

## 26 NCAC 02C .0108 GENERAL FORMAT INSTRUCTIONS

An agency shall format each rule submitted to OAH for publication in the Register or Code as follows:

- (1) Paper Specifications:
  - (a) 8½ by 11 inch plain white paper;
  - (b) one side of the sheet only;
  - (c) black ink;
  - (d) 10 point font size;
  - (e) portrait print (8½ x 11);
  - (f) numbered lines on the left margin with each page starting with line 1;
  - (g) 1.5 line spacing;
  - (h) page numbers centered at the bottom of the page for each rule that has more than one page of text; and
  - (i) no staples.
- (2) Tab and Margin Settings:
  - (a) tab settings for all rules shall be set relative from the left margin at increments of 0.5; and
  - (b) text shall be with a one inch margin on all sides.
- (3) The Introductory Statement shall start on page 1, line 1 of each rule.
- (4) When a new chapter, subchapter, or section of rules is adopted, the Chapter, Subchapter, and Section names shall be provided in bold print with the first rule following the introductory statement. One line shall be skipped between the introductory statement and each chapter, subchapter, and section name.
- (5) One line shall be skipped before starting the line that provides the rule citation and rule name. The first digit of the title number shall be placed in position 1. One tab shall be between the rule number and rule name. The rule name shall be in capital letters and the rule number and name shall be in bold print.
- (6) Body of the Rule:
  - (a) the body of the rule shall start on the line immediately following the rule name with the following markings:
    - (i) adoptions - new text shall be underlined;
    - (ii) amendments - any text to be deleted shall be struck through and new text shall be underlined; and
    - (iii) repeals - text of the rule shall not be included;
  - (b) there shall be no lines skipped in the body of the rule except before and in tables;
  - (c) the document shall not have automatic numbering or lettering of paragraphs or lists;
  - (d) the first level of text shall be flush left and with two spaces after the closing parenthesis if the paragraph is identified by a letter;
  - (e) the second level of text shall start with one tab and one hanging indent after the closing parenthesis;
  - (f) the third level of text shall start with two tabs and one hanging indent after the closing parenthesis;
  - (g) the fourth level of text shall start with three tabs and one hanging indent after the closing parenthesis;
  - (h) the fifth level of text shall start with four tabs and one hanging indent after the closing parenthesis; and
  - (i) the sixth level of text shall start with five tabs and one hanging indent after the closing parenthesis.
- (7) The smallest unit of text to be struck through or underlined shall be an entire word with any punctuation that is part of the word or block of characters separated from other text by a space on each side. Punctuation shall be considered part of the word when there is no space between the punctuation and the word.
- (8) History Note Specifications:
  - (a) shall be in italic font;
  - (b) shall start on the second line following the body of the rule;
  - (c) the first line of the History Note shall start in the first position; all lines following shall be two tabs;

- (d) the first line shall start with the words "History Note:", followed by one tab and the word "Authority". The agency shall then cite the authority(ies) in numerical order for that rule;
  - (e) the effective date of the original adoption of the rule shall be the next line following the authority. The abbreviation "Eff." shall be followed by this date;
  - (f) on the line following the "Eff." date, the amended dates shall be preceded with the words "Amended Eff." and the dates shall be listed in chronological order, with the most recent amended date listed first;
  - (g) a temporary rule shall be listed as a separate item in the history note with the following words: "Temporary (Adoption, Amendment, or Repeal) Eff. (date)";
  - (h) an emergency rule shall be listed as a separate item in the history note with the following words: "Emergency (Adoption, Amendment, or Repeal) Eff. (date)";
  - (i) the repealed date of a rule shall be the last line of the history note and start with the words "Repealed Eff." followed by the date;
  - (j) all items in the history note shall be separated by semicolons with the last line ending with a period;
  - (k) all history of a rule shall be in chronological order following the authority for the rule; and
  - (l) all dates in the history note shall be complete with the month spelled out, and shall not contain any abbreviations.
- (9) Numbers within the text shall be as follows:
- (a) numbers from one to nine shall be spelled out;
  - (b) figures shall be used for numbers over nine; and
  - (c) if a phrase contains two numbers, only one of which is over nine, figures shall represent both.
- (10) Monetary figures within the text shall be spelled out followed by the numerical figure in parenthesis. Decimal and zeros shall be used only for even dollar amounts of sums less than one thousand dollars (\$1,000).

Note: Examples of proper formatting can be found on the OAH website located at [www.ncoah.com/rules](http://www.ncoah.com/rules).

*History Note:* Authority G.S. 150B-21.17; 150B-21.18; 150B-21.19;  
 Temporary Adoption Eff. November 1, 1995;  
 Eff. April 1, 1996;  
 Amended Eff. August 1, 2000;  
 Temporary Amendment Eff. July 1, 2003;  
 Amended Eff. June 1, 2011; January 1, 2006; April 1, 2004;  
 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 23, 2016.