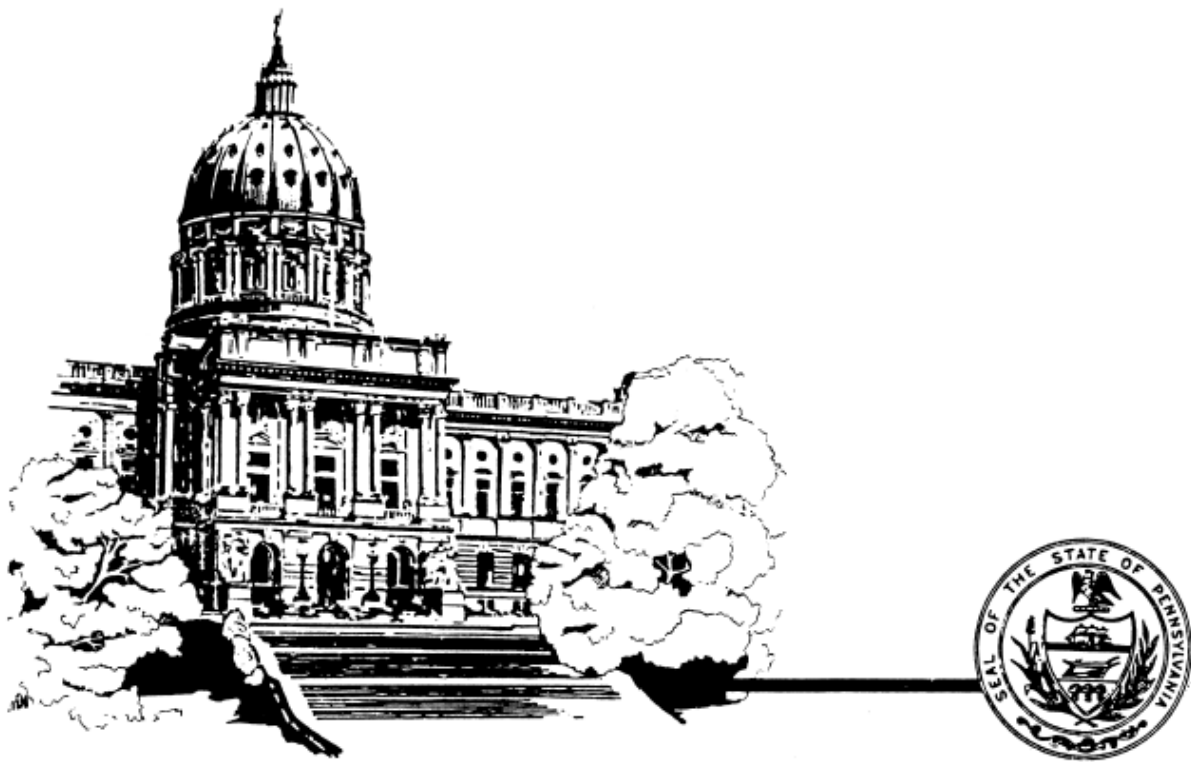


*PENNSYLVANIA  
CODE & BULLETIN  
STYLE MANUAL*



*Sixth Edition*



***PENNSYLVANIA  
CODE & BULLETIN  
STYLE MANUAL***

SIXTH EDITION

Commonwealth of Pennsylvania  
Legislative Reference Bureau  
Harrisburg, Pennsylvania

Vincent C. DeLiberato, Jr., Director, Legislative Reference Bureau

Amy J. Mendelsohn, Director, *Pennsylvania Code and Bulletin*

## PREFACE

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The act of July 31, 1968 (P.L. 769, No. 240) (45 P.S. §§ 1102—1208), referred to as the Commonwealth Documents Law, created the *Pennsylvania Code* and *Pennsylvania Bulletin*. It signaled a recognition that an important area of law needed wider dissemination and a uniform style and format. It also provided a means by which interested citizens could participate in the making of policy before it was adopted.

Now, thousands of codified regulations later, the *Pennsylvania Code* is updated weekly by the *Pennsylvania Bulletin* and monthly by the *Pennsylvania Code Reporter*.

This manual is meant for those individuals who prepare documents for publication. The act of “drafting regulations” is ultimately amending the *Pennsylvania Code*, that is, adding material to a much larger existing body of material. The *Pennsylvania Code* has been prepared in a uniform style and format with the hope that it is easier to use and understand. Those who draft are required to use this established style and format. This manual should also be used by those individuals who submit notices for publication in the *Pennsylvania Bulletin*.

## EDITORIAL STAFF

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## EXAMPLES

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Certain examples in this manual contain portions of text from the *Pennsylvania Code* and the *Pennsylvania Bulletin*. They are for reference only and do not accurately reflect official regulations or documents.

## QUESTIONS AND COMMENTS

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Comments and questions are encouraged. The *Pennsylvania Code and Bulletin Office* can be reached at (717) 783-1530 or bulletin@palrb.us.

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## CHAPTER 1. GENERAL

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Sec.

- 1.1. Definitions.
- 1.2. Applicability of manual.
- 1.3. Authority.
- 1.4. Editorial privilege.
- 1.5. Statutory Construction Act.
- 1.6. Sources used.

### **§ 1.1. Definitions.**

---

The following words and phrases when used in this manual shall have the meanings given to them in this section unless the context clearly indicates otherwise:

*Bulletin*—The *Pennsylvania Bulletin*.

*Bureau*—The Legislative Reference Bureau.

*CDL*—The act of July 31, 1968 (P.L. 769, No. 240) (45 P.S. §§ 1102—1208), referred to as the Commonwealth Documents Law.

*Code*—The *Pennsylvania Code*.

### **§ 1.2. Applicability of manual.**

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This manual has been developed to provide guidance for drafting regulations and notices for the *Code* and *Bulletin*. It does not provide every grammatical rule which is used in standard written English. Unless otherwise stated in this manual, the rules of standard written English apply. The manual reinforces certain rules that are necessary in drafting legal text. Additionally, the manual standardizes usage in cases when conflicting rules have traditionally been applied.

### **§ 1.3. Authority.**

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This manual is issued under 1 Pa. Code § 17.56 (relating to information on document drafting and publication assistance) and 45 Pa.C.S. § 723 (relating to processing of deposited documents) which directs the Bureau to:

...prepare in active cooperation with an agency a revised text of any document relating to the administrative regulations of the agency which conforms fully to the format established for the code, which eliminates all obsolete, unnecessary or unauthorized material, which has been prepared in such a manner as to lend to the published code as a whole uniformity of style and clarity of expression, and which does not effect any change in the substance of the deposited text of such regulations.

### **§ 1.4. Editorial privilege.**

---

(a) *General rule.* Under 45 Pa.C.S. § 723, the Bureau may review and revise text of proposed and final-form rulemakings.



(b) *Editorial privileges.* Editorial privileges of the *Code* and *Bulletin* staff include:

- (1) Formatting and editing documents for grammar, style and consistency.
- (2) Formatting and editing documents for rules in this manual.
- (3) Renumbering regulations.
- (4) Correcting legal citations.
- (5) Writing editorial notes.

(c) *Questions and comments.* A *Code* and *Bulletin* editor may contact the agency or court liaison or staff attorney with questions or comments about regulations and notices.

### **§ 1.5. Statutory Construction Act.**

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1 Pa.C.S. Part V (relating to statutory construction) applies to administrative rules codified in the *Code*. See 1 Pa. Code § 1.7 (relating to Statutory Construction Act of 1972 applicable).

### **§ 1.6. Sources used.**

---

The following sources are used by the *Code* and *Bulletin* staff:

- (1) The *United States Government Printing Office Style Manual*.
- (2) *Merriam Webster's New Collegiate Dictionary*.
- (3) 1 Pa. Code (relating to general provisions) and 101 Pa. Code (relating to General Assembly).
- (4) Additional sources the *Code* and *Bulletin* staff deems necessary.

## CHAPTER 2. FORMAT OF REGULATIONS

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### Subchapter

- A. Organization and Structure of Regulations
- B. Proposed and Final-form Rulemakings

#### Subchapter A. ORGANIZATION AND STRUCTURE OF REGULATIONS

### Sec.

- 2.1. Arrangement of *Code*.
- 2.2. Deletion and addition of sections.
- 2.3. Section headings.
- 2.4. Deletion and addition of subdivisions.
- 2.5. Subdivision headings.
- 2.6. Section length.
- 2.7. Sentence length.
- 2.8. Paragraph and sentence structure.
- 2.9. Arrangement of sections within a chapter.
- 2.10. Applicability section.
- 2.11. Purpose section.
- 2.12. Definitions.
- 2.13. Forms.
- 2.14. Severability.
- 2.15. Incorporation by reference.
- 2.16. General Rules of Administrative Practice and Procedure.

#### Subchapter B. PROPOSED AND FINAL-FORM RULEMAKINGS

- 2.17. Submission requirements.
- 2.18. Preamble.
- 2.19. Bracketing and underscoring amendments.
- 2.20. Ellipses to show unchanged text.

### SUBCHAPTER A. ORGANIZATION AND STRUCTURE OF REGULATIONS

#### § 2.1. Arrangement of *Code*.

---

(a) *Titles*. Titles are the major divisions of the *Code* that bring together broadly related governmental functions or requirements. Titles are subdivided as follows:

(1) Parts are typically assigned to agencies. Parts are identified by uppercase Roman numerals: I.

(2) Subparts are used to distinguish between material emanating from an overall agency or office and the material issued by its various components. Subparts are identified by upper case letters: A.

(3) Articles are identified by upper case Roman numerals: I.

(4) Divisions are identified by Arabic numerals: 1.

(5) Subdivisions are identified by lower case letters: a.

(6) Chapters are the normal divisions of parts in the *Code*. A chapter consists of a

unified body of regulations applying to a specific function of the issuing agency or devoted to specific subject matter under control of the issuing agency. Chapters are identified by Arabic numerals: 1.

(7) Subchapters are used to group related parts within a chapter. Subchapters are identified by upper case letters: A.

(8) Undesignated center heads are used in a chapter or subchapter to group related sections. These headings are identified by upper case letters. To comply with modern legal standards, the *Code* would like to move away from having undesignated center heads. It is recommended that all headings have a designator with the appropriate number or letter.

(9) Sections are the basic units of the *Code*. They are identified by Arabic numerals relating to the chapter number followed by Arabic numerals for the section number: 1.1 for the first section in Chapter 1, then 1.2, 1.3, etc.

*Example:*

TITLE 25. ENVIRONMENTAL PROTECTION  
PART I. DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Subpart A. PRELIMINARY PROVISIONS  
ARTICLE I. ADMINISTRATIVE PROVISIONS  
CHAPTER 9. ENVIRONMENTAL MASTER PLAN  
Subchapter A. ENVIRONMENTAL POLICY PLANNING PROGRAM  
§ 9.1. Background.

(b) *Chapters.* Chapters should be spaced to allow for expansion, with at least one number omitted between chapter numbers.

(c) *Sections.* Sections of the *Code* are subdivided as follows:

- (1) Subsections, identified by lower case letters: (a).
- (2) Paragraphs, identified by Arabic numerals: (1).
- (3) Subparagraphs, identified by lower case Roman numerals: (i).
- (4) Clauses, identified by upper case letters: (A).
- (5) Subclauses, identified by upper case Roman numerals: (I).
- (6) Items, identified by a hyphen, lower case letter and a hyphen: (-a-).

(d) *Numbering.* When numbering sections in a new chapter, the first section ends with the number "1" (for example, § 2.1).

(e) *Section with one subsection.* When a section consists of only one subsection, a subsection designator is not necessary.

(f) *Multiple designators prohibited.* A subdivision may not have two designators. A subdivision may carry a heading to allow for further breakdown. See section 2.5 (relating to subdivision headings).

*Do Not Use:*

(a)(1) An application shall be signed.

(2) The department shall review the application.

*Use:*

(a) *Applications.*

(1) An application shall be signed.

(2) The department shall review the application.

(g) *Multiple subdivisions required.* There must be at least two subdivisions to use the subdivisions listed in subsection (c) (For example, if there is an (a), there must be a (b). If there is a (1), there must be a (2). If there is only one subsection to a section, subsection (e) shall apply).

*Example:*

#### **§ 7.224. Landing guards.**

(a) *Landing requirements.* On the ascending side of a manlift, landings shall be provided with a bevel guard or cone meeting the following requirements:

(1) The cone shall make an angle of not less than 45 degrees with the horizontal. An angle of 60° or greater shall be used where ceiling heights permit.

(2) The guard shall extend at least 36 inches outward from the face of the belt, but not beyond the upper surface of the floor above.

(b) *Cones.* Cones may be placed on the down run of the belt to serve as fire stops and prevent the loss of warm air from lower floors.

(h) *Reserved subdivisions.* A subdivision may be reserved to allow for future expansion or, if there is no way to rewrite the language, to meet the requirement of subsection (g).

*Example:*

(a) *General rule.* A physical examination shall be given by a school transportation medical practitioner, a physician, a chiropractor, a CRNP or a physician assistant:

(1) To every applicant for an S endorsement.

(2) Annually, to every holder of an S endorsement.

(b) {Reserved}.

#### **§ 2.2. Deletion and addition of sections.**

---

(a) *Deletion of sections.* When a section is deleted, the vacated number is marked "{Reserved}." Do not renumber sections that follow a deleted section. Previously deleted sections may not be reused.

*Example:*

§ 9.3. {Reserved}.

(b) *Inserting between sections.* When it is necessary to add a section between existing sections, the new section is designated by the addition of a lower-case letter suffix to the section number designating the preceding section.

*Example:*

§ 63.15. Field dressing of fish.

§ 63.15a. Officially recognized fish cleaning stations.

§ 63.16. Fishing in the vicinity of fishways.

(c) *Applicability.* Subsections (a) and (b) apply to chapters, subchapters and sections.

## **§ 2.3. Section headings.**

---

(a) *Section headings.* The following apply to section headings:

(1) A section must have a heading that briefly describes the subject of the section.

(2) Questions may not be used as a heading.

(3) The section number that designates the section and the section heading stand alone on a line. The text that follows begins a new line.

*Example:*

### **§ 4.5. Safety.**

The owner shall maintain stairways and hallways free of obstructions.

(b) *Structure.* A section heading should be concise. Limit section headings to 10 words or less. If a section heading is long or contains different topics, the section itself is probably too long or too broad and should be broken down into more than one section.

*Do Not Use:*

§ 3.3. Livers condemned because of infestation and for other causes; conditions for disposal for purposes other than human food.

*Use:*

§ 3.3. Condemnation and disposal of parasitic livers.

*Do Not Use:*

§ 23.3. Matchmakers; boxers; seconds or trainers; referees; judges; timekeepers.

*Use:*

§ 23.3. Matchmakers.  
§ 23.4. Boxers.  
§ 23.5. Seconds or trainers.  
§ 23.6. Referees.  
§ 23.7. Judges.  
§ 23.8. Timekeepers.

(c) *Construction.* Section headings do not “govern, limit, modify or affect the scope, meaning or intent of the *Code*” under 1 Pa. Code § 1.5 (relating to headings, *etc.*, not to be used in construing).

## **§ 2.4. Deletion and addition of subdivisions.**

---

(a) *General rule.* Section 2.2(a) (relating to deletion and addition of sections) applies to the deletion of subdivisions.

(b) *Numbering.* When it is necessary to add a subdivision between existing subdivisions, the new subdivision is designated by the addition of a period and Arabic numeral suffix to the letter or number designating the preceding subdivision.

*Example:*

### **§ 45.69. Vulnerable plant harvest seasons and conditions.**

(a) *Restrictions.* A person may not harvest ginseng except in compliance with applicable law, this chapter and the following restrictions:

(1) A person may harvest ginseng plants only from September 1 through November 30.

**(1.1) A person may not harvest more than one-third of the ginseng plants and berries in each grouping.**

(2) Only mature ginseng plants with red berries and at least three leaves of five leaflets each may be harvested.

**(a.1) Roots. A person who harvests ginseng plants shall hand wash the roots within 24 hours of harvest.**

(b) *Prohibition.* A person may not possess harvested, green ginseng roots between April 1 and September 1 of a calendar year.

(c) *Preservation of designator.* A subdivision number or letter may be preserved if the new language pertains to the same subject.

*Example:*

### **§ 45.83. Application.**

(a) *General rule.* **[An application for private wild plant sanctuary designation shall be concurred in by all parties with an interest in the land and submitted to the department by the landowner on forms provided by the department. The forms shall**

contain a space for the signatures of all parties with an interest in the land, indicating their approval for private wild plant sanctuary designation.] The process for application shall be the same as specified in § 99.99.

*(Because the language still contains information about the application process and the subject of subsection (a) has not changed, the enumerator can be preserved.)*

(b) *Application.* An application for private wild plant sanctuary designation shall contain the following information:

(1) The name, address and phone number of the applicant.

(2) The location of the area to be designated.

(3) A description of the area including:

(i) **[Classified plant species existing on the site.] Each species of plant recorded and verified on the site, including classified plant species and unclassified plant species.**

(ii) **[Habitat description.] A detailed description of the land, including approximate acreage of tree cover, water sources, types of habitats present and animals that frequent or have been seen on the land.**

(d) *Replacing first subdivision.* If a subdivision needs to be added first in a list (before "(a)," "(1)," etc.) to retain alphabetical or numerical order, it is appropriate to bracket and change the number or letter of the first subdivision in order to add the new subdivision.

*Example:*

(d) The following departments shall receive the notice under subsection (b):

**(1) [Department of Corrections.] {Reserved}.**

**(1.1) Department of Conservation and Natural Resources.**

**(1.2) Department of Corrections.**

(2) Department of Drug and Alcohol Programs.

(3) Department of Education.

## **§ 2.5. Subdivision headings.**

---

(a) *Headings.* Headings, which are italicized, shall be used for subdivisions of a section. A

heading provides a synopsis of the subdivision. Subsections and lengthy subdivisions should be given headings.

(b) *Heading only.* A subsection may consist of only a heading to serve as a subdivision for paragraphs. It is recommended to add “The following apply:” or “The following shall apply:” after the heading if there is no other language.

*Example:*

(b) *Electronic filings.* The following apply:

(1) When the qualified document, including attachments, is 250 pages or less...

(2) When the qualified document, including attachments, exceeds 250 pages...

(c) *Structure.* When a heading is used for a subdivision, give headings to all equal subdivisions of the section. The *Code* and *Bulletin* Office will add headings to subdivisions without headings.

(d) *Construction.* Subdivision headings do not “govern, limit, modify or affect the scope, meaning or intent of the *Code*” under 1 Pa. Code § 1.5 (relating to headings, etc., not to be used in construing).

## **§ 2.6. Section length.**

---

Short sections are encouraged. The use of many short sections is preferable to a few long sections.

## **§ 2.7. Sentence length.**

---

(a) *General rule.* Use short sentences. Sentences should be limited to:

(1) One or two subjects.

(2) One predicate.

(3) One or two objects.

(4) One adjective per noun.

(5) A minimal use of adverbs.

(6) Active voice.

(b) *Length.* Sentences are too long because they:

(1) lack proper punctuation and are considered run-on sentences.

(2) contain unnecessary words, including compound prepositions, verbose word clusters and redundant legal phrases.

(c) *Lists.* Convert long sentences to lists if possible.



## **§ 2.8. Paragraph and sentence structure.**

---

The following guidelines apply to paragraph and sentence structure:

- (1) Use short paragraphs and short sentences.
- (2) Avoid using numerous dependent clauses, parallel clauses or other complex sentence structures.
- (3) Short sentences and paragraphs are more easily understood.
- (4) Ambiguity is avoided by limiting sentences to one or two thoughts and a single relationship of thoughts in a paragraph.
- (5) For better comprehension, limit sentences to fewer than 25 words and limit paragraphs to fewer than 75 words.

## **§ 2.9. Arrangement of sections within a chapter.**

---

Within a chapter, sections should follow a logical order so that the regulated community recognizes the order in which they are to proceed. Proper planning at the beginning of the drafting stage will result in regulations that are easily understood by the audience. The following organization is commonly used throughout the *Code* and drafters are encouraged to follow these guidelines for clarity and consistency:

- (1) Applicability, purpose and definitions sections should appear first as they establish the fundamentals of a chapter.
- (2) General provisions should precede specific provisions.
- (3) Frequently used provisions should precede less frequently used provisions.
- (4) Simple provisions should precede lengthy and difficult provisions.
- (5) Penalty and appeals sections should appear last.

## **§ 2.10. Applicability section.**

---

An applicability or scope section is used to limit the applicability of a chapter. An applicability section should limit or clarify the use of sections when the name of the chapter might be interpreted as permitting a broader application.

*Example:*

### **§ 127.401. Applicability.**

This subchapter applies to sources required to obtain an operating permit under the act.

## **§ 2.11. Purpose section.**

---

(a) *General rule.* A purpose section should be included only when necessary. A purpose section is a simple statement of intent that appears at the beginning of a chapter. A purpose section should be drafted after all other sections in the chapter or subchapter. Otherwise, it may become a crutch used to avoid resolving difficult substantive issues in the sections.

*Example:*

### **§ 109.2. Purpose.**

The purpose of this chapter is to protect the public health and safety by assuring that public water systems provide a safe and adequate supply of water for human consumption by establishing drinking water quality standards, permit requirements, design and construction standards, system management responsibilities and requirements for public notification.

(b) *Prohibition.* Do not include substantive provisions within a purpose section. Substantive provisions belong in the main body of the chapter.

### **§ 2.12. Definitions.**

---

(a) *Definitions section.* A definition section should be placed near the beginning of a chapter. It is not necessary to repeat definitions included in a definition section that are applicable to an entire part.

(b) *Definitions subsection.* Definitions of terms used in a single section should be placed in the last subsection, and that subsection should be entitled “Definition” or “Definitions.”

(c) *Use.* Use a definition to avoid vagueness, ambiguity or unnecessary verbosity.

(d) *Unnecessary definitions.* If a definition does not serve a purpose or a defined term is not used in the chapter, do not include it.

(e) *Dictionary meanings.* Words used in their dictionary meanings may not be defined.

*Do Not Use:*

*Trash can*—A receptacle for waste material.

However, if the word is used in a way that needs to be clarified, or if the word is used outside the dictionary definition, the word may be included in the definitions section.

*Use:*

*Trash can*—For purposes of this section, the term shall mean the container specified in section 803(a).

(f) *Regulatory provisions prohibited in definitions.* Substantive (that is, regulatory) provisions may not be included in a definition section.

*Do Not Use:*

*Alcoholic beverage*—Beer, wine and liquor. An owner of a business establishment serving alcoholic beverages shall obtain a license.

*Use:*

Alcoholic beverage—Beer, wine and liquor.

(g) *Acronyms.* Acronyms used in more than one section of a chapter should be included in the definition section. See subsections (d) and (h) and § 6.3 (relating to acronyms).

(h) *Order.* Definitions are arranged in alphabetical order and not numbered or lettered. Acronyms precede words.

*Example:*

*CPVC*—Chlorinated polyvinyl chloride.

*Can coating*—Exterior coating and interior spray coating in two-piece can lines.

*ERC—Emission reduction credit*—A permanent, enforceable, quantifiable and surplus emissions reduction.

*Economic incentive program*—A program developed by a source or the department that is submitted to the EPA as a revision to the SIP.

(i) *Structure.* The term being defined should not be included as part of the definition unless it is part of a name or department or the inclusion cannot be avoided.

*Do Not Use:*

*Airplane*—An airplane, helicopter, or hot air balloon.

*Use:*

*Airplane*—A device that is used for flight.

*Department*—The Department of Health of the Commonwealth.

(j) *References to defined terms.* If a term is defined in a regulation, references to the defined term should not be spelled out in the regulations, except where necessary for clarity.

(k) *Capitalization of defined terms.* Defined terms should not be capitalized in the language of a regulation.

*Do Not Use:*

The Department may impose the following penalties individually or in combination: (where “department” is defined)

*Use:*

The department may impose the following penalties individually or in combination: (where “department” is defined)

## § 2.13. Forms.

---

(a) *General rule.* Although not prohibited, it is not recommended to codify forms in the *Code*. The adoption of a form as a regulation requires an agency to amend the regulation to change the form, even if only a minor change is necessary. Rather, it is suggested that the form be referred to in the regulation.

*Example:*

An applicant shall complete the form provided by the department.

(b) *Legal basis.* If an agency feels that a legal basis is needed for requesting the submission of the information on the form, the regulation should list the information to be required, followed by language such as:

This information shall be submitted on a form provided by the department.

## **§ 2.14. Severability.**

---

A severability provision applies to regulations under 1 Pa.C.S. § 1925 (relating to constitutional construction of statutes).

## **§ 2.15. Incorporation by reference.**

---

(a) *Verbatim repetition.* Statutory language may not be repeated verbatim in a regulation. When particular statutory language is required, the agency should consider incorporation by reference. See 1 Pa.C.S. § 1937 (relating to references to statutes and regulations).

(b) *Incorporated by reference notation.* Under 45 Pa.C.S. § 727 (relating to matter not required to be published), the text of the source is omitted. The phrase “incorporated by reference” must be used. For nongovernmental sources, the year or edition and the name and address of the source must be stated.

*Examples:*

Construction shall conform to the technical requirements of the “1991 American Standards Institute Publication No. 1,” which is incorporated by reference. Copies of this publication may be obtained by contacting ANSI, 1071 Second Avenue, New York, NY 10002.

EPA standards in 40 CFR Part 745 (relating to lead-based paint poisoning prevention in certain residential structures) are incorporated by reference. If EPA regulations and this chapter conflict, this chapter applies.

## **§ 2.16. General Rules of Administrative Practice and Procedure.**

---

(a) *General rule.* The General Rules of Administrative Practice and Procedure apply to agencies. See 1 Pa. Code Part II (relating to General Rules of Administrative Practice and Procedure).

(b) *Superseding provisions.* An agency shall follow 1 Pa. Code § 13.38 (relating to special rules of administrative practice and procedure) when the agency intends for regulations to supersede the applicable provisions of 1 Pa. Code Part II.

*Example:*

### **§ 1.24. Copies of briefs.**

(a) *Number of copies.* Except when filing of a different number is permitted or

directed by the Commission, 14 copies of each brief shall be furnished for the use of the Commission.

(b) *Superseding provision.* Subsection (a) supersedes 1 Pa. Code § 35.193 (relating to filing and service of briefs).

## SUBCHAPTER B. PROPOSED AND FINAL-FORM RULEMAKINGS

### § 2.17. Submission requirements.

---

(a) *Form*. A rulemaking must be typewritten, double-spaced and appear on only one side of the page.

(b) *Electronic submissions*. An agency shall submit Word files of documents for publication to the *Code* and *Bulletin* Office. PDF files are not accepted.

(c) *Rejection of document*. A document not conforming to this format or an illegible document may be rejected.

### § 2.18. Preamble.

---

(a) *Purpose*. The preamble provides essential information about the rulemaking. The preamble may not reiterate the text of the regulation.

(b) *Elements*. The following shall apply:

(1) Preambles to proposed and final-form rulemakings address:

- (i) The statutory authority.
- (ii) The purpose and explanation of amendments.
- (iii) A contact person.
- (iv) The effective date.
- (v) Regulatory review information.

(2) The preamble to a proposed rulemaking must provide details regarding the public comment period.

(3) The preamble to a final-form rulemaking includes:

- (i) Responses to comments received.
- (ii) Findings.
- (iii) An order.

(c) *Comment and response document*. The following shall apply:

(1) A comment and response document should be considered for a final-form rulemaking when a large number of public comments are received. This allows an agency to respond to comments in a separate, unpublished document.

(2) The preamble may address comments in more general terms.

(3) When a comment and response document is prepared by an agency, information regarding the document's availability must be included in the preamble as the full text is not published.

(4) The comment and response document must be submitted to the *Code and Bulletin* Office as part of the final-form rulemaking package.

## **§ 2.19. Bracketing and underscoring amendments.**

---

(a) *Proposed amendments.* Proposed amendments to an existing regulation are formatted in a specific manner to indicate text that is proposed to be deleted or added. The following shall apply:

(1) Bracketed and bold text is proposed to be deleted; underscore and bold text is proposed to be added.

(2) The Independent Regulatory Review Commission details formatting for a proposed rulemaking in 1 Pa. Code § 305.1a (relating to formatting the text of a proposed regulation).

(3) The formatting of a final-form rulemaking is explained in 1 Pa. Code § 307.3a (relating to formatting the text of a final regulation).

(4) The *Code and Bulletin* Office reformats proposed rulemakings for publication. In the *Bulletin*, proposed amendments are printed in bold face. Final-form rulemakings are printed in medium type.

(b) *Amendments.* The following principles should be followed when preparing an amendment:

(1) Delete [bracket] existing text before inserting proposed text.

*Use:*

### **§ 1.3. Scope.**

In addition to the provisions of this [part] **chapter**, the Department will apply in all matters not specifically covered by this [part] **chapter** all other regulations which involve the lives, limbs and health of workers.

(2) Whole words are bracketed for deletion. Do not bracket or underline one letter.

*Do Not Use:*

### **§ 133.5. Furbearers.**

The coyote is furbearing animal. For the purposes of licensing, coyotes may be hunted with a hunting license or hunted and trapped with a furtaker[s] license as stated in section 2705 of the act (relating to classes of licenses).

*Use:*

### **§ 133.5. Furbearers.**

The coyote is a furbearing animal. For the **[purpose] purposes** of licensing, coyotes may be hunted with a hunting license or hunted and trapped with a **[furtakers] furtaker** license as stated in section 2705 of the act (relating to classes of licenses).

(3) Group deleted text and added text to improve readability.

*Do Not Use:*

§ 11.43. **[Revocation or s]**Suspension of permits.

The Board may **[revoke or]** suspend **[a permit] permits** issued under this **[subchapter] part** if, after notice and hearing, it appears to the Board that the permittee has violated any law of the United States or of this Commonwealth or any provision of this part.

*Use:*

§ 11.43. **[Revocation or suspension] Suspension** of permits.

The Board may **[revoke or suspend a permit issued under this subchapter] suspend permits issued under this part** if, after notice and hearing, it appears to the Board that the permittee has violated any law of the United States or of this Commonwealth or any provision of this part.

(4) Subsections and paragraphs can be deleted as a continuous group. Punctuation can be added before the opening bracket if more than three lines of text are being deleted.

*Do Not Use:*

**§ 88.30. Description of land use.**

An application must contain a statement and map of the condition of the land within the proposed permit area[, **including:**

- (1) The uses of the land existing at the time of application...**
- (2) The capability of the land to support a variety of uses...**
- (3) The productivity of cropland, pastureland or land occasionally cut...].**

*Use:*

**§ 88.30. Description of land use.**

An application must contain a statement and map of the condition of the land within the proposed permit area. **[, including:**

- (1) The uses of the land existing at the time of application...**
- (2) The capability of the land to support a variety of uses...**
- (3) The productivity of cropland, pastureland or land occasionally cut...]**



(5) Subdivisions that are deleted are reserved. Subdivisions are not renumbered.

*Do Not Use:*

**§ 19.19. Standards of licensure for retail or public auction.**

(a) *Auction activities.* The following shall apply:

(1) Every public or retail auction shall have a business identity separate from other businesses owned or operated by the public or retail auction.

**[(2) A public or retail auction may not conduct ...**

**(3)] (2)** An auction license does not permit a public or retail auction to broker...

*Use:*

**§ 19.19. Standards of licensure for retail or public auction.**

(a) *Auction activities.* The following shall apply:

(1) Every public or retail auction shall have a business identity separate from other businesses owned or operated by the public or retail auction.

(2) **[A public or retail auction may not conduct...] {Reserved}.**

(3) An auction license does not permit a public or retail auction to broker...

**§ 2.20. Ellipses to show unchanged text.**

---

(a) *General rule.* A proposed amendment may only be needed for certain subdivisions of a regulation. Ellipses, five asterisks, are used to show existing text that is not proposed to be amended in the rulemaking. It is critical to provide a “breadcrumb trail” to show readers the exact location of the proposed amendment, that is, the hierarchy of subdivisions that precede the portion of the section being amended.

(b) *Showing unchanged subdivisions.* The *Code* and *Bulletin* Office may choose to publish unchanged subdivisions to provide context and improve readability. Up to three unchanged subdivisions may be shown.

*Example:*

**§ 207.303. Approvals.**

\* \* \* \* \*

(b) *Request.* The owner or operator of the developed facility shall submit to the Department a written request which:

\* \* \* \* \*

(5) Contains a map or drawings depicting the developed facility, including the following:

(i) The information required under § 207.314(b) (relating to ventilation) if the developed facility will be using mechanical ventilation.

(ii) The information required under § 207.318(b) (relating to storage of flammable liquids) if more than **[five gallons] two gallons** of liquid are stored in the developed facility.

\* \* \* \* \*

(c) *Adding subdivisions.* When adding a new subdivision within a regulation, include the text immediately preceding and following the proposed text.

*Example:*

**§ 637a.5. Shuffle and cut of the cards.**

\* \* \* \* \*

(b) *After shuffle.* After the cards have been shuffled and stacked, the dealer shall:

(1) If the cards were shuffled using an automated card shuffling device...

(2) If the cards were shuffled manually or were preshuffled...

**(3) Remove the top card and place it in the dealing shoe.**

(c) *After cut.* After the cards have been cut and before any cards have been dealt...

\* \* \* \* \*

(d) *Section not amended.* Do not use ellipses to indicate a section that is not being amended.

## CHAPTER 3. WORDS, SPELLING AND CAPITALIZATION

---

Sec.

- 3.1. Sources.
- 3.2. General.
- 3.3. Exceptions.
- 3.4. Verbs.
- 3.5. Prefixes.
- 3.6. Predicate adjectives.
- 3.7. Proper nouns.
- 3.8. Adverb plus participle.
- 3.9. Considerations before hyphenating.
- 3.10. List of words.

### § 3.1. Sources.

---

The sources for the preferred forms of compound words are *Merriam Webster's New Collegiate Dictionary* and the *United States Government Printing Office Style Manual*.

### § 3.2. General.

---

(a) *Compound words*. Compound words may be printed as one word, two or more words, or hyphenated words. Preferred usages may change.

(b) *Application*. In using compound words and prefixes, the tendency is to close up words, especially short words, which through frequent use have come to be thought of as units. Refer to sections 3.1 (relating to sources) and 3.10 (relating to list of words).

### § 3.3. Exceptions.

---

This manual does not take into account every situation. Exceptions may be allowed. The *Code* and *Bulletin* Office may edit words to conform with usage rules.

### § 3.4. Verbs.

---

Compound words used as verbs are treated as separate words and are seldom hyphenated.

### § 3.5. Prefixes.

---

(a) *General rule*. The general rule is not to use a hyphen between a prefix and the word being modified. If a word is in the dictionary, use the dictionary version. Each prefix with its rule in section 3.10 (relating to list of words) is preceded by an asterisk. The following exceptions are made:

- (1) When a vowel is doubled by creating a one word form, the word is hyphenated.

*Example:*

semi-invalid

(2) If a consonant is tripled by creating a one-word form, the word is hyphenated.

*Example:*

bell-like

(b) *Pronunciation.* To ensure distinct pronunciation, the word is hyphenated.

*Example:*

un-ionized, semi-independent

(c) *Hyphenated prefix.* To join a prefix to an already hyphenated word, the word is hyphenated.

*Example:*

non-job-related

(d) *Series.* In a series of hyphenated phrases, use the complete phrase in each instance.

*Do Not Use:*

full or part-time member

*Use:*

full-time or part-time member

(e) *“Bi” not used.* Avoid using the prefix “bi.” “Biweekly” may mean twice a week or every other week.

### **§ 3.6. Predicate adjectives.**

---

Compound words used as predicate adjectives are usually treated as separate words without a hyphen.

*Example:*

State-owned university; the university is State owned

### **§ 3.7. Proper nouns.**

---

Prefixes are hyphenated when paired with a proper noun.

*Example:*

non-Commonwealth

### **§ 3.8. Adverb plus participle.**

---

Do not hyphenate an adverb-participle combination if the adverb ends in “ly”.

*Example:*

publicly owned

specially constructed

Federally funded

### § 3.9. Considerations before hyphenating.

---

Consider these questions before hyphenating:

(1) Does adding the hyphen make the meaning any clearer?

(2) Does adding the hyphen aid readability?

(3) Will compounding without hyphenation create a word combination which may be easily distorted or misread?

### § 3.10. List of words.

---

This section contains the preferred usage of commonly used words.

(1) *Abbreviations.* The following abbreviations are used in this section:

(n) = noun

(pa) = predicate adjective (verb as adjective)

(um) = unit modifier; an adjective or an adverb

(v) = verb

(2) *General compounds, spelling and capitalization.*

AIDS

able-bodied (um) (*able-bodied* person)

aboveground

access way

action at law

African-American (um)

African American (n)

agreed upon (v)

agreed-upon (um) (*agreed-upon* standards)

air conditioner (n)

air-condition (v)

air-conditioning (um)

airtight (um)

all-terrain (um)

all-time (um) (*all-time* high)

American-Indian (use Native American)

animal drawn (pa) (vehicle is *animal drawn*)

animal-drawn (um) (*animal-drawn* vehicle)

\* *anti* (as prefix is generally one word, but hyphenate to avoid duplicate vowels (anti-intellectual), when preceding a capitalized word (anti-Darwinism) or when followed by an open compound (anti-car theft) or hyphenated compound (anti-open-shop campaign))

anticrime (um) (*anticrime* group)

anti-injunction

antipollution (n, um)

Arabic numerals

archaeology

areawide

armed forces

armed forces of the United States; United States Armed Forces

Asian-American (um)  
 Asian American (n)  
 at-large elections  
 audio-visual  
 Btu, Btus (plural) (British thermal unit)  
 bachelor of arts degree (BA degree)  
 back pay  
 back-up  
 bar code  
 base year (n) (the employee's *base year*)  
 base-year (um) (*base-year* salary)  
 \**bi* (as prefix is generally one word; avoid use)  
 biannual  
 bioengineering  
 bipartisan  
 birth date or date of birth  
 birth parent  
 blood bank  
 blood-delivery (um)  
 bona fide (um) (*bona fide* transaction)  
 bondholder  
 bookmaking (n, um)  
 build up (v) (*build up* its military reserves)  
 buildup (n) (a military *buildup*)  
 built up (pa) (structure was *built up*)  
 built-up (um) (*built-up* structure)  
 bulkhead  
 bungee  
 businessperson  
 bylaw (n)  
 bypass (n, v)  
 by-product (n)  
 cardholder  
 care (acute care general hospital, adult day care, care-dependent person, caregiver, child-care provider, health care coverage, health care practitioner, health-care-insurance receivables (13 Pa.C.S.), health care-related, home care agency, primary care service, managed care)  
 carryback (n)  
 carryforward (n) (net operating loss *carryforward*)  
 carry forward (v)  
 carryout (n, um)  
 carry out (v)  
 carryover (n, um)  
 carry over (v)  
 caseworker  
 center line (n)  
 center-to-center  
 certificate holder  
 checkout (n, um)  
 checkup (n, um)  
 child care (n)  
 child-care (um) (*child-care* facility)  
 childrearing  
 civic-minded (um)  
 classwork  
 cleanup (n, um)  
 clean up (v)  
 clearinghouse  
 clubhouse  
 \* *co* (as prefix is generally one word, with exceptions for duplicate vowels (co-occurring) or for clarity)  
 codefendant (n)  
 coemployee  
 coinsurance  
 commander in chief  
 commingle  
 committeeperson  
 common-law (um)  
 common law (n)  
 Commonwealth (the Commonwealth - State government; this Commonwealth - geographic area; laws of this Commonwealth, Federal and State courts of this Commonwealth, criminal defense bar of this Commonwealth, the Commonwealth's death penalty statute, the Commonwealth finds ..., paying fees to the Commonwealth, in or outside of this Commonwealth)  
 Commonwealth Court  
 communitywide  
 computer related (pa)  
 computer-related (um)  
 continuing-care (um) (*continuing-care* facility)  
 continuing care (n)  
 contractual  
 controlled access (um) (*controlled access* highway)  
 co-officer  
 co-owner  
 copartnership  
 copayment  
 coplaintiff  
 cost-benefit (um)  
 cost effective (pa) (program is *cost effective*)  
 cost-effective (um) (*cost-effective* program)  
 cost efficient (pa)  
 cost-efficient (um)  
 cost of living (n) (*cost of living* escalated)

cost-of-living (um) (*cost-of-living* index)  
 cost related (pa) (item is *cost related*)  
 cost-related (um) (*cost-related* item)  
 counterclaim (n, v)  
 county owned (pa) (property is *county owned*)  
 county-owned (um) (*county-owned* property)  
 countywide  
 coursework  
 Court of Common Pleas of \_\_\_\_\_ County;  
     courts of common pleas of the Commonwealth  
 courthouse (n)  
 coworker  
 creditworthiness  
 \* *cross* (as prefix is generally hyphenated)  
 cross-claims  
 cross-connection  
 cross-examination (n)  
 cross-examine (v)  
 cross-file  
 cross-reference  
 cross section (n)  
 cross-section (v, um)  
 database  
 day care (n)  
 day-care (um)  
 \* *de* (as prefix is generally one word)  
 decision making (n)  
 decision-making (um)  
 deed of conveyance  
 de-escalate  
 degree (academic) (capitalize when applied to a specific degree; lower case when used generally)  
 degree-granting  
 describable  
 disinvestment (n)  
 districtwide  
 divest, divesting, divestment, divestiture  
 down payment  
 down slope  
 drug-related (um) (drug-related offenses)  
 earthmoving (um) (*earthmoving* equipment)  
 eGrant  
 \* *elect* (as suffix is generally hyphenated, *member-elect*)  
 email  
 emission control systems  
 employee  
 end-user  
 energy-saving (um) (*energy-saving* devices)  
 engine driven (pa) (vehicle is *engine driven*)  
 engine-driven (um) (*engine-driven* vehicle)  
 equipment related (pa) (failure was *equipment related*)  
 equipment-related (um) (*equipment-related* failure)  
 even-numbered  
 \* *ex* (as prefix is generally hyphenated)  
 ex officio (um) (*ex officio* member)  
 ex parte  
 ex-convict  
 executive board  
 executive branch  
 extracurricular  
 export-related (um) (*export-related* service)  
 fact-finder (n)  
 fact-finding (n, um)  
 farmland (n)  
 farmworker  
 fax  
 Federal  
 Federal court  
 Federal income tax  
 final-form  
 fire-resistant (um)  
 fire-retardant (um)  
 firefighter (n)  
 firefighting  
 firehouse  
 fireproof  
 fire safety (n, um)  
 first aid (n, um)  
 first come, first served basis (um)  
 floodplain  
 flow-through (um) (*flow-through* method)  
 follow up (v)  
 follow-up (n, um)  
 footbridge  
 forego  
 forest land  
 for profit (corporation *for profit*)  
 for-profit (um) (*for-profit* corporation)  
 foster care  
 framework  
 free fall  
 freestanding  
 freshwater (um)  
 fringe benefit  
 front seat (n, um)  
 full coverage (n, um)  
 full-fledged (um)  
 full time (pa) (individual works *full time*)  
 full-time (um) (*full-time* employee)  
 fundraiser, fundraising

furtaker, furtaking  
 general assembly (generally)  
 General Assembly (Pennsylvania)  
 General Counsel  
 giveaway (n) (The *giveaway is costly*)  
 go-cart (n)  
 good faith (n, um)  
 ground cover  
 groundwater  
 guardrail  
 guide rail  
 handgun (n)  
 hard-of-hearing (um)  
 health care (um) (*health care service*)  
 health care-related (um)  
 health related (pa) (cases are *health related*)  
 health-related (um) (*health-related cases*)  
 hearing impaired (pa)  
 hearing-impaired (um) (*hearing-impaired person*)  
 high-rise (n, um)  
 home care (n)  
 home-care (um) (*home-care professional*)  
 home page  
 home rule (*home rule municipality, home rule charter*)  
 home schooled  
 horsepower (n)  
 House of Representatives  
 human-powered (um)  
 inasmuch as  
 income-paying (um)  
 in-depth (um)  
 \* *infra* (as prefix is generally one word)  
 infrastructure (n)  
 in-ground (um)  
 in-house (um)  
 in kind (loan repaid *in kind*)  
 in-kind (um) (*in-kind contribution*)  
 inpatient (n, um) (*inpatient clinic*)  
 in-service (um)  
 insofar as  
 installment  
 in-State (um)  
 in-stream (um)  
 \* *inter* (as prefix is generally one word)  
 interagency  
 inter alia  
 inter vivos  
 interest bearing (pa) (accounts are *interest bearing*)  
 interest-bearing (um) (*interest-bearing accounts*)

intermodal  
 international  
 Internet  
 \* *intra* (as prefix is generally one word)  
 intrastate (um)  
 in vitro (n, um)  
 joint-stock (*joint-stock association*)  
 judgment  
 kickback (n, um)  
 laid off (v) (*laid off 30 people*)  
 laid-off (um) (*laid-off employee*)  
 landfill  
 landowner  
 lane-direction (um)  
 lay off (v)  
 layoff (n, um) (*layoff period*)  
 Legislature (General Assembly is preferred)  
 license holder  
 lienholder  
 lifelong (um)  
 lifesaving  
 lifestyle  
 life support (n)  
 life-support (um) (*life-support system*)  
 life-sustaining (um) (*life-sustaining drugs*)  
 lifetime (n, um)  
 limited access (um) (*limited access highway*)  
 local government  
 local and State government (Pennsylvania)  
 lock out (v) (*lock out employees*)  
 lockout (n, um)  
 lockup (n)  
 long range (pa) (plan is *long range*)  
 long-range (um) (*long-range planning*)  
 longstanding (um)  
 long-term (um) (*long-term loan*)  
 longtime (um)  
 look-alike (n, um) (*look-alike drugs*)  
 low-cost (um)  
 low-income (um) (*low-income housing*)  
 lowfat (um) (*lowfat milk*)  
 lump sum (n)  
 lump-sum (um) (*lump-sum payment*)  
 \* *main* (as prefix is generally one word)  
 main stem (*main stem of the Yellow Breeches Creek*)  
 main-traveled (um) (*main-traveled roads*)  
 majority chairman  
 Majority Leader  
 majority party  
 make up (v)  
 makeup (n, um)  
 man-hour  
 manmade (if appropriate, use synthetic or



machine-made)  
 manpower (n)  
 manufacturer-assigned (um)  
     (*manufacturer-assigned* number)  
 marketplace (n)  
 markup (n, um)  
 master of arts degree (MA degree)  
 Medicaid  
 Medicare  
 member at large  
 microcomputer  
 microdata  
 microform (n, um) (*microform* librarian)  
 microorganism  
 mid-January  
 midpoint (n, um)  
 midterm  
 military related (pa) (*claim is military related*)  
 military-related (um) (*military-related injury*)  
 mobile home  
 money (not monies or moneys)  
 motor-driven (um) (*motor-driven* vehicle)  
 motor home  
 \* *multi* (as prefix is generally one word)  
 multidimensional  
 multifamily  
 multipurpose  
 National  
 Nationwide (um)  
 no-fault  
 no-passing (um) (*no-passing* zone)  
 nolo contendere  
 \* *non* (as prefix is generally one word)  
 noncontact  
 non-English-speaking  
 non-Federal  
 nonfleet  
 non-job-related  
 nonprofit  
 nonresident  
 occurrence  
 odd-numbered (um)  
 off-peak (um) (*off-peak* hours)  
 off premises (use *off the premises*)  
 off-premises (um) (*off-premises* outdoor advertising device)  
 off-ramp (n) (east bound *off-ramp*)  
 off-road  
 offset  
 offsite  
 offtrack (um) (*offtrack* betting)  
 old-age (um) (*old-age* benefits)

onboard  
 oneself  
 one-time (um) (*one-time* fee)  
 onetime (um) (*onetime* director) (former)  
 one-way (um)  
 ongoing (um) (*ongoing* concern)  
 online (application is *online*)  
 on-the-job (um) (*on-the-job* training)  
 onlot  
 on premises (use *on the premises*)  
 on-premises (um) (*on-premises* supervision)  
 on-ramp  
 on-scene (um) (*on-scene* investigator)  
 onsite  
 open-body (um) (*open-body* vehicle)  
 open end (um) (*open-end* line of credit)  
 ophthalmic  
 out-of-date  
 out-of-State (um)  
 outcompete  
 outpatient (n, um) (*outpatient* clinic)  
 over-the-counter  
 overall  
 owner-occupant  
 paperwork  
 pari-mutuel  
 part time (pa) (he works *part time*)  
 part-time (um) (*part-time* employee)  
 passenger-type (*passenger-type* vehicle)  
 pass-through  
 per capita (um) (*per capita* tax)  
 per diem (um) (*per diem* employee)  
 permit-by-rule  
 permit holder  
 phase out (v)  
 phaseout (n, um)  
 pick up (v) (*pick up* the papers)  
 pickup (n, um)  
 point-of-sale (um)  
 policyholder  
 policymaker (n)  
 policymaking (um)  
 pool selling  
 \* *post* (as prefix is generally one word, hyphenate before capital letter (post-Victorian or post-Watergate); do not hyphenate Latin terms (post hoc, ex post facto, postpartum, postmortem))  
 postaudit  
 post-conviction (um) (*post-conviction* hearing proceedings)  
 postclosure  
 postgraduate  
 postoperative

postmarked  
 postsecondary  
 posttrial  
 powerhouse  
 praiseworthy  
 \* *pre* (as prefix is generally one word)  
 prearrest  
 preaudit  
 preempt (v)  
 preemption (n)  
 preexist  
 prepayment  
 pre-release  
 preselect  
 pretrial  
 prima facie (um) (*prima facie* evidence)  
 printout  
 privately owned  
 \* *pro* (as prefix is generally one word)  
 profit making (n)  
 profit-making (um) (*profit-making*  
     enterprise)  
 profit sharing (n)  
 profit-sharing (um)  
 pro rata (um) (*pro rata* share)  
 public at large  
 publicly owned  
 \* *quasi* (as prefix is generally hyphenated)  
 quasi-governmental  
 radio-microwave (*radio-microwave* devices)  
 rainwater  
 rate filing (n)  
 rate-filing (um)  
 ratemaking  
 ratepayer (n)  
 \* *re* (as prefix is generally one word)  
 ready-to-wear (um)  
 recordkeeping  
 \* *related* (when used as part of a unit  
     modifier, it is generally joined by a  
     hyphen to the noun which precedes it:  
     service-related injury, computer-related  
     field, work-related expenses)  
 reopen  
 rescission  
 restroom  
 \* *retro* (as prefix is generally one word)  
 retroactive  
 revenue-producing (um)  
     (*revenue-producing* purposes)  
 revenue sharing (n)  
 revenue-sharing (um) (*revenue-sharing*  
     plan)  
 reweighing  
 right to know (n) (the person's right to  
     know)  
 right-to-know (um) (*right-to-know* laws)  
 right-of-way (n, um)  
 rights-of-way  
 roll-back (um) (*roll-back* taxes)  
 roll call (n, um) (*roll call* vote)  
 roundtrip (um)  
 rulemaking  
 run-on  
 run off (v)  
 runoff (n, um) (truck *runoff* or *runoff* water)  
 salable  
 sale-for-resale (um) (*sale-for-resale* basis)  
 saltwater (um)  
 school age (n) (children of *school age*)  
 school-age (um) (*school-age* children)  
 school related (pa) (the activity was *school*  
     *related*)  
 school-related (um) (*school-related* activity)  
 securityholders  
 \* *self* (as prefix is generally hyphenated)  
 self-administer  
 self-incriminate  
 self-incriminating (um)  
 self-insure, self-insured, self-insurance  
 self-insurers  
 self-propelled (um)  
 \* *semi* (as prefix is generally one word)  
 semiannual (um)  
 semitrailer (n)  
 senior citizen (um) (*senior citizen* programs)  
 service connected (pa) (injury is *service*  
     *connected*)  
 service-connected (um) (*service-connected*  
     injury)  
 set-aside (n, um)  
 set off (v)  
 setoff (n)  
 setup (n, um)  
 severely disabled  
 short-term (um) (*short-term* investment)  
 sidewall (n, um)  
 \* *single* (as prefix is generally hyphenated)  
 single-axle  
 single-family (um) (*single-family* dwelling)  
 single family (n)  
 single-residence  
 single-use (um) (*single-use* dialyzer)  
 Social Security (*Social Security* benefits)  
 Social Security number  
 socioeconomic  
 soundproof (um, v)  
 source-separated (um) (source-separated

recyclable materials)  
 source separation (n)  
 source-separation (um) (source-separation program)  
 southeastern, southwestern (*southwestern* Pennsylvania)  
 specially constructed  
 specialty (not speciality)  
 springwater  
 stake-body (um) (*stake-body* vehicle)  
 standby  
 start up (v)  
 start-up (n, um)  
 state (other than Pennsylvania)  
 State (Pennsylvania)  
 State aid (n)  
 State-aided (um) (*State-aided* highways)  
 State designated (pa) (buildings are *State designated*)  
 State-designated (um) (*State-designated* highway)  
 State funded (pa) (institution that is *State funded*)  
 State-funded (um) (*State-funded* institutions)  
 State government (Pennsylvania)  
 State legislator  
 State level (n) (at the *State* level)  
 State-level (um) (Pennsylvania)  
 state-of-the-art (um) (*state-of-the-art* technology)  
 State owned (PA) (universities are *State owned*)  
 State-owned (um) (*State-owned* universities)  
 State-related  
 Statewide  
 stick-up (n, um)  
 stockholder, stockholdings  
 stormwater  
 \**sub* (as prefix is generally one word)  
 subbasin  
 subclass  
 subcommittee  
 subheading  
 subject matter (n, um)  
 subrogable  
 successor in interest  
 supersede  
 surface water (n, um)  
 tax exempt (pa) (bond is *tax exempt*)  
 tax-exempt (um) (*tax-exempt* bond)  
 ten-point (um) (*ten-point* type)  
 theater

therefrom  
 third party (n)  
 third-party (um) (*third-party* payor)  
 time frame  
 time share (n)  
 time-share (um) (*time-share* estate)  
 time span (n)  
 time-span (um) (*time-span* estate)  
 timetable  
 toll-free (um)  
 traffic-control (um) (*traffic-control* devices)  
 traffic lane (n) (right *traffic lane*)  
 traffic-lane (um) (a *traffic-lane* width)  
 trafficways  
 transferal, transferable, transferee  
 trier of fact  
 tristate  
 truck-camper  
 truck-mounted  
 tuition-paid (um)  
 tune up (v) (*tune up* the car)  
 tune-up (n, um)  
 two-axle  
 two-party (um) (*two-party* system)  
 two-step  
 two-way (um)  
 ultrasound  
 ultraviolet  
 U-turn (n)  
 \* *un* (as prefix is generally one word)  
 un-American (um)  
 \* *under* (as prefix is generally one word)  
 underrepresented  
 underutilization  
 United States Armed Forces  
 upslope  
 up-to-date (um)  
 vehicle related (pa) (accident was *vehicle related*)  
 vehicle-related (um) (*vehicle-related* accident)  
 Veterans Day  
 videotape, videotaping  
 wastepaper  
 wastewater  
 waterborne (um)  
 watercourse  
 weekday  
 water ski  
 water-skier  
 waterskiing  
 web page  
 website  
 web based (n)

web-based (um)  
webpage  
\* *well* (as prefix is generally hyphenated)  
well-being  
whitewater (um)  
Wilkes-Barre  
willful, willfully  
workday  
workforce  
workload

workplace  
work sharing (n)  
work-sharing (um) (*work-sharing* program)  
workspace  
write off (v) (*write off* the lunch)  
write-off (n) (a tax *write-off*)  
wrongdoing  
year-round  
X-ray

## CHAPTER 4. NUMBERS

---

Sec.

- 4.1. Nine and under.
- 4.2. Ten and over.
- 4.3. Numbers in combination.
- 4.4. Beginning a sentence.
- 4.5. Money.
- 4.6. Percentages.
- 4.7. Fractions.
- 4.8. Ages.
- 4.9. Time of day.
- 4.10. Dates.
- 4.11. Measurements.

### **§ 4.1. Nine and under.**

---

Numbers nine and under are expressed in words, except as provided for in sections 4.3 (relating to numbers in combination) and 4.11 (relating to measurements).

### **§ 4.2. Ten and over.**

---

Numbers 10 and over are expressed in figures.

### **§ 4.3. Numbers in combination.**

---

Numbers nine and under are expressed in figures when used in combination with at least one number over 10.

*Example:*

There may be 1, 9 or 15 posts per acre.

### **§ 4.4. Beginning a sentence.**

---

Numbers are expressed in words when used at the beginning of a sentence.

### **§ 4.5. Money.**

---

Money is expressed in figures. Avoid stating a dollar amount at the beginning of a sentence.

*Examples:*

5¢	\$5.25	\$5 million
25¢	\$100	\$6.5 million (not \$6,500,000)
\$5	\$25,000.25	\$1,349,980

#### **§ 4.6. Percentages.**

---

Percentages are expressed in figures followed by the percent symbol.

*Examples:*

0.5%

5%

25%

#### **§ 4.7. Fractions.**

---

Fractions are expressed in figures.

*Examples:*

1/2

2/3

5/8

#### **§ 4.8. Ages.**

---

(a) *General rule.* Age is stated as “\_\_ years of age or older” or “under \_\_ years of age.”

(b) *Usage.* It is not necessary to say “reaching his \_\_ birthday.” The phrase “\_\_ years of age or older” means the same thing. For example, when someone has reached their 21st birthday, that person is 21 years of age.

(c) *Age range.* If it is intended to include persons who have reached their 18th birthday, but not their 70th birthday, use “a person 18 years of age or older but under 70 years of age.”

#### **§ 4.9. Time of day.**

---

When the time is on the hour, do not include the colon and double zeros. References to times must include “a.m.” or “p.m.”

*Example:*

The office opens at 8 a.m. and closes at 4:30 p.m.

#### **§ 4.10. Dates.**

---

Full dates are used in text. In a sentence, a comma is placed after the year. Do not abbreviate the month. Numbers are used for days and years.

*Examples:*

October 18, 2025

July 3

July 2027

January 18, 2026, marks the 50th anniversary of the organization.

## **§ 4.11. Measurements.**

---

Numbers are expressed in figures when used with measurements such as time, distance or weight.

*Examples:*

1 day

2 years

4.2 ounces

5 miles

## CHAPTER 5. CITATIONS

---

Sec.

- 5.1. Pennsylvania statutes.
- 5.2. Pennsylvania Constitution.
- 5.3. Pennsylvania court rules.
- 5.4. *Pennsylvania Code*.
- 5.5. *Pennsylvania Bulletin*.
- 5.6. Federal statutes.
- 5.7. *Code of Federal Regulations*.
- 5.8. *Federal Register*.
- 5.9. Nonstatutory and nonregulatory materials.
- 5.10. Citation at the beginning of a sentence.
- 5.11. References.
- 5.12. Cross-references.
- 5.13. Series of sections.
- 5.14. Quotations.

### § 5.1. Pennsylvania statutes.

---

(a) *Unconsolidated statute with official short title*. Use the official short title and official section number, if applicable, followed by the Purdon's citation with a section symbol. "P.S." is the short form *Purdon's* citation. Unconsolidated statutes do not require a "relating to" clause. See section 5.12 (relating to cross-references).

*Examples:*

The Clean Streams Law (35 P.S. §§ 691.1—691.1001)

section 1 of The Clean Streams Law (act) (35 P.S. § 691.1)

section 1 of the act—*subsequent references*

section 901 of the Health Care Facilities Act (35 P.S. § 448.901), regarding existing facilities and institutions—*limited use of "regarding" is acceptable*. See section 5.12(b).

(b) *Unconsolidated statute without official short title*. Use the official act date, public law number and act number followed by a Purdon's citation with a section symbol and the unofficial short title, if applicable. "P.L." and "No." are the short form citations. "P.S." is the short form Purdon's citation.

*Examples:*

the act of July 31, 1968 (P.L. 769, No. 240) (45 P.S. §§ 1102—1208), referred to as the Commonwealth Documents Law (CDL),

section 204 of the CDL (45 P.S. § 1204)—*subsequent references*

section 1 of the act of April 27, 1927 (P.L. 465, No. 299) (35 P.S. § 1221), referred to as the Fire and Panic Act,

(c) *Pennsylvania Consolidated Statutes*. Use numerical citations with a section symbol; use a



“relating to” clause for the section heading or the official short title for a complete act. “Pa.C.S.” is the short form citation. See section 5.12 (relating to cross-references).

3 Pa.C.S. Chapter 65 (relating to Food Employee Certification Act)

58 Pa.C.S. § 2310 (relating to administrative penalties)

(d) *Amendatory acts.* Avoid citing to amendatory acts. Cite instead to the underlying act.

*Do not use:*

Section 305 of the act of July 17, 2024 (P.L.924, No.86) (Act 86)

*Use:*

Section 305 of the Liquor Code (47 P.S. § 3-305)

## **§ 5.2. Pennsylvania Constitution.**

---

The Pennsylvania Constitution is cited as follows. “Pa.Const.” is the short form citation.

*Example:*

Pa.Const. Art. II, § 2

## **§ 5.3. Pennsylvania court rules.**

---

Pennsylvania court rules are cited as follows:

<i>Rules</i>	<i>Citation</i>	<i>Pa. Code Title</i>
Court of Judicial Discipline Rules of Procedure	C.J.D.R.P.	207, Part IV
Disciplinary Board Rules		204, Chs. 85—95
Judicial Council Rules		204, Part VI
Minor Court Civil Rules	Pa.R.Civ.P.M.D.J.	246
Pennsylvania Bar Admission Rules	Pa.B.A.R.	204, Part IV
Pennsylvania Rules of Appellate Procedure	Pa.R.A.P.	210
Pennsylvania Rules of Civil Procedure	Pa.R.C.P.	231
Pennsylvania Rules of Continuing Legal Education	Pa.R.C.L.E.	204, Chapter 82
Pennsylvania Rules of Criminal Procedure	Pa.R.Crim.P.	234
Pennsylvania Rules of Disciplinary Enforcement	Pa.R.D.E.	204, Chapter 83
Pennsylvania Rules of Evidence	Pa.R.E.	225

Pennsylvania Rules of Judicial Administration	Pa.R.J.A.	201
Pennsylvania Rules of Juvenile Court Procedure	Pa.R.J.C.P.	237
Supreme Court Orphans' Court Rules	Pa.R.O.C.P.	231, Part II

#### **§ 5.4. Pennsylvania Code.**

---

The *Pennsylvania Code* is cited by title number and chapter or section number with a section symbol. "Pa. Code" is the short form citation. See section 5.12 (relating to cross-references).

*Examples:*

Chapters 121, 123 and 139 (relating to general provisions; standards for contaminants; and sampling and testing)—*within the same title*

28 Pa. Code § 23.10(b) (relating to scoliosis screening)—*to a different title*

#### **§ 5.5. Pennsylvania Bulletin.**

---

The *Pennsylvania Bulletin* is cited by volume, page number and date. "Pa.B." is the short form citation.

*Example:*

36 Pa.B. 510 (February 4, 2006)

#### **§ 5.6. Federal statutes.**

---

(a) *General rule when citing a provision of Federal law.* A Federal statute is cited in a manner comparable to how a unit (part, chapter, section, etc.) from the Pennsylvania Consolidated Statutes is cited. See section 5.1(c) (relating to Pennsylvania statutes). Use the United States Code short form citation "U.S.C."

*Examples:*

*Citing a section:*

42 U.S.C. § 1301 (relating to definitions)

*Citing other major subdivisions:*

42 U.S.C. Ch. 7 Subchapter IV Part D (relating to child support and establishment of paternity)

*Citing a statute:*

21 U.S.C. Chapter 9 (relating to Federal Food, Drug and Cosmetic Act)

(b) *Exceptions; citing an entire Federal statute which amends multiple U.S.C. titles.*

(1) When a Federal statute is published across multiple U.S.C. titles, using a U.S.C. cite as provided under subsection (a) is not practical. Use the following in these instances.

*Example:*

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is an amendatory act amending multiple Federal statutes codified in various U.S.C. titles. When citing HIPAA as a whole, the correct citation is:

Health Insurance Portability and Accountability Act of 1996 (Public Law 104-191, 110 Stat. 1936)

(2) When citing to a Federal statute that is published across multiple titles AND also to a section (or other subdivision) within that Federal statute, the citation to the section (or other subdivision) should reference the Federal statute amended as part of the Federal amendatory act and should include a “relating to” parenthetical.

*Example:*

The words, terms and definitions found in the Health Insurance Portability and Accountability Act of 1996 (Public Law 104-191, 110 Stat. 1936), including, but not limited to, those definitions in 42 U.S.C. § 300gg-91 (relating to definitions) are hereby adopted for purposes of implementing this part unless otherwise provided by this part. The term “health insurance issuer” found in 42 U.S.C. § 300gg-91 shall have the same meaning as “insurer” in subsection (a).

### **§ 5.7. Code of Federal Regulations.**

---

The *Code of Federal Regulations* is cited by title number and chapter or section number. Do not use section symbol. “CFR” is the short form citation. See section 5.12 (relating to cross-references).

*Examples:*

40 CFR Part 63, Subpart KK (relating to National emission standards for the printing and publishing industry)

40 CFR 60.45(b)(1) (relating to emissions and fuel monitoring)

### **§ 5.8. Federal Register.**

---

The *Federal Register* is cited by volume, page number and date. “FR” is the short form citation.

*Example:*

62 FR 38652 (July 18, 1997)

### **§ 5.9. Nonstatutory and nonregulatory materials.**

---

(a) *General rule.* References to nonstatutory and nonregulatory materials should provide

information to direct readers to sources. In addition to the title, provide relevant details such as a responsible entity or author and year of publication.

*Example:*

According to the Game Commission's Stocked Trout Program: Cost Report (March 2024), trends in population...

(b) *Articles.* Articles published in academic journals are cited as follows:

Last name of author, Initials. (year). "Title of article." *Title of periodical*, vol.(issue), pages.

(c) *Books.* Books are cited as follows:

Last name of author, Initials. (year). *Title*. Place of publication: Publisher.

(d) *Websites.* Websites are cited as follows.

Author, A. (date). Title of document. Retrieved from <http://URL>

## **§ 5.10. Citation at the beginning of a sentence.**

---

A citation at the beginning of a sentence begins with the chapter or section followed by the remainder of the citation. See section 5.11 (relating to references).

*Examples:*

Section 301 of The Insurance Company Law of 1921 (40 P.S. § 421) directs companies to...

Chapter 4 of 22 Pa. Code (relating to academic standards and assessment) was amended...

Section 304 of 30 Pa.C.S. (relating to waterways patrolmen and employees) requires...

## **§ 5.11. References.**

---

Use specific references in regulations. Ambiguous references such as "herein," "above," "below," "hereinafter" and "such" may not be used.

*Do not use:*

Such fees as set forth herein shall be submitted to the board.

*Use:*

The fees in subsection (b) shall be submitted to the board.

## **§ 5.12. Cross-references.**

---

(a) *Pennsylvania Consolidated Statutes, Pennsylvania Code, United States Code, Code of*

*Federal Regulations.*

(1) A “relating to” clause is used when citing the *Pennsylvania Code*, the *Pennsylvania Consolidated Statutes*, the *United States Code* and the *Code of Federal Regulations*.

(2) A “relating to” clause is only used for the major divisions of regulations. See § section 2.1 (relating to arrangement of *Code*).

(i) The heading for the division of the regulation (for example, the chapter or section heading) is used in the “relating to” clause.

(ii) A subsection or paragraph heading is not used in the “relating to” clause.

(3) Do not use a “relating to” clause when more than three chapters or sections are referenced.

(4) Do not use a “relating to” clause more than once for each reference to the same regulation within a section, preamble or notice.

*Examples:*

*Code cross-reference within the same title*—The package must contain a label with the information required under § 39.4 (relating to contents of labels) — not 7 Pa. Code § 39.4 (relating to contents of labels)

*“Relating to” clause for two sections*—...as stated under § 21.12 or § 21.13 (relating to mooring and launching; and motorized boats)

*“Relating to” clause for four sections*—...as stated under §§ 21.2, 21.3, 21.4 or 21.5—omit the “relating to” clauses

*Code cross-reference to another title*—Evidence of self-insurance under 31 Pa. Code Chapter 243 (relating to medical malpractice and health-related self-insurance plans) —not Chapter 243 (relating to medical malpractice and health-related self-insurance plans)

*Cite to the section heading not subsection heading.* ...the Bureau will adhere to 49 Pa. Code § 40.202(c)(2) (relating to suspected child abuse and mandated reporting requirements)—not § 40.202(c)(2) (relating to reporting procedure)

(b) *Unconsolidated Statutes.* A “relating to” clause is not included for unconsolidated Pennsylvania statutes. If it is necessary to provide further information or clarification, “regarding” should be used as follows:

*Do not use:*

Under section 401 of the Milk Marketing Law (relating to milk dealers or handlers required to be licensed) – this is the section heading for section 401

*Use:*

Under section 401 of the Milk Marketing Law (31 P.S. § 700j-401), regarding milk dealers or handlers required to be licensed, a broker shall...

### **§ 5.13. Series of sections.**

---

To refer to a series of consecutive sections, join the first and last sections in the series with an em dash. Do not use “et seq.”

*Example:*

§§ 3.1—3.9

To cite to an entire subdivision (e.g., an entire part, subpart, chapter, subchapter, etc.), cite to the subdivision rather than the sections.

*Example:*

49 Pa. Code Chapter 436, Subchapter E (relating to consideration of criminal convictions)

### **§ 5.14. Quotations.**

---

Sentences or paragraphs that are stated verbatim from regulations, statutes and other sources must be formatted as follows:

- (1) Clearly cite the source material.
- (2) Text quoted within a quotation is indicated by single marks.
- (3) A lowercase letter may be substituted for an uppercase letter. The substituted letter is shown in brackets.
- (4) Substituted words and clarifying text are designated by brackets.
- (5) An error in quoted text is acknowledged by noting “[sic]” directly following the incorrect language.
- (6) Words that are omitted from the original text are indicated by ellipses, that is, three periods. Do not use ellipses at the beginning of a quotation. Omitted words at the end of the sentence are shown with ellipses and a period.
- (7) Quotations of 49 words or less are indicated by quotation marks within a paragraph.

*Examples:*

Section 322(c)(8) of the code (relating to powers and duties of commission) specifically empowers the Commission to “[a]dd to or change the classification of any wild bird or wild animal.”

Under section 306 of the act (40 P.S. § 1303.306), “recommendations made to medical facilities pursuant to subsection (a)(4) may be considered by the department for licensure purposes under the act of July 19, 1979 (P.L. 130, No. 48) ... [and] shall not be considered mandatory” unless a facility...

(8) When 50 words or more are quoted, the text is shown as a separate paragraph that is indented on the left and right. Quotation marks are not used. Clearly indicate the source material before or after the block text.

## CHAPTER 6. PUNCTUATION, GRAMMAR AND USAGE

---

Sec.

- 6.1. Commas.
- 6.2. Abbreviations.
- 6.3. Acronyms.
- 6.4. Active voice.
- 6.5. Verb tense.
- 6.6. Commonwealth government or territory.
- 6.7. Use of “shall,” “will,” “must” and “may.”
- 6.8. Use of “do not.”
- 6.9. Gender.
- 6.10. Persons with disabilities.
- 6.11. Mood.
- 6.12. Conditional clauses.
- 6.13. Number and subject.
- 6.14. Infinitives.
- 6.15. Words and phrases.
- 6.16. Words and phrases to avoid.

### § 6.1. Commas.

---

(a) *General rule.* In a series, the comma joining the last two items is omitted. In some instances, it may be necessary to include a comma in a series.

*Examples:*

The basket shall contain apples, oranges and pears.

A permit shall be mailed, emailed or faxed.

Participants in this organization include regulatory agencies, consumer groups, food service and retail store trade associations, and retail food facility operators.

(b) *Use.* Use commas instead of parentheses when possible.

(c) *Addresses.* Use commas in an address between the street, city and state. Do not include a comma between the state and zip code.

### § 6.2. Abbreviations.

---

(a) *General rule.* Avoid using abbreviations unless absolutely necessary. An abbreviation must be written out the first time it is used followed by the abbreviation in parenthesis.

(b) *Units of measurement.* Generally, units of measurement should be written in full rather than abbreviated. The use of an abbreviation in a table is acceptable to save space.

(c) *Widely used abbreviations.* Abbreviations that are widely used are acceptable.



### § 6.3. Acronyms.

---

(a) *Preambles and notices.*

(1) An acronym used in a preamble or notice is stated in full when it is first used followed by the acronym in parentheses. Subsequent references shall be to the acronym.

*Example:*

This final-form rulemaking will be implemented, in part, through the National Pollutant Discharge Elimination System (NPDES) permitting program. The NPDES permitting program has been...

(2) An acronym that is only used one time must be stated in full. An acronym will not be stated, even in cases when the acronym is commonly used.

(b) *Regulations.*

(1) An acronym that is used throughout a chapter or subchapter should be included in the definition section. See section 2.12 (relating to definitions).

(2) An acronym that is used only in one section must be stated in full when initially used followed by the acronym in parentheses. Subsequent references shall be to the acronym.

(c) *Generally.*

(1) An acronym in parentheses is singular.

(2) An apostrophe is not needed for plural acronyms.

*Do not use:*

VOC's (volatile organic compounds)

*Use:*

VOCs

(3) For clarity, headings may state a term in full, rather than use the acronym.

(d) *Use of articles.*

(1) Acronyms that are pronounced letter by letter require generally an article (most commonly "the").

*Example:*

"the FBI," "the NAACP"

(2) Acronyms that are pronounced as a word generally do not use an article (for example, "NATO," not "the N-A-T-O").

(3) If the acronym is used as a unit modifier, an article may not be necessary. For example, “FBI-approved training”

#### **§ 6.4. Active voice.**

---

(a) *General rule.* Regulations should be written in active voice. This helps readers know who is responsible for doing something under the regulation. In the active voice, the subject is doing the action. Use the active voice because sentences with passive verbs are often awkward.

*Examples:*

*Active voice*—The Department will review the permit.

*Passive voice*—The permit is reviewed by the Department.

(b) *Use.* The use of the active voice is especially effective when the writer confers a power or privilege or imposes a duty because the active voice makes clear to the reader who is to perform the duty or who is vested with the power or privilege. Arrange the sentence to name the actor first and then the recipient.

#### **§ 6.5. Verb tense.**

---

The present tense addresses the condition at both the time a regulation was promulgated, the current time and a future time.

#### **§ 6.6. Commonwealth government or territory.**

---

(a) *Government.* The government of the Commonwealth of Pennsylvania at the Statewide level is referred to as “the Commonwealth.”

*Examples:*

Permits are issued by the Commonwealth.

The Commonwealth maintains 1,200 vehicles.

(b) *Territory.* The territory under the jurisdiction of the Commonwealth of Pennsylvania is referred to as “this Commonwealth.”

*Examples:*

There are 67 counties in this Commonwealth.

The regulations will protect the health and safety of the citizens of this Commonwealth.

(c) *Pennsylvania.* The use of “Pennsylvania” should be avoided.

#### **§ 6.7. Use of “shall,” “will,” “must” and “may.”**

---

(a) *“Shall.”* The term “shall” expresses a duty or obligation. The subject of the sentence

must be a person, committee or other nongovernmental entity that is required to or has the power to make a decision or take an action.

*Examples:*

The applicant shall mail the application to the Department.

The municipal authority shall comply with § 21.2 (relating to procedures).

The permit shall be filed before January 1, 2026.—*A person acts on behalf of the object. The object cannot act on its own.*

(b) *“Shall not.”* The term “shall not” negates the obligation but not the permission to act. Therefore, this term is not used. “May not” is the stronger prohibition and used in regulations.

(c) *“Will.”* The term “will” indicates that the Commonwealth pledges to act.

*Examples:*

The Department will review the application within 1 month.

The Board will conduct the hearing.

(d) *“Will not.”* The term “will not” indicates that the Commonwealth does not act.

*Examples:*

The Department will not renew a lapsed application.

The Board will not review a faulty document.

(e) *“Must.”* The term “must” is used when referring to conditions.

*Examples:*

The well must be 100 feet deep.

An applicant must be at least 20 years of age.

(f) *“May.”* The term “may” is used in the permissive sense to express a right, power or privilege. This is a discretionary action.

*Examples:*

The applicant may call the Department.

A red pen may be used.

(g) *“May not.”* The term “may not” denotes the curtailment of a right, power or privilege.

*Examples:*

The applicant may not email the permit application.

A well may not be less than 200 feet deep.

### **§ 6.8. Use of “do not.”**

---

Use “do not” or “does not” when the prohibition applies directly to the regulations.

*Example:*

This term does not include...

### **§ 6.9. Gender.**

---

(a) *General rule.* Avoid the use of gender-based descriptions and masculine pronouns.

*Do Not Use:*

His name...

If he is...

*Use:*

The applicant's name...

If the individual is...

(b) *Usage.* Words used in the masculine gender include the feminine under 1 Pa.C.S. § 1902 (relating to number; gender; tense).

(c) *Gender distinctions.* Words that show gender distinctions may be used in a regulation that specifically applies to only one sex.

### **§ 6.10. Persons with disabilities.**

---

Avoid personifying disabilities or using physical conditions as adjectives.

*Use:*

a person with an intellectual disability

a person with disabilities

### **§ 6.11. Mood.**

---

Use the indicative mood. The indicative mood expresses fact.

*Do not use:*

If it *be* determined... (subjunctive)

*Use:*

If it *is* determined... (indicative)

## **§ 6.12. Conditional clauses.**

---

(a) *General rule.* Use “if” or “when” to introduce a condition in a sentence.

(1) Use “if” to introduce a condition that may or may not occur.

*Example:*

If an applicant fails the examination, the applicant shall wait 30 days before reapplying.

(2) Use “when” to introduce a condition that is considered inevitable or when a time element is involved.

*Example:*

When the Board of Commissioners meets, it will hear the appeal.

(b) *Use of “where” or “should.”* Do not use “where” or “should” for conditions.

## **§ 6.13. Number and subject.**

---

(a) *Agreement.* A verb must agree (plural or singular) with its subject.

(b) *Compound subjects.*

(1) A compound subject joined by the conjunction “and” is plural and requires a plural verb.

*Example:*

An application and a copy are required...

(2) A compound subject joined with “or” or “nor” requires a singular verb if both parts are singular.

*Example:*

When a permittee or licensee purchases an application...

(3) A compound subject joined with “or” or “nor” requires a plural verb if both parts are plural.

*Example:*

Licensed practical nurses or registered nurses are not subject to this section.

(4) When one subject is singular and one is plural, the verb agrees with the subject nearest to it.

*Example:*

Neither the licensor nor the licensees are subject to the tax.

(c) *Collective nouns.* Singular verbs and singular pronouns are used with collective nouns that refer to the group as a whole. When a collective noun refers to the members of a group, a plural verb is used.

#### § 6.14. Infinitives.

---

Avoid splitting verbs and infinitives.

*Do Not Use:*

A corporation shall, if it earns more than \$600 a year, file a tax return.

*Use:*

A corporation shall file a tax return if it earns more than \$600 a year.

#### § 6.15. Words and phrases.

---

(a) *General.*

- (1) Use short, familiar words and phrases that best express the intended meaning.
- (2) Avoid long words, especially when a short word conveys the same message.
- (3) If it is possible to omit a word and preserve the meaning of the sentence, omit the word.
- (4) Be consistent.

(i) Use the same word in regulations when the same meaning is intended.

*Do Not Use:*

A *motor vehicle* owner shall register the owner's *car* with the police department.

*Use:*

An *automobile* owner shall register the owner's *automobile* with the police department.

(ii) Do not use the same word to convey more than one meaning.

*Do Not Use:*

(a) The manufacturer shall equip each *tank* with the following:

- (1) A neon search light.
- (2) A 50-caliber machine gun.
- (3) A 200-gallon *tank* for fuel.

*Use:*

(a) The manufacturer shall equip each *tank* with the following:

- (1) A neon search light.
- (2) A 50-caliber machine gun.
- (3) A 200-gallon *fuel container*.

(b) The manufacturer shall galvanize

the *tank* to prevent corrosion.

the *tank* to prevent corrosion.

or

(b) The manufacturer shall galvanize the *fuel container of the tank* to prevent corrosion.

(5) Avoid making a verb phrase when a simple verb will do. Draft sentences to use action verbs instead of participles, infinitives, gerunds and other noun or adjective verb forms. Action verbs are shorter and more direct.

*Do not use:*

is entitled to

*Use:*

may

(b) *Words or phrases to be avoided or eliminated.*

(1) Foreign phrases, scientific words and jargon. Substitute an everyday English equivalent if possible.

(2) Archaic language.

(3) Technical language. When technical language is needed, it should be defined in a definition section or first use in a regulation.

(4) Provisos. The proviso is archaic and legalistic; it usually results in a long and unintelligible sentence. Use the following drafting conventions to avoid expressions such as “provided,” “provided however” and “provided that.”

(i) To introduce a qualification or limitation to the rule, use “but.”

(ii) To introduce an exception or limitation to the rule, use “except that.”

(iii) To introduce a condition to the rule, use “if.”

(iv) If the clause is a separate complete thought, use a new sentence or subsection.

*Do Not Use:*

A reasonable and lawful use is permitted, provided that the surface water quality is not adversely affected.

*Use:*

A reasonable and lawful use is permitted if the surface water quality is not adversely affected.

(5) Contractions.

(6) Indefinite terms. For example, “acceptable” and “reasonable.”

(7) Meaningless words and phrases. For example, “all,” “any,” “every,” “duly,” “set forth

in” and “in order.” See section 9.2 (relating to use of “any” and “all”)

(8) And/or. Use “\_\_\_\_\_ or \_\_\_\_\_, or both,” instead.

(9) Redundancies.

(i) Pairs of words having the same effect, such as “above and beyond,” “null and void” and “sole and exclusive.”

(ii) Pairs of words, one of which includes the other, such as “authorize and direct,” “means and includes” and “necessary or desirable.”

(iii) “The provisions of” is usually redundant.

*Do not use:*

The provisions of the agreement must provide...

*Use:*

The agreement must provide...

(10) Legal jargon.

(11) “Such” or “said” when used as demonstrative adjectives because these terms are:

(i) Incorrect under accepted writing standards.

(ii) Stilted ways of saying something generally better expressed by “that,” “the,” “those,” “it,” “them,” and the like.

(iii) Easily confused with the more appropriate uses of “such.”

## **§ 6.16. Words and phrases to avoid.**

---

This section contains words to be avoided accompanied by preferred substitutions.

<i>Avoid</i>	<i>Use</i>
above and beyond .....	beyond
absolutely null and void and of no effect .....	void
accorded .....	given
adequate number of .....	enough
afforded .....	given
all of the ___/all the _____ .....	the ___
are presently in progress .....	are in progress
at such time as .....	when
at that point in time .....	then
at the time of .....	when
at this point in time .....	now
<i>Avoid</i>	<i>Use</i>



attains the age ____	becomes ____ years of age
authorize and direct	authorize
be and the same hereby is	is
by reason of	because of
cause it to be done	have it done
cease	stop
close proximity	close
commence	begin, start
contiguous to	next to
deem	consider
delete a regulation	rescind a regulation
does not operate to	does not
due to the fact that	because
duly referenced	referenced
during such time as	during, while, when
during the course of	during
each and all	each
each and every	each
each such	each
effectuate	carry out
e.g.	for example, such as
et al.	and others
enter into a contract with	contract with
etc.	, and the like
evinced	show
expeditiously as possible	as soon as possible
feasible	possible
finalize	complete
for the duration of	during
for the period of	for
for the purpose of ____ ing	to ____
for the reason that	because
formulate	make
forthwith	immediately
from and after	from
from July 1, 2025	after June 30, 2025
full force and effect	effect
give consideration to	consider
give recognition to	recognize
grandparenting	grandfathering
has the duty to	shall
have in ____ possession	have, possess
<i>Avoid</i>	<i>Use</i>

have knowledge of.....	know
have need of .....	need
hereafter .....	after this ___ takes effect
herein, hereunder.....	in this section
hereinafter .....	after this
heretofore.....	before this ... takes effect
i.e.....	that is,
in case, in the event of.....	if
in cases which, in the case of.....	when, where
in close proximity to .....	close to, near
in its discretion.....	may
in lieu of .....	instead of
in order to .....	to
in the event that .....	if
in the interest of .....	for
inasmuch as .....	since
includes, but is not limited to, .....	includes
institute.....	begin, start
interrogate .....	question
irregardless .....	regardless
is able to .....	can
is applicable .....	applies
is authorized and directed to .....	shall
is authorized to .....	may
is defined to mean .....	means
is dependent on .....	depends on
is directed to .....	shall
is empowered to.....	may
is entitled .....	may
is in attendance at .....	attends
is not precluded from .....	may
is required to.....	shall
is unable to.....	cannot
it is the duty to.....	shall
make application.....	apply
make payment .....	pay
make provision.....	provide
may, at his discretion,.....	may
necessitate .....	require
no later than June 30, 2026.....	before July 1, 2026
not precluded from.....	may
nothing in this section may be construed .....	this section does not
<i>Avoid</i>	<i>Use</i>

null and void .....	void
of a technical nature .....	technical
occasion (as a verb).....	cause
on the part of .....	by
or, in the alternative .....	or
per annum.....	annually, yearly
per centum.....	percent, ____ %
period of time .....	period, time
portion .....	part
prescribe .....	require
present incumbent .....	incumbent
prior .....	before
proscribe .....	prohibit
provided however.....	if
provision of law.....	law
pursuant to .....	under
render (in the sense of “give”) .....	give
render (meaning “cause to be”) .....	make
repeal a regulation.....	rescind a regulation
required by.....	required under
said .....	that, these, the, them, this, it
separate and apart.....	apart
shall be .....	is
shall be construed to mean .....	means
shall have the power to .....	may
shall mean .....	means
shall not.....	may not or will not (see section 6.7(b))
so as to .....	to
sole and exclusive .....	sole specified (meaning “mentioned” or “listed”)
subsequent to .....	after
such .....	that, these, the, them, this, it
suffer (meaning “permit”) .....	permit
sufficient number of .....	enough
terminate .....	end
the manner in which .....	how
thereof .....	of it, of them (or delete entirely)
to the effect that.....	that
(is) unable to .....	cannot
under the provisions of.....	under
unless and until .....	unless
<i>Avoid</i>	<i>Use</i>

until such time as .....until  
utilize, employ (meaning "use") .....use  
vendee .....buyer  
via .....by means of, through, by  
where (meaning "if") .....if  
whereby .....by which  
whereupon.....on which  
whether or not.....whether  
with reference to .....about  
with the object of \_\_\_ ing.....to \_\_\_

## CHAPTER 7. ENUMERATIONS

---

Sec.

7.1. General.

7.2. Form, style and punctuation.

### § 7.1. General.

---

Enumeration is used to list a series of items or concepts, each of which relates to common introductory language. Enumeration may enhance clarity and prevent ambiguity. This structure avoids the confusion that comes from lumping a large mass of conditions together before a standard.

### § 7.2. Form, style and punctuation.

---

(a) *Form.* When a subsection contains a list or a series, the text should be subdivided into paragraphs that are structured similarly and flow logically from the introductory language. It is critical to indicate if the items are mandatory or optional and if one, some or all of the items are mandatory.

*Examples:*

#### **§ 41.22. Motor carrier passenger transportation services by municipal corporations or State instrumentalities.**

As a general rule, a passenger transportation service is not subject to Commission jurisdiction when provided by *any of the following*:

- (1) State instrumentalities.
- (2) Municipal authorities.

#### **§ 101.142. Additional staff application materials.**

A professional staff member *shall submit all of the following* to the Department with the administrative and instructional staff application:

- (1) A statement certifying that the applicant...
- (2) A list of names, addresses and telephone numbers of three persons...

(b) *Parallel structure.* The enumerations must have parallel structure.

*Examples:*

#### **§ 22.804. Application for license.**

The Board may issue a license to practice as a counselor to an applicant who meets all of the following requirements:

- (1) Submits an application to the Board by February 20, 2026.

(2) Demonstrates that the applicant is at least 21 years of age and of good moral character.

(3) Demonstrates that the applicant has received a master's degree or higher.

**§ 3.12. Inoculations.**

A veterinarian shall inoculate an animal against infection if the animal is all of the following:

(1) Seven months of age or older.

(2) Owned by a resident of this Commonwealth.

(3) Free from infection by all of the following:

(i) Tapeworms.

(ii) Roundworms.

(iii) Hookworms.

(iv) Heartworms.

(c) *Style and punctuation.* The style and punctuation of enumerations must conform to the following:

(1) The items in the enumeration belong to the same class, that is, the enumeration has a common theme or thread.

(2) Each item in the enumeration must be responsive, in form and in substance, to the material immediately preceding the colon.

(3) Unless it is a “pure” list, each item in the list must express a complete thought when combined with the language that introduces the enumeration.

*Do Not Use:*

An application is exempt if the person meets all of the following conditions:

(1) Signs the application under oath.

(2) Pays the required fee.

(3) Anything else the Secretary reasonably requires.

*Use:*

An application is exempt if the person meets all of the following conditions:

(1) Signs the application under oath.

(2) Pays the required fee.

(3) Does anything else the Secretary reasonably requires.

(4) If the tabulated material takes the form of a sentence in which the enumeration is an integral part, each item must begin with a capital letter and end with a period.

(5) If the tabulated material takes the form of a simple list following a sentence that is otherwise complete, each item must begin with a capital letter and end with a period.

(6) Do not include “and” or “or” at the end of the penultimate item.

(7) Semicolons are not used in series or lists.

(8) Each item in the enumeration must include a subdivision notation. Do not continue or “float” a sentence or paragraph at the end of an enumeration.

*Do Not Use:*

Warranties are implied that the improvement is all of the following:

- (1) Free from faulty materials.
- (2) Constructed according to sound engineering standards.
- (3) Constructed in a workmanlike manner.
- (4) Fit for habitation.

This applies at the time of delivery of the deed to a completed improvement.

*Use:*

Warranties are implied that, at the time of delivery of the deed to a completed improvement, the improvement is all of the following:

- (1) Free from faulty materials.
- (2) Constructed according to sound engineering standards.
- (3) Constructed in a workmanlike manner.
- (4) Fit for habitation.

(9) Insert one space after enumerator and before first word.

(d) *Subdivision units.* Subdivision units (for example, (1), (i), (A)) that were previously deleted may not be reused. See § 2.4 (relating to deletion and addition of subdivisions).

## CHAPTER 8. DIRECTNESS

---

Sec.

8.1. Positive ideas.

8.2. Use of exceptions.

### § 8.1. Positive ideas.

---

A provision that may be accurately expressed either positively or negatively should be expressed positively.

*Do Not Use:*

The director may not appoint  
Persons other than those qualified by  
the Department of Personnel for the  
assistant's position.

*Use:*

The director will appoint  
a person qualified by the  
Department of Personnel  
for the assistant's position.

### § 8.2. Use of exceptions.

---

If possible, state a requirement directly rather than by use of exceptions.

*Do Not Use:*

Persons except those 18 years  
of age or older shall...

*Use:*

An individual under 18 years of age shall...



## CHAPTER 9. THIRD-PERSON

---

Sec.

9.1. Use.

9.2. Use of “any” and “all.”

9.3. Use of “a,” “an,” “the,” “each” and “every.”

### § 9.1. Use.

---

A sentence that imposes an obligation on an entity to act or not to act, or that gives permission to an entity to act or not to act, should be stated in the third-person singular.

*Do Not Use:*

Persons applying for a permit...

*Use:*

A person applying for a permit...

### § 9.2. Use of “any” and “all.”

---

A singular subject in a sentence is preferable. There is not a need to state “any person.” “A person” is sufficient as it is as inclusive as “any person.” See section 6.15(b)(7) (relating to words and phrases).

*Do Not Use:*

All persons conducting business shall...

All businesses shall reply by...

Any nursing home requesting...

*Use:*

A person conducting business shall...

A business shall reply by...

A nursing home requesting...

### § 9.3. Use of “a,” “an,” “the,” “each” and “every.”

---

(a) *Articles.* Use the articles “a,” “an” and “the” instead of “all,” “any,” “each” and “every.”

*Do Not Use:*

Any person who violates this section shall...

*Use:*

A person who violates this section shall...

(b) *“Each.”* Use “each” when referring to separate members of a group rather than the group as a whole.

*Do Not Use:*

A member of the Board shall take the oath...

*Use:*

Each member of the Board shall take the oath...

(c) *General reference* Use “a” or “an” before a word intended as a *general* reference.

*Do Not Use:*

The notice shall be sent...

*Use:*

A notice shall be sent...

(d) *Specific reference*. Use “the” before a word intended as a *specific* reference.

*Do Not Use:*

A licensee shall file...

*Use:*

The licensee shall file...

## CHAPTER 10. AMBIGUITY

---

Sec.

10.1. General.

10.2. Word order.

10.3. Word meaning.

### § 10.1. General.

---

A sentence that a reader may interpret two or more ways is ambiguous. Ambiguity has two common sources—word order and word meaning.

### § 10.2. Word order.

---

The position of words in a sentence is the principal means of showing the relationship. The following conventions address the most common word order problems.

(1) Place the subject and verb of a sentence as close together as reasonably possible.

*Do Not Use:*

The Secretary, with the approval  
of the Governor, will...

*Use:*

With the approval of the  
Governor, the Secretary will...

(2) The careless placement of a modifier may result in the same sentence having several meanings.

*Do Not Use:*

John saw Jane driving down the street.

*Use:*

While driving down the street,  
John saw Jane.

*or*

John saw Jane, who was driving  
down the street.

(3) If a pronoun could refer to more than one person or object in a sentence, repeat the term referring to the individual or object. Pronoun usage is discouraged.

*Do Not Use:*

There is a fly in your salad. Do you want  
to eat it?

*Use:*

There is a fly in your salad. Do you  
want to eat your salad?

(4) A common example of a problem with word order occurs when two or more prepositional phrases are grouped together in a sentence.

*Do Not Use:*

*Use:*

Each subscriber to a newspaper in Philadelphia...

Each newspaper subscriber in Philadelphia...

*or*

Each subscriber to a newspaper published in Philadelphia...

(5) Do not place a modifier so that it is unclear whether it modifies a single item in a series or each item in the series.

*Do Not Use:*

A gasoline-powered automobile, truck or van

A child or relative who resides in this Commonwealth...

*Use:*

A truck, van or gasoline-powered automobile, ...

A relative who resides in this Commonwealth or a child...

(6) Place adverbs such as “only” as close as possible to the word being modified. Placement usually occurs before the word being modified.

### **§ 10.3. Word meaning.**

---

(a) *General rule.* Word meaning problems occur when one word or phrase is open to several interpretations.

(b) *Use.* Use the singular noun rather than the plural noun. This will avoid the problem of whether the rule applies separately to each member of a class or jointly to the class as a whole.

*Do Not Use:*

The guard shall issue security badges to the technicians who work in Building D and Building E.

*Use:*

The guard shall issue a security badge to each technician who works in Building D and each technician who works in Building E.

*or*

The guard shall issue a security badge to each technician who works in both Building D and Building E.

(c) *Expression of time.* Draft an expression of time as accurately as possible. Avoid the use of time relational words, such as “now,” “presently” and “currently.”

Do Not Use:

The administrator is entitled to a salary equal to that of a teacher, as now prescribed by law.

Use:

The administrator is entitled to a salary of \$50,000.

*or*

The administrator is entitled to a salary equal to that of a teacher, as that amount is established by law.

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