

## PREPARING REGULATIONS FOR ELF (Revised by ORPC 7/2017)

### **USE WORD 2002 or later**

#### **ALL NEW TEXT:**

- Disable automatic functions, such as automatic formatting, automatic numbered lists, automatic bulleted lists, and auto-correct of "(c)" to "©" and "(r)" to "®"
- Allow text to wrap- do not use return key
- Define Frequently Used Keys, for example: — (em dash) = F12 / § (section sign) = F3
- Set Margins to 1" from the top, bottom, left and right
- Set font: Times New Roman 12 pt and *italicize* all new text
- Set Paragraph/ Spacing: Before: 0 pt; After 0 pt.; Line: Double space
- **DO NOT INDENT**. Keep ALL text flush with the **LEFT** margin.
- **Bold** regulation number and taglines: For example: **.05 General Provisions**.

#### **AMENDMENTS:**

- Use COMAR On-Line, select entire regulation and "Copy"
- Open a new WORD document and select "Edit" and "Paste" – insert date downloaded next to COMAR cite – for example: 10.07.14.03 (February 16, 2006)
- Select "Edit" & "Select All"- Set font: Times New Roman 12 pt, double space; Align text with the **LEFT** margin
- Insert new text *in italics*
- Delete text using [single brackets] in **bold**
- Show deletions **FIRST** – then insert new text
- For sections not amended use: (text unchanged)
- Use 1 em dash (—) to show multiple subsections - no spaces before or after em dash  
For example: A.—C. (text unchanged)

#### **EMERGENCY TEXT:**

- COMAR On-Line text **includes** emergency language that is currently in effect
- Amendments can only be made to PERMANENT text
- If the on-line version reflects emergency text, call ORPC to obtain original permanent text

#### **FINAL ACTION AMENDMENTS:**

- Use text from Maryland Register for amendments at the time of Notice of Final Action
- ORPC emails the Maryland Register text to Proposing Unit after Proposal is published.
- Select text of Md.R. and "Copy" – Open new document and select "Edit" "Paste" to download. (DO NOT USE "Special Paste" because you will lose the *italics*!!)
- "Select All" and change font to Times New Roman 12 pt and double space; Align text with the **LEFT** margin
- **KEEP TEXT IN EXISTING TEXT FORMAT**- If deleted text was new and in italics, leave it in *italics*
- Delete text using [[double brackets]]. Do not show brackets in *italics* but do put them in **bold**.
- To insert new text use a single underline and italics: *new text*
- **DELETE** any text being deleted in the proposal which is show in single brackets.
- For sections with proposed changes that are not being changed in the Final Action, use:  
(proposed text unchanged)
- For sections where the original text was not changed in the proposed action, in the Final Action use:  
(text unchanged)

#### **REPROPOSALS**

- Download original text from on-line Md.R. (see notes under FINAL ACTION AMENDMENTS)
- For sections with no changes use: (originally proposed text unchanged)
- Use ***bold/italic/underline*** to indicate new text: ***new text added***
- Use **[[[triple brackets]]]** in bold to repeal existing text or to delete proposed text – brackets should not be in *italics* but do put them in **bold**.