Formatting Checklist for Federal Register Documents


- 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.)

Regulatory Affairs and Collaborative Action
Version 2
Revised 8/2019