

# Document Drafting Handbook

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## What is the Document Drafting Handbook (DDH)

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The DDH gives Federal agencies guidance and examples for drafting *Federal Register* documents. This guidance explains how to follow the submission, format, and editorial requirements established in [44 U.S.C. chapter 15](#) (the Federal Register Act) and [1 CFR chapter I](#).

In this edition, we have: completely revised the instructions for digital submissions; changed how we will process rules with information collections requirements that haven't been approved by OMB; and added an appendix to highlight some stylistic, formatting, and structural conventions that are no longer allowed and must be corrected in your regulations. We have also clarified existing language and formatting requirements.

In Revision 1, we've added a category for final rules issued under the Congressional Review Act, formalized how long an agency has to notify us of when we cause an error in the CFR, clarified the use of notes, footnotes, and appendices, and provided additional details regarding appropriate titles in a signature block. We've also noted other technical restrictions and have reorganized some of chapter 5.

Revision 1.1 restores labels to examples 1-10 and 1-11 that were inadvertently dropped from Revision 1 due to a technical issue in the publication process. Revisions 1.2 and 1.4 correct hyperlinks. Revision 1.3 clarifies use of PIV cards.

# Document Drafting Handbook

**United States. Office of the Federal  
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