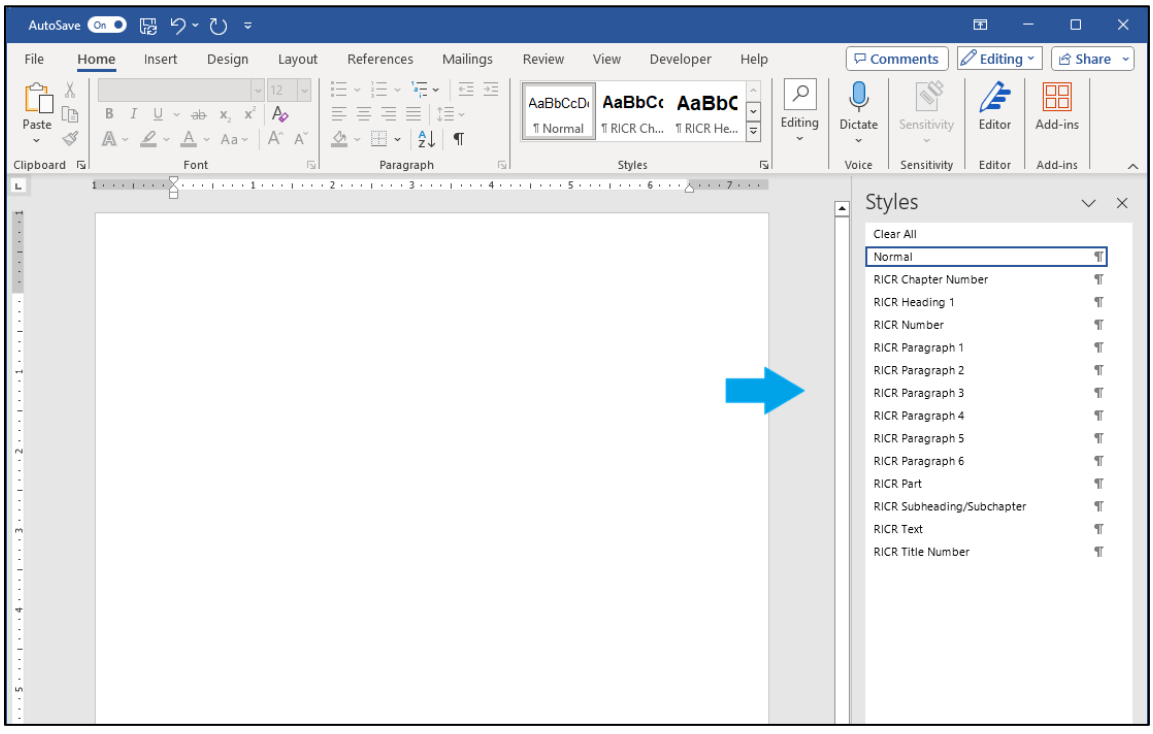
All regulation text must use a corresponding RICR style to format the text. The RICR styles must be applied using the Styles window within the Home tab ribbon, not the Design tab ribbon, within Microsoft Word.

To open the Styles window:

1. Click the small arrow at the bottom-right corner of the Styles section:



2. This will pop out the Styles window. If the Styles window is floating above text, click and drag the Styles window to the upper-right side of the Microsoft Word document to lock the window to the sidebar to prevent the floating window from covering text:



4.1.3.1 Required Styles

All approved RICR styles begin with "RICR" then the name of the style:

RICR Style Name	Used For	Additional Information
RICR Number	RICR citation	Format: ###-RICR-##-##-#
RICR Title Number	Agency number & name	Title number set by the ARO *ex. 280 - Department of Revenue*
RICR Chapter Number	Function number & name	Do not use leading zeros *ex. 20 - Division of Taxation*
RICR Subheading/Subchapter	Topic number & name	Use leading zeros *ex. 05 - Banks*
RICR Part	Rule number & name	Do not use leading zeros *ex. 1 - Bank Deposits Tax*
RICR Heading 1	Heading title	Starting with Part#.1 (i.e., 2.1)
RICR Subheading/Subchapter*	Subheading title	Starting with Part#.#.1 (i.e., 2.3.1)
RICR Paragraph 1	Section level 1 text	Starting with "A."
RICR Paragraph 2*	Section level 2 text	Starting with "1."
RICR Paragraph 3*	Section level 3 text	Starting with "a."
RICR Paragraph 4*	Section level 4 text	Starting with "(1)"
RICR Paragraph 5**	Section level 5 text	Starting with "(A)"
RICR Paragraph 6**	Section level 6 text	Starting with "(i)"
RICR Text	Table text	*For use within tables only*

**Optional level, available to use if needed.*

***Agencies should make every attempt to limit the number of section levels to no more than four (4) paragraph levels to reduce regulatory volume while maintaining readability.*

Section levels must use the letter/number and include a period after or be within parentheses, not both. No period should be added if the style uses parentheses (i.e., use "(1)", not "(1.)").

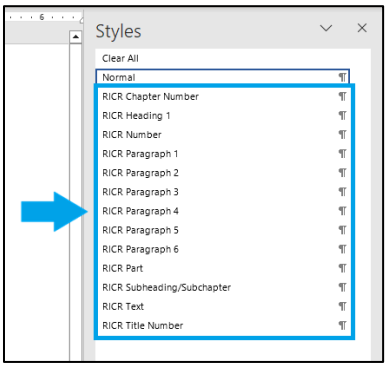
Any style not listed above is prohibited, as the text will not display in the RICR.

4.1.3.2 Using Styles

There are two ways to apply RICR styles, to either apply the style first before typing or to apply it after typing or pasting text.

To apply the RICR style <u>before</u> typing text:

1. Click the corresponding **RICR style** in the Styles window to apply the required formatting:

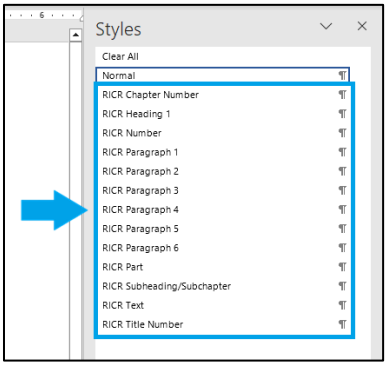


2. Type text as needed.

To apply the RICR style <u>after</u> typing or pasting text:

1. Highlight the text.

2. Click the corresponding **RICR style** in the Styles window to apply the required formatting:



3. Depending on what formatting may have carried over from pasting, the RICR style may have to be clicked twice to first remove previous formatting and then again to apply the correct formatting.

4.1.3.3 Style Exceptions

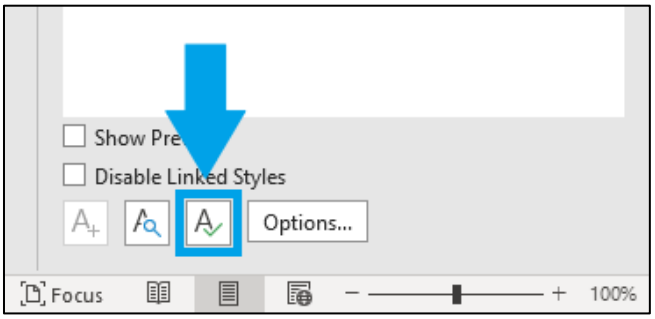
Bold, italics, and underlining may not be used for emphasis. Only the following limited exceptions are permitted:

- *Italics* for Latin, legal, scientific, or medical terminology; or
- **Bold** for headings within tables.

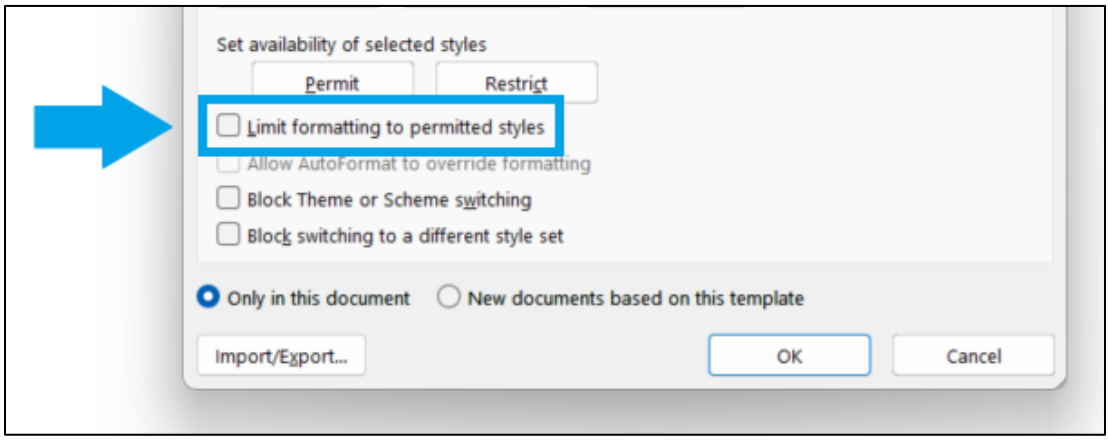
> **NOTE:** For ease of use, complete the following steps after all other content is added, edited, or removed, to avoid repeating the process of applying limited exceptions multiple times.

To apply a limited exception:

1. Click the **A** icon with a **green** checkmark at the bottom of the Styles window to manage styles:

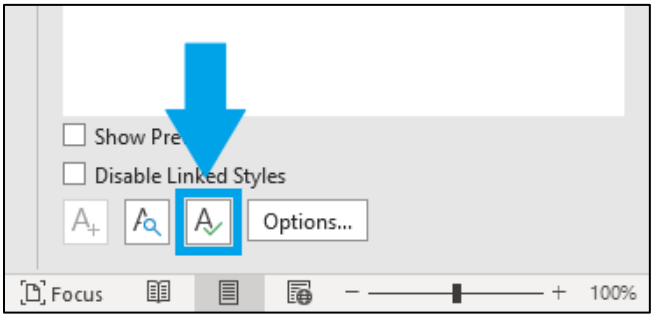


2. In the **Restrict** tab, uncheck **Limit formatting to permitted styles**, and click **OK** to temporarily allow non-RICR styling:

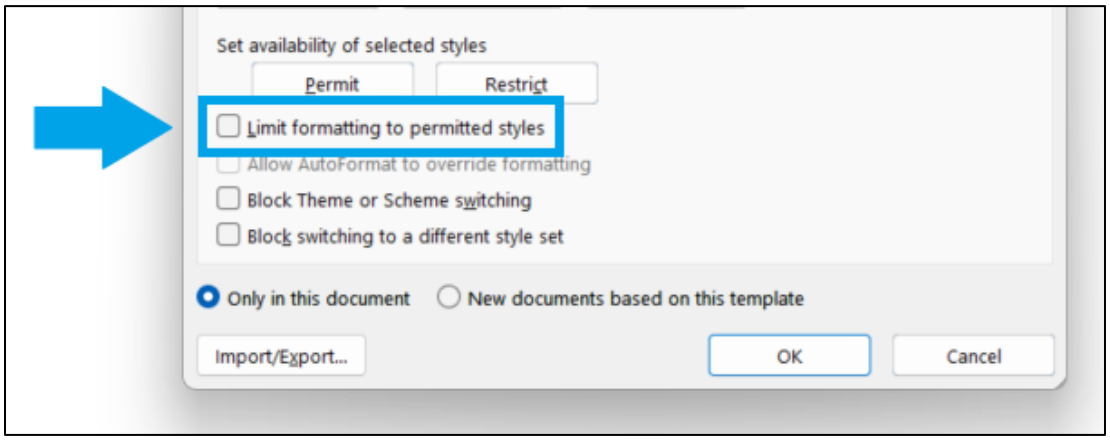


3. Highlight the applicable text and apply the exception formatting, as permitted above.

4. After all text has had exception formatting applied, click the **A** icon with a **green** checkmark at the bottom of the Styles window to manage styles again to reset the required RICR styles:



5. In the **Restrict** tab, check **Limit formatting to permitted styles**, and click **OK** to continue editing the document:

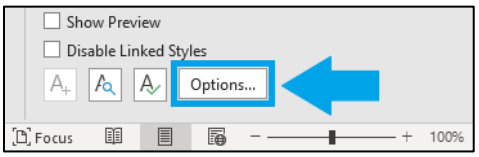


4.1.3.4 RICR Styles FAQ

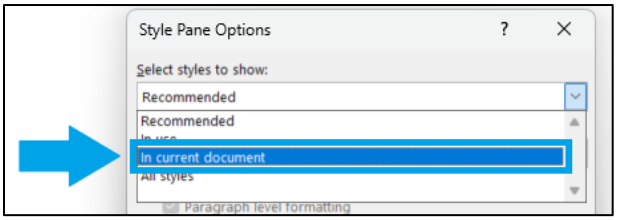
What if extra non-RICR styles are displaying?

If extra styles are displayed in the Styles window, complete the following to lock the document to only display the required RICR styles for ease of use:

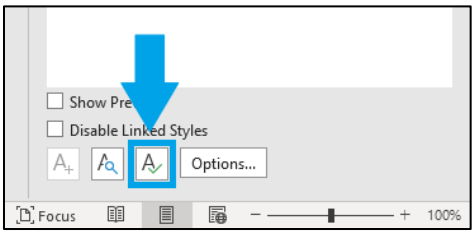
1. At the bottom of the Styles window, click **Options**:



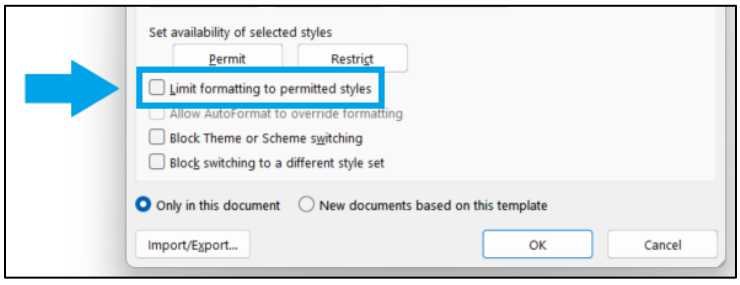
2. In the **Select styles to show** dropdown, select **In current document**, and click **OK** to display all styles currently used in the document.



3. Click the **A** icon with a **green** checkmark at the bottom of the Styles window to manage styles:



4. In the **Restrict** tab, check **Limit formatting to permitted styles**, and click **OK** to continue editing the document:



5. If additional styles still display, email the Administrative Records Office (ARO) to update the document to remove the additional styles.

What if there are missing RICR styles?

If there are missing RICR styles after completing the above, there are two options:

- **Adoptions & Repeals**

  Download the RICR Template and copy and paste the text into the downloaded document using the steps found in § 4.1.1.1 of this Guide to ensure all text is either underlined for adoptions or struck out for repeals.

- **Amendments**

  Email the document to the ARO requesting all missing RICR Styles to be merged into that document.

4.1.4 Section Enumeration Designations

Each section (paragraph) in a rule must have its own corresponding number or letter designation for citation purposes and to display correctly in the interactive RICR.

Section levels must use the associated letter/number and either include a period after or be within parentheses, as listed in the table in § 4.1.3.1 of this Guide. No period should be added if within parentheses (i.e., use "(1)", not "(1.)").

Enumeration designations must be sequential (i.e., "A.", "B.", "C.", etc.). Do not skip letters or numbers when assigning initial section enumeration designations within Adoptions, or when adding sections in Amendments.

4.1.4.1 Adding Enumeration Designations

Enumeration designations must be added manually, as automatic numbering is not permitted (§ 4.3.1 of this Guide).

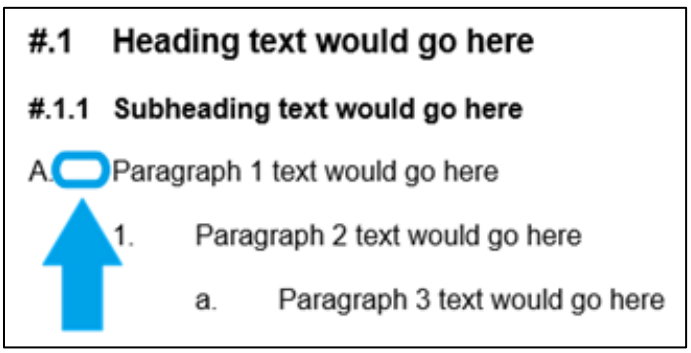
To add an enumeration designation:

1. Use the table in § 4.1.3.1 of this Guide to determine the starting enumeration designation for the heading or paragraph level needed.

2. Click the location in the document where text needs to go and apply the associated RICR style for the heading or paragraph level.

3. Type the starting enumeration designation, as noted in the table.
   Do not add a space after the enumeration designation or before the text.

4. Insert one (1) **Tab** on the keyboard after the enumeration designation to align the section text.
   Do not use the ruler or a tab before the enumeration designation to align.



5. Type text to complete the section or paste text and apply the correct RICR style (§ 4.1.3.2 of this Guide).

    a. The subsequent lines of text in the section will automatically indent, and no additional inserted tabs are necessary until the next section.

6. Repeat steps 1 through 5 as needed, increasing the enumeration designation sequentially for each subsequent section.

    a. For letters, if sections surpass the end of the alphabet, continue by using double letters sequentially (i.e., "AA.", "BB.", "CC.", etc.).

When deleting an entire section:

1. Keep the enumeration designation.

2. Replace section text with "Repealed." to ensure citations are not invalidated by renumbering the entire rule. For example:

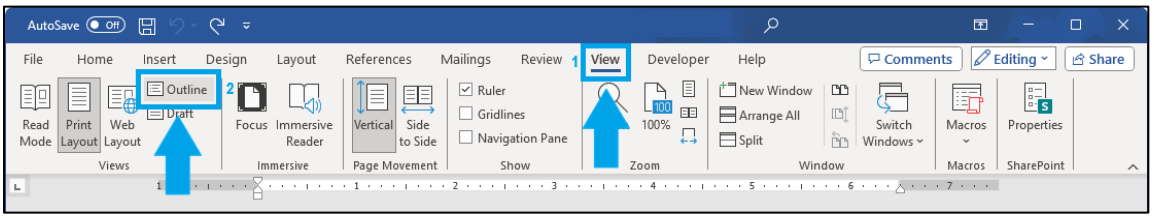
    3.2 Repealed.

4.1.5 Verify Required Formatting

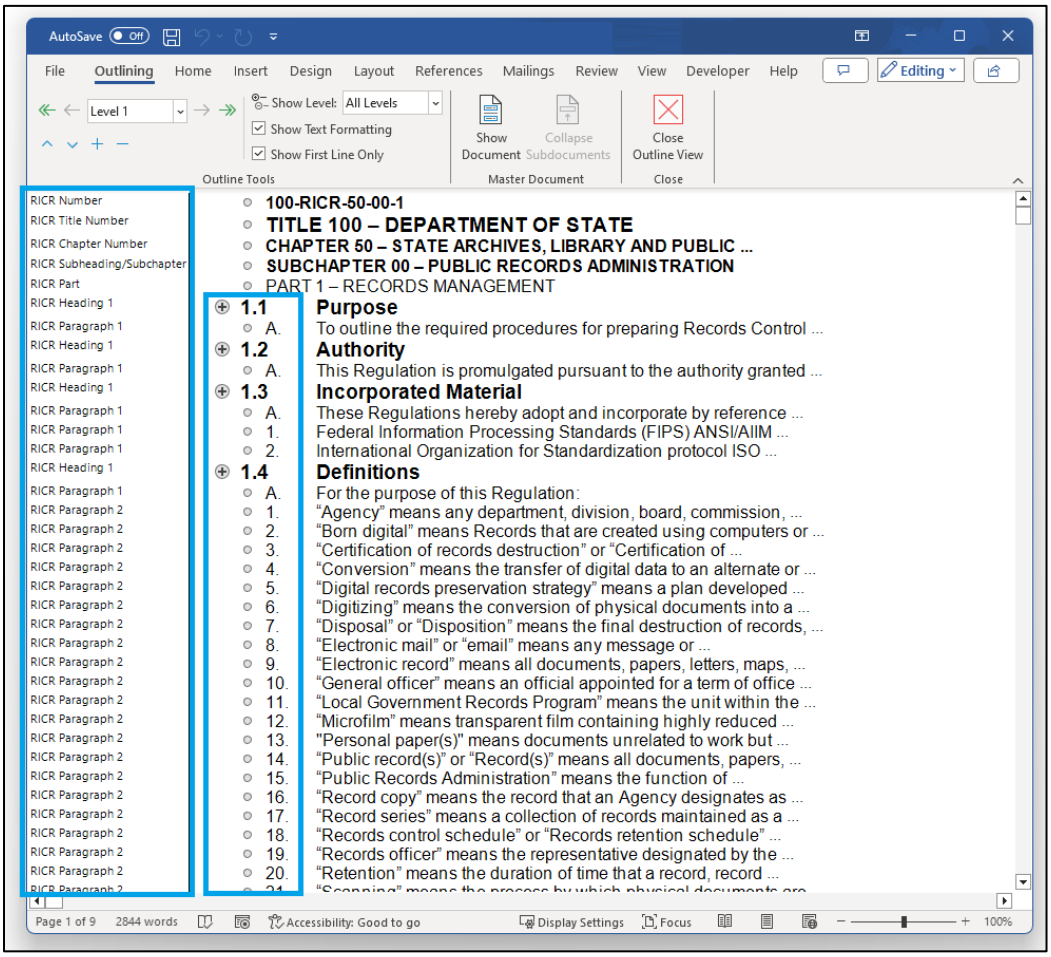
Use Microsoft Word's **Outline View** to verify that all rule text is using an approved RICR Style and that every section has an enumeration designation.

Navigate to Outline View and review the following:

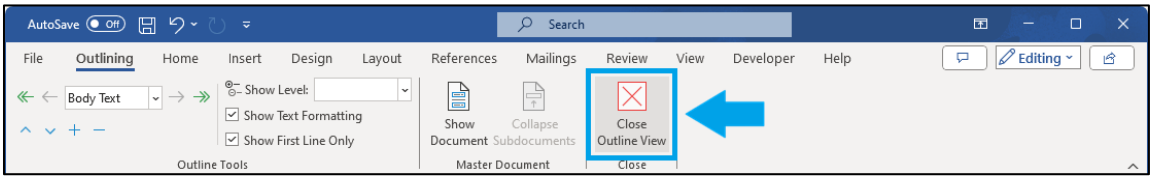
1. Click **View**, then click **Outline**:



2. Scroll to check that every section has the correct **RICR Style** applied (first column) and has an **enumeration designation** (second column):



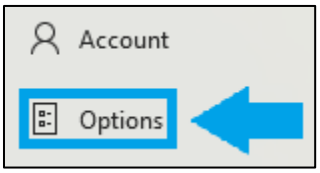
3. To view and fix a specific section in normal view, click within the line of text to the right of the second column and click **Close Outline View** to be brought to that exact section of text:



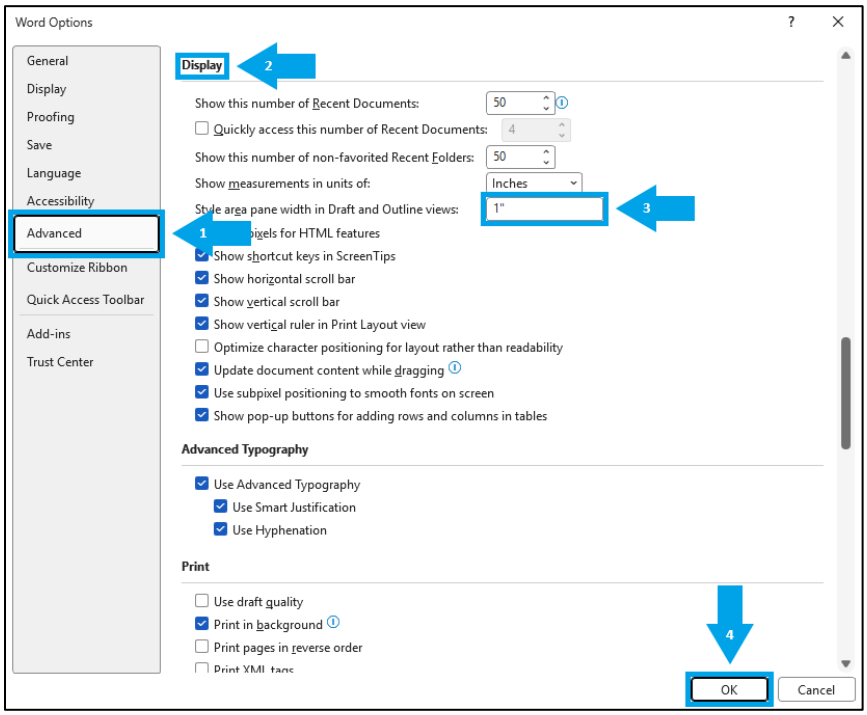
4. Repeat steps 1 through 3 to fix each section, as necessary, to ensure the correct RICR Style is used and to add any missing enumeration designations.

If the 1st column with the RICR Styles does not display:

1. Click **File** > **Options**:

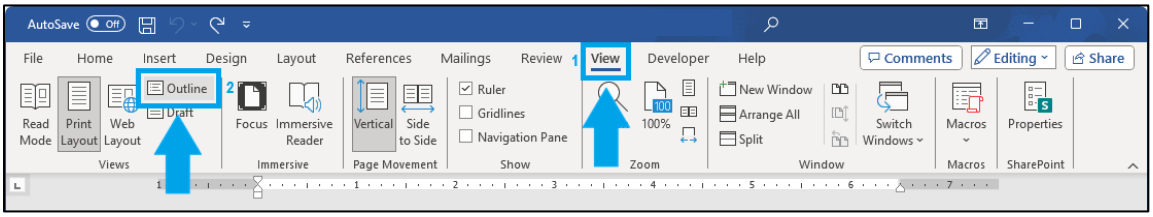


2. In **Word Options**, click **Advanced**, scroll down to the **Display** section, set the **Style area pane width in Draft and Outline views** to **1"** or more, and click **OK**:

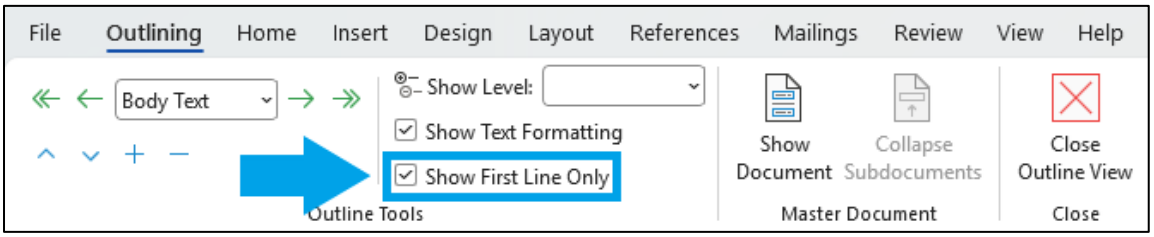


If the sections in the 2nd column display more than the first line of text:

1. Click **View**, then click **Outline**:



2. Check off **Show First Line Only**:



4.1.6 File Naming Conventions

For ease of identification and to distinguish files within the RICR Filing System, use the following file naming conventions, which will also assist in agency folder organization.

Adoptions

- **Drafts:** ###-RICR-##-##-#_DATE_ADT_v#
  ex. 100-RICR-10-10-1_2025-01-01_ADT_v2.docx
- ***Proposed:** ###-RICR-##-##-#_DATE_ADT_AGYProposed
  ex. 100-RICR-10-10-1_2025-01-01_ADT_AGYProposed.docx
- ***Final – *Track Changes Version:*** ###-RICR-##-##-#_DATE_ADT_AGYFinal_TC
  ex. 100-RICR-10-10-1_2025-01-01_ADT_AGYFinal_TC.docx
- ***Final – *Clean Version:*** ###-RICR-##-##-#_DATE_ADT_AGYFinal
  ex. 100-RICR-10-10-1_2025-01-01_ADT_AGYFinal.docx

Amendments

- **Drafts:** ###-RICR-##-##-#_DATE_AMD_v#
  ex. 100-RICR-10-10-1_2025-01-01_AMD_v2.docx
- ***Proposed:** ###-RICR-##-##-#_DATE_ADT_AMDProposed
  ex. 100-RICR-10-10-1_2025-01-01_AMD_AGYProposed.docx
- ***Final – *Track Changes Version:*** ###-RICR-##-##-#_DATE_ADT_AMDFinal
  ex. 100-RICR-10-10-1_2025-01-01_AMD_AGYFinal_TC.docx
- ***Final – *Clean Version:*** ###-RICR-##-##-#_DATE_ADT_AMDFinal_TC
  ex. 100-RICR-10-10-1_2025-01-01_AMD_AGYFinal.docx

Repeals

- **Drafts:** ###-RICR-##-##-#_DATE_RPL_v#
  ex. 100-RICR-10-10-1_2025-01-01_RPL_v2.docx
- ***Proposed:** ###-RICR-##-##-#_DATE_RPL_AGYProposed
  ex. 100-RICR-10-10-1_2025-01-01_RPL_AGYProposed.docx
- ***Final – *Track Changes Version:*** ###-RICR-##-##-#_DATE_RPL_AGYFinal_TC
  ex. 100-RICR-10-10-1_2025-01-01_RPL_AGYFinal_TC.docx
- ***Final – *Clean Version:*** ###-RICR-##-##-#_DATE_RPL_AGYFinal
  ex. 100-RICR-10-10-1_2025-01-01_RPL_AGYFinal.docx

**Files are listed in upload order for the RICR Filing System.*

4.2 Permitted Formatting

The following content may be used within rules. If used, the content must be formatted as described below to display the rule correctly in the RICR to view the rule interactively and to ensure consistency across all promulgated regulations.

For questions regarding **permitted content**, contact the Office of Management and Budget at omb.regsubmission@omb.ri.gov.

For questions regarding **the formatting of permitted content**, contact the Administrative Records Office at rulesregs@sos.ri.gov.

4.2.1 Citations

Citations are permitted if formatted per § 4.2.1.3 of this Guide to ensure a consistent, uniform system throughout the RICR so other agencies and the public can easily identify and locate the original source.

The citation formats outlined have taken into consideration:

- Ease for the non-lawyer reader;
- Ease for the non-lawyer agency drafter;
- Ease for the out-of-state reader;
- How other states cite within their rules; and
- The requirements of the Rhode Island Administrative Procedures Act.

NOTE: Many citations include the section symbol (§). The section symbol must always have a space before and after when used. To insert a section symbol, use shortcut **Alt+0167** on the keyboard.

If citing multiple sections, the citation must include two section symbols with no space between (i.e., R.I. Gen. Laws §§ 42-35-1 and 42-35-3.2).

4.2.1.1 Direct Citation vs Incorporation by Reference

The Rhode Island Administrative Procedures Act (APA) allows agencies to incorporate certain source materials by reference (§ 4.2.1.2 of this Guide).

To determine if materials should be directly cited or incorporated by reference, the type of source material needs to be identified. The following source materials may be incorporated by reference without having to include the incorporated material in full (R.I. Gen. Laws §§ 42-35-3.2(a)(1) through (3)):

(1) Federal rules, codes, or standards published in full in the Federal Register or the Code of Federal Regulations;

(2) Federal rules, codes, or standards that have been properly incorporated by reference in the Federal Register as part of a duly promulgated final rule or in the Code of Federal Regulations pursuant to federal legal requirements; and

(3) Published codes, standards or guidelines of any nationally recognized scientific or technical association or organization.

This means the following published sources may be incorporated by reference:

- Code of Federal Regulations (C.F.R);
- United States Code (U.S.C.);
- Materials incorporated in the C.F.R.; or
- Codes, standards or guidelines published by nationally recognized scientific or technical associations or organizations.

By incorporating these materials by reference, this allows agencies to give any of the above full legal effect and force of law so that the agency can enforce compliance.

Only the following published sources may be cited without formally incorporating:

- Rhode Island statute;
- Rhode Island regulation; or
- Federal statute.

Since **State and Federal statutes** already have the force of law behind them, they do not need to be incorporated formally.

Since **Rhode Island Regulations** are analogous to state statutes, in that they already have the force of law behind them on a statewide level, they do not need to be incorporated formally, which helps to avoid conflicting rules in the RICR.

> **NOTE:** Guidance documents, agency policies, or agency guidelines may not be cited or incorporated by reference.

4.2.1.2 Incorporation by Reference

The APA allows for agencies to incorporate certain materials by reference without having to publish the entirety of the material within a rule (R.I. Gen. Laws § 42-35-3.2).

If agencies incorporate materials by reference within a regulation, that agency "shall maintain a copy of the material and shall allow public inspection of the material and provide copies of any non-copyrighted material to the public… If any material to be incorporated by reference has been copyrighted, the agency shall upon request provide information about the publisher and the citation to the material." (R.I. Gen. Laws § 42-35-3.2(e))

4.2.1.2.1 How to Incorporate Materials by Reference

To incorporate source materials by reference:

1. Create a section labeled, "Incorporated Materials".

   > **NOTE:** It is recommended for the consistency of regulations published in the RICR to insert this section between the "Authority" and "Definition" sections of a rule.
   >
   > However, there may be circumstances where it is appropriate to incorporate materials by reference in the body of the Regulation. For example, when a material is referenced only once within that Part.

2. Create subsections for each source material to be incorporated.

3. Use the following language:

"These Regulations hereby adopt and incorporate [citation (date)] by reference, not including any further editions or amendments thereof and only to the extent that the provisions therein are not inconsistent with these Regulations."

4. Replace the bracketed language with:

    a. The citation (§ 4.2.1.3 of this Guide); and

        i. If citing materials published by nationally recognized scientific or technical associations or organizations, per the APA, include both the name of the association or organization and the title of the material in the citation.

    b. The date of the code edition or scientific/technical material being cited in parentheses directly following the citation.

> **NOTE:** The most recent version of the source material should be incorporated. *If a rule references a prior year, changing the year is a substantive change that requires an Amendment.*

Example Incorporated Materials Section:

3.3 Incorporated Materials

A. These Regulations hereby adopt and incorporate 16 C.F.R. § 444.1 (2014) by reference, not including any further editions or amendments thereof and only to the extent that the provisions therein are not inconsistent with these Regulations.

B. These Regulations hereby adopt and incorporate the American Medical Association's "Standards for Taking Blood Samples" (2001) by reference, not including any further editions or amendments thereof and only to the extent that the provisions therein are not inconsistent with these Regulations.

C. These Regulations hereby adopt and incorporate the "National Geological Society Guidelines for the Safe Gemstone Excavation" (2015) by reference, not including any further editions or amendments thereof and only to the extent that the provisions therein are not inconsistent with these Regulations.

4.2.1.2.2 How to Cite Incorporated Materials

Once a source material is incorporated by reference, it may be cited within the body of the rule by citing the Incorporated Materials section.

To cite to the Incorporated Materials section:

1. Add the following language:

   "[text referencing source material], incorporated above at § [number] of this Part."

2. Replace the bracketed language with:

   a. The leading text that references the source material; and

   b. The Subsection number of the specific incorporated material.

Examples of Citing the Incorporated Materials Section:

(A) Phlebotomists must maintain their syringes in the manner prescribed in "Standards for taking Blood Samples", incorporated above at § 3.3(B) of this Part.

(B) Geologists must mine for diamonds in accordance with "National Geological Society Guidelines for the Safe Gemstone Excavation", incorporated above at § 3.3(C) of this Part.

4.2.1.3 Direct Citation Formats

When including a direct citation within a rule, use the tables found in §§ 4.2.1.3.1 – 4.2.1.3.6 of this Guide to determine how to format the citation.

> **NOTE:** Upon review, previous formatting recommendations concerning citations to not-yet-promulgated rules have been removed from this Guide. For further guidance, please consult the Office of Regulatory Reform (ORR) or your agency's counsel.

4.2.1.3.1 RICR: Same Title

For all citations to the Rhode Island Code of Regulations within the same Title as the Part the citation is in, use the following tables to determine the correct required citation format:

Within the Same Title		
Component	**Format**	**Citation Formatting Example**
Title	this Title	this Title
Chapter	Chapter ## of this Title	Chapter 20 of this Title
Subchapter	Subchapter ##-## of this Title	Subchapter 20-15 of this Title
Part	Part ##-##-# of this Title	Part 20-15-7 of this Title
Section	§ ##-##-#.# of this Title	§ 20-15-7.2 of this Title
Subsection	§ ##-##-#.#(X) of this Title	§ 20-15-7.2(A) of this Title
Additional Subsections	§ ##-##-#.#(X)(#)(x)(#)(X)(x) of this Title	§ 20-15-7.2(A)(1)(a)(1)(A)(i) of this Title

Within the Same Chapter		
Component	**Format**	**Citation Formatting Example**
Chapter	this Chapter	this Chapter
Subchapter	Subchapter ## of this Chapter	Subchapter 15 of this Chapter

Part	Part ##-# of this Chapter	Part 15-7 of this Chapter
Section	§ ##-#.# of this Chapter	§ 15-7.2 of this Chapter
Subsection	§ ##-#.#(X) of this Chapter	§ 15-7.2(A) of this Chapter
Additional Subsections	§ ##-#.#(X)(#)(x)(#)(X)(x) of this Chapter	§ 15-7.2(A)(1)(a)(1)(A)(i) of this Chapter

Within the Same Subchapter		
Component	**Format**	**Citation Formatting Example**
Subchapter	this Subchapter	this Subchapter
Part	Part # of this Subchapter	Part 7 of this Subchapter
Section	§ #.# of this Subchapter	§ 7.2 of this Subchapter
Subsection	§ #.#(X) of this Subchapter	§ 7.2(A) of this Subchapter
Additional Subsections	§ #.#(X)(#)(x)(#)(X)(x) of this Subchapter	§ 7.2(A)(1)(a)(1)(A)(i) of this Subchapter

Within the Same Part		
Component	**Format**	**Citation Formatting Example**
Part	this Part	this Part
Section	§ # of this Part	§ 2 of this Part
Subsection	§ #(X) of this Part	§ 2(A) of this Part
Additional Subsections	§ #(X)(#)(x)(#)(X)(x) of this Part	§ 2(A)(1)(a)(1)(A)(i) of this Part

Within the Same Section or Subsection		
Component	**Format**	**Citation Formatting Example**
Section	this Section	this Section
Subsection	this Subsection	this Subsection

Specific Section	§ # of this Part	§ 2 of this Part
Specific Subsection	§ #(X) of this Part	§ 2(A) of this Part
Specific Additional Subsections	§ #(X)(#)(x)(#)(X)(x) of this Part	§ 2(A)(1)(a)(1)(A)(i) of this Part

4.2.1.3.2 RICR: Different Title

For all citations to the Rhode Island Code of Regulations within a different Title than the Part the citation is in, use the following table to determine the correct required citation format:

Component	Format	Citation Formatting Example
Title	Title ### of this Code	Title 216 of this Code
Chapter	Chapter ###-## of this Code	Chapter 216-20 of this Code
Subchapter	Subchapter ###-##-## of this Code	Subchapter 216-20-15 of this Code
Part	###-RICR-##-##-#	216-RICR-20-15-7
Section	###-RICR-##-##-#.#	216-RICR-20-15-7.2
Subsection	###-RICR-##-##-#.#(X)	216-RICR-20-15-7.2(A)
Additional Subsections	###-RICR-##-##-#.#(X)(#)(x)(#)(X)(x)	216-RICR-20-15-7.2(A)(1)(a)(1)(A)(i)

4.2.1.3.1 Rhode Island Statutes

Component	Format	Citation Formatting Example
Title	R.I. Gen. Laws Title #	R.I. Gen. Laws Title 9
Chapter	R.I. Gen. Laws Chapter #-#	R.I. Gen. Laws Chapter 9-19
Section	R.I. Gen. Laws § #-#-#	R.I. Gen. Laws § 9-19-39
Subsection	R.I. Gen. Laws § #-#-#(x)	R.I. Gen. Laws § 9-19-39(b)
Additional Subsections	R.I. Gen. Laws § #-#-#(x)(#)	R.I. Gen. Laws § 9-19-39(b)(4)

4.2.1.3.2 Rhode Island Public Laws

Style	Format	Citation Formatting Example
Full	[name], Pub. Laws [session #]-[chapter #]	An Act Relating to Towns and Cities – Retirement of Municipal Employees, Pub. Laws 10-275
Short	Pub. Laws [session #]-[chapter #]	Pub. Laws 10-275

4.2.1.3.3 Code of Federal Regulations

Component	Format	Citation Formatting Example
Title	C.F.R. Title #	C.F.R. Title 7
Subtitle	# C.F.R. Subtitle X	7 C.F.R. Subtitle B
Chapter	# C.F.R. Subtitle X Chapter X	7 C.F.R. Subtitle B Chapter VIII
Subchapter	# C.F.R. Subtitle X Chapter X Subchapter X	7 C.F.R. Subtitle B Chapter VIII Subchapter A
Part	# C.F.R. Part #	7 C.F.R. Part 868
Subpart	# C.F.R. Part # Subpart X	7 C.F.R. Part 868 Subpart C
Section	# C.F.R. § #.#	7 C.F.R. § 868.208

4.2.1.3.4 United States Code

Component	Format	Citation Formatting Example
Title	U.S.C. Title #	U.S.C. Title 7
Chapter	# U.S.C. Chapter #	7 U.S.C. Chapter 13
Subchapter	# U.S.C. Subchapter #-X	7 U.S.C. Subchapter 13-IV
Section	# U.S.C. § #x	7 U.S.C. § 347a
Full Citation	[name], # U.S.C. § #x	Disadvantaged agricultural areas, 7 U.S.C. § 347a

4.2.1.3.5 Federal Public Laws

Style	Format	Citation Formatting Example
Full	[name], Pub. L. No. [congress #]-[law #]	Foreign Assistance Act of 1961, Pub. L. No. 87-195
Short	Pub. L. No. [congress #]-[law #]	Pub. L. No. 87-195

4.2.1.3.6 All Other Citations

For any citations not listed in this Guide, refer to The Blue Book: A Uniform System of Citation for how to format all other citations to ensure a consistent, uniform system throughout the RICR so other agencies and the public can easily identify and locate the original source.

If the citation includes an acronym, the full name should be written out in its first use within a Part and include the acronym in parentheses directly following. The acronym may then be used within the rest of the Part.

4.2.2 Definitions

Definitions are only permitted if:

1. The "Definitions" section is placed towards the beginning of the rule;
2. Each definition is given its own section and enumeration designation;
3. The sections are arranged alphabetically by the words or terms being defined;
4. Each section includes:
    a. The words or terms being defined within quotation marks;
    b. Capitalizing the first letter of the first word within the quotation marks, with all subsequent words lowercase, unless the words or terms being defined are proper nouns;
    c. The word "means" directly following the words or terms being defined; and
    d. The definition of the words or terms directly following the word "means".

Definition Example: "Writing" means a record inscribed on a tangible medium.

The following symbols may not be used within words or terms being defined:

- Dashes [- or –];
- Slashes [/ or \]; or
- Parentheses [(or)].

Instead, separate the words or terms by inserting the word "or" in between:

Incorrect	**Correct**
"Individualized education plan/IEP" means…	"Individualized education plan" or "IEP" means…

NOTE: Always cite the "Definitions" section itself within a rule, not to specific definitions. That way, if definitions need to be added when promulgating amendments, the "Definitions" section can be renumbered without invalidating citations to specific definitions.

4.2.3 Graphics, Figures, Images, and Maps

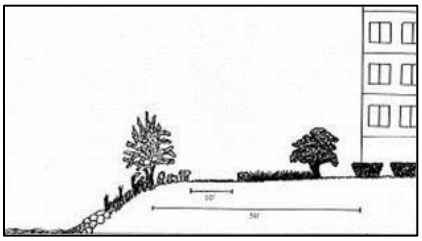
Graphics, figures, images, and maps are only permitted if the visual:

1. Fits within the margins of the rule;
2. Is set to **In Line with Text** (right-click on visual > click **Wrap Text** > click to set style);
3. Is treated as a section by using the next level paragraph RICR style to align the visual with the previous section text;
    a. For example, if the title or text above the visual uses **RICR Paragraph 2**, the visual itself should use **RICR Paragraph 3** to align with the text, not the enumeration designation;
4. Has a title for interactive display accessibility (see below note); and
5. Includes Alt Text for accessibility and for those using assistive technology to access the rule:
    a. To insert Alt Text, right-click on the visual and click **View Alt Text**;
    b. Type text into the box describing the visual, its context to the section/rule, and include contact information where additional information can be requested and click X to close the side window. *Do not use the "Generate alt text for me" feature.*

Alt Text Example:

Visual:

1. Structural Shoreline Protection Standards for Coastal Greenways



Alt Text: "Image of land next to a building, the slope from the land to the coast, and the measurement for the coastal greenway, as described in § 2.2 of this Part. For additional information contact [insert contact information here]."

Visuals that contain only text must be converted to text, when possible, for public accessibility and to be searchable.

If visuals expand beyond the margins, they should be uploaded instead as an

appendix with a reference within the rule to view the appendix.

> **NOTE:** Visuals should only be used when there is no other way of displaying the information, as they do not display interactively on the Part's RICR webpage, and will only display within the downloadable PDF in the Regulation tab.
>
> Adding a title indicates a visual is there, and that the PDF should be viewed.

4.2.4 Hyperlinks

Hyperlinks are permitted to link to other Parts in the RICR, the Code of Federal Regulations, United States Code, Guidance Documents, forms published on an agency website, or Incorporated Materials, as appropriate.

Hyperlinks are only permitted if:

1. Links direct the user to the correct, active webpage; and

2. If linking to other Parts in the RICR, links go to the Part's RICR webpage, not the PDF, to avoid continuity issues if/when a rule is amended.

4.2.5 Table of Contents

Table of Contents (TOC) are only permitted if:

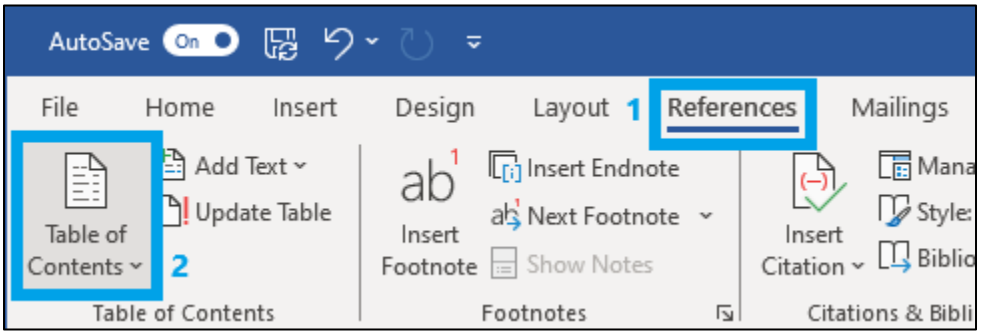
1. The rule is longer than thirty (30) pages;

2. The rule begins with the RICR citation information with the TOC inserted immediately following;

3. A page break, using **RICR Text** style, is inserted immediately after the TOC and the first heading of the rule begins at the top of the next page.

To insert a TOC:

1. Click **References** > **Table of Contents** > choose a built-in TOC or custom TOC (if using custom TOC, **Formats** must be "**From template**"):



2. All TOC text must use Arial font and black (hex #000000) font color.

4.2.6 Tables

Tables are only permitted if the table:

1. Uses the RICR style **RICR Text**;
2. Fits within the margins of the document;
3. Is aligned with the text of the section, not the enumeration designation;
   a. **Correct:**

Table is aligned with the paragraph text, not the enumeration designation.	
Table Text 1	Table Text 2

   b. **Incorrect:**

Table is aligned with the enumeration designation, not the paragraph text, and is not within the document margins.	
Table Text 1	Table Text 2

4. Is added directly after text, and not as its own section (see below note); and
5. Abides by the following options:

Permitted	**Prohibited**
Borderless cells	Partial borders
Shading	

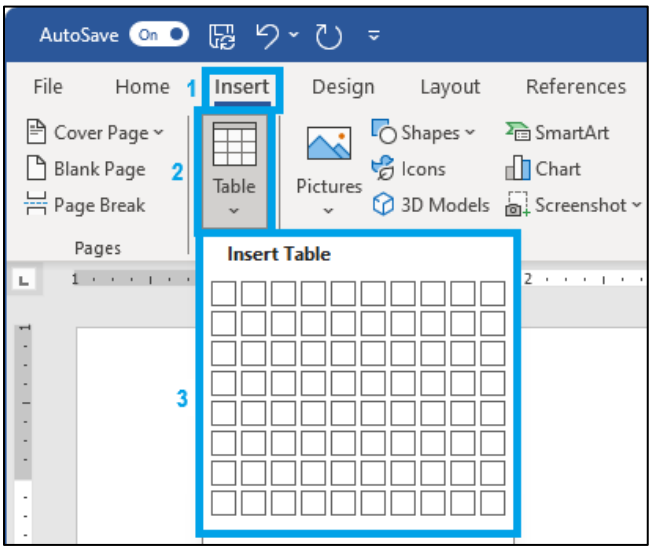
NOTE: Tables must be inserted directly below text with no hard returns in between, not as its own section, otherwise it will not display interactively on the Part's RICR webpage.

If need be, the text before the table may be just a title (i.e., "Table 1").

4.2.6.1 Adding Tables

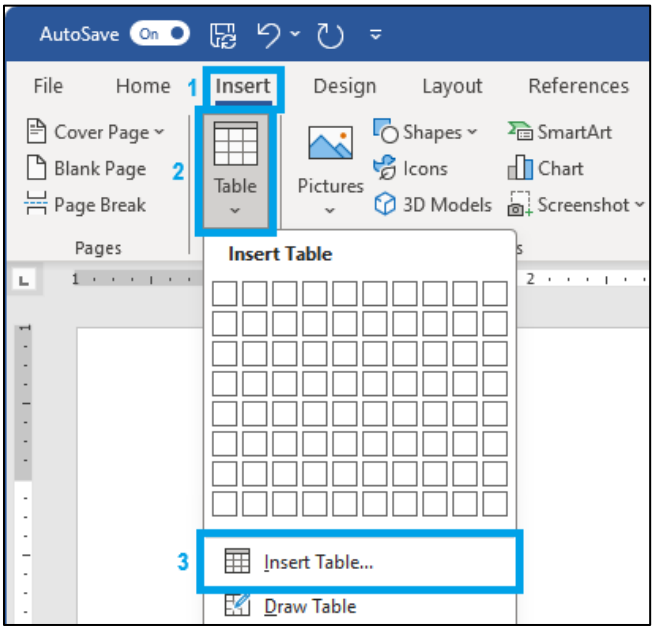
To add a new table, complete either step 1 or steps 2-4:

1. Click **Insert** > **Table** and use the simple table creator to select the correct number of rows and columns by dragging the mouse over the boxes and clicking once the correct number of rows and columns are highlighted:

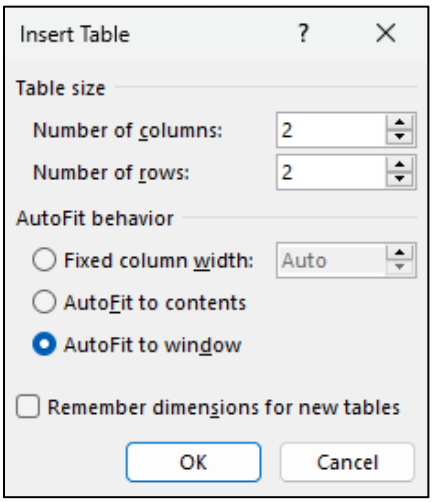


OR

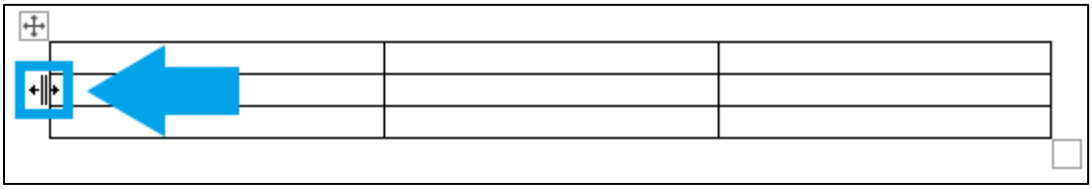
2. Click **Insert** > **Table** > **Insert Table**:



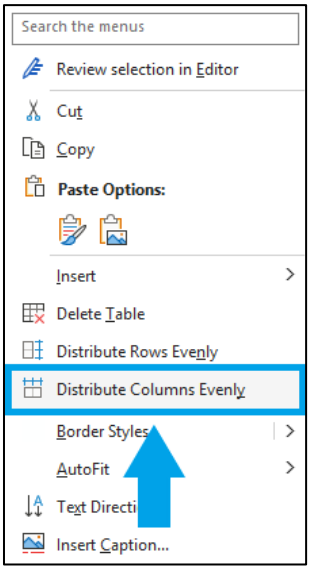
a. Enter the number of columns and rows, ensure the AutoFit behavior is set to **AutoFit to window**, and click **OK**:



3. Drag the left margin of the table to align it with the section text (*not the section enumeration designation*).



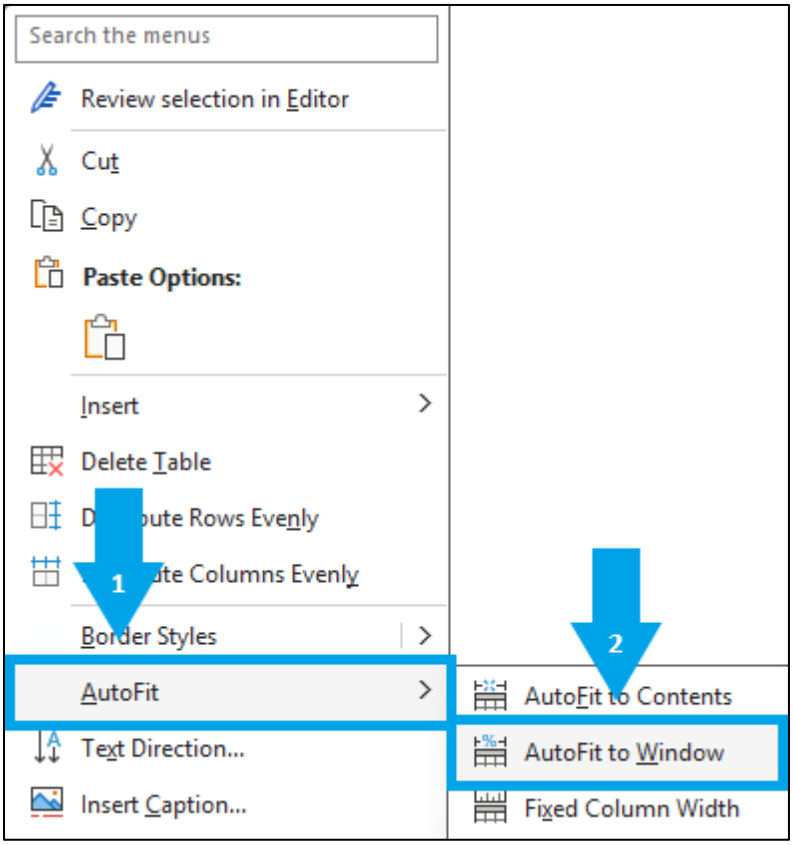
4. To make every column the same size after adjusting the left margin, right-click on the table and click **Distribute Columns Evenly**:



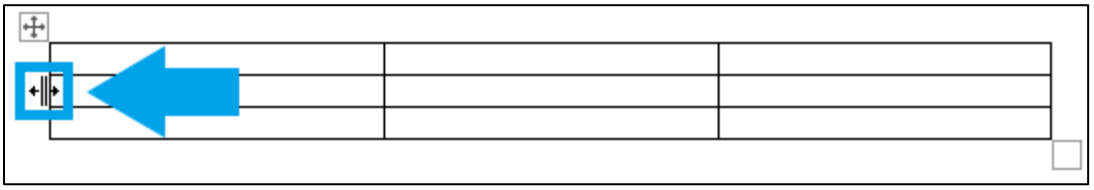
4.2.6.2 Fixing Tables

To fix a table if it extends past the margins on the RICR website:

1. Right-click on the table, hover over **AutoFit**, and click **AutoFit to Window**:



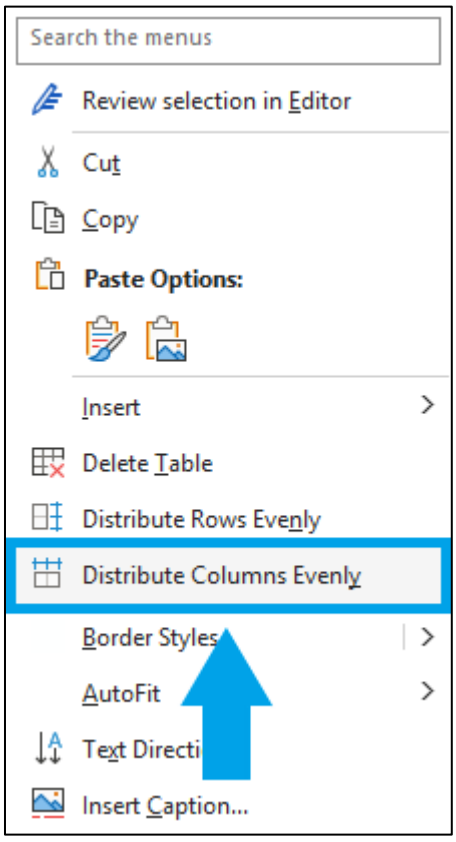
2. Drag the left margin of the table to align it with the section text (*not the section enumeration designation*).



1. Align the left margin of table with this text.

Table is aligned with the paragraph text, not the enumeration designation.

3. To make every column the same size after adjusting the left margin, right-click on the table and click **Distribute Columns Evenly**:



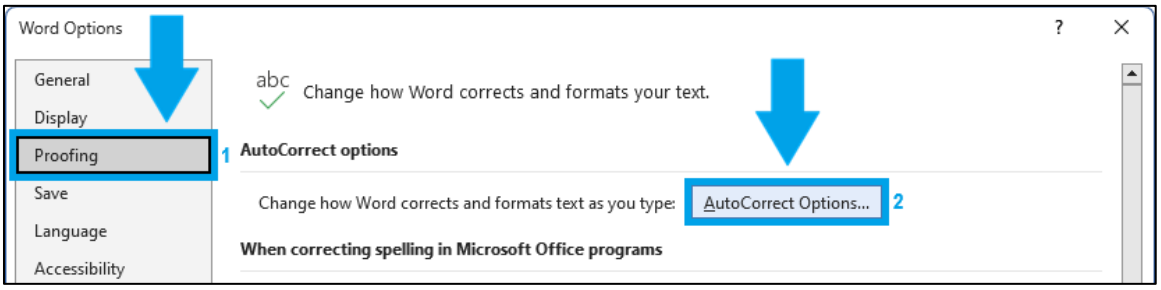
4.3 Prohibited Formatting

4.3.1 Automatic Numbering

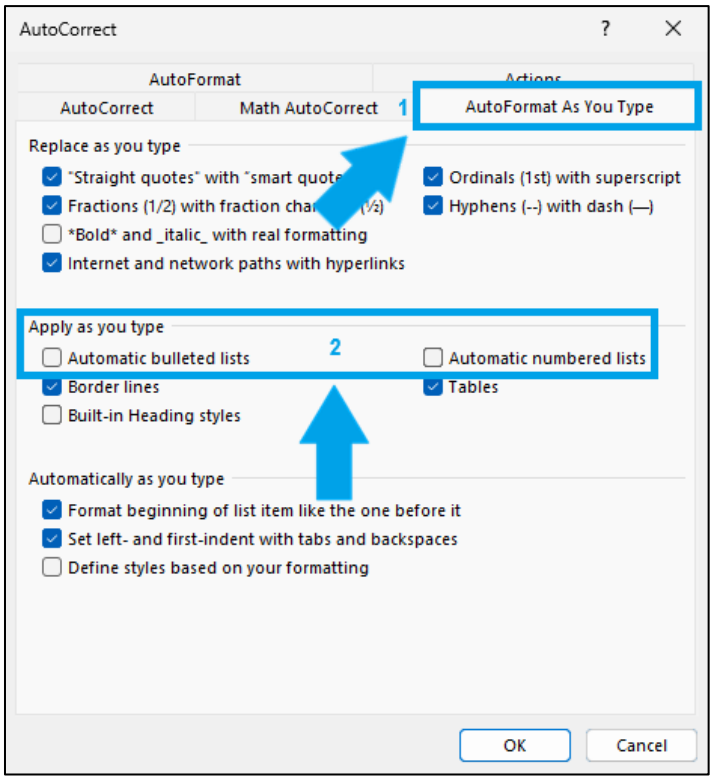
Automatic numbering is not permitted.

If the document tries to initiate automatic numbering, turn off that feature within the document by completing the following:

1. Click **File** > **Options** and then click **Proofing** > **AutoCorrect Options…**:



2. Click **AutoCorrect Options** > **AutoFormat As You Type**, uncheck **Automatic bulleted lists** and **Automatic numbered lists**, and click **OK**:



4.3.2 Bulleted Lists

Bulleted lists are not permitted, including but not limited to:

- Circle Bulleting
  - Hollow Circle Bulleting
    - Square Bulleting
      - ❖ Diamond Bulleting
        - ➢ Arrow Bulleting
          - ✓ Checkmark Bulleting
            - \- Dash Bulleting
              - Image Bulleting

Lists must be formatted into separate sections with corresponding enumeration designations. For example:

Incorrect

A. The Department of State requires that all Filers:

- Read the Agency Guide to Administrative Records;
- Comply with the requirements found therein; and
- Contact the Administrative Records Office with any questions.

Correct

A. The Department of State requires that all Filers:

1. Read the Agency Guide: Administrative Records;
2. Comply with the requirements found therein; and
3. Contact the Administrative Records Office with any questions.

4.3.3 Enumerations Within Paragraphs

Enumerations within paragraphs are not permitted. Enumerations must be formatted into separate sections with corresponding enumeration designations. For example:

Incorrect

A. The Department of State requires that all Filers (1) read Agency Guide: Administrative Records; (2) comply with the requirements found therein; and (3) contact the Administrative Records Office with any questions.

Correct

A. The Department of State requires that all Filers:

1. Read Agency Guide: Administrative Records;

2. Comply with the requirements found therein; and

3. Contact the Administrative Records Office with any questions.

4.3.4 Headers/Footers

Headers and footers are not permitted.

4.3.5 Manual Alignment & Spacing

Using the space bar, tab key, or ruler to manually align sections, or adding hard returns between sections, is not permitted. *The RICR styles (§ 4.1.3 of this Guide) will automatically align text and add spacing between sections.*

4.3.6 Manual Emphasized Text

Using formatting for emphasis is not permitted, including:

1. **Bolded** text*;
2. *Italicized* text*; and
3. Underlined text.

**Permitted only for noted RICR style exceptions (§ 4.1.3.3 of this Guide).*

4.3.7 Page Numbers

Page numbers are not permitted within **Final Rules**.

Page numbers within **Proposed Rules** are only permitted if:

1. They are in the bottom-right corner of the footer; and
2. They are removed before submitting the Final Rule.

4.3.8 Watermarks

Watermarks are not permitted within **Final Rules**.

Watermarks within **Proposed Rules** are only permitted if:

1. They do not impede the readability of the Rule; and
2. They are removed before submitting the Final Rule.