# State Register Information

**Submitting State Register Copies to OAH.** The State Register publishes primarily electronic editions and prints only a very small number of paper copies. Limited numbers of paper copies are available after publication. To get a paper copy of your notice to submit to OAH, print a copy from the State Register website [Minnesota State Register (https://mn.gov/admin/bookstore/register.jsp)](https://mn.gov/admin/bookstore/register.jsp)

**[Revised in 2020] Editor’s Note: In Fiscal Year 2021, the State Register will continue billing agencies for rule related publications.**

**State Register publication deadlines.** **[Revised in 2019]** The State Register publishes on Mondays (Tuesdays when Monday is a holiday). A “4-week Deadline Schedule” is printed in each State Register magazine on its inside cover page, and a State Register publication schedule is attached to this info sheet. For more detailed information, refer to “The Minnesota State Register Guidelines and Procedures” handout, available from the State Register Editor, Sean Plemmons, (651) 201-3204.

- The following due dates are sometimes moved up one day if the 4th of July, Thanksgiving, Christmas, or New Year’s holidays occur between the due date and the publication date. Check the attached publication schedule.

- Requests for Comments, as well as short proposed rules and notices of adoption (10 or fewer pages)have a one-week deadline and are due by 12:00 noon on the Tuesday before publication.

- Proposed rules and notices of adoption that are long (are more than 10 pages) or complex (include complex tables or graphics) are due by 12:00 noon on the Thursday, 11 calendar days (or 7 working days) before publication.

**To publish in the State Register:**

1. **[Revised in 2020]** Prepare your text. The Request for Comments or Notice of Intent to Adopt must be submitted electronically in Microsoft Word format (NO PDFs to the State Register), attached to an email to**sean.plemmons@state.mn.us** **.** You no longer need to submit a paper copy of these documents. The State Register does have formatting standards for you to follow—see “State Register Formatting” later in this information sheet. On the electronic version for the State Register notice, instead of blank lines for the signature and date, indicate who signed the document and when. For example: signed by Commissioner Chris Jones on September 20, 2018. Note: For all rules, whether proposed, adopted, exempt, expedited, or emergency, you need to submit only your State Register Printing Order form and the Revisor’s ID Number (either **RD**#### for Proposed Rules or **SR**#### for Notice of Adoption. The State Register does not accept numbers that begin with “**AR**”.). However, even thoughthe State Register will obtain the rules electronically from the Revisor’s office, having a copy of the rules for reference is useful. So please send one to the State Register, too.

2. Complete the State Register Printing Order Form. (A sample of a blank State Register Printing Order Form is at the end of this information sheet.)

- Check the box “Request for Publication.”

- Fill in the “Desired Date(s) Of Publication.”

- You will want to get a copy of the publication for your records or you will need to print a copy from the State Register website.

**- If you want an “Affidavit of Publication,” note how many copies of the affidavit you will need. This is an extra charge on top of the submission cost.**

- Complete the “Title/Headline of Agency Submission.” Also, if your agency needs a cost estimate for internal approval, enter this amount in this box. See #3 below for how to estimate the cost.

- Check with your agency’s finance person as to which boxes need to be completed by you and then complete these boxes.

3. **[Revised in 2020] Estimate the Dollar Amount. The estimated rate for FY21 is $135 per State Register page.**

- For Requests for Comments, count the pages in your notice and submit that number.

- For Rules, count the pages in your notice and add the number of pages in your rules draft.

- You may also ask the editor for a more exact quote if you need to prepare a purchase order. Send in your notice and the editor will get back to you with an approximate price for your submission.

4. Have the form signed by your agency’s State Register Liaison Officer. If you don’t have a Liaison Officer, have your supervisor appoint you by sending the State Register Editor an email notifying him of the change or addition of a new liaison officer. Have your supervisor appoint a second liaison officer to cover your agency when you are sick, on vacation or some other kind of leave.

5. Give the form to your agency finance person, who will put in the sequence number and generate a printed purchase order from the State Wide Integrated Financial Tools (SWIFT) accounting system. (A sample of a SWIFT purchase order form is at the end of this info sheet.) There might be expedited procedures in your agency for submitting to the State Register before the purchase order approval. Keep a copy of the printing order form for your records.

6. **[Revised in 2020]** The Editor is Sean Plemmons, (651) 201-3204. Submit:

- An electronic copy of the document prepared by you (Request for Comments or Notice of Intent to Adopt), attached to an email to **sean.plemmons@state.mn.us**

- The Revisor’s ID Number document number (either RD#### for Proposed Rules or SR#### for Notice of Adoption), the State Register Printing Order Form, and the SWIFT purchase order. You can submit these three documents by scanning them and attaching them to an email**. An electronic signature will be accepted on the Printing Order Form if a scanner is not available.**

- Note that the State Register will request from the Revisor an electronic copy of the Proposed OR Adopted Rules.However, it is helpful to include a copy of your rules when available to estimate space needed in the State Register**.** You will have to supply any Notice that accompanies the Rules in electronic form.

**State Register Formatting**

The State Register has several rules of thumb for formatting documents. While your submission will not be rejected for failure to meet these rules, following them will make it easier on the State Register’s editor. These changes have already been made to the boilerplate language in the Rulemaking Manual forms for State Register publication. However, please try to follow these rules for any language that you add to those forms.

1. **[Revised in 2020]** Never use underlines to highlight words, phrases, clauses, or sentences. The State Register only uses underlines to indicate new rule language. Text will be emphasized by printing it in bold-faced type.

2. The following situations are the only ones in which the use of ALL CAPS is acceptable:

\* in the case of a direct quote from another source

\* in the title phrases

 - REQUEST FOR COMMENTS

 - NOTICE OF HEARING

 - DUAL NOTICE

 - NOTICE TO ADOPT RULES WITHOUT A PUBLIC HEARING

\* in the opening words of an entry:

 - NOTICE IS HEREBY GIVEN that the agency is proposing

\* in certain parts of Executive Orders, Commissioners’ Orders, and Revenue Notices:

 - WHEREAS

 - NOW THEREFORE

 - FINDINGS OF FACT

 - CONCLUSIONS OF LAW

 - ORDER

 - ORDER FOR HEARING

3. Indent for paragraphs.

4. Spell out and italicize:

\* Minnesota Rules

\* Minnesota Statutes

\* Public Law

\* State Register

\* Federal Register

\* Code of Federal Regulations

\* United States Code

\* Laws of 1997

\* The Revisor’s Manual

Do not italicize the section or part numbers that follow these titles. The following are examples of the appropriate way to use italics: *Minnesota Statutes*, section 16C.15; *Minnesota Rules*, part 1400.2300.

5. Document titles must appear with only the principal words capitalized and have no period or other punctuation at their end. Capitalize specific official titles and names: Department of Health, Governor Walz, Commissioner Jan K. Malcolm, the Minnesota Legislature, the 2012 Legislature, Attorney General Ellison, Minnesota House of Representatives, Judge Eric Lipman.

Use lower case for common words used to refer to proper bodies: the department, the board, the state, the commissioner, the governor, state government, the legislature, the attorney general.

6. Use caps and lower case for titles, with no caps for articles and prepositions, except for the following words: With; Without; Under; Unless; and If. Capitalize the first letter of all other words in the title of a notice.

7. Place in the upper, left-hand corner of the first page of the document your Agency and division names, and document title. If you don’t supply them, the State Register will, and you may not like what they choose.

Place the agency proper name flush left in 14-point type.

Skip a line and indent the agency division proper name and any units you wish to include.

A suitable short title which explains the nature and content of the document must appear two spaces below the division title.

Additional subtitles are sometimes necessary.

8. ALWAYS include a phone number, fax number, and/or email. If you don’t include at least one of these numbers, the State Register will supply them, and you might not like the ones they choose.

9. **[Revised in 2020] Please bold and italicize all email addresses and urls:** ***joe.rulewriter@agency.state.mn.us***; ***http://www.agency.state.mn.us/divison/rules/topic/publicinput.html****http://www.agency.state.mn.us/division/topic/publicinput.html*

10. The State Register uses the abbreviation for facsimile—fax: (651) 555-1212.

**Instructions for the *State Register* Printing Order Form**

The *State Register* printing order form is used to request publication in the *State Register*. To open the form, you will need to have the Adobe Acrobat Reader plug-in installed in your browser. Acrobat Reader may be downloaded for free of charge from the Adobe website. Visually-impaired users should download the Accessible Adobe Acrobat Reader.

Once open, you can fill it out online by clicking the interactive check boxes and by typing in the required information. Press the tab key to move from field to field. Hit the tab key to exit the last field you type in and print the form. Have your liaison officer sign and date the form before submitting it. You may want to save a copy of this PDF on your computer for future use. If needed, print out and fill out the form by hand. Then you can scan it and send via email.

**An important note about printing:** Please use the printer icon in Adobe Acrobat Reader to print your PDF. Using the File, Print option from your browser menu may result in a printing error.