

**LEGISLATIVE SERVICES AGENCY  
ADMINISTRATIVE PROCEDURE DIVISION  
INSTRUCTION MANUAL  
AND  
DRAFTING STYLE MANUAL**



**For Preparing Rules and Notices  
For Publication In The  
Alabama Administrative Monthly  
And  
Alabama Administrative Code**

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This Instruction Manual outlines the technical aspects of filing rules and rule changes with the Legislative Services Agency for inclusion in the Alabama Administrative Code. The Instruction Manual is in the format of rules to serve as a guide for agencies in the submission of rules with Legislative Services Agency.

If you have any questions or comments concerning this booklet, please contact the Administrative Procedure Division of Legislative Services Agency.

**LEGISLATIVE SERVICES AGENCY  
ADMINISTRATIVE PROCEDURE DIVISION**

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