ARM REPLACEMENT PAGE REQUIREMENTS AND TIPS DECEMBER 2010

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General Reminders

ARM staff does not compare your RPs with the Register notices or with existing pages, so make sure you have proofed all changes before submitting, and that the pages are accurate and print-ready.

Don't retype rules! Errors are always introduced when rules are retyped. If the rule is 1997 or later and you don't have it electronically, contact ARM Services. If your last possible option is retyping it, proof out loud with two people. If your other last possible option is taking it off the web, you will need to reformat the rule from the online version so that it matches the hard copy:

- From the web site, highlight rule text and copy onto an RP template page.
- Highlight text, then go to the tool bar and select Format, then Styles and Formatting, then Clear Formatting.
- Change all the font to 12 point Arial, left justified.
- Remove the hyperlink in the rule number (right click on link and select Remove Hyperlink). Replace the underline on the rule number and the catchphrase.
- Move (1) and at least one word up to same line as catchphrase if there is room.
- Reset tabs and reinsert indents to .5.
- Check that there are two spaces after the rule number and all earmarks.
- Move history note up to follow last section. To reformat the history note:
    - Remove Hyperlinks.
    - Underline the IMP and the action types, NEW, AMD, TRANS, REP.
    - Delete the space between the action type and the comma.
    - Add parentheses around the history note.

There are "templates" in your RP subfolder in your agency's share folder (where you submit notices and RPs). They'll help you see where to place tabs and how to properly and consistently format your 2010 RPs. If you are unable to access the share drive, contact ARM staff for replacement page templates.

General Reminders, continued

Print out all your pages for a final review before you submit them. Just looking at the hard copy will reveal easily-fixed errors (for example, footings in the middle of the page instead of at the bottom, or fully justified rules instead of left justified).

Naming your files: ARM Services prefers that you submit your pages as individual files; however, you may submit consecutive pages in a single file. Don't add periods or spaces to the file name.

- If you are submitting **nonconsecutive pages**, save each page as an individual file. Name your files using only the page number and "rp" indicator, e.g., 44-1089rp.doc for individual page 44-1089.

- For **consecutive pages**, name the file only with the beginning and ending page numbers and "rp" indicator, e.g., 44-1089 - 1096rp.doc for all consecutive pages 44-1089 through 44-1096.

What You Must Submit

If you amended a rule, adopted a new rule, transferred a rule, or repealed a rule, submit that rule's entire subchapter (unless the subchapter was already converted to Arial).

Unless a subchapter has already been converted to Arial, **submit the entire subchapter** (not the entire chapter). *Once a subchapter has been converted to Arial,* you can go back to submitting just the changed pages.

Unless a chapter's table of contents has already been converted to Arial, **submit the entire chapter's table of contents** if it has a change (for example, a new rule, a changed catchphrase, or if you need to update or add the (REPEALED) or (TRANSFERRED) after the catchphrase).

If you added a brand new chapter, changed a chapter name, or changed the beginning page number of a chapter, make the changes on the **main chapter table of contents** (at the very beginning of your title) and submit it, too.

* *NOTE REGARDING RULE CHANGES THAT DID NOT GO THROUGH THE REGISTER:* The online version at mtrules.org only updates rules, not pages. If, as a result of converting entire subchapters, you change a rule without going through the Register, no online versioning will take place. To have the online rule appear as on the printed page, you must submit to ARM the changed rule number, the page number, and the page date where the change occurred.

Basic Formatting

Top and bottom margins: .5 Left margin: 1.5 Right margin: .75

Font: Arial 12

Justification: left

All pages must be submitted electronically in Word, including organizational charts. All text must fit within the specified margins.

Heading typed on **line 1**; footing typed **at 10.2** (do not enter headers and footers as in the Register).

Even if only the formatting changed on a page, **the page date must be changed to reflect the current quarter**. Every submitted page will say **12/31/10** at the bottom, **in that format**.

Odd-numbered pages are right-hand pages. Even-numbered pages are left-hand pages. You cannot reserve (NEXT PAGE IS) to an even-numbered page.

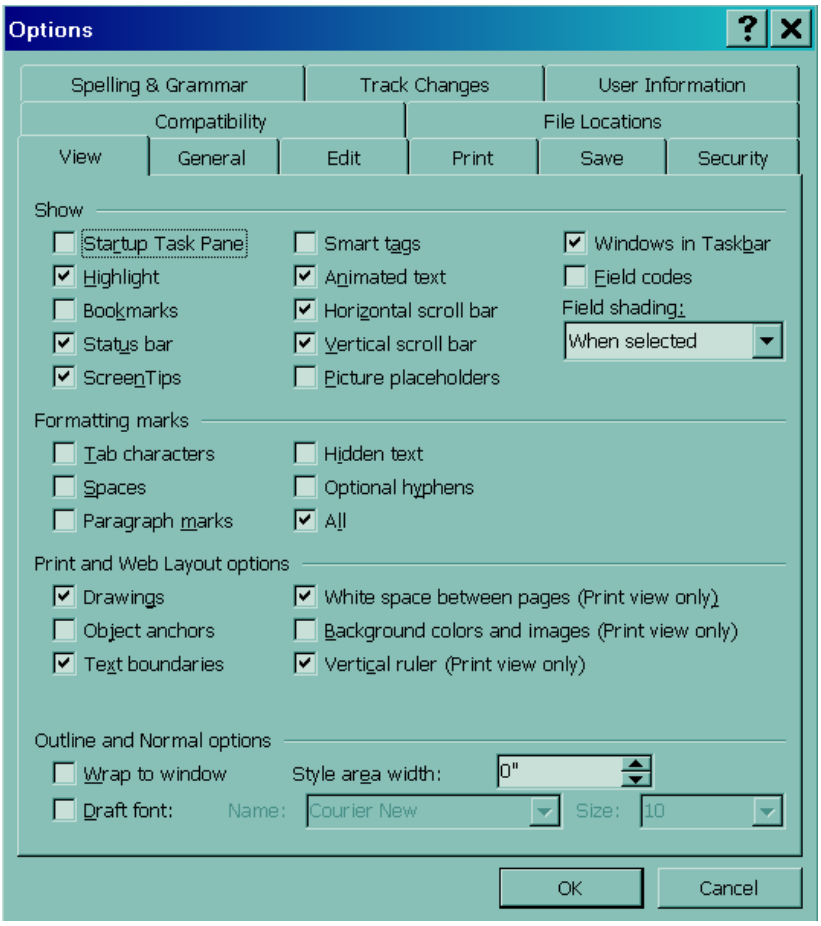
Two spaces (not tabs) between the rule number and catchphrase, between the catchphrase and (1), and after all earmarks.

Make These Your Default Settings

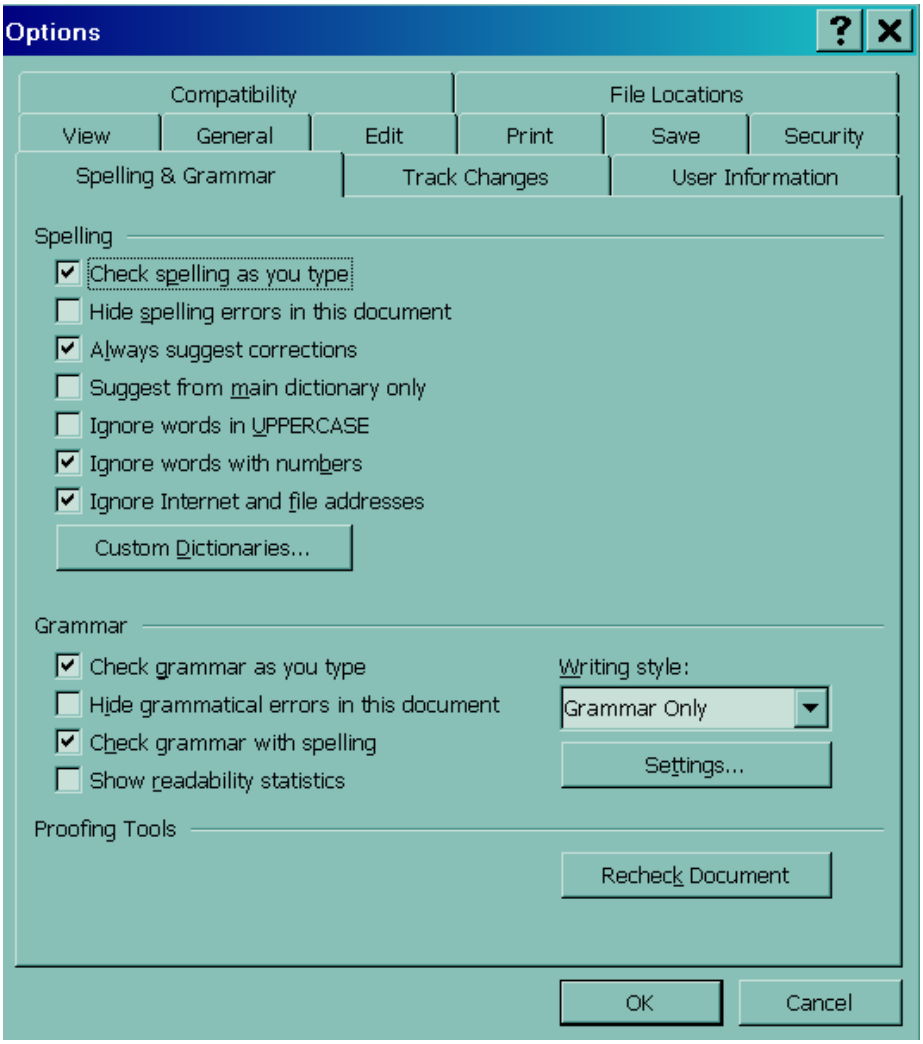
1) Under the **View** dropdown menu, select **Print Layout**

2) Under the **Tools** dropdown menu, select **Options**.

a) Select the **View** tab and choose these options:

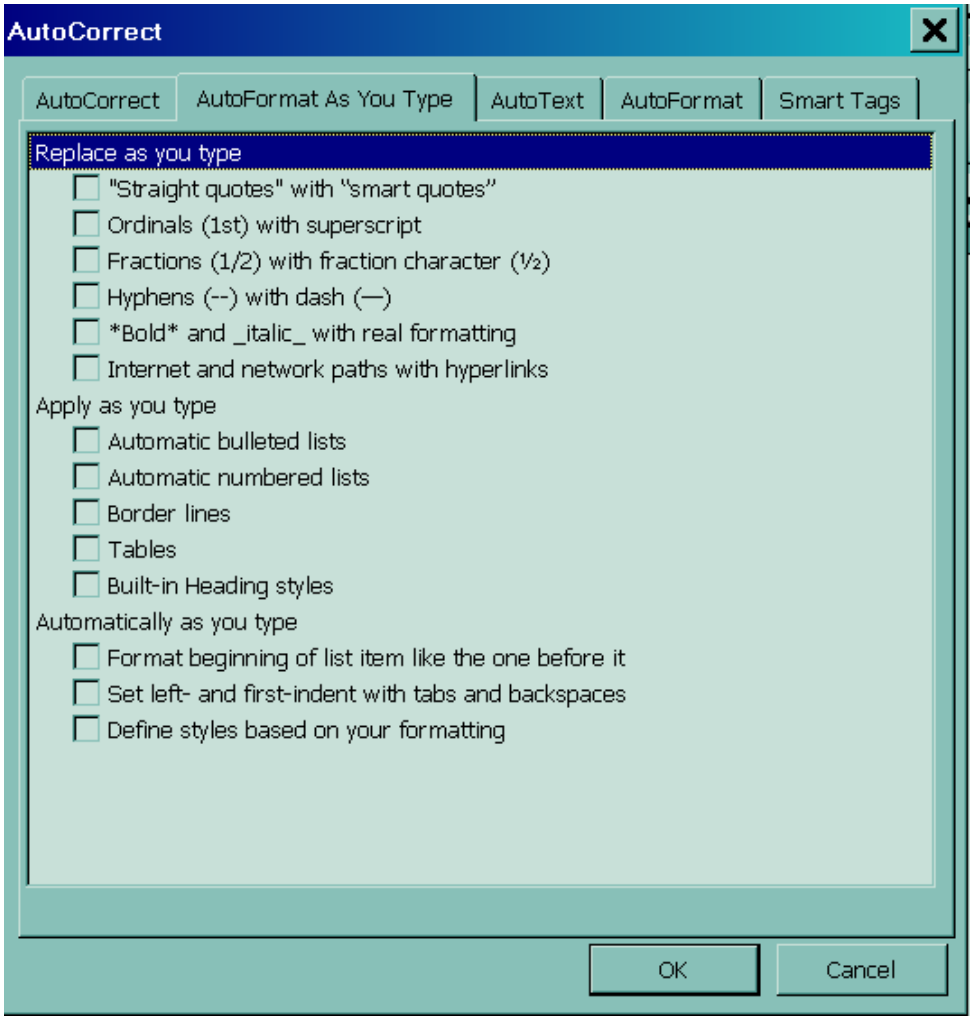


b) Select the **Spelling and Grammar** tab and choose these options:

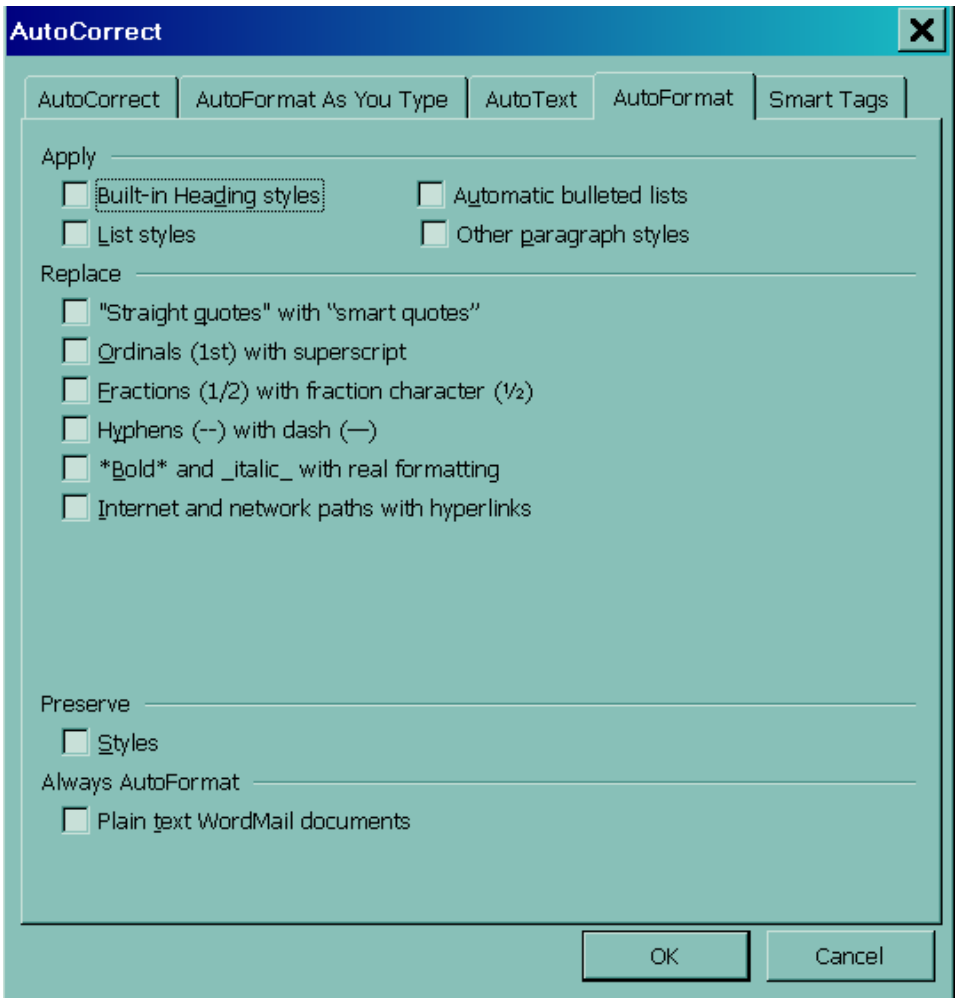


3) Under the **Tools** dropdown menu, select **Autocorrect Options**.

a) Select the **Autoformat As You Type** tab and deselect all options:



b) Select the **Autoformat** tab and deselect all options:



When Converting the Font and Margins, Change This on All Pages

Change capitalization when needed to comply with the Gregg Reference Manual (325 and 326 especially applicable). For example, uppercase any occurrences of "Department of ..." if it is the whole department name.

On table of contents pages and in rule text, remove hyphens in "subchapter".

For all reserved rules, use this format for ARM consistency:
Rules 44.2.103 through 44.2.106 reserved
(use entire rule number, lowercase "reserved", no period).

Change internal references if the rule has been transferred (e.g., all Title 11, 16, 26, 46, some Title 8 rules).

Update addresses, phone numbers, and web sites.

Remove any hard returns from the end of lines which do not end a (sub)section.

Remove any hyphens in nonhyphenated words that are hyphenated at line ends - keep the word whole and let the text wrap itself.

In the History Notes, remove "Sec." and "and", and add commas before "MCA" if they are missing.

In the body of a repealed or transferred rule, the catchphrase must have (REPEALED) or (TRANSFERRED) between it and the history note (not IS HEREBY and not underlined).

NOTE REGARDING RULE CHANGES THAT DID NOT GO THROUGH THE REGISTER: The online version at mtrules.org only updates rules, not pages. If, as a result of converting entire subchapters, you change a rule without going through the Register, no online versioning will take place. To have the online rule appear as on the printed page, you must submit to ARM the changed rule number, the page number, and the page date where the change occurred.

Table of Contents (TOC) Pages

If the font and margins haven't been converted to Arial, submit **entire chapter's** table of contents if it has a change (for example, a new rule, a changed catchphrase, or if you need to update or add the (REPEALED) or (TRANSFERRED) after the catchphrase).

Remove hyphens in "subchapter".

Center all "Subchapter ## reserved" lines.

Align with catchphrases for all "Rule ##.##.### reserved" lines.

For all reserved rules, use this format for ARM consistency (use entire rule number, lowercase "reserved", no period):
Rules 44.2.103 through 44.2.106 reserved

If a rule was repealed or transferred, add (REPEALED) or (TRANSFERRED) after the catchphrase. Remove any "IS HEREBY" text.

Look at the rules you *didn't* submit to see if (REPEALED) or (TRANSFERRED) needs to be added to the table of contents.

If you added a brand new chapter, changed the chapter name, or changed the beginning page number of a chapter, make the changes to the **main chapter table of contents** (at the very beginning of your title) and submit it, too.

Cross Reference Table (CRT) Pages

If there was a new rule, or the AUTH or IMP in a rule had an MCA added or removed, add or remove cites in the cross reference table and submit those pages. If more than one person from your agency submits notices, only one of you should prepare and submit the CRT for the entire agency.

Use leader dot tabs (Format, tabs, alignment left, leader 2..., set tab at **4.1**).

Set the ARM column at a **left tab 4.1.**

Align the rule numbers with the ARM column header: **left tab 4.1**.

Rule Pages

Try to keep the entire rule on one page, if there is still at least 1" of space above the footing.

Do not split rules in midsection or sentence when continuing the rule on another page.

Try to keep subsections with the section.

Shift text so that more than half the page is full, but leave at least 1" of space between text and the footing on each page, to allow for future rule growth.

When rules shift to a different page, double-check and change the heading rule number accordingly.

Reserve pages for future growth and to accommodate reserved rules, reserved subchapters, and reserved chapters.

The **"NEXT PAGE IS"** notation must be to an **odd-numbered page**, and is only used when the next page is not consecutive.

On right-hand (odd-numbered) pages, the heading rule number is on the right and is the last rule on the page, and the heading is the chapter name. On left-hand (even-numbered) pages, the heading rule number is on the left and is the first full rule on the page, and the heading is the department name.

Renumber pages to eliminate decimal point page numbers and to leave more room for reserved rules and subchapters. Don't forget that you can change the page numbers on Chapter reserved pages to allow for renumbering of the following table of contents pages.

Even if only the formatting changed on a page, the page date must be changed to reflect the current quarter. **Every page** you submit must say **12/31/10** at the bottom.

In the body of a repealed or transferred rule, the catchphrase must have (REPEALED) or (TRANSFERRED) between it and the history note (not IS HEREBY and not underlined).

Do not use section or page breaks. Remove any existing section or page breaks.

Remove any hard returns from the end of lines which do not end a (sub)section. Do not add hard returns at line ends - let the text wrap itself to the next line. Remove any existing hard returns.

Rule Pages, continued

Do not hyphenate nonhyphenated words at line ends - keep the word whole and let the text wrap itself.

In the History Notes, remove "Sec." and "and", and add commas before "MCA" if they're missing.

Center all "Subchapter ## reserved" lines.

Tab to .5 for all "Rule ##.##.### reserved" lines.

For all reserved rules, use this format for ARM consistency:
Rules 44.2.103 through 44.2.106 reserved
(use entire rule number, lowercase "reserved", no period). If an unconverted "Chapter reserved" page is adjacent to a submitted subchapter, also convert and submit the "Chapter reserved" page.

History Notes

Update the history note for each rule changed in the Register. It needs to have the action type (underlined AMD, NEW, REP,), the year of the change (2010 MAR), the first page number of the **adoption notice** (p.), and the effective date. For example: ; NEW, 2010 MAR p. 2397, Eff. 10/15/10.)

The **effective date** ("Eff.") is the **day after publication** (unless otherwise specified in the adoption notice) as follows:

Eff. 10/15/10 (if your adoption notice was published in 2010 MAR Issue No. 19)
Eff. 10/29/10 (if your adoption notice was published in 2010 MAR Issue No. 20)
Eff. 11/13/10 (if your adoption notice was published in 2010 MAR Issue No. 21)
Eff. 11/27/10 (if your adoption notice was published in 2010 MAR Issue No. 22)
Eff. 12/10/10 (if your adoption notice was published in 2010 MAR Issue No. 23)
Eff. 12/24/10 (if your adoption notice was published in 2010 MAR Issue No. 24)

If a **corrected notice** was done, change only the page number - the effective date remains the same as the day after publication of the adoption notice. The page number changes to the first page of the corrected notice.

Remove "Sec." and "and" from all history notes, even if the rule didn't change this quarter.

MCA citations should be in numerical order.

There needs to be a comma before each "MCA".

What You Can and Can't Do Without Going Through the Register

NO	Change:	anything that could possibly change the meaning of the rule
YES	Update:	your organizational rule and chart
YES	Correct:	spelling errors if they do not change the meaning of the rule (e.g., eror to error) or if the error is a typo that appeared correctly in the proposal and/or adoption notice but was incorrect on the replacement page
NO	Correct:	spelling errors if the meaning of the rule is changed (e.g., not to now); other errors
YES	Change:	addresses and add P.O. Box numbers; phone numbers - use this format: (406) 444-2055; web addresses; department, division, bureau, and board names
YES	Add:	comma before MCA in rule text and history note
NO	Add:	comma (or other punctuation) anywhere else in your rules
YES	Add:	(1) to unearmarked single-paragraph rules (only in very old rules)
NO	Change:	other earmarking on rules
NO	Delete:	specific earmarked section references in text and/or history notes, e.g., 37-6-107(2) to 37-6-107, MCA
YES	Change:	numbers to words and vice versa using this rule: Spell out one through ten; use numbers for 11 and greater (per Gregg) (see Gregg 402 for exceptions to spelling out numbers)
YES	Change:	References such as "eleven (11)" to "11" and "two (2)" to "two"
YES	Delete:	the words "section" and "subsection" from the text of your rules (e.g., "...referenced in section (5)." to "...referenced in (5).")

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Before Submitting RPs

1) As you prepare your replacement pages:

☐ Accept any "track changes" features which were in the proposal or adoption notices, and turn off the track changes feature. ARM Services cannot accept RPs with track changes in the document.

☐ Copy and paste from the proposal notice, adoption notice, and any corrected notices. The correct version of the files to work from will have "-arm" in the file name.

☐ Confirm the RP file you're working from is the updated and correct version of the page by comparing it to the hard copy in the green binders.

☐ If you do not have an electronic version of the RP, contact ARM Services. Do not retype the page, and do not copy it from a web page.

☐ Use two people to proof your finished page, and proof from the proposal notice, adoption notice, and original RP.

☐ If the rule's AUTH or IMP cites changed, add or remove cites in the Cross Reference Table.

☐ If the rule's catchphrase changed, change it in the chapter table of contents.

☐ Name the file with the page number and an "rp" to properly identify the content of the file. For example, 44-5rp.doc to show the file is page 44-5, or 44-5 - 8rp.doc to show the file contains pages 44-5 through 44-8.

2) Print out all the pages you are submitting.

☐ Is the page left justified?

☐ Is the heading on line 1 and the footing at 10.2?

☐ Are rule numbers and sections/subsections indented to .5?

☐ Do right-hand pages have odd page numbers and vice versa?

☐ Is the entire page in Arial 12 point font?

☐ Do headings on right-hand pages have the chapter name and last rule number on the page?

☐ Do headings on left-hand pages have the first rule number on the page and the department name?

☐ Is the quarter date in the footer the last day of the quarter you're submitting for, and formatted correctly: **12/31/10**

☐ Did you leave at least an inch of empty space between the text and the footer at the bottom of the page to allow for future expansion?

☐ Does the page break at a logical place? In other words, at the end of a section/subsection, and not in the middle of a section or sentence?

3) Double check the content.

☐ In the consecutive pages you are submitting, are rule numbers sequential? If rules are reserved, are they accounted for in the rule pages and the chapter table of contents?

☐ Are reserved subchapters and chapters accounted for in the rule pages and the chapter table of contents?

☐ Check the sections/subsections (earmarks). Are they all there and sequential?

☐ Has all interlined text been removed? Has underlining from new text been removed?

☐ If a rule refers internally to other rules, are those rule numbers still valid?

☐ Do the history notes have the correct information in the correct format? AMD, 2010 MAR p. 2344, Eff. 10/15/10 means the rule was amended in the 2010 Montana Administrative Register; the notice of amendment was on page 2344 (use the page number of the notice where the changes were adopted, not the proposal notice page number); and, the rule change was effective on 10/15/10, which is the day after the adoption notice was published.