

Top Ten Formatting Tips

1. Strike throughs and underlines must include punctuation. 26 NCAC 02C .0108(7).
2. All statutes or federal regulations in the history note must be separated by semicolons. 26 NCAC 02C .0108(8)(j).
3. Numbers within rule text: one through nine should be spelled out. 10 and above should be numerical. If a phrase contains two numbers, only one of which is over nine, figures shall be used for both. 26 NCAC 02C .0108(9).
4. Remove hyperlinks. Style Guide, p. 21.
5. Monetary figures within text need to be spelled out followed by the numerical figure in parentheses. Decimals and zeros shall only be used for even dollar amounts less than one thousand dollars. 26 NCAC 02C .0108(10)
6. Skip one line after intro statement before the rule name. Do not skip a line after the rule name. 26 NCAC 02C .0108(5), (6).
7. Do not use track changes in place of strikethroughs and underlines. *See* 26 NCAC 02C .0108(6)(a).
8. Do not use automatic numbering or lettering. 26 NCAC 02C .0108(6)(c).
9. Allowing text to wrap instead of using hard returns and tabs to format rules makes editing rules easier. If you use the OAH template, this is all automatically done for you.
10. When filing rules for RRC review, update the introductory statements to indicate when the rules were published in the Register. Specific examples are available on the OAH website under “Rule Format Examples.”

Note: Examples of proper formatting, the OAH template, and other helpful information can be found on our website at oah.nc.gov/rules-division/information-rulemaking-coordinators