Rule-Making Document Checklist

- o **Rule-drafting template is used to create a double-spaced MS Word document.**
- o **Sequence**. The following are in the proper sequence:
    - o Amendments (each rule or rule subpart is amended, rescinded or added in numerical order).
    - o Item numbers (if the document has only one item, the Item number is omitted).
    - o Numbering and lettering of rules and rule subparts (see Parts of a Rule document).
    - o Definitions (in alphabetical order; they are not numbered or lettered).
- o **Amended text.** ~~Strikethrough is used to delete~~; <u>underscore is used to add</u>.
    - o Strikethrough/underscore applied using MS Word formatting tools (**not** Track Changes).
    - o Striking and underscoring applied to whole words and numbers (**not** individual letters and digits), including to change a word from uppercase to lowercase or vice versa.
    - o Striking precedes underscoring (existing text is stricken first, and then underscored (new) text is added).
    - o No new language has been added without underscoring, and no existing language has been deleted rather than stricken.
- o **New text.**
    - o If the Item statement includes the word "**<u>new</u>**," the text that follows is not underscored (the use of "**<u>new</u>**" obviates the need for underscoring the text).
    - o Rules begin at the margin, include the agency's ID number (e.g., 481) followed by a dash, the rule number (e.g., 1.1), a parenthetical reference to the statute(s) implemented (e.g., (237)), and catchwords:

481—1.1(237) Catchwords (a short phrase indicating the subject matter of rule; only the first word is capped).

- o **Renumbering and relettering/rescissions.**
    - o Entire number or letter, including punctuation, is stricken; then entire new number or letter, including punctuation, is underscored (e.g., ~~**1.1(1)**~~ **<u>1.1(2)</u>**; ~~*a.*~~ <u>*b.*</u>)
    - o If a rule or rule subpart is renumbered, relettered or rescinded, any affected cross references are found and amendments added to update the references.
- o **Terminology**.
    - o The following words are used in reference to rules and their subparts: chapter, rule, subrule, paragraph, subparagraph.
    - o The word "section" or "chapter" is used in reference to statute.
- o **Punctuation.** The punctuation at the end of items in a list is consistent (e.g., all periods or all semicolons except for the last item, which should end with a period. When semicolons are used, the penultimate item in the list may end with "; or" or "; and").
- o **Implementation sentences.** These sentences list the section(s) or chapter(s) of law that the chapter or rule is intended to implement.
    - o When a rule or rule subpart is amended, the implementation sentence for the chapter should be reviewed and, if needed, an amendment added to update the sentence.
    - o An implementation sentence is included at the end of each new chapter (or new rule, if applicable).

For assistance or if you have questions or suggestions, please feel free to contact the Publications Editing Office (Administrative Code) at 515.281.3355 or <u>AdminCode@legis.iowa.gov</u>.