

Formatting Checklist for Federal Register Documents

Based on: FR Document Drafting Handbook: <http://www.archives.gov/federal-register/write/handbook/ddh.pdf> and
GPO Style Manual: <http://www.gpoaccess.gov/stylemanual/browse.html>

- Page Numbering
 - Number pages
- Margins
 - 1.5” on left
 - 1” on top, bottom, and right
- Indentation
 - Indent the first word of each paragraph to 1”
- SUMMARY section
 - Do not use citations
 - Be brief (3-4 sentences only)
 - State main purpose of the notice
- DATES section
 - Include only dates (no addresses or other information)
- ADDRESSES section
 - Include only physical and email addresses with contact name
- FOR FURTHER INFORMATION CONTACT section
 - Include a contact person’s name, phone number, and email address if possible
- Citation format
 - 25 U.S.C. 471 (periods, no section symbol)
 - 25 CFR 83.11 (no periods, no section symbol)
 - 25 CFR part 83 (use when referring to all sections in part 83, “part” is not capitalized)
 - Use section symbol only in regulatory text (not in preamble)
- Capitalization
 - The following are always lowercase, unless they begin a sentence:
 - appendix
 - federally
 - part
 - section
 - The following are always uppercase:
 - Indian
 - Federal (except federally, or when used to refer to something other than U.S.)
 - Federal Government
 - U.S. Government
 - State (when referring to one or more U.S. States)
 - Tribe
 - Tribal
- Punctuation
 - Comma after year in complete dates (e.g., The May 1, 2001, document states...)
 - Comma after the name of a State when used in the middle of a sentence. (The meeting will be held in Anchorage, Alaska, on May 31, 2019.)