### Capitalization

**Course:** upper when specific course title (World History 101), lower if not (...a world history course)

**Degrees:** lowercase (bachelor's degree, master's degree)

**Form Names:** upper case the word “form” when part of the form name, lowercase if not

**Job titles:** general rule: lowercase unless identifying proper name or proper title

Examples:
- KRS 99.999 requires the executive director to....
- Exception: the Governor (re: the Governor of Kentucky)

### Prohibited Words and Phrases

<table>
<thead>
<tr>
<th>Do Not Use</th>
<th>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>

### Other Formatting Rules

- **Grades:** grade 12, not grade twelve (12)
- **K-12, not K through twelve (12)**
- **Measurements:** 10 in. x 11 in. x 2 ft.
- **Tables:**
  - Use only numbers (not five (5))
  - % sign may only be used in tables

### One if used in the place of “a person”

...if one is given a chance

...in a one-on-one meeting

### Regs Numbering Sequence

<table>
<thead>
<tr>
<th>Regs Numbering Sequence</th>
<th>Citations</th>
</tr>
</thead>
</table>

### Citations

- 405 KAR 5:020, Section 2(2)(b)1.a.(iv)

### 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)”
- 100+ (& decimals to hundredths+ place) number only (nothing in parentheses)
  - “101” “145.23” “3,798” “$10.65” “$4.8 million”

### Material Incorporated by Reference Samples

**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}.

**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}.

### Including Web sites in MIR Section of a reg:

If the Web site is:

| Agency-based, put the Web site at the end of subsection (2) |
| External to the state agency, create a subsection (3) |

"(3) This material may also be obtained at {Web site}.”

### Types of Regulations

- (New Administrative Regulation) (New Emergency Administrative Regulation)
- (Amendment) (Emergency Amendment)
- (Repealer) (Emergency Repealer)
- (Amended After Comments)
# Reg Filer's Quick-reference Sheet

## General Filing Deadlines

### Regulations, SOCs, SOC extensions
Due by noon on the 15th of the month.

If the 15th falls on a Saturday, Sunday, or holiday, the deadline is moved to noon on the preceding workday.

### Agency Amendments
Due by COB 3 workdays prior to the ARRS meeting.

### Public Comment Period Notices
Due by COB the 2nd workday of the month after the Public Comment Period ends.

## Number of Copies to File

### Filing a regulation or an SOC
- Original
- 4 copies, stapled (one is yours to take back)
- 1 copy, paper-clipped (no staple holes)

SOC Not Amended After Comments ONLY - add two unstapled copies for each additional administrative regulation listed on the SOC.

## Before Filing

### Make sure
- 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)

### Before Filing

### Filing a Suggested Amendment, Suggested Substitute, or Agency Amendment
- Cover letter with one copy of the amendment
- 20 copies of the amendment for ARRS (call for number of copies needed for other committees)

(To get a stamped copy of the letter to bring back, please bring an extra copy.)

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## MIR

### Paper material
4 pages or less (and single-sided, 8-1/2 x 11", and on white paper)
- Attach copies of the Summary and the MIR to the back of the original and each copy of the regulation

5 pages or more (or double sided, oddly-dimensioned, or colored paper)
- 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

### On a disk
- Files shall be in PDF format
- Label the disk and the case with the reg number and date filed

## Content Pre-review Policy

ARRS Staff will do content pre-reviews as workload allows. Staff is busier as meetings and deadlines approach. Agency representatives are expected to apply similar changes to remaining administrative regulations and to future administrative regulations.

## What can be done by Technical Amendment?

### Examples include
- 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

### NOT Included
A substantive change to a regulation or form. This has to go through the administrative regulation promulgation process.