*Style Rules (Page References to Legislative Drafting Manual, Self-Numbered)*

* How to write SECTION ‘tops’ (P. 30 & Appendix C) and see tables below.
* Ordering sections, subsections, paragraphs, clauses, subclauses. -- (a), (1), (i), (A) (P. 13)
* Almost everything is in lower case (P. 23)
* No Oxford comma (P. 25)
* Don’t use parenthesis (P. 25)
* Plain language (e.g. use before, not prior) (P. 14)
* Do not use "any," "each," "every," "all," or “some” if "a," "an" or "the" can be used with the same result (P. 15)
* per cent, not percent and not % (P. 25)
* Write out all numbers as numerals (P. 22)
* Gender neutral drafting (P. 22)

*Ordering Terminology (P. 13)*

|  |  |
| --- | --- |
| Subsection | (a), (b) … |
| Paragraphs | (1), (2) … |
| Clauses | (i), (ii)… |
| Subclauses | (A), (B) … |

*Basic Rules for SECTION “Tops”*

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| --- | --- | --- | --- | --- |
| **Change** | **Example** | **Notes** | **Session Law Eg** | **Manual Cite** |
| Insert Chapter | The General Laws are hereby amended by inserting after chapter \_ the following chapter:- | Don’t add or replace a chapter. Don’t reference Official Edition. | St. 2020, c. 253, § 30. | App. C, Items # 1, 3, 4. |
| Repeal Chapter | Chapter \_ of the General Laws is hereby repealed. | Don’t reference Official Edition. | None found. | App. C. , Item # 2. |
| Add Section | Chapter \_ of the General Laws is hereby amended by adding the following section:- | Use if adding a section at end of chapter. Don’t reference Official Edition. | St. 2022, c. 140, § 3. | App. C., Item # 6. |
| Insert Section | Chapter \_ of the General Laws is hereby amended by inserting after section \_ the following section:- | Use if inserting a section between existing sections in Chapter.  Don’t reference Official Edition. | St. 2020, c. 253, § 23. | App. C. , Item # 5. |
| Replace Section | Chapter \_ of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by striking out section \_ and inserting in place thereof the following section:- | Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. | St. 2020, c. 253, § 4. | App. C, Item # 4 |
| Add subsection | Section \_ of chapter \_ of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by adding the following subsection:- | Use if adding a subsection at the end of a section.  Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. | St. 2020, c. 253, § 83 | None. |
| Insert subsection | Section \_ of chapter \_ of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by inserting after subsection \_ the following subsection:- | Use if inserting a subsection between existing subsections in a section. Note that this will usually need to be a subsection with fraction, such as subsection (a ½).  Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. | St. 2022, c. 177, § 48 | None. |
| Replace subsection | Section \_ of chapter \_ of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by striking out subsection \_ and inserting in place thereof the following subsection:- | Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. | St. 2022, c. 177, § 48 | App. C, Item # 28. |
| Add paragraph | Section \_ of chapter \_ of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by adding the following paragraph:- | Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. | St. 2022, c. 177, § 17 | App. C, Item # 9. |
| Delete paragraph | Section \_ of chapter \_ of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by striking out the \_th paragraph. | Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. | None found. | App. C., Item # 10. |
| Insert paragraph | Section \_ of chapter \_, as appearing in the 2020 Official Edition, is hereby amended by inserting after the **[first, second etc.]** paragraph the following paragraph:- | Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. | St. 2022, c. 177, § 43A. | App. C., Item # 11. |
| Replace paragraph in section **without** subsections. | Section \_ of chapter \_ of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by striking out the **[first, second etc.]** and inserting in place thereof the following paragraph:- | Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. | St. 2022, c. 177, § 45. | App. C., Item # 12. |
| Replace paragraph in section **with** subsections. | Subsection \_ of chapter \_ of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by striking out paragraph [**insert number]** and inserting in place thereof the following paragraph:- | Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. | None found. | None. |
| Replace Paragraph with lower case lettered paragraph in General Laws. | Section \_ of chapter \_ of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by striking out paragraph **[lower case letter]** and inserting in place thereof the following paragraph:- | Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. | St. 2022, c. 177, § 29 | None. |
| Replace Paragraph with capital lettered paragraph in General Laws. | Section \_ of chapter \_ of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by striking out paragraph **[capital letter]** in its entirety and inserting in place thereof the following paragraph:- | Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. | St. 2022, c. 177, § 15 | None. |
| Add Sentence | Section \_ of chapter \_ of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by adding the following sentence:- | Use if adding a sentence at the end of a subsection.  Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. | St. 2022, c. 177, § 13 | App. C, Item # 13 |
| Delete sentence | Section \_ of chapter \_ of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by striking out the \_ sentence. | Use if no subsections and there is only a **single** paragraph.  Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. | None found. | App. C, Item # 14 |
| Delete sentence (with multiple paragraph subsection) | The \_ paragraph of section \_ of chapter \_ of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by striking out the \_ sentence. | Use if no subsections and there are **multiple paragraphs** in the section.  Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. | None found. | App. C, Item # 15 |
| Insert sentence. | The \_ paragraph of section \_ of chapter \_ of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by inserting after the \_ sentence the following sentence:- | Use if no subsections and there is a **single paragraph** in the section.  Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. | None found. | App. C, Item # 16 |
| Replace sentence | Subsection (**[lower case letter]**) of section \_ of chapter \_, as appearing in the 2020 Official Edition, is hereby amended by striking out the **[…th]** sentence and inserting in place thereof the following sentence:- | Use if there is only a **single** paragraph in the subsection.  Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. | St. 2022, c. 177, § 64. | App. C, Item # 17 |
| Replace sentence | Paragraph **(insert number)** of subsection **(insert letter)** of section \_ of chapter \_, as appearing in the 2020 Official Edition, is hereby amended by striking out the **[…th]** sentence and inserting in place thereof the following sentence:- | Use if there are **multiple** paragraphs subsection.  Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. | St. 2022, c. 177, § 7 | None. |
| Add a definition | Section \_ of chapter \_ of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by inserting after the definition of “ \_\_\_” the following definition:- | Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. | St. 2022, c. 177, § 49. | None. |
| Add a G.L. c. 4, § 7 (general definitions statute) | Clause **[Twenty-sixth]** of section \_ of chapter \_ of the General Laws is hereby amended by striking out subclause **(c)**, as appearing in the 2020 Official Edition, and inserting in place thereof the following subclause:- | Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. | St. 2020, c. 253, § 2. | None. |
| How to replace words when appear multiple times | Section 11J of said chapter 12, as so appearing, is hereby amended by striking out, in lines \_ and \_, \_ and \_ and \_, **each time they appear**, the words “ \_\_\_\_” and inserting in place thereof, **in each instance**, the following words:- | Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. | St. 2020, c. 253, § 38 | None. |
| How to insert multiple words after same word | Section 13A of chapter 30A, as appearing in 2020 Official Edition, is hereby amended by inserting after the word “**[insert word]**”, in lines \_, \_, and \_, the following words:- | Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. | None. | Note: Senate Counsel’s Office wrote me an email stating, “Since we’re using line numbers we don’t need the ‘each time it appears’ language.” |
| Insert Words | Section \_ of chapter \_ of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by inserting after the word “**[insert word]**”, in line \_, the following words:- | Don’t **add** a word.  Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. | St. 2020, c. 253, § 5 | App. C, Item # 22 and 24 |
| Delete Words |  | Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. |  | App. C, Item # 23 |
| Replace Words. | Section \_ of chapter\_ of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by striking out, in line \_, the words “**[insert words]**” and inserting in place thereof the following words:- | Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. | St. 2020, c. 253, § 9 | App. C, Item # 24 |
| Replacing words that appear across multiple lines. | Section \_ of chapter \_, of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by striking out, in lines \_ and \_, the words “\_” and inserting in place thereof the following words:- “**[insert words]**. | Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. | St. 2022, c. 177, § 33. | None. |
| Replace figure | Section \_ of chapter \_ of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by striking out the figure “[**insert number]**”, in line \_, and inserting in place thereof the following figure:- | Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. | St. 2022, c. 177, § 14. | App. C, note 1. |
| Multiple Items. | Paragraph **(insert number)** of subsection **(insert letter)** of section \_ of chapter \_, as appearing in the 2020 Official Edition, is hereby amended by striking out the **[…th]** and **[…th]** sentences and inserting in place thereof the following 2 sentences:- | Do reference Official Edition, session laws enacted between Official Edition editions, or include “as so appearing.” See rules below. | St. 2022, c. 177, § 7 | App. C, note (b) |

*Other Rules*

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| --- | --- | --- | --- |
| **Rule** | **Example** | **Session Law Cite** | **Manual Cite** |
| Don’t include “of the General Laws” after the chapter reference if write “said” for a chapter or section. | Section \_ of **said** chapter \_, as so appearing, is hereby amended by … | St. 2020, c. 253, § 38 | None. |
| Don’t include “further” if the section is different from the previous SECTION. | Section \_ of said chapter \_, as so appearing, is **hereby amended** by … | St. 2020, c. 253, § 38 | App. C, note (a) |
| If write “said” for entire item => use hereby **further** amended. | Said section \_ of said chapter \_, as so appearing, is **hereby further amended** by… | St. 2020, c. 253, § 39 | App. C, note (a) |
| Refer to subsequent acts if amended since the last official edition. | The \_ sentence of section \_ of chapter \_ of the General Laws, as appearing in section \_ of chapter \_ of the acts of **[insert year]**, is hereby amended by … | None found. | App. C, note (d); *see also* P. 30. |
| Refer only to subsequent act if inserted since the last official edition. | Section \_ of chapter \_ of the acts of **[insert year]** is hereby amended by striking out the words “**[insert words]**”, as inserted by section \_ of chapter \_ of the acts of **[insert year]**, and inserting in place thereof the following words:- | St. 2021, c. 5, § 1 | None. |

Session law example links:

* St. 2022, c. 177, available at https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter177
* St. 2022, c. 140, available at <https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter140>
* St. 2021, c. 5, § 1, available at <https://malegislature.gov/Laws/SessionLaws/Acts/2021/Chapter5>.
* St. 2020, c. 253, available at <https://malegislature.gov/Laws/SessionLaws/Acts/2020/Chapter253>