



Citation Rules of Thumb

These are the rules of thumb for identifying and entering citations and citation references.

Identifying Citations

1. Do not map introductory material.

Entering Citations

1. Copy the Citation guidance directly from the Authority Document.
2. Do not copy notes or explanatory text.
3. Do not copy whole parenthetical sentences or paragraphs.
4. Remove bullets from bulleted text and replace them with simple dashes.
5. Enter bulleted text with preceding lines or paragraphs.
6. Separate unnumbered paragraphs.

Citation References

1. Use the document suggested reference format when it exists.
2. Include text with numbers when the Authority document is a law or regulation.
3. Include section or paragraph marks when the document uses them.
4. Number separated unnumbered paragraphs.

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