

# ***RULE DRAFTING MANUAL***

Fourth Edition  
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## ***OHIO LEGISLATIVE SERVICE COMMISSION***

*Register of Ohio and Administrative Rules Unit*  
Columbus, Ohio  
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### 5.8.5 TENSE

Use present tense. The majority of rules have a continuing effect in that they apply over time. They speak at the time of reading, not merely at the time of their adoption. The present tense therefore includes the future tense. Use tenses other than present only when the context necessitates their use.

### 5.8.6 VOICE

Use the active voice in preference to the passive voice because it clearly identifies who is responsible for doing what the rule requires and eliminates uncertainty.

### 5.8.7 TITLE AND COURT CASE NAMES

Titles and court case names appear in ordinary Roman type, without italicization or underlining. "Et. als" are not permitted.

### 5.8.8 ITALICS PROHIBITED

Use of italics, except for, or with reference to, paragraphs below the fourth rank, is prohibited. Present text in conventional Roman type.



RAS will not allow you to use italics. Though RAS will use italics for paragraph designations below the fourth rank, if you include an internal cross-reference to a paragraph below the fourth rank, you will not be able to use italics. For example, an internal cross-reference to paragraph (A)(1)(a)(i)(a) will appear as (A)(1)(a)(i)(a).

### 5.8.9 UNDERLINING PROHIBITED

Use of underlining, except to show insertion or enactment of new matter, is prohibited.