

Guidelines for Citing Minnesota Rules and Statutes

Guidelines for citing Minnesota Rules

When you are referring to an entire chapter, cite as follows:

- For the family child care rule, cite Minnesota Rules, chapter 9502
- For the child care center rule, cite Minnesota Rules, chapter 9503

Do not cite an entire chapter if there are other rules contained within the chapter. For example, do not reference Minnesota Rules, chapter 9530 when you only intend to reference Rule 31. Chapter 9530 contains more than just Rule 31. Rule 31 should be referenced as Minnesota Rules, parts 9530.6405 to 9530.6505.

Do not cite the informal DHS rule numbering system without also citing Minnesota Rules. Minnesota Rules should be cited first with the informal rule numbering system in parenthesis, e.g., Rules, parts 9503.0005 to 9503.0170 (DHS Rule 3).

If you are referencing anything less than the entire law, the reference should be at the part or subpart level. Generally, Minnesota Rules follow the following format:

Level	Example
Chapter	Minnesota Rules, chapter 9503 [DHS Rule 3]
Part	Minnesota Rules, part 9503.0040
Subpart	Minnesota Rules, part 9503.0040, subpart 2
Item	Minnesota Rules, part 9503.0040, subpart 2, item D
Subitem	Minnesota Rules, part 9503.0040, subpart 2, item D, subitem (1)

When citing rule violations, if all items under a subpart are violated, you only need to cite the subpart violated. If some items were violated, but not all, you can cite the rule part, subpart and items or only the rule part and subpart.

Guidelines for citing Minnesota Statutes

When you are referring to an entire chapter of Minnesota Statutes, cite as follows:

- Minnesota Statutes, chapter 245A, Human Services Licensing Act
- Minnesota Statutes, chapter 245B (no formal title, often referred to as Consolidated Standards)
- Minnesota Statutes, chapter 245C, Human Services Background Studies Act

If you are referring to anything less than the entire chapter, the reference should take the reader to the section and subdivision level or lower. Do not reference the section or subdivision headnotes in the citation.

Level	Example
Chapter	Minnesota Statutes, chapter 245C
Section	Minnesota Statutes, section 245C.04
Subdivision	Minnesota Statutes, section 245C.04, subdivision 1
Paragraph	Minnesota Statutes, section 245C.04, subdivision 1, paragraph (d)
Clause	Minnesota Statutes, section 245C.04, subdivision 1, paragraph (c), clause (1)
Item	Minnesota Statutes, section 245C.04, subdivision 1, paragraph (c), clause (3), item (i)
Subitem	Minnesota Statutes, section 245C.04, subdivision 1, paragraph (c), clause (3), item (i), subitem (A)