

Reg Writer's Quick-reference Sheet

<u>Capitalization</u>		<u>Prohibited Words and Phrases</u>																																											
<p>Course: upper when specific course title (World History 101), lower if not (...a world history course)</p> <p>Degrees: lowercase (bachelor's degree, master's degree)</p> <p>Form Names: uppercase the word "form" when part of the form name, lowercase if not</p> <p>Job titles: general rule: lowercase unless identifying proper name or proper title</p> <p>Examples: - KRS 99.999 requires the executive director to.... <u>Exception:</u> the Governor (re: the Governor of Kentucky)</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Do Not Use:</th> <th style="width: 50%; text-align: center;">Use:</th> </tr> </thead> <tbody> <tr> <td>And/or</td> <td>"and" for a conjunctive "or" for a disjunctive</td> </tr> <tr> <td>Any and all</td> <td>either word</td> </tr> <tr> <td>As provided in this administrative regulation</td> <td>----</td> </tr> <tr> <td>And the same hereby is</td> <td>is</td> </tr> <tr> <td>Either directly or indirectly</td> <td>----</td> </tr> <tr> <td>Except where otherwise provided</td> <td>State specific exemption.</td> </tr> <tr> <td>Final and conclusive</td> <td>final</td> </tr> <tr> <td>Full force and effect</td> <td>force or effect</td> </tr> <tr> <td>In the event that; In case</td> <td>if</td> </tr> <tr> <td>Including but not limited to</td> <td>State the specific items to be included.</td> </tr> <tr> <td>Is authorized; Is empowered</td> <td>may</td> </tr> <tr> <td>Is defined and shall be construed to mean</td> <td>means</td> </tr> <tr> <td>Is hereby required to</td> <td>shall</td> </tr> <tr> <td>It shall be lawful</td> <td>may</td> </tr> <tr> <td>Latin words</td> <td>Do not use unless medical or scientific terminology. However, "et seq." may be used for citations.</td> </tr> <tr> <td>Null and void and of no effect</td> <td>void</td> </tr> <tr> <td>Order and direct</td> <td>either word</td> </tr> <tr> <td>Provision of law</td> <td>law</td> </tr> <tr> <td>Until such time as</td> <td>until</td> </tr> <tr> <td>Whenever</td> <td>if</td> </tr> </tbody> </table>		Do Not Use:	Use:	And/or	"and" for a conjunctive "or" for a disjunctive	Any and all	either word	As provided in this administrative regulation	----	And the same hereby is	is	Either directly or indirectly	----	Except where otherwise provided	State specific exemption.	Final and conclusive	final	Full force and effect	force or effect	In the event that; In case	if	Including but not limited to	State the specific items to be included.	Is authorized; Is empowered	may	Is defined and shall be construed to mean	means	Is hereby required to	shall	It shall be lawful	may	Latin words	Do not use unless medical or scientific terminology. However, "et seq." may be used for citations.	Null and void and of no effect	void	Order and direct	either word	Provision of law	law	Until such time as	until	Whenever	if
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<u>Other Formatting Rules</u>		<p>Numbers Zero: spelled only 1 – 99 (& decimals to tenths place) spelled and in parentheses "three (3) dollars" "fifty-five (55)" "eighty and five-tenths (80.5)"</p> <p>100+ (& decimals to hundredths+ place) number only (nothing in parentheses) "101" "145.23" "3,798" "\$10.65" "\$4.8 million"</p>																																											
<ul style="list-style-type: none"> - Grades: grade 12, not grade twelve (12) K-12, not K through twelve (12) - Measurements: 10 in. x 11 in. x 2 ft. - Tables: <ul style="list-style-type: none"> - Use only numbers (not five (5)) - % sign may only be used in tables <p>One if used in the place of "a person" ...if one is given a chance ...in a one-on-one meeting</p>																																													
<u>Regs Numbering Sequence</u>	<u>Citations</u>	<p>Language for incorporating only ONE item: Section {#}. Incorporation by Reference. (1) "{Title of Material}", {edition date}, is incorporated by reference. (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at {agency name}, {address}, Monday through Friday, {agency office hours}.</p> <p>Language for incorporating MULTIPLE items: Section {#}. Incorporation by Reference. (1) The following material is incorporated by reference: (a) "{Title of Material}", {edition date}; (b) "{Title of Material}", {edition date}; and (c) "{Title of Material}", {edition date}. (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at {agency name}, {address}, Monday through Friday, {agency office hours}.</p>																																											
<p>Section 1. subsection (1) paragraph (a) subparagraph 2. clause a. subclause (iv)</p>	<p>405 KAR 5:020, Section 2(2)(b)1.a.(iv) 405 KAR Chapter 5 Code of Federal Regulations - C.F.R. Executive Order - EO KAR Title 16 Kentucky Acts Chapter - Ky Acts ch. Public Law - Pub.L. United States Code - U.S.C.</p>																																												
<u>Material Incorporated by Reference Samples</u>		<u>Including Web sites in MIR Section of a reg:</u>																																											
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<u>Types of Regulations</u>																																													
(New Administrative Regulation)		(New Emergency Administrative Regulation)																																											
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Reg Filer's Quick-reference Sheet

<p style="text-align: center;"><u>General Filing Deadlines</u></p> <p>Regulations, SOCs, SOC extensions Due by noon on the 15th of the month.</p> <p>If the 15th falls on a Saturday, Sunday, or holiday, the deadline is moved to noon on the preceding workday.</p> <p>Agency Amendments Due by COB 3 workdays prior to the ARRS meeting.</p> <p>Public Comment Period Notices Due by COB the 2nd workday of the month after the Public Comment Period ends.</p>	<p style="text-align: center;"><u>Before Filing</u></p> <p>Make sure</p> <ul style="list-style-type: none"> • Signatures have been obtained • The most recent RIA, Federal Mandate (if applicable), and Fiscal Note forms have been used • To email the Compiler to check for filing compliance • To apply Compiler's filing compliance changes • Copies have been made • To email finalized administrative regulation in MS Word format to RegsCompiler@LRC.ky.gov • To take copies of material incorporated by reference (if applicable)
<p style="text-align: center;"><u>Number of Copies to File</u></p> <p>Filing a regulation or an SOC</p> <ul style="list-style-type: none"> • Original • 4 copies, stapled (one is yours to take back) • 1 copy, paper-clipped (no staple holes) <p>SOC Not Amended After Comments ONLY - add two unstapled copies for each additional administrative regulation listed on the SOC.</p> <p>Filing a Suggested Amendment, Suggested Substitute, or Agency Amendment</p> <ul style="list-style-type: none"> • Cover letter with one copy of the amendment • 20 copies of the amendment for ARRS (call for number of copies needed for other committees) <p>(To get a stamped copy of the letter to bring back, please bring an extra copy.)</p>	<p style="text-align: center;"><u>Regs Compiler Email</u> RegsCompiler@LRC.ky.gov</p> <p>Use this email address to send</p> <p>Administrative Regulations</p> <ul style="list-style-type: none"> • Each is its own <u>MS Word document</u> and the document includes <u>all</u> attachments (including RIA, Fiscal Note, etc.) • Signature page required, no actual signature needed in the electronic copy • Multiple regulations can be sent in one email • Please title email with reg numbers • Sending MIR by email is not required <p>Letters - Must be on letterhead and contain a signature</p> <ul style="list-style-type: none"> • Notifications about Public Hearings • Notifications about Public Comment Periods • Deferral requests • SOC extensions • Recodification requests • Technical Amendment requests • Withdrawals
<p style="text-align: center;"><u>MIR</u></p> <p>Paper material</p> <p>4 pages or less (and single-sided, 8-1/2 x 11", and on white paper)</p> <ul style="list-style-type: none"> • Attach copies of the Summary and the MIR to the back of the original and each copy of the regulation <p>5 pages or more (or double sided, oddly-dimensioned, or colored paper)</p> <ul style="list-style-type: none"> • Place one copy of the MIR in a binder that can stand alone on a shelf • Label the binder with the reg number and date filed • Binder's first page is a copy of the Summary of Material Incorporated by Reference <p>On a disk</p> <ul style="list-style-type: none"> • Files shall be in PDF format • Label the disk and the case with the reg number and date filed 	<p style="text-align: center;"><u>Content Pre-review Policy</u></p> <p>ARRS Staff will do content pre-reviews as workload allows. Staff is busier as meetings and deadlines approach.</p> <p>Agency representatives are expected to apply similar changes to remaining administrative regulations and to future administrative regulations.</p>
<p style="text-align: center;"><u>What can be done by Technical Amendment?</u></p> <p>Examples include</p> <ul style="list-style-type: none"> • Typos that do not affect the substance of the regulation • Mailing address, phone number, or email address of the administrative body • Citations to statutes or other regulations if a format change within that statute or administrative regulation has changed the numbering or lettering of parts • As a response to a statute or executive order, changing the name of the administrative body or making any other technical changes necessary to carry out the provisions of the statute or executive order <p>NOT Included</p> <p>A substantive change to a regulation or form. This has to go through the administrative regulation promulgation process.</p>	