

How to Cite Rules or Rule Subparts Within the Iowa Administrative Code

The citation styles shown below should be used for citations to a chapter, rule or rule subpart within the Iowa Administrative Code. Bold is added to the citations for emphasis only.

A. When citing the current chapter or a rule or rule subpart within the current chapter, follow these examples, which are cross-references located within Chapter 10 of agency 123's rules:

1. Appeals procedures for the department are set forth in **this chapter**.
2. The order shall be published as provided in rule **123—10.1(17A)**.*
3. Notice shall be in accordance with subrule **10.1(4)**.
4. Requirements are set out in paragraph **10.1(4)“b.”****
5. A person shall apply for services in accordance with subparagraph **10.1(4)“d”(6)**.

B. When citing a chapter, rule or rule subpart that is in a different chapter of the same agency's rules or in a different agency's rules, follow these examples, which are cross-references located within *Chapter 11* (i.e., a different chapter) of agency 123's rules:

1. Appeals procedures for the department are set forth in **123—Chapter 10**.
2. The order shall be published as provided in rule **123—10.1(17A)**.*
3. Notice shall be in accordance with **123—subrule 10.1(4)**.
4. Requirements for licensure are set forth in **456—paragraph 12.2(3)“c.”**
5. A person shall apply for services in accordance with **123—subparagraph 10.1(4)“d”(6)**.

The agency identification number followed by an em dash (e.g., 123— or 456—) is included as a part of the citations in B to indicate which agency's chapter, rule or rule subpart is intended. The citations in B are written that way because more than one agency could have a Chapter 10 or rules or rule subparts that begin with the number 10. Note that in paragraphs 1 and 3 to 5, the word “chapter,” “subrule,” “paragraph,” or “subparagraph” is included as part of the citation and follows, rather than precedes, the agency number and em dash.

* The agency identification number and dash and the parenthetical that cites the statute implemented by the rule (e.g., 17A) are considered part of the rule number and should always be included in a rule citation.

**The lettered paragraph in a citation should be italicized and in quotes. Periods and commas go inside the closing quotation mark; semicolons should be outside the closing quotation mark.