**Section 100.340 Text of the Part; Subsections**

a) The text of each Part submitted for either publication or for filing shall be single-spaced. However, a double-space shall appear between the Section heading and the first line of text and shall appear between the last line of one subsection and the first line of the next subsection. For rules published in the Illinois Register, the Section number and heading of the first Section being published shall appear one double-space below the main source note. For rules filed with the Index Department as adopted, the first Section shall appear on the next page following the main source note and each subsequent Section shall begin on a new page.

b) Subsections shall be identified as indicated in the following format.

1) First level of subsection: Use a), b), c), etc.

2) Second level of subsection: Use 1), 2), 3), etc.

3) Third level of subsection: Use A), B), C), etc.

4) Fourth level of subsection: Use i), ii), iii), etc.

c) A single paragraph within a Section is not labeled as a subsection. An opening paragraph (prior to labeled subsections or indented items such as addresses, formulas, or definitions) is allowed.

d) Subsections beyond the fourth level are not allowed. Sections which contain further subsections must be divided into separate Sections.

e) Sections which consist of definitions of various terms in alphabetical order shall not include a subsection label for each definition, but the definitions must be indented as if they were being labeled. (For example, definitions in alphabetical order which would be labeled at the first indent level shall appear, unlabeled, with each line of text beginning two inches from the left hand edge of the page.) There shall be only one definitions Section per Part except that each Subpart may have a definitions Section. This Section should be the first Section within the specified codification division. Definitions may appear in the text of other Sections if necessary to explain that particular Section or subsequent Sections in that Part or Subpart. Other lists within Sections (for example, a list of recommended library books) may be arranged alphabetically without subsection labels but must be indented properly. Lists of definitions or other items, if not in alphabetical order, must be labeled.

f) When dividing a Section into subsections, do not use an a) without a b), a 1) without a 2), etc. However, in labeling a single Appendix, Exhibit, Illustration, or Table, the label "A" shall appear.

g) When referring to one or more subsections within the text of a subsection, the subsection label must be enclosed in parentheses.

h) Numbered or lettered phrases within a subsection are not allowed. Such numbered phrases must be indented to the proper level and labeled appropriately.

i) Since the codification system shall be *compatible with electronic data processing equipment and programs maintained by and for the General Assembly* (Section 5-80 of the Act), the Section symbol, subscript or superscript letters, the division symbol, the delta symbol, the square root symbol, and other similar signs and symbols, are not allowed within the text of an agency's rules. If an agency determines that a formula containing such symbols is necessary within the text of its rules and cannot write the formula in words rather than in symbols, the agency shall give a camera-ready copy of the formula to the Index Department to be used to scan into the rules for publication in the Illinois Administrative Code. If an agency determines that a sign or symbol not specified in this subsection must be included in the rule, the agency must contact the Index Department to determine if it can be used prior to submitting the proposed rules for Register publication.

j) All acronyms, abbreviations, initials, and shortened forms which an agency wishes to use in the text of its rules must be spelled out in full the first time within each Part the reference appears with the acronym, abbreviation, initials or shortened form placed immediately thereafter in parentheses. (A definitions Section at the beginning of each Part is preferable.) The agency may then use the acronym, abbreviation, initials or shortened form throughout the remainder of the Part. This does not include the list of standard abbreviations shown in subsection (k) below.

k) Listed below are standard abbreviations and their meanings which do not have to be spelled out in an agency's rules as specified in subsection (j) above. If an agency wishes to use one of these abbreviations but wishes to attach a different meaning to it, it must follow the procedures outlined in subsection (j) above.

1) All two letter abbreviations for the 50 states as designated by the United States Postal Service are allowed.

2) All chemical abbreviations for the elements are allowed.

3) The following are examples of commonly known abbreviations:

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| Abbreviation | Definition |
|  |  |
| A.C. | alternating current |
| a.m. | ante meridiem, morning |
| Ave. | Avenue |
| Blvd. | Boulevard |
| Btu | British thermal unit |
| C. | Centigrade, Celsius |
| C.D.T. | Central Daylight Time |
| CFR | Code of Federal Regulations |
| ch. | chapter |
| cm. | centimeter |
| C.S.T. | Central Standard Time (or other time zones) |
| cu. | cubic |
| D.C. | District of Columbia, Direct Current |
| Dr. | Drive |
| E. | East |
| e.g. | for example |
| et seq. | and those that follow |
| F. | Fahrenheit |
| FR | Federal Register |
| ft. | foot |
| ID | identification |
| i.e. | that is |
| ILAC | Illinois Administrative Code |
| ILCS | Illinois Compiled Statutes |
| Ill. Reg. | Illinois Register |
| Ill. Rev. Stat. | Illinois Revised Statutes |
| in. | inch |
| IRS | Internal Revenue Service |
| k. | kilogram |
| km. | kilometer |
| l. | liter |
| lb. | pound |
| Ln. | Lane |
| mg. | milligram |
| ml. | milliliter |
| mm. | millimeter |
| mph | miles per hour |
| Mt. | Mount |
| N. | North |
| n/a | not applicable |
| oz. | ounce |
| p. | page (Register citations to Volumes 1-4 only) |
| par., pars. | paragraph, paragraphs (statutory citations only) |
| p.m. | post meridiem, afternoon |
| qt. | quart |
| Rd. | Road |
| S. | South |
| sq. | square |
| St. | Saint, Street |
| U.S. | United States |
| USC | United States Code |
| W. | West |
| yd. | yard |

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