



REGULATIONS TEMPLATE

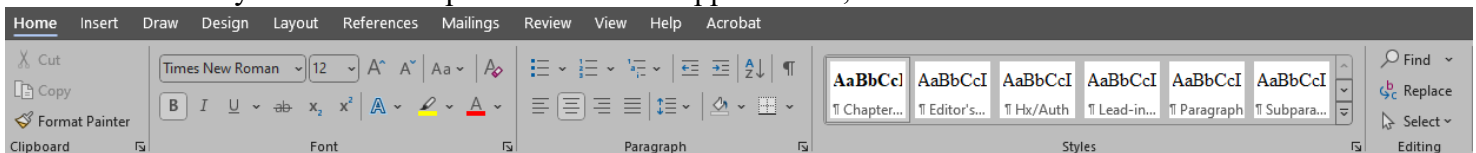
USER GUIDE

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The Regulations Template is a new resource created to assist agency regulations contacts, department attorneys, and other state employees with drafting regulations that meet the formatting and technical requirements set out in the *Drafting Manual for Administrative Regulations*. This guide is intended to help orient new users to the template and highlight its features.

Getting Started

The template is designed to work through Microsoft Word's styles feature. For the best user experience, please ensure that the "styles" menu is expanded in Word's upper ribbon, located on the **Home** tab:



Each style has been configured to feature a different part of a regulations project, from the lead-in line that signals the amendment an agency is proposing to an editor's note.

The styles have removed Word's autocorrect defaults; for example, trying to type subsection (c) will no longer automatically convert to ©. Additionally, hyphens will not convert into em or en dashes, and ordinals will not automatically convert to superscript.

Using the Styles to Draft or Amend Regulations

No program is perfect, but by following these guidelines, you can avoid these technological pitfalls:

- **If amending existing regulations, apply styles first.** A style is programmed to override whatever formatting already exists in the selected text. If you wait until you are done drafting your amendments to apply the styles, *all your formatting will be erased*.

This includes the **boldface and underlining** you may have inserted to indicate added language as well as the [BRACKETED CAPS] used to indicate deleted language. Applying styles first will save you from duplicative work to recreate your amendments after the fact.

- **If drafting new regulations from scratch, apply styles any time.** Because new regulatory language does not utilize editing marks to indicate new or deleted language, styles may be applied at any time during the drafting process; however, applying styles late in the game may result in losing some intentionally bolded text. Before submitting your project for preliminary review, check to ensure the following portions of the project retain their boldface formatting:
 - *Section headings:* The entire section heading should be boldface.
 - *Authority citations:* "**Authority:**" should appear in boldface.
 - *Editor's notes:* "**Editor's note:**" should appear in boldface.

Items Not Included in the Template

Even though the template takes much of the guesswork out of formatting and technical requirements, the template cannot automate every part of a regulation or anticipate every formatting issue. The following portions of a regulations project are *not* captured in the template:

- Authority citations. Because authority citation tables must be set out in a specific order, the authority citation style only covers the margins and indents. Please continue to refer to the *Drafting Manual* for assistance on how to arrange and order your authority citations.
- Blank history notes. Each regulations project requires a blank history notation at the end of the regulation's history note. Because history notes must be added during the drafting process, the blank note is not included in the styles. Please add your own before the closing parenthesis using the following guidelines:
am ____/____/____, Register ____)
Month and date: 4 underscores
Year: 6 underscores
Register no.: 5 underscores
- Tables. The template does not include any formatting styles for a table to be included in regulation; however, the template is formatted in a way to remove automatic listing, numbering, and table creation. To build a table in your project, choose the "Normal" style for a double-spaced table, or the "No Spacing" style for a single-spaced table

Questions?

For questions regarding the template's features, please submit your inquiry to law.regulations@alaska.gov. As the template is placed into wider use, we anticipate updating this guidance document to include additional troubleshooting or best practices as those topics arise.