

## VIRGINIA REGISTER OF REGULATIONS

# VIRGINIA REGISTER NEWS

NEWS YOU CAN USE

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### HOLIDAY PUBLICATION DEADLINES

Due to the holiday schedule in December, file your submissions for Virginia Register publication by **TUESDAY, December 16, 2008**, and **TUESDAY, December 30, 2008**.



### Regulatory Training Update

Thanks to all who attended the training sessions on October 23 and November 3. We had an overwhelming response to the sessions. What was originally planned to be one session turned into two with 31 people attending the first session and 36 attending the second session. The participants heard presentations on the regulatory process in Virginia and the Virginia Administrative Code and received training on Town Hall and RIS. Thank you especially for your questions during the sessions and comments on the evaluation forms. Your input provided valuable feedback for planning training sessions in the future. We will let you know as soon as the next session is scheduled.

### Why are we still filing print copies of regulations?

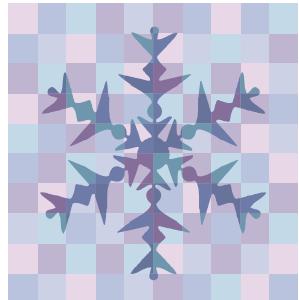
Although we are receiving regulation text, comment deadlines, transmittal sheets, effective dates, and agency contact information electronically in RIS, we are not yet receiving certain information required by the Administrative Process Act directly in RIS (e.g., summary, basis, purpose, statement of final agency action, etc.). The Department of Planning and Budget, Division of Legislative Automated Systems and our office are developing a way to collect and transmit this data seamlessly and hope to have something in place next year.

To print a double-spaced copy of regulations to submit to the Registrar:

- a. Log in to RIS. There is a dropdown menu option at Create Report to produce a double-spaced hard copy.
- b. At Create Report select Sections (Double spaced), then click on Create Report.
- c. Print the document as it appears on the screen. Page numbers will automatically print.
- d. If the action is a final or fast-track stage, make sure the certification statement at the end of the document is signed by the appropriate person (usually agency head, board chair, or regulatory coordinator).

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## Writing a regulation summary

The summary of a regulation serves as an important way for the public to quickly, clearly, and concisely understand the "meat" of a regulation.

- Begin the summary with some variation of "The proposed amendments" or "The regulatory action" immediately followed by an active verb, e.g., "The proposed amendments incorporate..." "The regulatory action updates..." Do not restate the regulation or the purpose and intent of the regulation.
- Briefly describe the key substantive provisions contained (i) in new regulations that are being promulgated or (ii) in amendments to existing regulations. Do not point out nonsubstantive changes.
- Do not state each provision if the summary includes some type of statement that alerts the reader to all substantive matters or substantive changes. For example, if a new regulation is being promulgated to establish the qualifications for licensure of a particular profession, a simple statement of this fact is sufficient without summarizing or stating the various classes of licenses, the specific qualification for each class, or the differences in qualification of each class.
- When writing a summary for a final regulation that was published as proposed, update the proposed summary AND add a paragraph at the end pointing out the key changes from the proposed.

### \*\*\*\*New New\*\*\*\*

Check out the new Virginia Register of Regulations website at <http://register.dls.virginia.gov>. Additions for agency regulatory coordinators include an updated style manual, RIS demos, and a frequently asked questions section.



## Hyphenation Tips

Detailed guidance on the proper use of hyphens can be found on page 43 (§ 3.39 ) of the Virginia Register Style Manual (<http://register.dls.virginia.gov/StyleManual.doc>).

Here are some general hyphenation "dos" and "don'ts":

- DO hyphenate an adjective and noun ending in "ed" (e.g., coarse-grained wood).
- DO hyphenate two nouns that serve as an adjective (e.g., 24-hour day).
- Do NOT add a hyphen after an adverb ending in "ly" (e.g., officially designated; highly developed).
- Do NOT hyphenate titles such as "commander in chief," "director general," "editor in chief," or "secretary general." DO use the hyphen in titles like "secretary-treasurer" or "law-enforcement officer."
- Do NOT use a hyphen after prefixes forming closed compounds (e.g., coauthor, multijurisdictional, nonnegotiable, semisolid, prerelease, midterm).
- DO hyphenate words with prefixes self and well (e.g., self-motivated; well-intentioned).
- When the compound adjective contains an open compound noun, DO use the hyphen after the second word (e.g., public health-related fields).
- Do NOT use hyphens in multiword nouns serving as adjectives if the meaning is clear without them (e.g., "sales tax bill," "foreign aid plan").
- In a series of hyphenated phrases, use the complete phrase in each instance (e.g., Do NOT use: fixed- or rotary-wing aircraft - DO use: fixed-wing or rotary-wing aircraft).