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USER'S GUIDE FOR INDEX

Main Headings

The index to Minnesota Rules 1993 is an alphabetical arrangement of main subject headings. The headings appear in boldface capitals. The words and phrases forming the main headings are selected from terminology used in the rules and reflect concepts associated with the rules or in common usage.

There is a main heading for DEFINITIONS. It lists words and phrases defined in a designated definition part or subpart in a rule and other definitions clearly designated as such within a rule.

References to Part Numbers

The numbers listed after an entry refer to rule part numbers. For example:

ACCIDENT REPORTS

Railroads, 8830.3100

means that a Department of Transportation rule requiring certain reports of accidents to be submitted by railroads can be found in part 8830.3100 of Minnesota Rules.

Alphabetization

Main headings and the entries under each main heading are arranged in word-by-word alphabetical order to the first comma, at which point the alphabetizing is renewed. For example:

ADULT CORRECTIONS FACILITIES

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Abbreviations and acronyms are alphabetized as though they are one word. For example:

AID TO FAMILIES WITH DEPENDENT CHILDREN

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"SEE" and "SEE ALSO"

Two types of cross-references are used in the index. They are to either another main heading or to an entry within the same heading.

1. A "See" or "See also" reference under a main heading and a "see" reference within a subheading to an entry shown in all capital letters directs the user to another main heading. For example:

ADDICTION

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Arts grants, see ARTS GRANT PROCEDURES Community college systems, 8450.0400

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The rules concerning addiction will be found in the index under the main heading CHEMICALLY DEPENDENT PERSONS. The rules about an advisory committee for art grants will be found under the main heading ARTS GRANT PROCEDURES. For information about the Department of Agriculture one can find several places to

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look under the main heading AGRICULTURE DEPARTMENT, and also by looking under the main heading AGRICULTURE.

A "see" reference is also used in the following way:

ABSENCE AND ABSENTEES

See specific index headings

This is a direction to look under a specific subject heading for information on absence or absentees. For example, for information about absentee voters look under the more specific heading ABSENTEE VOTING.

2. A lower-case "see" reference to an entry with the phrase "under this topic" directs the user to look within that main heading for an entry. For example:

VOCATIONAL EDUCATION

Aid, see Financial aid under this topic

USERS' SUGGESTIONS OR COMPLAINTS

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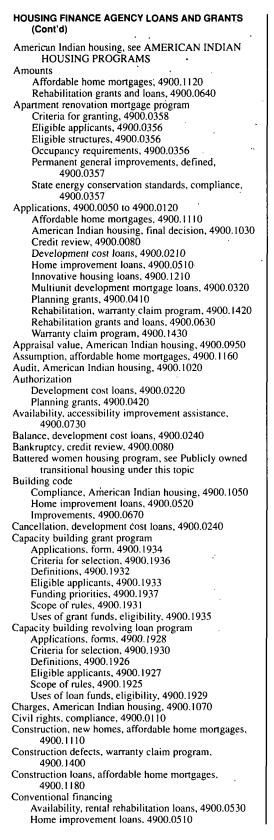
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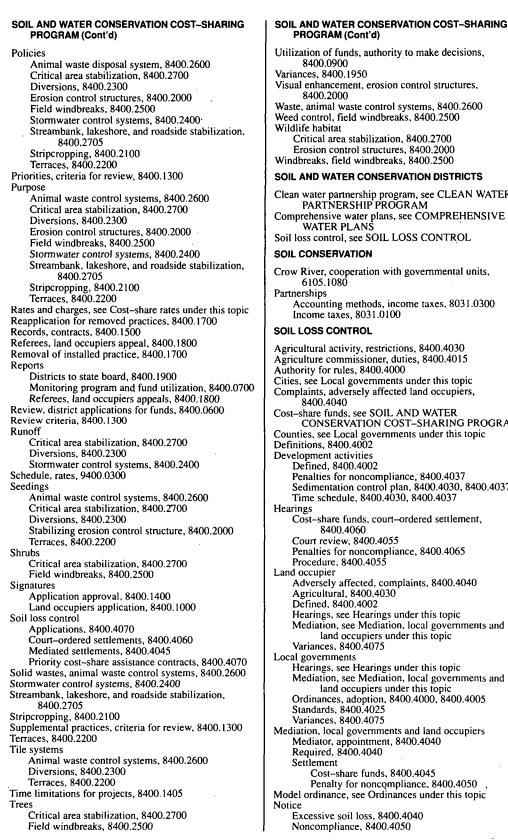
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