

Self-Publishing Software

STANDARDS

Make it accessible,
uniform, editable, and simple
—in that order.

municode



Self-Publishing Software: The Preface and 5 Standards

Updated September 4, 2019 by Kimball Clark kimball@municode.com

For more guidance on these standards, visit <https://selfpubsupport.municode.com> and/or contact Kimball at 801-458-0282

- Preface
- ▶ 1 General Provisions
- ▶ 2 Administrative Code
- ▶ 3 Municipal Procedures
- ▶ 4 General Revenue
- ▶ 5 Business Licenses And Regulations
- ▶ 6 Criminal Code

The Helpful Preface

A Preface *you control* should be added to the top of *all* publications. It should describe 5 standards:

1. Acronym
2. Code Numbering
3. Alphanumeric Numbering
4. References
 - a) "Internal" References
 - b) "Self" References
 - c) State Statute References
5. Definitions

What is a publication's acronym?

Shortening the name of a publication into an Acronym makes it easier to speak and write. For example, "Acme Municipal Code" is more easily verbalized and written as "AMC".

What is the difference between an "Internal Reference" and a "Self Reference"?

The Internal Reference below (in blue) includes a publication's Acronym and a Code Number. In the example, there is also an explicit reference to an Alphanumeric Number combination, with a unique key word before it, such as "Paragraph", "Subparagraph", "Part" or "Clause".

A Self Reference below (in purple) is when language within a section refers to itself. A Self Reference is less formal than an Internal Reference.

Because references may change, standardizing how they're written throughout the entire publication makes them easy to recognize, easy to search, and easy to update.

8.20.005 General Provisions

As mentioned in **AMC 8.20.010 Paragraph 1.a**, at vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti. Quidem rerum facilis est

8.20.010 Terms of Impoundment

Ducimus qui blanditiis praesentium voluptatum. Et harum quidem rerum facilis est distinctio:

1. Est eligendi optio cumque nihil impedit quo:
 - a. **Exact paragraph being self referenced.**
 - b. Omnis voluptas assumenda est:
2. Except for in **Paragraph 1**, the following applies:
 - a. Voluptatum deleniti atque
 - b. Et accusamus et iusto odio
 - c. Facilis qui et harum praesentium

Self-Publishing Software: Code Numbering Standard

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For an example Table of Contents that conforms to these recommendations, visit <https://model.municipalcodeonline.com> and/or contact Kimball at 801-458-0282

Example of **INFLEXIBLE NUMBERING**:

└ 8 Animal Control

▸ 8.1 Licensing

└ 8.2 Impoundment

8.2.? **General Provisions**

8.2.1 Terms of Impoundment

8.2.2 Destruction And Disposal Of Animals

8.2.3 Disposal Of Vicious Animals

Although consecutive, this numbering **disallows** placement of a new adoption between the code's existing numbers, forcing all new adoptions to be added to the *bottom* of the level.

Because single variables exist between periods or hyphens, users who adopt new codes often forget to add numerical "padding". Adding zeros reminds users to be flexible when new codes are added!

Example of **FLEXIBLE NUMBERING**:

└ 8 Animal Control

▸ 8.10 Licensing

└ 8.20 Impoundment

8.20.005 General Provisions

8.20.010 Terms of Impoundment

8.20.020 Destruction And Disposal Of Animals

8.20.030 Disposal Of Vicious Animals

Consecutive numbering that "skips" numbers by 2s, 5s, or 10s (or more) allows for future adoptions. It also eliminates the frequency of a code-wide renumber, and is especially beneficial when a code reveals a hierarchal organization.

Self-Publishing Software: Alphanumeric Numbering Standard

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For more guidance on these standards, visit <https://selfpubsupport.municode.com> and/or contact Kimball at 801-458-0282

1, a, i, (1), (A), (a)
A, 1, a, (1), (A), (a)
a, i, 1, (a), (i), (1)
i, a, 1, (i), (a), (1)
(a), (1), a, 1, i
(a), (1), (A), (i), (1)
(a), (1), A, i, 1

ORDERED LIST TYPES

Users may select 1 of 7 different ordered list types available in Municode's Self-Publishing Software. Pick your list type and stick with it!

Ordered Lists

An "ordered list" is a listing of text items with ascending alphanumeric character to the *left* of each item. These alphanumeric characters (letters/numbers/roman numerals) establish each item's **rank, hierarchy** or **grouping** within the list. These characters also double as **sources**—a means to definitively reference each item among the list. **List types should be consistent throughout a publication.**

Example of an "Ordered List":

Permits must be obtained from the Arborist to remove the following tree varieties:

1. Oak
 - a. White
 - b. Gambel
 - c. Scrub
2. Willow
3. Manzanita

Example of **INCONSISTENT ALPHANUMERIC NUMBERING** in the *same* publication:

8.20.005 General Provisions
At vero eos et accusamus et iusto odio dignissimos:
A. Voluptatum deleniti atque corrupti.
B. Justo odio ducimus
C. Ducimus qui blanditiis praesentium:
1. Vero eos et
2. Accusamus ducimus voluptatum

8.20.010 Terms of Impoundment
Ducimus qui blanditiis praesentium voluptatum. Et harum quidem rerum facilis est distinctio:
1. Est eligendi optio cumque nihil impedit quo:
a. qui blanditiis praesentium
b. Omnis voluptas assumenda est
2. Et iusto odio dignissimos ducimus.

A, 1, a, (1), (A), (a) ≠ 1, a, i, (1), (A), (a)

Unordered Lists

Unlike an ordered list, an "unordered" or "bulleted" list establishes a listing of items with a bullet to the left of each item. Bulleted lists establish no rank or hierarchy, and provide no means to definitively reference each item. For this reason, bulleted lists are often considered inferior to ordered lists in coded publications.

Self-Publishing Software: Reference Standard (for UT Codes)

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For more guidance on Utah State Code Standards, visit

<https://le.utah.gov/documents/aboutthelegislature/Utahcode.htm>

Signal | Utah Code | **Title**

Short Example: **See Utah Code 32**

Long Example: **See Utah Code Title 32**

Signal | Utah Code | **Title** | **Chapter**

Short Example: **See Utah Code 32-4**

Long Example: **See Utah Code Title 32 Chapter 4**

Signal | Utah Code | **Title** | **Chapter** | Part [value]

Short Example: **See Utah Code 32-4 Part 3a**

Long Example: **See Utah Code Title 32 Chapter 4 Part 3a**

Signal | Utah Code | § | **Title** | **Chapter** | **Section**

Short Example: **See Utah Code § 32-4-8**

Long Example: **See Utah Code Section 32-4-8**

Signal | Utah Code | § | **Title** | **Chapter** | **Section** | **Subsection value**

Short Example: **See Utah Code § 32-4-8 (1)(A)**

Long Example: **See Utah Code Section 32-4-8 Subsection (1)(A)**

“**Utah Code**” represents the code generally. Its most current state is likely to be found online at <https://le.utah.gov/xcode/code.html>

“**Utah Code Annotated**” is a hardbound, multi-volume set that contains the Utah Code together with commentaries or explanations at the end of each section of the Utah Code...not part of the official code but may be helpful in interpreting the law...”. The set is accessible in law libraries, academic libraries, some public libraries, the State Library, and the Utah History Research Center. The Blue Book® 19th Edition cites “**UTAH CODE ANN. § X-X-X (Source , <year>)**”.

“**Utah Code Unannotated**” is a softbound, multi-volume set that contains only the actual text of the current laws of Utah and is published each year to incorporate changes made in Utah’s laws by the Legislature. This version of the Utah Code also includes the United States Constitution, the Constitution of Utah, and a complete set of all Utah court rules.

Signals such as **See, See also, see, see also, et al. et seq., e.g., c.f.** should remain because they have substantive meaning.

Self-Publishing Software: Definition Styles

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Alphabetized terms *already* behave like code numbers

Just as adding code numbers to volumes of text permits ease of reference, alphabetization of terms does the same. The addition of numbers to alphabetized terms complicates future code management.

Create FLEXIBLE, FINDABLE, UNIFORM DEFINITIONS

1. **Alphabetize terms** (remove explicit numbering—both code and alphanumeric);
2. Make **A–Z Definitions nodes**, or make each term become a **unique node/URL**;
3. **Lessen the quantity of “Definitions” nodes**, and be **more descriptive** than just “Definitions”;
4. **Unify Definitions formats**—consider **one** of the following:

ANIMAL: Any living being with the power of voluntary movement, except human beings.

Animal: Any living being with the power of voluntary movement, except human beings.

Animal: Any living being with the power of voluntary movement, except human beings.

“Animal” means any living being with the power of voluntary movement, except human beings.

Examples of INFLEXIBLE DEFINITIONS

▲ 8 Animal Control

▶ 8.10 Generally

▲ 8.20 Definitions

8.20.002 Animal

8.20.003 Animal Boarding Facility

8.20.??? Animal Grooming Parlor

8.20.004 At Large

8.20.006 Attack

8.20.008 Bite

Even when numerical “padding” is provided (at left), attempts to predict a proper number of available nodes for future expansion ends in disappointment, forcing a renumber. When terms are numerically ordered (below), readers mistakenly reference a changing number instead of a fixed term that will stand the test of time.

1. ANIMAL: Any living being which:
 - a) has the power of voluntary movement;
 - b) is not a human being.
2. AT LARGE: Refers to an animal which is on or off the premises of its owner not under the control of the owner or his agent by leash, cord, chain or other means of physical restraint