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UNITED STATES GOVERNMENT



**CORRESPONDENCE
MANUAL**

1968

Federal Stock Number
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CHAPTER 1
LETTERS

1. GENERAL

a. All correspondence within this agency, with other agencies, and with the public will be either in the form of a letter or a telegram. The following paragraphs tell how letters should be prepared. Figure 1 of this chapter is an example of the format of the informal letter. This letter is used in most of our day-to-day

PUBLIC SERVICE AGENCY

Washington, D. C. 20405

Date: April 10, 1967 (5)
Reply to: NMRW (6)
Attn of:
Subject: Format for the Informal Letter (8)

To: Director, Administrative Services Division (AFAS)
Federal Supply Agency (9)
1889 Inverson Street
San Francisco, California 94102

This letter shows the format for preparing letters throughout the United States Government. This format will expedite the preparation of correspondence and save effort, time, and materials.

The following features of this format should please typists.

(4) a. Most elements are blocked along the left margins. This block style minimizes the use of the space bar, tabulator set key, and the tabular bar. (11)

b. Salutations and complimentary closes are omitted in most letters. They may be included in letters to an individual on a personal or private matter (letters of condolence, notices of serious illness, where a warm and personal feeling is paramount, etc.) or where protocol or tradition dictates.

c. The address is positioned for use in a window envelope, eliminating the need for typing an envelope.

John B. Smith
JOHN B. SMITH
Administrator of Correspondence (13)




FIGURE 1.—*The Informal Letter.*


(Each circled number indicates the paragraph in this chapter which gives instructions for preparing that part of the letter.)

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communications. Each circled number on the figure corresponds to the paragraph where that part of the format is discussed. No exceptions to this format can be made without the approval of the official responsible for correspondence practices in the agency.

b. Letterhead stationery with the printed captions "Date;," "Reply to Attn of;," "Subject;," and "To;" omitted is available for use when authorized. It is suitable for those situations where it is known that the addressee would expect a more "personalized" format. A salutation and a complimentary close may be included. Type the formal letter as shown in figure 2 of this chapter. All other aspects of this letter are the same as those discussed in this chapter and shown in the illustration of the informal letter in figure 1 of this chapter.

PUBLIC SERVICE AGENCY
Washington, D. C. 20405

April 10, 1967 (5) 

Mr. Arthur N. Brown (9)
The River Towers
4076 Oak Street
Topeka, Kansas 43786

Dear Mr. Brown: (1)

(4) a. _____
_____ (11)
b. _____

c. _____

Sincerely, (1)
John B. Smith
JOHN B. SMITH
Administrator of Correspondence (13)

FIGURE 2.—The Formal Letter.

(Each circled number indicates the paragraph in this chapter which gives instructions for preparing that part of the letter.)

2. STATIONERY

Use agency stationery as follows:

<i>Letter and copies</i>	<i>First page</i>	<i>Succeeding pages</i>
	ORIGINAL	
Normal letter.....	Letterhead.....	Plain bond
Bulky airmail letter.....	Letterhead tissue*.....	Plain tissue
	CARBON COPIES	
Courtesy (if necessary).....	Letterhead tissue*.....	Plain tissue
Official file.....	Yellow tissue.....	Yellow tissue
Reading file (if required).....	White tissue.....	White tissue
Other.....	White tissue.....	White tissue

*Use letterhead tissue, if available. If not, use plain tissue stamped or typed with agency identification.

3. NUMBER OF COPIES

Prepare an official file copy of each letter. Make it the first or second carbon copy so that it can be easily read. Prepare a courtesy copy for only those addressees who have indicated a need for such a copy. Keep other carbons to a minimum. Don't prepare a copy for your personal use. You can rely on the official file or the reading file for your reference needs.

4. MARGINS

Set your left margin two spaces to the right of the printed captions "Date:," "Reply to Attn of:," "Subject:," and "To:." Allow at least 1 inch for the right margin (about 12 typing spaces) and bottom margin (about six typing lines).

5. DATE

a. When the date of signing is known, type it flush with the left margin in line with the "Date:" caption. Type the name of the month in full and the day and year in numerals. In showing the day, omit endings^s such as "st" and "th."

b. Omit the date on a letter that will be signed in another office or that may not be signed the day you type it. The office in which the letter is signed or dispatched will add the date.

6. SENDER'S REFERENCE

a. Type the office symbol flush with the left margin in line with "Reply to Attn of:" caption (two typing lines below the date). If your office does not have a symbol, type the abbreviated name of your office. Examples:

Reply to
 Attn of: BRAR

Reply to
 Attn of: Opns Br

b. If a more detailed reference is needed, type it in parentheses after the office symbol or abbreviated name. Example:

Reply to
 Attn of: BRAR (Case #66-532)

7. SPECIAL MAILING INSTRUCTIONS

Put instructions for special mailing, such as AIRMAIL, SPECIAL DELIVERY, CERTIFIED, or REGISTERED on the face of the letter only when special mailing is required and you don't prepare the envelope. Type or stamp these instructions on the line with the sender's reference, starting at the center of the page. If the reference element extends to or beyond the center of the page, begin typing special mailing instructions

three spaces to the right of it. When more than one instruction is used, type them continuously on the line, separating them with a dash. Example:

AIRMAIL - SPECIAL DELIVERY

8. SUBJECT

a. The subject of a letter is a brief, usually not more than 10 words, statement of what a letter is about. Type it as furnished by the writer, flush with the left margin in a line with the "Subject:" caption (two typing lines below the sender's reference). If more than one line is needed for the subject, begin succeeding lines flush with the first line. Capitalize the first letter of each word, except articles, prepositions, and conjunctions. Example:

Subject: Designation of Members of the Amalgamated Welfare
and Recreation Board

b. When writing back to the same office or person on the same subject, type the sender's reference after the subject. Example:

Subject: Disposition of Records (Your ltr, 9/11/66)

c. If you write a second letter to the same person on the same subject before receiving a reply, include your reference after the subject. Example:

Subject: Disposition of Records (Our ltr, 9/11/66)

9. ADDRESS

a. Type the address at the left margin in a line with the "To:" caption (three typing lines below the subject). Single space the address and arrange it in block style. To be visible in a window envelope, no line of the address should be longer than 4 inches. When runover lines are required, indent two spaces from the left margin. Limit the address to five lines. Example:

To: Mr. John L. Doe
Chairman, Secretarial-Professional
Association of the United States
5906 Weaver Place SE.
Barnesboro, Pennsylvania 15714

b. Use complete office symbols alone to address letters to other elements of your agency when they are to be delivered by agency messenger or included in a consolidated mailing to a field office. Example:

To: PSD

c. If letters to other elements of your agency are to be mailed in individual envelopes, include the office symbol in the address. Also include the addressee's office symbol, when known, on letters sent to another Government agency. Example:

To: Director, Administrative Services Division (ERAR)
Federal Service Agency
Cleveland, Ohio 12365

d. When the same letter is going to several addressees within your agency and will be delivered by agency messenger or included in a consolidated mailing to a field office, you may use the multiple-address method. The letter will be acted upon by each addressee just as if it were individually addressed. Examples:

To: APPT CTO BRAC TUCO
 ABRA ✓ FTO BRAC-1 FMOR

To: Chief, Administrative Services Division
 All Regions

Once the letter is typed, place a checkmark after the office symbol for each addressee in turn, as shown in the first example. If you use the technique as shown in the second example, write the correspondence symbol of each addressee in the upper right corner of each appropriate copy.

10. ATTENTION LINE

You can usually avoid using an "Attention" line by including in the address the reference that was included after the "Reply to Attn of:" caption in the incoming letter or by using as specific an address as possible. If you must use an "Attention" line, type "Attention:" on the line below the first line of the address, flush with the left margin. Example:

Petroleum Supply Division
Attention: Mr. V. E. Blank
123 Main Street
Temple Hills, Maryland 20031

11. BODY OF LETTER

a. **Spacing.** Begin the body of a letter at least two lines below the last line of the address. If a window envelope is to be used, begin the text at least six lines below the "To:" caption. Begin each main paragraph flush with the left margin. Subparagraphs should be indented four spaces with typing beginning with the fifth space. Single space the body of the letter; double space between paragraphs. Double space letters of one paragraph or less than 10 lines.

b. **Paragraphing.** When there is reason to break a paragraph into subparagraphs, they may be numbered and lettered, as shown in figures 1, 2 and 3 of this chapter. Figure 3 also shows how to number all the paragraphs of a letter, when required. Begin each main paragraph flush with the left margin. Subparagraphs should be indented as shown in figures 1 and 2. Don't begin a paragraph near the end of a page unless there is room for at least two lines on that page. Don't continue a paragraph on the following page unless at least two lines can be carried over to that page.

12. SUCCEEDING PAGES

Type the second and succeeding pages of a letter on plain paper. Starting with the second page, type the page number seven lines from the top of the page, flush with the left margin. Continue the body of the letter two lines below the page number. Allow side margins of 1 inch and bottom margin of at least 1 inch.

13. SIGNATURE ELEMENT

a. If you know who will sign the letter, type the name of the signer four lines below the last line of the letter and flush with the left margin. Type the signer's title on the next line, flush with the name. If more than one line is needed for the signer's title, begin succeeding lines flush with the left margin. The entire

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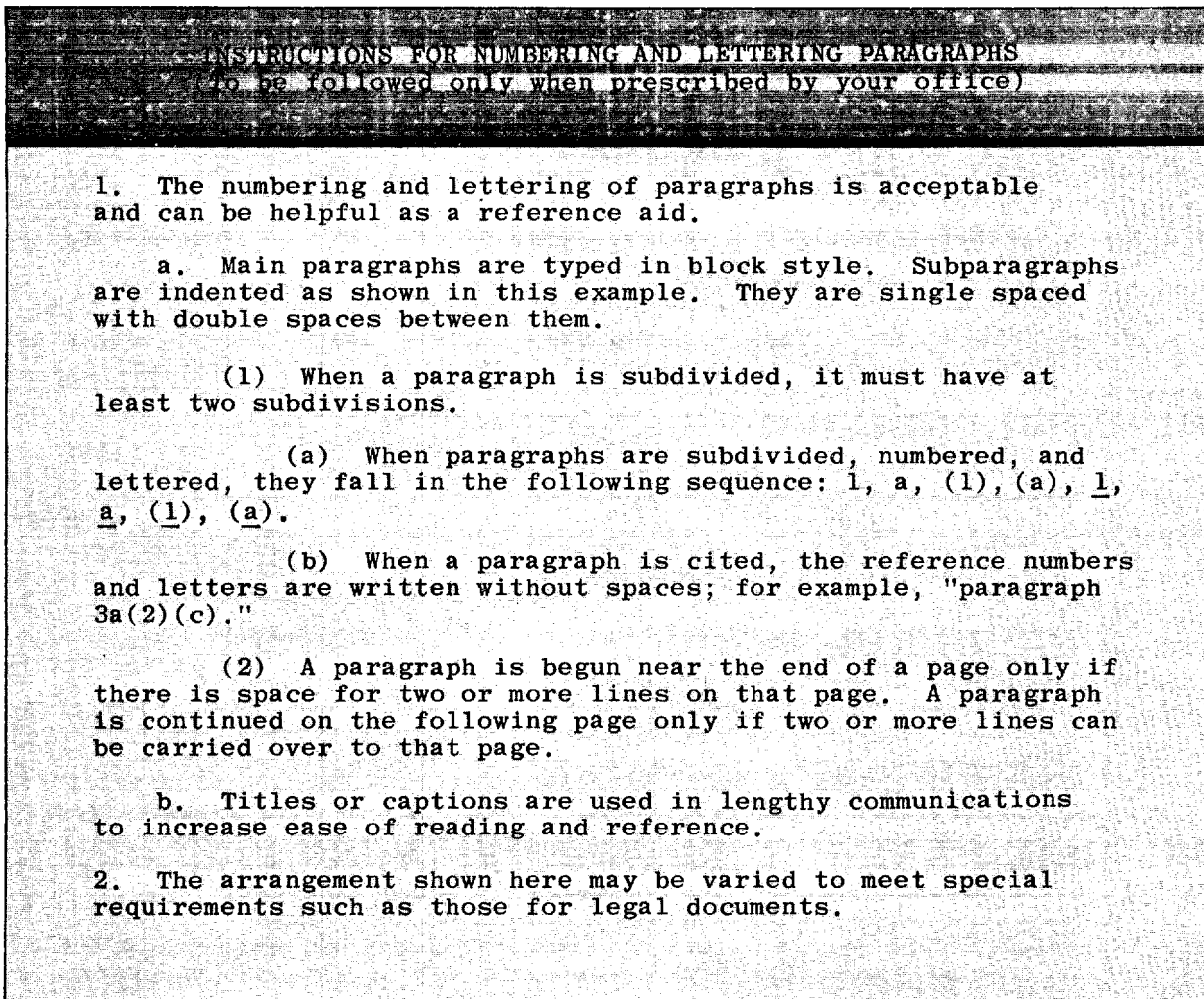


FIGURE 3.—Arrangement of Paragraphs.

signature element should not run over four lines. It is permissible to stamp, instead of type, the name and title below the written signature. If a stamp is used, be sure it is applied to each copy of the letter.

b. If you cannot determine the name of the signer when you type the letter, leave this space open. After the letter is signed, type or stamp the name and title of the signer below the signature on the original and in a corresponding position on all copies.

c. If an acting official is to sign the letter, he signs his name and the word "for" before the typed name of the regular signing official. If it is known before typing that an acting official will sign, type his name and the word "Acting" before his title in the signature element.

14. ENCLOSURES

a. **Enclosures identified in the text.** When an enclosure which accompanies a letter is identified in the text, type the word "Enclosure" flush with the left margin, two lines below the last line of the signer's title. For more than one enclosure, use the plural form and indicate the number of enclosures, as "3 Enclosures."

b. **Enclosures not identified in the text.** When an enclosure(s) isn't identified in the text, type the notation as indicated above. Below the notation, flush with the left margin, list each enclosure on a separate

line. Describe each enclosure by title or in as few words as are needed to identify it. If more than one line is needed to identify an enclosure, begin succeeding lines flush with left margin. Example:

3 Enclosures:

Form Letters Handbook
Plain Letters Pamphlet
Organization Chart

c. Material sent under separate cover. When material referred to in the text is to be sent under separate cover, type "Separate cover:" flush with the left margin, two lines below the signer's title or the enclosure notation, if you have one. List the material, whether or not identified in the text. Send a copy of the letter with the material sent under separate cover. Example:

Separate cover:

Form Letters Handbook
Plain Letters Pamphlet
Correspondence Manual - 10 copies

d. Alternate arrangement of notations. If typing the above notations flush with the left margin below the signer's title would require starting a new page, you may type them directly opposite the signer's name and title, starting at the center of the page on the same line with the signer's name.

15. DISTRIBUTION OF COPIES

Show the distribution of copies of the letter only on the copies to be retained within your agency. Indicate "carbon copy" by typing "cc:" flush with the left margin, two lines below the last line of the signer's title or the enclosure or separate cover listing. If there isn't enough room in this position, type "cc:" on a line with the signer's name, starting at the center of the page. Below "cc:" list recipients of copies, one below the other, using office symbols as appropriate. Check a copy for each recipient. See figure 4 of this chapter. Example:

cc:
Official File - BRAR
Reading File - BRA
BRBD ✓
FMSX

16. MEMORANDUM FOR THE RECORD (M/R)

Although the Memorandum for the Record is sometimes a separate document, a writer can include on file copies supporting information that isn't included in the text of the letter. In this case, type the notation "M/R:" two lines below the copy distribution listing, flush with the left margin. Start typing the M/R two spaces after the colon, as shown in figure 4 of this chapter. If there isn't enough space below the copy distribution listing, type the M/R to the right of the signature block.

17. IDENTIFICATION OF OFFICE, WRITER, AND TYPIST

a. Type on file copies the office symbol of the preparing office, the writer's initials and surname, the typist's initials, and date of typing. Place this identification notation at the left margin two lines below the last line used as indicated in figure 4 of this chapter. Example:

BRDP:RFJones:pd 2-19-67

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b. If the letter is rewritten, type a second identification notation directly below the first. Example:

BRDP:RFJones:pd 2-19-67
Rewritten: BRD:OLSmith:ab 2-20-67

18. CONCURRENCES

If concurrences or clearances are required, type on the bottom of the last page of file copies at the left margin the word "Concurrences:" followed by the office symbols of concurring officials. Allow about 12 spaces between these symbols as shown in figure 4 of this chapter.

cc:
Official file - NMRW (15)
Reading file - NMR
BRAR

M/R: Info re availability new pamphlet furnished by J. Roe, (16)
BRAR (Ext 5132)

NMRW:RJMann:pd 2-5-67 (17)
Rewritten: NMR:IJSmith:ap 2-7-67

Concurrences: DRAF _____ DFUP _____ (18)
CROY _____

FIGURE 4.—Last Page of File Copies.

(Each circled number indicates the paragraph in this chapter which gives instructions for preparing that part of file copies.)

19. ASSEMBLY FOR SIGNATURE

When the letter is ready for review and signature, arrange it and accompanying papers in the basic groups and order shown in figure 5 of this chapter. Fasten each group together with a paper clip. Attach signature (initial) tabs, cover sheets, and special expediting tabs, if any, used by your agency. The special expediting tab, when placed on a piece of correspondence, indicates to the receiving office that this correspondence should receive priority attention.

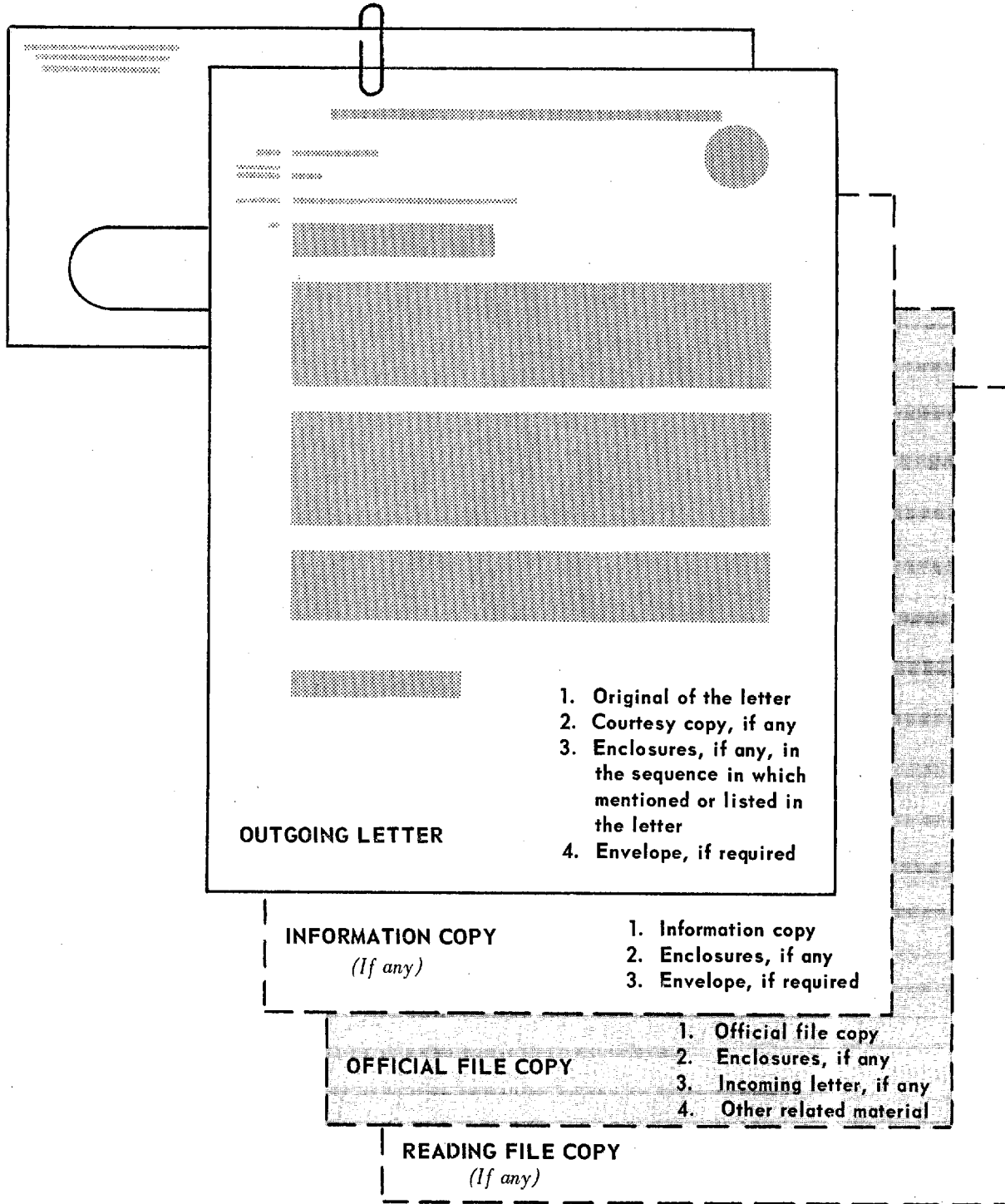


FIGURE 5.—Format for Assembling a Letter.

CHAPTER 2

INFORMAL COMMUNICATIONS

1. GENERAL

Informal communications may be handled using one of the techniques discussed in this chapter. Such communications may be typed or handwritten.

2. INFORMAL REPLIES

When a simple acknowledgment or an informal comment is appropriate, it may be handwritten or typed on the original incoming letter, which is then returned to the sender. Normally, when this method is used, you will not need to keep a copy of the original letter or of the added comment. However, if a file copy is needed, answer the letter with a letter or use any available "fast copy" process to make a copy of the letter after adding your comment. See figure 1 of this chapter.


<p style="text-align: center;">ABC Agency</p> <p style="text-align: center;"></p> <p>October 16, 1967 APGO Records Management Seminar</p> <p>XZY Agency Fourth Street Washington, D.C. 50006</p> <p>We would like to register Mr. John T. Blank of our agency in your forthcoming Records Management Seminar. He is a management analyst and grade 12. Thank you very much.</p> <p><i>John S. Brown</i> JOHN S. BROWN Paperwork Management Division</p> <p style="text-align: right;">October 20, 1967</p> <p>Mr. Blank is now registered in our Records Management Seminar, January 1-5. The first session begins at 9:00 a.m.</p> <p><i>Thomas T. White</i> THOMAS T. WHITE Seminar Coordinator</p>	<p style="text-align: right;">October 14, 1967</p> <p>Dear Sirs:</p> <p style="text-align: center;">Will you please send me a copy of your new booklet, "Seven Tips for Better Typing." Thank you very much.</p> <p style="text-align: right;">Yours truly, <i>May Jones</i> Miss May Jones 330 Ash Street Cleverton, Mass. 43676</p> <p style="text-align: right;"><i>Oct 17, 1967</i></p> <p><i>Here is your copy of our publication I hope you like it.</i></p> <p><i>John R. Cummings</i> <i>Administrata of Correspondence</i></p>
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FIGURE 1.—The Informal Reply.

3. ROUTING SLIP

a. Use a routing slip to make brief, informal comments concerning correspondence or other documents routed to one or more addressees. No record (file) copy of the routing slip should be made. If necessary, both sides of the slip may be used for remarks. See figure 2 of this chapter for the preparation of a routing slip.

b. To indicate the action for an addressee, number the appropriate block to the right of the address element to agree with the number of the addressee. The routing slip may be typed or handwritten. A recipient may add another addressee(s) to the slip. He forwards the slip, with any enclosures, to the next addressee by lining through his name, initialing, and dating.

4. MEMORANDUM OF CALL

Use Standard Form 63 to inform office personnel of a visitor or telephone call. The form is self-explanatory. For a sample, see figure 3 of this chapter.

ROUTING AND TRANSMITTAL SLIP		ACTION	
1 TO (Name, office symbol or location) <i>Mr. C. Smith (BARQ)</i>	INITIALS <i>CS</i>	CIRCULATE	
	DATE <i>3/14</i>	COORDINATION	
2 <i>Miss Jones (BART)</i>	INITIALS	FILE <i>2</i>	
	DATE	INFORMATION <i>1</i>	
3	INITIALS	NOTE AND RETURN	
	DATE	PER CON-VERSATION	
4	INITIALS	SEE ME	
	DATE	SIGNATURE	
REMARKS <i>This is the case we discussed yesterday. Note the changes made in paragraph 4. If you don't agree, please return to me before routing for signature.</i>			
Do NOT use this form as a RECORD of approvals, concurrences, disapprovals, clearances, and similar actions			
FROM (Name, office symbol or location) <i>John White (BAC)</i>	DATE <i>Mar 13</i>		
	PHONE <i>43123</i>		
OPTIONAL FORM 41 AUGUST 1967 GSA FPMR (41 CFR) 101-11.206			

FIGURE 2.—Optional Form 41, Routing Slip.

MEMORANDUM OF CALL		
TO:	<i>Mr. Johnson</i>	
<input checked="" type="checkbox"/> YOU WERE CALLED BY—	<input type="checkbox"/> YOU WERE VISITED BY—	
OF (Organization)	<i>Mrs. Adams</i>	
	<i>X42 Equipment Co.</i>	
<input checked="" type="checkbox"/> PLEASE CALL →	PHONE NO. CODE/EXT.	<i>343-6099</i>
<input type="checkbox"/> WILL CALL AGAIN	<input type="checkbox"/> IS WAITING TO SEE YOU	
<input type="checkbox"/> RETURNED YOUR CALL	<input type="checkbox"/> WISHES AN APPOINTMENT	
MESSAGE <i>She needs to know the serial number of the adding machine you want repaired.</i>		
RECEIVED BY <i>Sue</i>	DATE <i>Nov. 28</i>	TIME <i>11:30</i>
STANDARD FORM 63 REVISED AUGUST 1967 GSA FPMR (41 CFR) 101-11.6		

FIGURE 3.—Standard Form 63, Memorandum of Call.

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ENVELOPES & MAILING

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CHAPTER 3

ENVELOPES AND MAILING

1. GENERAL

When you are ready to send correspondence to the addressee, you have to prepare either an envelope or an address label. The only exception is internal mail that does not need to be enveloped and that will be delivered by an agency messenger or consolidated in the mailroom for forwarding to agency field offices. If such mail contains sufficient address information after the "To:" caption, it can be sent without further addressing. If this is not the case, put the necessary address on a routing slip, and attach it to the correspondence. See chapter 2, paragraph 3 of this part for instructions on the use of the routing slip.

2. ENVELOPES AND MAILING LABELS

a. **Postage and fees paid envelope and label.** A mailing envelope has the notation "Postage and Fees Paid" printed in the upper right corner of the address side. The return address and the words "Official Business" appear in the upper left corner of the address side. See figure 1 of this chapter. A mailing label bears the same notations as the envelope. Use them on packages or oversize plain envelopes.

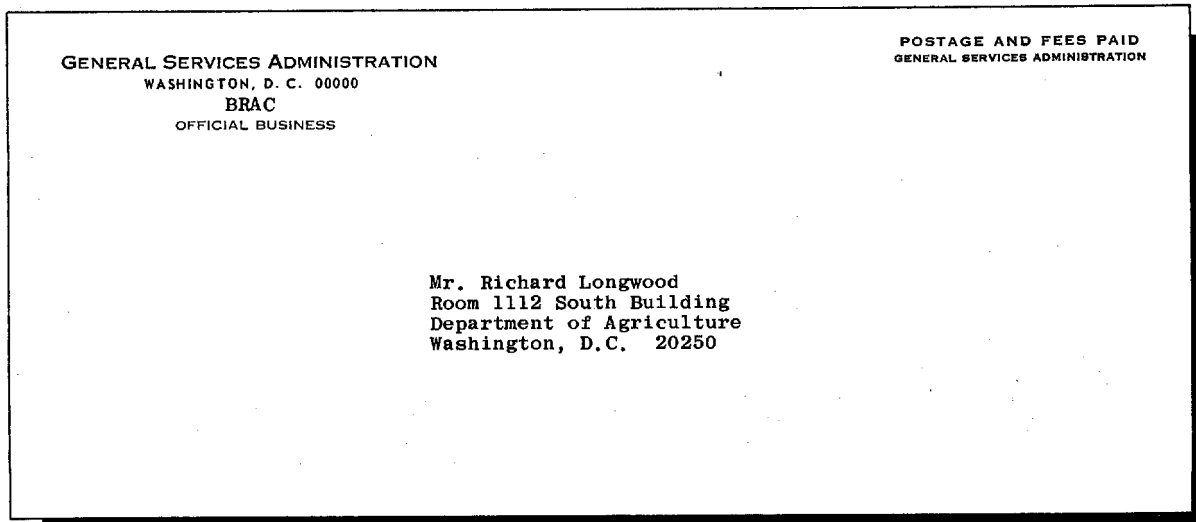


FIGURE 1.—*Postage and Fees Paid Envelope.*

(1) **Letter-size envelopes.** Use window envelopes whenever possible. They eliminate one typing operation and the time-consuming process of matching letters to envelopes. See figure 2 of this chapter. If you can't use a window envelope, select a regular envelope. You may requisition envelopes that are listed in the Stores Stock Catalog issued by the Federal Supply Service, General Services Administration.

(2) **Oversize envelopes.** Use large flat envelopes for mailing multiple enclosures, pamphlets, printed materials, etc. Don't use envelopes that are too big. The cost of mailing will be higher as shown in figure 5 and the contents may become damaged by shifting during handling. When the materials are heavy,

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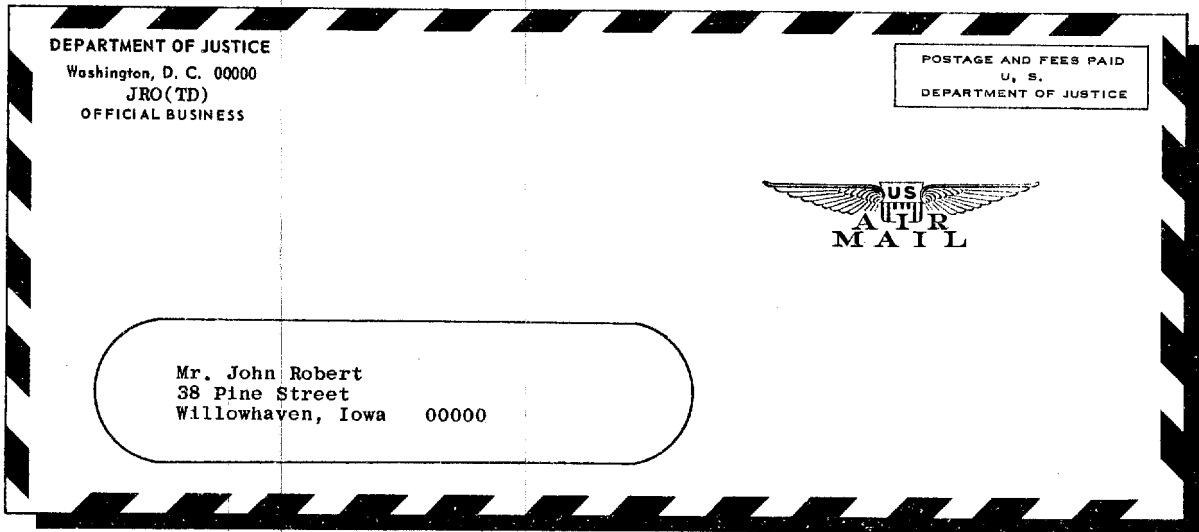
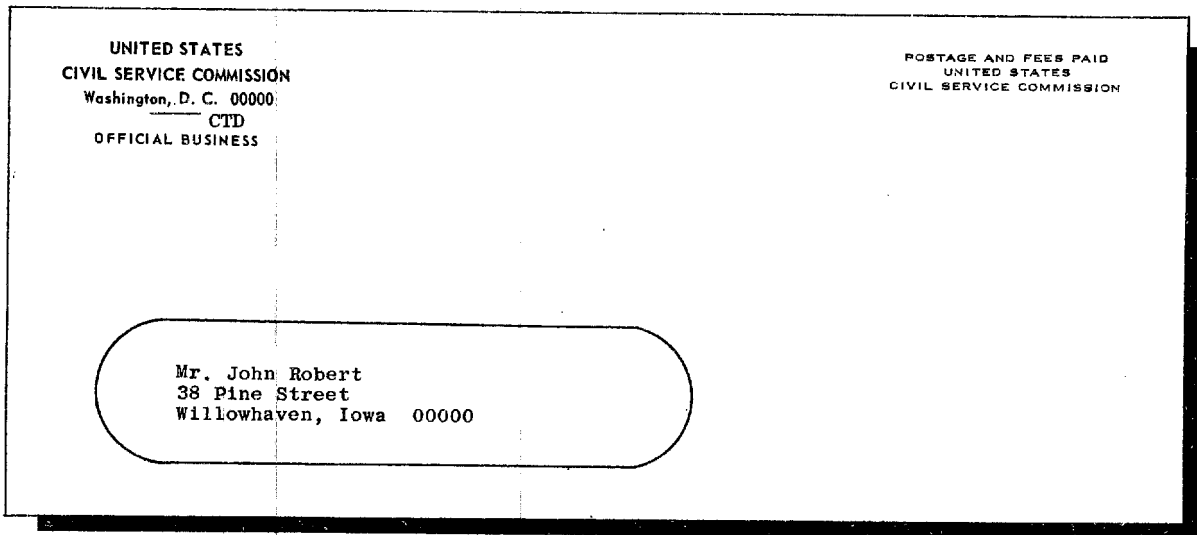


FIGURE 2.—Window Envelopes.

wrap them as a package, if possible. If an envelope is used, reinforce it with gummed tape, or use one that closes with a metal clasp or with a button-and-twine device. Press the envelope flat before mailing. If the envelope does not have the postage and fees paid notation and return address printed on it, attach an address label.

b. Interoffice, chain-type envelope. Use Standard Form 65, "U.S. Government Messenger Envelope," to send mail and printed matter between offices within the same city when it is to be delivered by an agency messenger or by interagency messenger service. The Standard Form 65 can be used to send mail through postal channels only as part of a consolidated mailing. The 9½- by 12-inch envelope has 38 printed spaces for addressees and the 12- by 16-inch size has 75. The "Stop" space is used primarily in the Washington, D.C., area. It may, however, be used elsewhere. See figure 3 of this chapter.

U.S. Government Messenger Envelope

Standard Form No. 65
November 1961
General Services Administration
FPMR (41 CFR) 101-11.6

NAME (OR TITLE) OF ADDRESSEE, AGENCY, ORGANIZATIONAL UNIT, ADDRESS, AND ROOM		NAME (OR TITLE) OF ADDRESSEE, AGENCY, ORGANIZATIONAL UNIT, ADDRESS, AND ROOM	
Mrs. Jane Carter	STOP	◀ To a person in another agency with another stop number	STOP
140 National Archives Bldg. 220			
NRPC, Room 601	STOP	◀ To a code in same agency with same stop number	STOP
Attn: Mrs. Bonner			
Dick Rhodes	STOP	◀ To a person in same agency (different building) with another stop number	STOP
Room 520, SSA 29			
Office of Budget Review	STOP	◀ To an office in another agency with another stop number	STOP
Bureau of the Budget 20			
	STOP		STOP

FIGURE 3.—Standard Form 65, U.S. Government Messenger Envelope.

3. TYPES OF MAIL SERVICE

The following types of mail service are available for official U.S. Government Mail.

a. Post office mail service. Under the postage and fees paid system, no postage is affixed to individual pieces of mail sent by the agency. However, we must ultimately pay for each piece of mail since the agency reimburses the Post Office Department annually for all mail dispatched. Always use the most economical method of mailing possible. When a large amount of mail is to be sent to one destination, send the pieces under one cover rather than in separate envelopes. This helps save envelopes and reduces postage costs. Select the proper mail classification or service to be used, keeping in mind economy as well as efficiency.

(1) **Airmail.** Use airmail only when the fastest handling by the post office is required. Don't use airmail for mail going less than 500 miles. Except for urgent mail going coast-to-coast, don't use it for mail sent on Friday or the day before a holiday. For overseas mailing, airmail will be used for all first-class mail unless it is going via diplomatic pouch. An exception can be made for mail going to a Military Post Office (APO or FPO). See the procedures in paragraph (10) below on Military Ordinary Mail (MOM).

(2) **First-class mail.** Use first-class for mail requiring the highest priority surface handling. This includes correspondence and other material requiring higher than third- or fourth-class treatment.

(3) **Third-class mail.** Printed material and parcels weighing less than 1 pound qualify for third-class. Since third-class rates are less than first-class or airmail, consider using third-class when possible.

(4) **Fourth-class mail.** Printed material and parcels weighing 1 pound and over qualify for fourth-class. Fourth-class is commonly referred to as parcel post.

(5) **Certified mail.** Use certified mail service where a proof of delivery is needed and the material which is to be mailed has no monetary value, or to transmit classified material up to and including CONFIDENTIAL within the continental United States. This service provides for record of delivery and permits the sender to request a receipt when mailing the item. Certified mail costs substantially less than registered mail.

(6) **Registered mail.** Use registered mail service only when required by law, for material or supplies that require the security and protection provided by the registered mail service, or to transmit SECRET

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material. The sender of a registered item may request a return receipt and may restrict delivery to the addressee only. Postal insurance is not provided for Registered Official Government Mail.

(7) **Special delivery mail.** Use special delivery service only when it is necessary that the mailed material be provided special delivery by the post office of the addressee. When using this service, be sure that someone will be at the address to receive it and that the post office will, in fact, provide special delivery to that location.

(8) **Special handling.** Use special handling for fourth-class mail when it is necessary to give fourth-class material first-class priority and handling. It is cheaper to send a parcel fourth-class special handling than to send the same parcel first-class. The post office will treat it similarly to first class when in transit.

(9) **Insurance.** Liability for insured mail is limited to \$200.00. Use postal insurance when requested by the addressee and considered justified by the sending office, or when the replacement cost of the item justifies the expense of insuring it against damage or loss.

(10) **Military Ordinary Mail (MOM).** Military Ordinary Mail (MOM) service is available for all official Government mail addressed to an overseas Military Post Office (APO or FPO). MOM receives airlift from the point of exit from the United States to overseas APO's or FPO's at approximately one-half the cost of airmail. Mail sent via MOM is generally transported by land from the mailing point to the point of exit. Because of the savings involved, you should use this service whenever possible. All parcels sent via MOM should be marked with large letters "MOM" to the left of the address. Envelopes need not be marked.

b. Mail service within an agency. Mail addressed to persons within the agency who occupy the same or a nearby building is delivered by agency messengers. Under special conditions, these messengers may deliver mail to addressees in other agencies within the same city or area. Send routine material that is easy to handle and contains sufficient address information for delivery without further addressing. If additional information is required, attach a routing slip. If a cover is desirable, use a chain envelope such as Standard Form 65, U.S. Government Messenger Envelope. A sealed envelope is seldom used for within-agency mail sent by messenger.

c. Mail service between agencies.

(1) In many cities an interagency messenger service provides fast pickup and delivery between Federal agencies within that city. In Washington, D.C., this service is called the U.S. Mail and Messenger Service. Post Office Form OM 2 lists the Washington, D.C., agencies receiving the service and a "Stop" number for each delivery point. The various stop numbers are included in most agency telephone directories. Normally send material in one of the two sizes of the U.S. Government Messenger Envelope. Folded material may be sent in a plain envelope or in a postage and fees paid envelope.

(2) Don't use the U.S. Mail and Messenger Service for the following:

- (a) Security classified mail.
- (b) Mail to an addressee not included in the U.S. Mail and Messenger Service.
- (c) Unofficial mail.

d. Diplomatic pouch. If needed, agencies can arrange with the State Department for diplomatic pouch service. In general, this service is used for official mail to an agency's representatives under the jurisdiction of diplomatic or consular posts abroad. All such mail is dispatched through the Department of State.

4. TYPING AND MAILING INSTRUCTIONS

a. Post office mail.

(1) **Return address.** The return address, if not printed on the envelope, should be typed in the upper left corner over the words "Official Business." Type the office symbol below the printed or typed return address.

(2) **Special mailing instructions.** If you prepare an envelope for a letter requiring special mail service, type or stamp the mailing instructions such as AIRMAIL, CERTIFIED, REGISTERED, etc., to the right of the address. See figure 4 of this chapter. If more than one instruction is used, type each one on a separate line, one below the other. Further notations required on the envelope about special handling are added by the mailroom or by the post office.



FIGURE 4.—*Special Mailing Instructions.*

(3) Arrangement of address.

(a) Single space the address on an envelope or on an address label to be added to an envelope. If a line is too long to fit the space, continue it on the next line, indented two spaces. Begin typing approximately one-third the length of the envelope from the left side and approximately one-half the depth of the envelope.

(b) Type "Attention:" (when used) immediately below the addressee's name followed by the name of the person to whose attention the mail is directed.

(c) Federal Government agencies are required to use ZIP Codes in both the mailing and return address on all correspondence. A National ZIP Code Directory, POD Publication 65, is published annually by the Post Office Department. For information on availability of copies, contact your agency publications supply unit. Type the ZIP Code on the last line of the address two spaces following the last letter of the State. Example:

John Dawson Company, Inc.
Attention: Mr. James Brown
1234 Fifth Avenue
New York, New York 10029

(4) **Preparation of registered mail.** Registered mail must be securely sealed. In addition, Post Office regulations on registered mail forbid the placing of paper strips, cellophane tape, or wax or paper seals over the intersection of the flaps on the envelope or package where the special postmark impressions will be made.

b. Agency and interagency messenger services.

(1) When a routing slip is addressed for delivery by an agency messenger, it should contain sufficient information to insure delivery. In most cases the office symbol of the addressee or the abbreviated name of his office is enough.

(2) When a plain or postage and fees paid envelope is addressed for delivery by a messenger, it should contain the office symbol of the addressee or his name and title, if necessary. For interagency mail, the addressee's agency should also be included, and, if applicable, the "Stop" number. Single space the address and put the "Stop" number two lines below it. Example:

Mr. John Doe, A9
 Department of Justice

Stop 219

(3) When addressing the chain type of envelope, cross out the used spaces. Enter the office symbol of the addressee and his name and title, if necessary, in the address space on the left side of the envelope. If the addressee is in another agency, include his agency's name in the address, and put the correct "Stop" number in the space provided to the right.

POST CARDS	Regular Mail	\$.05	REGISTERED MAIL	\$.75
	Airmail	.08		CERTIFIED MAIL
SMALL ENVELOPES <i>(not exceeding 5½" x 11")</i>	Regular Mail	.06	INSURED MAIL	.30
	Airmail	.10	RETURN RECEIPTS	.10
LARGE ENVELOPES	Regular Mail	.18	SPECIAL DELIVERY	.60
	Airmail	.30	SPECIAL HANDLING	.50
ODD - SIZE <i>(envelopes over 11" x 13" or of unusual size or shape or small packets)</i>	Regular Mail	.50	*CHARGE IN ADDITION TO COST FOR REGULAR SERVICE	
	Airmail	.90		
PACKAGES	Regular Mail	1.00		
	Airmail	4.50		

FIGURE 5.—Postage Rates for Official Mail.

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TELEGRAMS

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CHAPTER 4

TELEGRAMS

1. GENERAL

Telegrams are used for correspondence when speed is important and a written record is required. Since telegrams are more expensive than letters, they should be used only when necessary. Follow these guidelines for using telegrams.

- a. Always allow for time zone differences when sending telegrams. If a telegram is sent too late to arrive at the receiving station before closing time, it won't be delivered to the addressee until the next business day. The Time Zone Map in figure 1 of this chapter will help you schedule telegrams.
- b. Don't send a telegram on Friday or the day before a holiday if it is too late for delivery on the day sent unless it is certain that the receiving office will be open, or that the individual addressed will be on duty during the weekend or holiday.
- c. When a telegram is to be sent to one or more addressees for action, and for information to others, use the mail for the information copies whenever possible. Also, action copies may be mailed to nearby addressees.
- d. Don't use a telegram, at Government expense, for such subjects as hotel reservations for personal use and expressions of condolence, unless the message relates primarily to official business.

2. TYPES OF TELEGRAPHIC MESSAGES

You can prepare a telegram in either Single, Book, or Multiple-Address form.

- a. **Single.** A "single" message is sent to only one addressee.
- b. **Book.** A "book" message is destined for two or more addressees, with each delivered telegram showing only one addressee. In other words, no addressee will know who the other recipients are. Recipients of "book" messages can be designated as "action" addressees or "information" addressees.
- c. **Multiple-address.** A "multiple-address" message is destined for two or more addressees, with each delivered telegram showing all recipients. Recipients of "multiple-address" messages can be designated as "action" addressees or "information" addressees.

3. PRECEDENCE

Precedence designates the relative urgency of a message and indicates the speed to be used in its handling and transmission. The precedence assigned a message should be no higher than is required to insure that it reaches all addressees in time for appropriate action. Different precedences may be assigned for action copies and for information copies. If the telegram goes through commercial facilities and you do not specify a particular precedence, it will go full rate. The average transmission time for a full rate telegram is under 1 hour. You can also send a commercial telegram as a DAY LETTER (delivery guaranteed on same working day sent) or a NIGHT LETTER (must be filed by 2 a.m. for delivery during business hours of next day). If you want these services, enter DL or NL, as appropriate, in the precedence space of the telegram form. See figure 2 of this chapter. International cablegrams should be marked "Etat Priorite" if priority transmission is required. When a telegram is sent through Government facilities, the following precedence indicators may be used.

- a. **R (Routine).** Routine is the precedence for those communications which justify rapid handling by electrical means but are of insufficient urgency to require a higher precedence.
- b. **P (Priority).** The Priority precedence will be reserved generally for messages which in normal times or periods of emergency require expeditious action by the addressees and/or furnish essential information

Part I

for the conduct of military or civil operations and actions in progress. *This is the highest precedence normally assigned to messages of an administrative nature.*

c. O (Immediate). Immediate messages will be handled as fast as possible and in priority above all others except those of a Flash precedence. The Immediate precedence will be reserved generally for messages relating to situations which gravely affect the security of national and allied forces, messages pertaining to the reconstruction of forces in a postattack period, messages pertaining to national disasters of extensive seriousness, pre-attack diplomatic messages attempting to reduce or limit the threat of war, and civil defense messages pertaining to direction of our population and their survival.

d. Z (Flash). Flash messages will be handled as fast as humanly possible and in priority above all others. The Flash precedence will be reserved generally for command and control of military forces essential to defense and retaliation, critical intelligence essential to national survival, for the conduct of diplomatic negotiations critical to the arresting or limiting of hostilities, and for passing critical civil alert information to the major elements of our population.

4. TYPING THE MESSAGE

The text of the telegram should be typed in the message space on the appropriate form. See figure 2 of this chapter.

a. Address. Following the word "To" at the upper left of the message space, type the name and address in all capital letters, block style, single spaced with open punctuation (periods are left out). Spell out words such as NORTH and SOUTH. If all the addressees of a book or multiple-address message don't fit on one page, type the text on the form and attach a list of all addressees on a separate sheet of plain paper. In this case, note on the first page of the telegram, at the top of the message section, the total number of addressees to whom the telegram goes. When a communication is sent for action to one or more addressees, and for information to others, type "INFO" two lines below the last action addressee at the left margin, and follow with a list of information addressees. If information copies and action copies for nearby addressees are to be sent by mail, indicate this after the appropriate address.

b. Attention line. When a telegram is directed to the attention of an individual other than the addressee, place the attention line between the addressee's name and the address. Example:

JOHN DUTTON COMPANY
ATTENTION: THOMAS ROWE
1234 FIFTH STREET EAST
FORT WORTH, TEXAS

c. Body. Begin the body of the message two lines below the last line of the address. When time permits a reply to a telegram to be sent by mail, include the phrase "Reply by Mail" in the body of the message. If the message is classified, type the appropriate security classification as the first word of the body of the message. Block the paragraphs and double space the text, with triple spaces between the paragraphs.

d. Signature. Type the signature element four lines below the last line of the body of the message, flush with the left margin. It should consist of the name, title, and organizational designation (including the office symbol) of the signer. The responsible official will sign the message in the space between the body and the signature element.

5. COPIES

Always send the original of the telegram, not a carbon copy, to the communications unit. Prepare a yellow tissue copy for official files. To insure that it can be easily read, make it the first carbon copy. Prepare only one official file copy for a telegram sent to more than one addressee.

6. TELEGRAPHIC STYLE

a. Articles. Omit the articles "a," "an," and "the" unless needed for clarity or part of a quoted passage.

b. Niceties. Avoid unnecessary words such as "please" and "Mr."

c. **Numbers.** Type numbers as Arabic numerals. In writing fractions, use numerals and the diagonal mark, not the typewriter fraction. Write compound numbers with a hyphen. Example:

2 1/2 PAGES
1960-70

d. **Dates.** In writing dates, use hyphens to separate the month, day, and year. Example:

9-26-67

e. **Underscoring.** Don't underscore for emphasis as underscoring is not transmitted.

f. **Punctuation.** Don't use words such as "STOP," "COMMA," "PERIOD," or "QUOTE" instead of punctuation marks. For international cables omit the punctuation marks and leave two spaces instead.

g. **Abbreviations.** Use well-known agency abbreviations such as GSA, HEW, and DOD to eliminate excess words in a telegram. Don't, however, abbreviate individual words as this may lead to confusion. For example, the abbreviation "reqd" could mean either "requested," "required," or "requisitioned" to the addressee.

h. **Coined words.** Use coined words as a means of eliminating excess words. Examples:

URTEL - your telegram
ORTEL - our telegram
URLET - your letter
ORLET - our letter

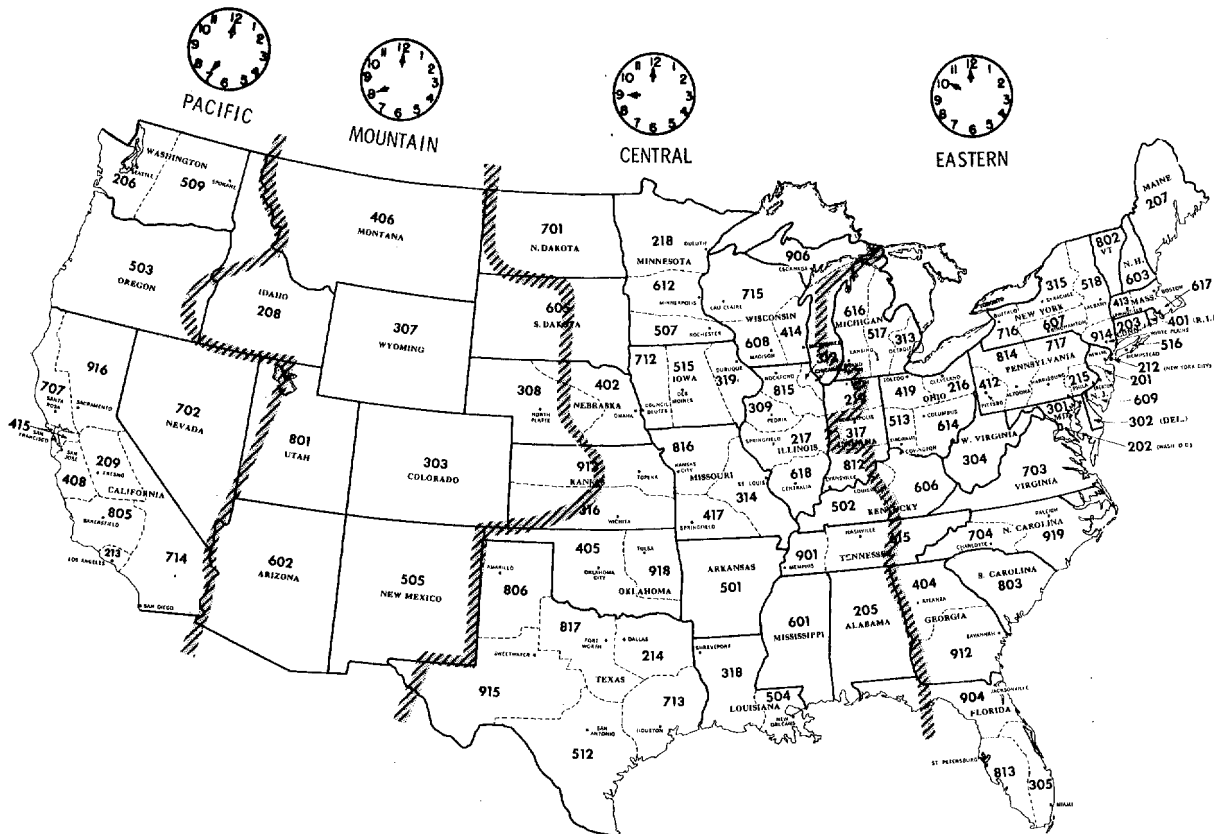


FIGURE 1.—Time Zone Map (also showing telephone area codes).

NAME OF AGENCY

TYPE THE NAME OF THE AGENCY, YOUR OFFICE OR ORGANIZATIONAL UNIT, AND YOUR LOCATION.

PRECEDENCE

TYPE THE PROPER PRECEDENCE INDICATORS FOR THE ACTION COPY AND FOR ANY INFORMATION COPIES. SEE PAR. 3 OF THIS CHAPTER FOR FURTHER INFORMATION.

TYPE OF MESSAGE

INDICATE WHETHER THE MESSAGE IS SINGLE, BOOK, OR MULTIPLE-ADDRESS. FOR A DESCRIPTION OF EACH TYPE SEE PAR. 2 OF THIS CHAPTER.

SECURITY CLASSIFICATION

IF THE MESSAGE IS CLASSIFIED, STAMP THE PROPER CLASSIFICATION IN THE SPACE PROVIDED AT THE BOTTOM AND TOP OF THE FORM.

ACCOUNTING CLASSIFICATION

TYPE THE APPROPRIATE SYMBOL OR IDENTIFICATION FOR INTERNAL ACCOUNTING. IF THE TELEGRAM IS TO BE SENT COLLECT, TYPE *COLLECT*

DATE PREPARED

TYPE THE DATE YOU PREPARE THE FORM.

FOR INFORMATION CALL

TYPE THE NAME, OFFICE SYMBOL, AND TELEPHONE NUMBER OF THE PERSON THE COMMUNICATIONS UNIT CAN CONTACT FOR ADDITIONAL INFORMATION.

TYPING GUIDELINE

TYPE NO FURTHER THAN THIS LINE IF USING A TYPEWRITER WITH ELITE TYPE.

PAGE NUMBER AND NUMBER OF PAGES

SHOW THE INDIVIDUAL PAGE NUMBER AND THE TOTAL NUMBER OF PAGES.

TELEGRAPHIC MESSAGE		
<small>NAME OF AGENCY</small> General Services Administration Transportation & Communications Service Washington, D.C.	<small>PRECEDENCE</small> ACTION: R INFO:	<small>SECURITY CLASSIFICATION</small>
<small>ACCOUNTING CLASSIFICATION</small> XYZ-1234	<small>DATE PREPARED</small> 11/25/67	<small>TYPE OF MESSAGE</small> <input checked="" type="checkbox"/> SINGLE <input type="checkbox"/> BOOK <input type="checkbox"/> MULTIPLE-ADDRESS
<small>FOR INFORMATION CALL</small>		
<small>NAME</small> Sam Jones, TCOR	<small>PHONE NUMBER</small> 183-3642	
<small>THIS SPACE FOR USE OF COMMUNICATION UNIT</small>		
<small>MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)</small>		
<p>TO: MIDWESTERN MANAGEMENT CENTER ATTENTION: JOHN DOE FEDERAL SERVICE AGENCY 4271 OAK STREET KANSAS CITY, MISSOURI</p> <p>URTEL. USE SF 14 "TELEGRAPHIC MESSAGE" FOR ORIGINAL OF EACH PAGE OF A TELEGRAM. TYPE CARBON COPIES ON PLAIN TISSUE. FOR MULTIPLE-PAGE TELEGRAMS FILL IN ALL APPLICABLE SPACES ON FIRST PAGE. ON SUCCEEDING PAGES FILL IN SPACES FOR SECURITY CLASSIFICATION, PAGE NUMBER, AND NUMBER OF PAGES.</p> <p>SHOW DISTRIBUTION OF CARBON COPIES ON TISSUE COPIES ONLY. SKIP A LINE AFTER SIGNATURE ELEMENT AND TYPE "CC" FLUSH WITH LEFT MARGIN. ON NEXT LINE BEGIN LISTING NAMES, TITLES, OR SYMBOLS OF INDIVIDUALS OR ORGANIZATIONAL UNITS RECEIVING COPIES. CHECK A COPY FOR EACH ADDRESSEE. TYPE IDENTIFICATION OF OFFICE, WRITER, AND TYPIST ON TISSUE COPIES ONLY. SKIP A LINE AFTER LAST LINE OF DISTRIBUTION LISTING AND TYPE OFFICE SYMBOL, IF ANY, WRITER'S INITIALS AND SURNAME, TYPIST'S INITIALS, AND DATE OF TYPING.</p> <p>JAMES DOWNS, TCOR CHIEF, RECORDS MANAGEMENT BRANCH</p>		
		<small>SECURITY CLASSIFICATION</small>
<small>PAGE NO.</small> 1	<small>NO. OF PGS.</small> 1	
<small>STANDARD FORM 14 REVISED AUGUST 1967 GSA FPMR (41 CFR) 101-35.306</small>		

FIGURE 2.—Standard Form 14, Telegraphic Message.

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MODELS OF ADDRESS

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CHAPTER 5

MODELS OF ADDRESS

1. GENERAL

a. When it is desirable to use a salutation and closing, the models of address in this chapter are the conventional forms of address in general use. Use them as patterns for other addresses. They may be varied under certain circumstances. For example, "Honorable" may be replaced by a title such as "General," "Dr.," or "His Excellency," as appropriate. All Presidential appointees and Federal and State elective officials are addressed as "Honorable." As a general rule, county and city officials, except mayors, are not addressed as "Honorable." A person once entitled to "Governor," "Judge," "General," "Honorable," "His Excellency," or a similar distinctive title may retain the title throughout his lifetime. In salutations to persons in positions that may be held by men or women, only the title for men is shown in the examples given. When a woman occupies the position, the title "Madam" is substituted for "Mr." before such formal terms as "President," "Vice President," "Chairman," "Secretary," "Ambassador," and "Minister." Use the title "Senator" for a female member of the Senate and "Mrs." or "Miss" for a female member of the House of Representatives, Senator-elect, or Representative-elect.

b. Observe the following general rules when addressing communications to individuals by name and/or title.

(1) Use open punctuation in addresses (periods are left out).

(2) Spell out all titles in the address, except "Dr.," "Mr.," and "Mrs." Don't use two titles with the same meaning with one name, for example, use "Dr. Paul White" or "Paul White, M.D.," but not "Dr. Paul White, M.D."

(3) If it is not known whether the addressee is a man or woman, use "Mr." with the name.

(4) Use "Miss" if not sure whether to use "Mrs." or "Miss."

(5) In some cases the person holding a Ph. D. degree prefers to be addressed as "Dr. (full name)," rather than as "The Reverend," "Dean," "Professor," etc.

2. MODELS OF ADDRESS

The following list shows the address element and salutation and complimentary close, when used, for certain addressees.

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLIMENTARY CLOSE
The President	The President The White House Washington, D.C. 20500	Dear Mr. President: Respectfully,
Wife of the President	Mrs. (full name) The White House Washington, D.C. 20500	Dear Mrs. (surname): Sincerely,
Assistant to the President	Honorable (full name) Assistant to the President The White House Washington, D.C. 20500	Dear Mr. (surname): Sincerely,

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ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLIMENTARY CLOSE
The Vice President	The Vice President United States Senate Washington, D.C. 20510	Dear Mr. Vice President: Sincerely,
The Chief Justice	The Chief Justice of the United States The Supreme Court of the United States Washington, D.C. 20543	Dear Mr. Chief Justice: Sincerely,
Associate Justice	Mr. Justice (surname) The Supreme Court of the United States Washington, D.C. 20543	Dear Mr. Justice: Sincerely,
United States Senator	Honorable (full name) United States Senate Washington, D.C. 20510 or Honorable (full name) United States Senator (local address) 00000	Dear Senator (surname): Sincerely,
United States Representative	Honorable (full name) House of Representatives Washington, D.C. 20515 or Honorable (full name) Member, United States House of Representatives (local address) 00000	Dear Mr. (surname): Sincerely,
Committee Chairman	Honorable (full name) Chairman, Committee on (name) United States Senate Washington, D.C. 20510 or Honorable (full name) Chairman, Committee on (name) House of Representatives Washington, D.C. 20515	Dear Mr. Chairman: Sincerely,
Subcommittee Chairman	Honorable (full name) Chairman, Subcommittee on (name) (name of parent Committee) United States Senate Washington, D.C. 20510 or Honorable (full name) Chairman, Subcommittee on (name) (name of parent Committee) House of Representatives Washington, D.C. 20515	Dear Senator (surname): Sincerely, Dear Mr. (surname): Sincerely,
Speaker of the House of Representatives	Honorable (full name) Speaker of the House of Representatives Washington, D.C. 20515	Dear Mr. Speaker: Sincerely,
Cabinet Members	Honorable (full name) Secretary of (name of Department) Washington, D.C. 00000 or Honorable (full name) Postmaster General Washington, D.C. 20260 or Honorable (full name) Attorney General Washington, D.C. 20530	Dear Mr. Secretary: Sincerely, Dear Mr. Postmaster General: Sincerely, Dear Mr. Attorney General: Sincerely,

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ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLIMENTARY CLOSE
Deputy Secretaries, Assistants, or Under Secretaries	Honorable (full name) Deputy Secretary of (name of Department) Washington, D.C. 00000 or Honorable (full name) Assistant Secretary of (name of Department) Washington, D.C. 00000 or Honorable (full name) Under Secretary of (name of Department) Washington, D.C. 00000	Dear Mr. (surname): Sincerely,
Head of Independent Offices and Agencies	Honorable (full name) Comptroller General of the United States General Accounting Office Washington, D.C. 20548 or Honorable (full name) Chairman, (name of Commission) Washington, D.C. 00000 or Honorable (full name) Director, Bureau of the Budget Washington, D.C. 20503	Dear Mr. (surname): Sincerely, Dear Mr. Chairman: Sincerely, Dear Mr. (surname): Sincerely,
Librarian of Congress	Honorable (full name) Librarian of Congress Library of Congress Washington, D.C. 20540	Dear Mr. (surname): Sincerely,
Public Printer	Honorable (full name) Public Printer U.S. Government Printing Office Washington, D.C. 20401	Dear Mr. (surname): Sincerely,
American Ambassador	Honorable (full name) American Ambassador (City), (Country)	Sir: (formal) Dear Mr. Ambassador: (informal) Very truly yours, (formal) Sincerely, (informal)
American Consul General or American Consul	(Full name) American Consul General (or American Consul) (City), (Country)	Dear Mr. (surname): Sincerely,
Foreign Ambassador in the United States	His Excellency (full name) Ambassador of (Country) (local address) 00000	Excellency: (formal) Dear Mr. Ambassador: (informal) Very truly yours, (formal) Sincerely, (informal)
United States Representative to the United Nations or Organization of American States	Honorable (full name) United States Representative to the United Nations (or Organization of American States) (local address) 00000	Sir: (formal) Dear Mr. Ambassador: (informal) Very truly yours, (formal) Sincerely, (informal)
Governor of State	Honorable (full name) Governor of (name of State) (City), (State) 00000	Dear Governor (surname): Sincerely,
Lieutenant Governor	Honorable (full name) Lieutenant Governor of (name of State) (City), (State) 00000	Dear Mr. (surname): Sincerely,

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Part I

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLIMENTARY CLOSE
State Senator	Honorable (full name) (name of State) Senate (City), (State) 00000	Dear Mr. (surname): Sincerely,
State Representative, Assemblyman, or Delegate	Honorable (full name) (name of State) House of Representatives (or Assembly or House of Delegates) ¹ (City), (State) 00000	Dear Mr. (surname): Sincerely,
Mayor	Honorable (full name) Mayor of (name of City) (City), (State) 00000	Dear Mayor (surname): Sincerely,
President of a Board of Commissioners	Honorable (full name) President, Board of Commissioners of (name of City) (City), (State) 00000	Dear Mr. (surname): Sincerely,
Protestant Clergy	<p>The Right Reverend (full name) Bishop of (name) (local address) 00000</p> <p>or</p> <p>The Very Reverend (full name) Dean of (Church) (local address) 00000</p> <p>or</p> <p>The Reverend (full name) Bishop of (name) (local address) 00000</p> <p>or</p> <p>The Reverend (full name) (Title), (name of Church) (local address) 00000</p>	<p>Right Reverend Sir: (formal) Dear Bishop (surname): (informal) Sincerely,</p> <p>Very Reverend Sir: (formal) Dear Dean (surname): (informal) Sincerely,</p> <p>Reverend Sir: (formal) Dear Bishop (surname): (informal) Sincerely,</p> <p>Dear Mr. (surname): Sincerely,</p>
Catholic Clergy	<p>His Eminence (given name) Cardinal (surname) Archbishop of (Diocese) (local address) 00000</p> <p>or</p> <p>The Most Reverend (full name) Archbishop of (Diocese) (local address) 00000</p> <p>or</p> <p>The Most Reverend (full name) Bishop of (City) (local address) 00000</p>	<p>Your Eminence: (formal) Dear Cardinal (surname): (informal) Sincerely,</p> <p>Your Excellency: (formal) Dear Archbishop (surname): (informal) Sincerely,</p> <p>Your Excellency: (formal) Dear Bishop (surname): (informal) Sincerely,</p>

¹ In most States, the lower branch of the legislature is the House of Representatives. In some States, such as California, New York, New Jersey, Nevada, and Wisconsin the lower house is known as the Assembly. In others, such as Maryland, Virginia, and West Virginia, it is known as the House of Delegates. Nebraska has a one house legislature. Its members are classed as Senators.

Part I

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLIMENTARY CLOSE
Catholic Clergy (Cont.)	The Right Reverend Monsignor (full name) (local address) 00000	Right Reverend Monsignor: (formal) Dear Monsignor (surname): (informal) Sincerely,
	or	
	The Very Reverend Monsignor (full name) (local address) 00000	Very Reverend Monsignor: (formal) Dear Monsignor (surname): (informal) Sincerely,
	or	
Jewish Clergy	The Reverend (full name) (add initials of Order, if any) (local address) 00000	Reverend Sir: (formal) Dear Father (surname): (informal) Sincerely,
	or	
	Mother (name) (initials of Order, if used) Superior (name of Convent) (local address) 00000	Dear Mother (name): Sincerely,
Jewish Clergy	Rabbi (full name) (local address) 00000	Dear Rabbi (surname) Sincerely,
Chaplains	Chaplain (full name) (rank, service designation) (post office address of organization and station) (local address) 00000	Dear Chaplain (surname): Sincerely,
President of a College or University (Doctor)	Dr. (full name) President, (name of institution) (local address) 00000	Dear Dr. (surname): Sincerely,
Dean of a School	Dean (full name) School of (name) (name of institution) (local address) 00000	Dear Dean (surname) Sincerely,
Professor	Professor (full name) Department of (name) (name of institution) (local address) 00000	Dear Professor (surname): Sincerely,
Physician	(full name), M.D. (local address) 00000	Dear Dr. (surname): Sincerely,
Lawyer	Mr. (full name) Attorney at Law (local address) 00000	Dear Mr. (surname): Sincerely,
Widow	Mrs. (husband's first name, last name) (local address) 00000	Dear Mrs. (surname): Sincerely,
	or	
	Mrs. (wife's first name, last name) ² (local address) 00000	Dear Mrs. (surname): Sincerely,
Two or more Men	Mr. (full name) and Mr. (full name) ³ (local address) 00000	Gentlemen: Sincerely,
Two or more Women	Mrs. (full name) and Mrs. (full name) ³ (local address) 00000	Mesdames: Sincerely,

² The second form is generally used for a married woman who is separated from her husband or for a married woman or widow who has so signed.

³ A letter to two or more persons may be addressed as illustrated, or to only one of them when the other is mentioned by name in the opening paragraph.

Part I

ADDRESSEE	ADDRESS ON LETTER AND ENVELOPE	SALUTATION AND COMPLIMENTARY CLOSE
One Woman and one Man	Mrs. (full name) and Mr. (full name) ³ (local address) 00000	Dear Mrs. (surname) and Mr. (surname) Sincerely,
Service Personnel	(full grade, name, and abbreviation of service designation) (Retired is added, if applicable) (title and organization) (local address) 00000	Dear (grade) (surname): Sincerely,
Service Academy Members Army or Coast Guard	Cadet (full name) (service designation) (local address) 00000	Dear Cadet (surname): Sincerely,
Navy	Midshipman (full name) (service designation) (local address) 00000	Dear Midshipman (surname): Sincerely,
Air Force	Air Cadet (full name) (service designation) (local address) 00000	Dear Air Cadet (surname): Sincerely,

³ See footnote on p. 5-5.

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CAPITALIZATION ● SPELLING
● COMPOUND WORDS

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Part II

CHAPTER 1

CAPITALIZATION

1. GENERAL

Problems of capitalization which most often arise in Government correspondence are covered in this chapter. Commonly used principles are briefly stated, and then supported by examples. When to capitalize is shown at the left of the page; when not to capitalize is shown at the right. For words or terms not included here, correct practice can be determined by relating them to the principles that are given. Also see the *Government Printing Office Style Manual* for other points on capitalization.

Two main rules govern use of capitals: (1) Proper nouns, titles, and first words are capitalized, and (2) common nouns are not capitalized unless they have gained the status of proper nouns. Consistency in capitalizing is important. Once a practice has been adopted, for example, capitalizing a word for emphasis, that practice should be carefully followed throughout the piece of writing.

2. PROPER NOUNS

a. Names of persons, places, and things. (See also paragraphs c-g, following.)

Capitalize names of persons, places, and things; and their derivatives which retain proper noun meanings.

John Macadam, Macadam family
Paris, Parisian
Italy, Italian
Rome, Roman
Capitol in Washington, D.C.

Do not capitalize names which have become common, or their derivatives which have general meanings.

macadamized
plaster of paris
italics, italicize
roman (type)
a State capitol

b. Common nouns used as proper nouns.

Capitalize common nouns used as parts of proper names and of titles.

Massachusetts Avenue
Federal Express
Cape of Good Hope
Union Station
Budget and Accounting Procedures Act
Appendix C
Column 2
Exhibit D7
The Versailles Treaty

Do not capitalize when used as a substitute for a name, or to denote time, sequence, or reference.

the longest avenue
the express to Boston
the southernmost cape
the railway station in Washington
act of 1951
a part of appendix C
in column 2, page 3
a reprint of exhibit D7
the treaty of 1919

Capitalize common nouns when used alone as a well-known short form of a proper name.

British Commonwealth: the Commonwealth
Cherokee Nation: the Nation
Union of South Africa: the Union
United States: the States

Do not capitalize when used in a general sense.

a commonwealth of nations
a nation of warlike people
a union between families
state's evidence'

Capitalize plural forms of common nouns when used as part of a proper name.

Seventh and I Streets
Lakes Erie and Ontario
State and Treasury Departments

Do not capitalize when used in a general sense.

two old streets
these inland lakes
executive departments

c. Names of organized bodies.

(1) Federal Government units.

Capitalize titles of the Federal Government and its units, and their shortened forms. Capitalize other substitutes only to show distinction.

The U.S. Government: the Federal Government, the National Government, the Government
U.S. Congress: 86th Congress
the Senate, the House
Committee of the Whole: the Committee
Department of Agriculture: the Department
Division of Grants: the Division
Bureau of the Census: the Census Bureau, the Bureau
Geological Survey: the Survey
Interstate Commerce Commission: the Commission
American Embassy: the Embassy
Department of Defense: Military Establishment, Armed Forces
U.S. Army: the Army, Regular Army, the Infantry, 81st Regiment, Army Band
U.S. Navy: the Navy, Navy (Naval) Establishment, Marine Corps

Do not capitalize when used in a general sense, or when referring to other than a Federal Government unit.

democratic government, a federal union, two national governments, city government
a congress of citizens
a senate or house unit in Iowa
committees of the Senate, a PTA committee
any department of the government
a division of the organization
formation of a bureau, the census bureau in Laurel
a survey of minerals
a commission on trade rights, interstate commissions
a foreign embassy: *also* the consulate, the consulate general
a defense establishment, armed forces exploring the area, *also* armed services
an army, Grant's army, infantrymen, the regiment, the March King's band
naval shipyard, naval station
corps of fighting men

(2) International organizations.

Capitalize names of international organizations.

United Nations: the Security Council, the Assembly, the Secretariat, the International Court of Justice
World Health Organization

Do not capitalize when used in a general sense.

united nations in the Middle East, a council of citizens, a town assembly, a secretariat for the director, a citizens' court
funds for a health organization

(3) Names of other organized bodies. (For names of Federal Government units and international organizations, see paragraphs (1) and (2), preceding.)

Capitalize names of other organized bodies when used as titles.

Virginia Assembly, West Virginia House of Delegates
California State Highway Commission: Highway Commission of California
Dutchland Railroad Company: the Dutchland Railroad

Do not capitalize when used in a general sense.

the assembly, the State senate, the house of delegates in West Virginia
the highway commission, the commission for highway construction
the railroad company, the railroad in Pennsylvania

d. Names of members of organized bodies.

Capitalize names of members of organized bodies to distinguish them from the same words merely in a descriptive sense.

a Representative (Member of Congress)
a Republican (member of a political party)
a Catholic (member of the Catholic Church)

Do not capitalize when used in a general sense.

a representative of a group
a republican form of government
catholic (universal) interests

e. Official designations of countries, domains, and their divisions.

Capitalize names of countries and their divisions when used as proper names, as parts of proper names, or as proper adjectives.

Do not capitalize when used in a general sense.

United States: the Republic, the Nation, the Union
New York State: the Empire State
Dominion of Canada: the Dominion
Province of Quebec: the Province
U.S.S.R. (Union of Soviet Socialist Republics): Cominform (Communist Information Bureau), Communist International

a republic, two nations, national income, union of States (U.S.)
church and state
a dominion of the Western Hemisphere
farming provinces of Canada
a socialist form of government, experiment in communism

f. Names of regions, localities, and geographic features.

Capitalize names of regions, localities, and geographic features when used as proper names.

Do not capitalize terms used to denote mere direction or position.

the North Atlantic States
the West, the Midwest
Equatorial Africa
the Middle East (Asia)
the Promised Land
the Continent

north, south, east, west, northerly, northern, northward
road to the west, a midwest direction
equatorial countries
middle east of the State
a land of promise
continental boundaries

g. Names of calendar divisions, holidays, historic events, and periods of time.

Capitalize names of months of the year and days of the week.

Do not capitalize names of the seasons or the words year and century when used with numbers.

January, February, March
Monday, Tuesday, Wednesday

spring, summer, autumn, winter
the year 1960, the 20th century

Capitalize names of events and of holidays.

Do not capitalize when used in a general sense.

Battle of Lexington
War of 1812, World War II
Feast of the Passover
Fourth of July: the Fourth

the battle fought at Lexington
the war years, two major wars
a religious feast
on July the fourth, a national holiday

3. TITLES USED WITH NAMES OR TITLES STANDING FOR PERSONS

a. Titles preceding names.

Capitalize titles preceding proper names.

Do not capitalize when used in a general sense.

President Roosevelt
King George
Chairman McDowell
Ambassador Page

a president of a club
a king of spades
a chairman of the committee
ambassador at large

Part II

b. Titles following names, or titles used alone.

Capitalize titles following proper names, or used alone as substitutes for names, when they indicate preeminence.

John Adams, President of the United States; the President, the President-elect, the Executive, the Commander in Chief, Ex-President Adams, a former President
Thomas Howells, Vice President of the United States; the Vice President
B. A. Rowland, Secretary of State; the Secretary, the Acting Secretary, the Under Secretary, the Assistant Secretary, the Director, the Chief, or the Assistant Chief

Capitalize titles in the second person.

Your Excellency
Mr. Chairman, Madam Secretary

Do not capitalize when used in a general sense, or when not indicating preeminence.

Burns Mason, president of the Potomac Railway; president-elect of the union, the executive's suite, a young commander in chief, ex-president of Cullen Institute, a former president of the university
Caleb Johnson, vice president of the Exchange; the vice president of SDA
secretaries of the military departments (part of the clerical staff), *but* Secretaries of the military departments (heads of Army, Navy, Air Force); the director, or chief, or assistant chief of the laboratory

4. TITLES OF PUBLICATIONS, DOCUMENTS, ACTS, ETC.

Capitalize all words in titles of publications and documents, except a, an, the, at, by, for, in, of, on, to, up, and, as, but, if, or, and nor.

Statutes at Large, Revised Statutes
District Code
Bancroft's History
Journal (House or Senate)
American Journal of Science
Monograph 55, Research Paper 123
Senate Document 70, *but* Senate bill 416
House Resolution 68, *but* House bill 20
Kellogg Pact, North Atlantic Pact
Treaty of Ghent

Do not capitalize when used apart from titles or in a general sense.

the applicable statutes
the code of the District
history books
a journal of legislative action
a professional journal
any monograph, a research paper by Sales
a historical document from the Senate
a committee resolution
a pact between nations
the treaty signed at Ghent

5. THE DEFINITE ARTICLE

Capitalize the word the when used as part of a name or title.

The Dalles (Oregon)
The Weirs (New Hampshire)
The Hague
The Attorney General (if so written in copy)

Do not capitalize when the is used adjectively or with titles of newspapers, periodicals, vessels, airships, or firm names.

the Dalles region
the Weirs streets
the Hague Court; *also* the Netherlands
the attorney general of Texas
the Times, the Atlantic Monthly
the Mermaid, the U-3
the National Photo Co.

6. PARTICLES IN NAMES OF PERSONS

Capitalize particles in foreign names or titles—d', da, della, du, van, and von.

D'Orbigny
Da Ponte
Du Pont

Capitalize particles in anglicized names, even if preceded by a forename or title.

Justice Van Devanter
Samuel F. Du Pont
Reginald De Koven

Do not capitalize in foreign names when preceded by a forename or title.

Alcide d'Orgibny
Cardinal da Ponte
E. I. du Pont de Nemours & Co.

Do not capitalize when an individual prefers lowercase.

Henry van Dyke (his usage)
Irénée du Pont (his usage)

7. FIRST WORDS

Capitalize the first word of a sentence, of a direct quotation, of a line of poetry, or of a formally introduced series of items following a comma or a colon.

The question is, Shall the bill pass?
He asked, "And where are you going?"

Lives of great men all remind us
We can make our lives sublime.

The vote was as follows: In the affirmative, 23; in the negative, 11; not voting, three.

Do not capitalize a fragmentary quotation or a supplementary remark following a colon.

He objected "to the phraseology, not to the ideas."
Revolutions are not made: they come.

CHAPTER 2

SPELLING

1. GENERAL

The Government Printing Office recognizes Webster's New International Dictionary as the guide to spelling. To achieve further standardization, the Government Printing Office lists in the Style Manual the preferred forms of many of the words that are spelled more than one way in Webster's.

This chapter carries a short list of preferred forms, selected from those in the Style Manual. Also it gives instructions on the formation of plurals, the doubling of final consonants when suffixes are added, and the use of indefinite articles. Methods of forming possessives are covered in chapter 4, paragraph 2, of this part.

The spelling of geographic names should conform to the decisions of the U.S. Board on Geographic Names. In the absence of a decision by the Board, the *U.S. Directory of Post Offices* is used for names in the United States and its possessions.

2. PREFERRED SPELLING

abridgment	consignor	fulfill	nonplused
acknowledgment	converter	fuse	offense
adapter	conveyor	gasoline	penciled, penciling
adjuster	councilor	goodby	percent
adviser	counseled, counselor,	graveled, graveling	plow
aging	counseling	gray	practice
aline	defense	intern	programed, programmer,
anesthetic	descendant	jeweled, jeweler, jeweling	programing
appall	development	judgment	reconnaissance
ascendance	diagramed, diagraming	kerosene	referable
aye	dialed, dialing	kidnaped, kidnaper,	signaled, signaling
barreled, barreling	dike	kidnaping	skillful
beveled, beveling	disk	labeled, labeling	stenciled, stenciling
biased	draft	leveled, leveler, leveling	subpena
blond	drought	libeled, libeler, libeling	sulfur
boulder	employee	license	theater
brier	enclose	likable	totaled, totaling
buses	enclosure	maneuver	traveled, traveler,
caliber	entrust	marshaled, marshaling	traveling
canceled, canceling,	equaled, equaling	marvelous	visa, visaed
cancellation	esthetic	medieval	vitamin
catalog	exhibitor	meter	willful
channeled, channeling	favor	modeled, modeling	woolen
cigarette	flier	mold	woolly
coconut	focused, focusing	monolog	worshiped, worshiper,
combated, combating	forbade	movable	worshipping
connector			

Part II

3. PLURAL FORMS

- a. In forming the plurals of compound terms, make the significant word plural.

Significant word first

adjutants general
ambassadors at large
attorneys at law
attorneys general
brothers-in-law
commanders in chief
heirs at law
notaries public
rights-of-way

Significant word last

assistant attorneys
assistant commissioners
assistant secretaries
deputy sheriffs
lieutenant colonels
trade unions
vice chairmen
vice presidents

Significant word in middle

assistant attorneys general
assistant chiefs of staff
assistant comptrollers general
deputy chiefs of staff

Both words of equal significance

Bulletins Nos. 27 and 28; *but* Bulletin No. 27 or 28
men buyers
women students

No word significant in itself

hand-me-downs
jack-in-the-pulpits

- b. When a noun is hyphenated with an adverb or preposition, make the noun plural.

goings-on
hangers-on

listeners-in
lookers-on

makers-up
passers-by

- c. When neither word is a noun, make the last word plural.

also-rans
come-ons

go-betweens
higher-ups

- d. To form the plural of nouns ending with *ful*, add *s* at the end. If it is necessary to express the idea that more than one container was filled, write the two elements as separate words and make the noun plural.

five bucketfuls of the mixture (one bucket filled five times)
five buckets full of earth (separate buckets)

three cupfuls of flour (one cup filled three times)
three cups full of coffee (separate cups)

- e. The plurals of these words may cause difficulty.

appendix, appendixes
basis, bases
crisis, crises
curriculum, curriculums
datum, data
formula, formulas

maximum, maximums
medium, mediums or media
memorandum, memorandums
minimum, minimums
minutia, minutiae
parenthesis, parentheses

phenomenon, phenomena
plateau, plateaus
stimulus, stimuli
synopsis, synopses

4. DOUBLED CONSONANTS

When a suffix beginning with a vowel is added to a word ending in a single consonant preceded by a single vowel, double the consonant if (a) it ends a word of one syllable, or (b) it ends an accented syllable.

bag, bagging
get, getting
red, reddish

rob, robbing
corral, corralled
transfer, transferred

but total, totaled
travel, traveled

5. INDEFINITE ARTICLES

- a. Use *a* before words beginning with consonants, except words beginning with a silent *h*. Also use *a* before words spelled with initial vowels that combine consonant and vowel sounds.

a procedure
a hotel
a humble man

a union
a European atlas

a one-sided argument
but an hour

- b. Use *an* before words beginning with vowels, and words beginning with a silent *h*.

an order
an electric light
an initial

an herdseller
an honor

CHAPTER 3

COMPOUND WORDS

1. GENERAL

A compound word conveys a unit idea that is not as clearly conveyed by separate words. The hyphen not only unites but separates the component words, and thus aids readability and correct pronunciation.

In this chapter, basic rules for compounding are given first, and are followed by guides to forming solid compounds and to hyphenating unit modifiers. Instructions are also given on adding prefixes and suffixes and on putting together combining forms.

Word forms are constantly changing. The correct form for use in Government is found in the *Government Printing Office Style Manual*.

2. BASIC RULES

a. Omit the hyphen when words appear in regular order and the omission causes no confusion in sound or meaning.

banking hours	day laborer	mountain laurel	training ship
blood pressure	eye opener	palm oil	violin teacher
book value	fellow citizen	patent right	
census taker	living costs	rock candy	

b. Compound two or more words to express an idea that would not be as clearly expressed in separate words.

afterglow	cupboard	gentlemen	right-of-way
bookkeeping	forget-me-not	newsprint	whitewash

c. In a derivative of a compound, keep the solid or hyphenated form of the original compound, unless otherwise indicated for particular words.

coldbloodedness	ill-advisedly	praiseworthiness	X-rayer
footnoting	outlawry	railroader	Y-shaped

3. SOLID COMPOUNDS

a. When *any*, *every*, *no*, and *some* are combined with *body*, *thing*, and *where*, type as one word. Type as separate words *some one*, *every one*, and similar combinations which refer to a particular person or thing. To avoid mispronunciation, type *no one* as two words at all times.

anybody	anywhere	nobody	somebody
anyone, <i>but</i>	everybody	no one	someone
any one thing	everything	nothing	something
anything	everywhere	nowhere	

b. Type as one word compound personal pronouns.

herself	myself	ourselves	yourself
himself	oneself	themselves	yourselves
itself			

c. Type as one word compass directions consisting of two points, but use a hyphen after the first point when three points are combined.

northeast	north-northeast	southwest	south-southwest
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Part II

4. UNIT MODIFIERS

a. Place a hyphen between words, or abbreviations and words, combined to form a unit modifier immediately preceding the word modified, except as shown in paragraph b following. This use of the hyphen applies particularly to combinations in which one element is a present or past participle.

a 4-percent increase
Baltimore-Washington road
drought-stricken area
English-speaking nation

Federal-State-local cooperation
guided-missile program
large-scale project
law-abiding citizen

long-term loan
lump-sum payment
multiple-purpose uses
U.S.-owned property

b. Where meaning is clear and readability is not aided, it is not necessary to use a hyphen to form a temporary or made compound. Restraint should be exercised in forming unnecessary combinations of words used in normal sequence.

atomic energy power
child welfare plan
civil service examination
income tax form

land bank loan
life insurance company
parcel post delivery
per capita expenditure

real estate tax
social security pension
soil conservation measures
special delivery mail

c. Generally, do not use a hyphen in a two-word unit modifier the first element of which is an adverb ending in *ly*; do not use hyphens in a three-word unit modifier the first two elements of which are adverbs.

eagerly awaited moment
heavily laden ship
unusually well preserved specimen
very well defined usage
very well worth reading
not too distant future
often heard phrase

but ever-normal granary
ever-rising flood
still-new car
still-lingering doubt
well-known lawyer
well-kept farm

d. Retain the original forms of proper nouns used as unit modifiers, either in their basic or derived forms.

United States laws
Latin American countries

Red Cross nurse
Winston-Salem regional office

Swedish-American descent
Minneapolis-St. Paul region

e. Do not confuse a modifier with the word it modifies.

gallant serviceman
average taxpayer
but income-tax payer

well-trained schoolteacher
wooden-shoe maker
tomato-canning factory

American flagship
but American-flag ship

f. Retain the hyphen where two or more hyphenated compounds have a common basic element and this element is omitted in all but the last term.

8-, 10-, and 16-foot boards
2- by 4-inch boards *but* 2 to 4 inches wide

moss- and ivy-covered walls
not moss and ivy-covered walls

g. Do not use a hyphen in a foreign phrase used as a unit modifier.

ex officio member

per capita tax

per diem employee

prima facie evidence

h. Do not use a hyphen in a unit modifier which contains a letter or a number as its second element.

article 3 provisions

grade A eggs

point 4 program

ward D patients

strontium 90 effects

i. Do not use a hyphen in a unit modifier within quotation marks unless the modifier is usually a hyphenated term.

"blue sky" law

"good neighbor" policy

"tie-in" sale

5. PREFIXES, SUFFIXES, AND COMBINING FORMS

a. Type compounds which contain prefixes or suffixes as one word without a hyphen, except as shown in paragraphs b, c, and d following. Use a hyphen to avoid doubling a vowel or tripling a consonant, except after the prefixes *co*, *de*, *pre*, *pro*, and *re*.

antedate	extracurricular	northward	semiofficial
anti-inflation	homestead	offset	shell-like
biweekly	Iverness-shire	preexisting	thimble-eye
brass-smith	micro-organisms	reenact	twofold
cooperation	misstate	semi-independent	ultra-atomic
deemphasis	nationwide		

b. Use a hyphen to avoid confusion.

anti-hog-cholera serum	non-civil-service position	re-treat (treat again)
co-op	re-sort (sort again)	un-ionized

c. Type with a hyphen the prefixes *ex*, *self*, and *quasi*.

ex-governor	self-control	quasi-argument
ex-serviceman	self-educated	quasi-corporation
ex-trader	quasi-academic	quasi-judicial

d. Use a hyphen to join a prefix to a capitalized word, unless usage is otherwise.

anti-Arab	<i>but</i> nongovernmental
pro-British	overanglicize
un-American	transatlantic

6. NUMERICAL COMPOUNDS

a. Type a hyphen between the elements of compound numbers from twenty-one to ninety-nine and in adjective compounds with a numerical first element.

7-hour day	3-week vacation	<i>but</i> one hundred and twenty-one
6-footer	24-inch ruler	100-odd
10-minute delay	twenty-one	foursome

b. Type a hyphen between the elements of a fraction, but omit it between the numerator and the denominator when the hyphen appears in either or in both.

one-thousandth	twenty-one thirty-seconds	two one-thousandths
three-fourths of an inch	twenty-three thirtieths	two-thirds

7. IMPROVISED COMPOUNDS

a. Use a hyphen between the elements of an improvised compound serving as an adjective or a noun.

how-to-be-beautiful course	know-it-all	stick-in-the-mud
know-how	let-George-do-it attitude	

b. When the noun form is printed in separate words, always hyphen the corresponding verb form.

blue-pencil	cold-shoulder	cross-brace
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PUNCTUATION

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CHAPTER 4

PUNCTUATION

1. GENERAL

Punctuation marks are to the reader what road signs are to the driver. They make it easier to read and understand what someone has written. There are rules, but there are also many exceptions. Some punctuation marks may be substituted for others, without changing the meaning of a sentence or without making it less clear. Good sentences usually need few punctuation marks. The *Government Printing Office Style Manual* treats punctuation in detail.

2. APOSTROPHE

a. Use the apostrophe:

- (1) To indicate contractions or omitted letters.

I've it's (it is) TV'ers

- (2) To indicate the coined plurals of letters, figures, and symbols.

three R's 5's and 7's +'s

- (3) To show possession. Add 's when the noun does not end with an *s* sound. Add only the apostrophe to a noun that ends with an *s* sound.

officer's Mars' hostess' Co.'s Cos.' Jones' Joneses' Schmitz'

- (a) To show possession in compound nouns, add the apostrophe or 's to the final word.

brother-in-law's secretary-treasurer's

- (b) To show joint possession in nouns in a series, add the apostrophe or 's to the last noun.

soldiers and sailors' home

- (c) To show separate possession in nouns in a series, add the apostrophe or 's to each noun.

John's, Thomas', and Henry's ratings

- (d) To show possession in indefinite pronouns, add the apostrophe or 's to the last component of the pronoun.

someone's desk somebody else's books others' homes

b. Do not use the apostrophe:

- (1) To form the possessive of personal pronouns.

theirs yours hers its

- (2) To form the plural of spelled-out numbers, of words referred to as words, and of words already containing an apostrophe. Add 's, however, if it makes the plural easier to read.

twos and threes ifs, ands, and buts yeses and noes do's and don'ts which's and that's

- (3) To follow names of countries and other organized bodies ending in *s*, or after words more descriptive than possessive (not indicating personal possession), except when the plural does not end in *s*.

United States control United Nations meeting merchants exchange children's hospital

Part II

3. BRACKETS

a. Use brackets in pairs:

- (1) To enclose a correction.

He arrived at 13 [12] o'clock.

- (2) To supply something omitted.

Mr. Adams [arrived] late.

- (3) To explain or to identify.

The president pro tem [Arnold] spoke briefly.

- (4) To instruct or to add comment.

The report is as follows [read first paragraph]:

- (5) To enclose *sic* when it is used to show that an error in a quotation has been recognized but not changed.

It's [sic] counterpart is missing.

b. Use a single bracket:

At the beginning of each paragraph but only at the close of the last paragraph, when extensive material is enclosed.

4. COLON

Use the colon:

- a. To separate an introductory statement from explanatory or summarizing material that follows.

The board consists of three officials: Chairman, vice chairman, and recorder-secretary.

Give up conveniences; do not demand special privileges; do not stop work: these are necessary while we are at war.

- b. To introduce formal statements, questions, or quotations.

The committee stated the principle thus: In our foreign relations, people instead of governments are our first concern.

The following question came up for discussion: What policy should be adopted?

He said: [If the quotation is not more than one sentence, use a comma instead of a colon.]

- c. To follow a formal salutation.

Dear Mr. Franklin: Ladies and Gentlemen: To Whom It May Concern:

- d. To separate the hour and the minutes in clock time.

8:15 a.m. 11:59 p.m.

- e. To follow introductory headings which lead directly to subentries.

Policy:

General:

Salaries

Responsibilities

Specific:

- f. To separate parts of citations. (Leave a space after the colon.)

Luke 4: 3 Journal of Education 3: 342-359

- g. To indicate proportion. (Use double colon as ratio sign.)

1:2::3:6

5. COMMA

a. Use the comma:

- (1) To separate words or figures that might otherwise be misunderstood or misread.

Instead of hundreds, thousands came.

To John, Smith was very helpful.

Out of each 20, 10 are rejected.

What the difficulty is, is not known.

(2) To set off introductory or explanatory words that precede, break, or follow a short direct quotation. The comma is not needed if a question mark or an exclamation point is already part of the quoted matter.

I said, "Don't you understand the question?"
"I understand it," she replied, "but I disagree with the answer."
"Why?" he said.
"It's unreasonable!" she exclaimed.

(3) To indicate the omission of an understood word or words.

Then he was enthusiastic; now, indifferent.

(4) To separate a series of modifiers of equal rank.

It is a young, eager, and intelligent group.
but He is a clever young man. (No comma when the final modifier is considered part of the noun modified.)

(5) To follow each of the members within a series of three or more, when the last two members are joined by *and*, *or*, or *nor*.

horses, mules, and cattle
by the bolt, by the yard, or in remnants

neither snow, rain, nor heat
by five, 10, or 20

(6) To separate an introductory phrase from the subject it modifies.

Beset by the enemy, they retreated.

(7) Before and after *Jr.*, *Sr.*, academic degrees, and names of States preceded by names of cities, within a sentence.

Henry Smith, Jr., Chairman Smith, Henry, Sr. Washington, D.C., schools

(8) To set off parenthetical words, phrases, or clauses.

The atom bomb, developed by the Manhattan project, was first used in World War II.
The situation in the Middle East, he reported, might erupt.
but The person who started that fire is undoubtedly an arsonist. (No comma necessary, since the clause "who started that fire" is essential to identify the person.)

(9) To set off words or phrases in apposition or in contrast.

Mr. Jay, attorney for the plaintiff, asked for a delay. You will need work, not words.

(10) To separate the clauses of a compound sentence if they are joined by a simple conjunction such as *or*, *nor*, *and*, or *but*.

The United States will not be an aggressor, nor will it tolerate aggression by other countries.

(11) To set off a noun or phrase in direct address.

Mr. President, the motion has carried.

(12) To separate the title of an official and the name of his organization, in the absence of the words *of* or *of the*.

Chief, Insurance Branch Chairman, Committee on Appropriations

(13) To separate thousands, millions, etc., in numbers of four or more digits.

4,230 50,491 1,000,000

(14) To set off the year when it follows the day of the month in a specific date within a sentence.

The reported dates of September 11, 1943, to June 12, 1955, were erroneous.

(15) To separate a city and state.

Cleveland, Ohio Washington, D.C.

Part II

b. Do not use the comma:

- (1) To separate the month and year in a date.

Production for June 1955 On 5 July 1956 we dedicated the arsenal. (Military form of date.)

- (2) To separate units of numbers in built-up fractions, decimals, page numbers, serial numbers (except patent numbers), telephone numbers, and street addresses.

1/2500	Motor No. 189463
1.9047	MEtropolitan 9-3201
page 2632	1727-1731 Broad Street
1450 kilocycles, 1100 meters (no comma unless more than four digits, radio only)	

- (3) To precede an ampersand (&) or a dash.

Greene, Wilson & Co. (except in indexes: Jones, A. H., & Sons)
There are other factors- -time, cost, and transportation- -but quality is the most important.

- (4) To separate two nouns one of which identifies the other.

The booklet "Infant Care" Wilson's boat *The Maria*

- (5) To separate the name and the number of an organization.

Western Legion Post No. 12

6. DASH

Use the dash (two hyphens and no spaces):

- a. To mark a sudden break or abrupt change in thought.

He said- -and no one contradicted him- -"The battle is lost."
If the bill should pass- -which Heaven forbid!- -the service will be wrecked.

- b. To indicate an interruption or an unfinished word or sentence.

He said, "Give me lib- -" Q. Did you see- -? A. No, sir.

- c. To serve instead of commas or parentheses, if the meaning is clarified by the dash.

These are shore deposits- -gravel, sand, and clay- -but marine sediments underlie them.

- d. To introduce a final clause that summarizes a series of ideas. (See also paragraph 4a, preceding, for use of the colon.)

Freedom of speech, freedom of worship, freedom from want, freedom from fear- -these are the fundamentals of moral world order.

- e. To follow an introductory phrase leading into two or more successive lines and indicating repetition of that phrase.

I recommend- -
That we accept the rules
That we publish them

- f. To serve instead of a colon when a question mark closes the preceding idea.

How can you explain this?- -"Fee paid, \$5."

- g. To precede a credit line or signature.

Still achieving, still pursuing,
Learn to labor and to wait.
- -Longfellow
This statement is open to question.- -Gerald H. Forsythe

7. EXCLAMATION POINT

Use the exclamation point to mark surprise, incredulity, admiration, appeal, or other strong emotion, which may be expressed even in a declarative or interrogative sentence.

How beautiful!
"Great!" he exclaimed.

Who shouted, "All aboard!" (Question mark omitted)
O Lord, save Thy people!

8. HYPHEN

Use the hyphen:

- a. To connect the elements of certain compound words. (See also chapter 3, this part, preceding.)
mother-in-law self-control walkie-talkie
ex-governor H-bomb quasi-academic
- b. To indicate continuation of a word divided at the end of a line. (See also chapter 7, following.)
- c. To separate the letters of a word which is spelled out for emphasis.
d-o-l-l-a-r-s

9. PARENTHESES

a. Use parentheses:

(1) To set off matter not part of the main statement or not a grammatical element of the sentence, yet important enough to be included.

Mr. Kelley (to the chairman).
Q. (Continuing.)
A. (Reads:)
The result (see figure 2) is most surprising.

(2) To enclose a parenthetic clause where the interruption is too great to be indicated by commas.
You can find it neither in French dictionaries (at any rate, not in Littré) nor in English dictionaries.

(3) To enclose an explanatory word that is not part of the statement.
The Erie (Pa.) Ledger; *but* the Ledger of Erie, Pa.

(4) To enclose letters or numbers designating items in a series, either at the beginning of paragraphs or within a paragraph.

You will observe that the sword is (1) old fashioned, (2) still sharp, and (3) unusually light for its size.

(5) To enclose a reference at the end of a sentence. Unless the reference is a complete sentence, place the period after the parenthesis closing the reference. If the sentence contains more than one parenthetic reference, the parenthesis closing the reference at the end of the sentence is placed before the period.

The specimen exhibits both phases (pl. 14, A, B).
The individual cavities show great variation. (See pl. 4.)
This sandstone (see pl. 6) occurs in every county of the State (see pl. 1).

b. Use a single parenthesis:

At the beginning of each paragraph but only at the close of the last paragraph, when extensive material is enclosed.

10. PERIOD

Use the period:

a. To end a declarative sentence that is not exclamatory, and to end an imperative sentence.

He works for Johnson & Sons, Inc.
Do not be late.

b. To end an indirect question or a question intended as a suggestion and not requiring an answer.

Tell me how the rocket was launched.
May we hear from you soon.

c. To indicate omission within a sentence, use three periods with spaces between; at the end of a sentence, four. Use spaced periods on a separate line to show omission of one or more paragraphs.

He called . . . and left He returned the next day.

d. To follow abbreviations unless by usage the period is omitted.

gal. NE. qt. N.Y. but HEW USDA

NOTE: In abbreviations made up of single letters, no space is allowed between the period and the following letter, except that one space is allowed after the periods following the initials in a proper name.

11. QUESTION MARK

Use the question mark:

a. To indicate a direct query, even if not in the form of a question.

Did he do it?
He did what?

Can the money be raised? is the question.
Who asked, "Why?" (Note single question mark.)

b. To express more than one query in the same sentence.

Can he do it? or you? or anyone?

c. To express doubt.

He said the boy was 8(?) feet tall.

12. QUOTATION MARKS

a. Use quotation marks:

(1) To enclose a direct quotation. Single quotation marks are used to enclose a quotation within a quotation.

The answer is "No."
"Your order has been received," they wrote.
He said, "John said 'No.' "

"John," said Henry, "why do you go?"
"The equipment will be forwarded promptly."

(2) To enclose any matter following the terms *entitled*, *the word*, *the term*, *marked*, *endorsed*, or *signed*. Do not use them to enclose expressions following the terms *known as*, *called*, *so-called*, etc., unless such expressions are misnomers or slang.

Congress passed the act entitled "An act"
It was signed "John."

After the word "treaty," insert a comma.
The so-called investigating body.

(3) To enclose misnomers, slang expressions, nicknames, or ordinary words used in an arbitrary way.

b. Limit quotation marks:

Limit quotation marks, if possible, to three sets (double, single, double).

"The question is, in effect, 'Can a person who obtains his certificate of naturalization by fraud be considered a "bona fide" citizen of the United States?'"

c. Place punctuation inside or outside quotation marks, as follows:

Always type the comma and the final period inside the quotation marks. Other punctuation marks are placed inside only if they are a part of the quoted matter.

"The President," he said, "will veto the bill."
The trainman shouted, "All aboard!"
Is this what we call a "Correspondex"?

"Have you an application form?"
Who asked, "Why?"
Why call it a "gentlemen's agreement"?

13. SEMICOLON

Use the semicolon:

- a. To separate independent clauses not joined by a conjunction, or joined by a conjunctive adverb such as *hence, therefore, however, moreover*, etc.

The report is not ready today; it may be completed by Friday.

The allotment has been transferred to the Production Division; hence, construction of the partitions must be delayed.

- b. To separate two or more phrases or clauses with internal punctuation.

Robert M. Roman, chairman of the union, will travel in most of southern Europe; in all of the Near East; and, in case there is time, along the northern, western, and southern coasts of Africa.

If you want your writing to be worthwhile, give it unity; if you want it to be easy to read, give it coherence; and, if you want it to be interesting, give it emphasis.

- c. To separate statements that are too closely related in meaning to be written as separate sentences.

No; we receive one-third.

War is destructive; peace, constructive.

- d. To precede words or abbreviations which introduce a summary or explanation of what has gone before in the sentence.

A writer should adopt a definite arrangement of material; for example, arrangement by time sequence, by order of importance, or by subject classification.

The industry is related to groups that produce finished goods; i.e., electrical machinery and transportation equipment.

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ABBREVIATIONS • NUMERALS
• WORD DIVISION

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CHAPTER 5 ABBREVIATIONS

1. GENERAL

Established abbreviations are acceptable in all but the most formal writing. For reading ease use only well-known abbreviations. If it is desirable to use an abbreviation that may not be familiar to the reader, the abbreviation is followed in parentheses by the spelled-out word or phrase. After this first definition of its meaning, the abbreviation may be used without further explanation.

This chapter lists abbreviations for names of States, for civil and military titles, and for a few other selected groups of words. More complete lists are given in the *Government Printing Office Style Manual*.

2. CAPITALS, HYPHENS, PERIODS, AND SPACING

a. In general, when abbreviating a word or words, capitalize and hyphenate the abbreviation as in the original word or words. Use a period after each element of the abbreviation, unless through usage the period is omitted. Allow no spaces after periods except when they follow the initials in names of persons.

c.o.d. H.R. 116 A.B. St. a.m. ft.-lb. J. M. Jones

b. Omit periods and spaces after initials used as shortened names of Government agencies and other organized bodies, if not contrary to usage.

AEC HEW TVA DOD ARC AFL-CIO USAF

3. GEOGRAPHIC TERMS

a. You may abbreviate *United States* when preceding *Government* or the name of a Government organization, except in formal writing. Spell out *United States* when it is used as a noun or when it is used as an adjective in association with names of other countries.

U.S. Government
U.S. Congress
U.S. Department of Agriculture
U.S. monitor *Nantucket*

U.S.S. *Brooklyn* (note abbreviation for ship)
but The climate of the United States
British, French, and United States Governments

b. With the exceptions noted in paragraph a, preceding, the abbreviation U.S. is used in the adjective position, but is spelled out when used as a noun.

U.S. foreign policy
U.S. economy
U.S. attorney
U.S. attitude

but foreign policy of the United States
the economy of the United States
United States Code (official title)
United States Steel Corp. (legal title)

c. In other than formal writing, you may abbreviate Canal Zone, Puerto Rico, Virgin Islands, and the names of States of the United States (except Alaska, Guam, Hawaii, Idaho, Iowa, Maine, Ohio, and Utah). Do not abbreviate the name of other insular possessions.

Ala.	Del.	Mass.	N. Dak.	Oreg.	Va.
Ariz.	Fla.	Md.	Nebr.	Pa.	V.I.
Ark.	Ga.	Mich.	Nev.	P.R.	Vt.
Calif.	Ill.	Minn.	N.H.	R.I.	Wash.
Colo.	Ind.	Miss.	N.J.	S.C.	Wis.
Conn.	Kans.	Mo.	N. Mex.	S. Dak.	W. Va.
C.Z.	Ky.	Mont.	N.Y.	Tenn.	Wyo.
D.C.	La.	N.C.	Okla.	Tex.	

4. ADDRESSES

Words in an address are usually spelled out. Where brevity is required, these abbreviations following a name or a number may be used:

St.—Street	Sq.—Square	Dr.—Drive	NW.—Northwest
Ave.—Avenue	Blvd.—Boulevard	Ct.—Court	SW.—Southwest
Pl.—Place	Ter.—Terrace	Bldg.—Building	NE.—Northeast
			SE.—Southeast

Do not abbreviate *county, fort, mount, point, and port.*

5. NAMES AND TITLES

a. Use abbreviations in firm names as they are shown on the firm's letterhead.

J. Dillard & Sons, Inc.

b. Where brevity in company names is required, the following abbreviations may be used:

Bro.—Brother	Co.—Company	Inc.—Incorporated	&—and
Bros.—Brothers	Corp.—Corporation	Ltd.—Limited	

c. Do not abbreviate *Company* and *Corporation* in names of Federal Government units.

Metals Reserve Company

Commodity Credit Corporation

d. In other than formal usage, you may abbreviate a civil or a military title preceding a name if followed by a given name or initial; but abbreviate *Mr., Mrs., M., MM., Messrs., Mlle., Mme., and Dr.,* with or without a given name or initial.

Adj.—Adjutant	Gov.—Governor	Prof.—Professor
Adm.—Admiral	Lt.—Lieutenant	Pvt.—Private
Asst. Surg.—Assistant Surgeon	Lt. Cdr.—Lieutenant Commander	R. Adm.—Rear Admiral
Brig. Gen.—Brigadier General	Lt. Col.—Lieutenant Colonel	2d Lt.—Second Lieutenant
Capt.—Captain	Lt. Gen.—Lieutenant General	Sfc.—Sergeant, first class
Cdr.—Commander	Lt. Gov.—Lieutenant Governor	Sgt.—Sergeant
Col.—Colonel	Lt. (jg)—Lieutenant, junior grade	S. Sgt.—Staff Sergeant
Cpl.—Corporal	Maj.—Major	Supt.—Superintendent
CWO—Chief Warrant Officer	Maj. Gen.—Major General	Surg.—Surgeon
1st Lt.—First Lieutenant	M. Sgt.—Master Sergeant	T. Sgt.—Technical Sergeant
1st Sgt.—First Sergeant	Pfc.—Private, first class	V. Adm.—Vice Admiral
Gen.—General	PO—Petty Officer	WO—Warrant Officer

e. Use the following abbreviations after a name:

Jr., Sr.	Degrees: M.A., Ph. D., LL.D.
2d, 3d, II, III (not preceded by a comma)	Fellowships, orders, etc.: F.R.S., K.C.B.

f. *Sr.* and *Jr.* should not be used without given name or initials, but may be used in combination with any title.

A. B. Jones, Jr.; *not* Jones, Jr., or Mr. Jones, Jr. President J. B. Jones, Sr.

g. Do not use titles, such as *Mr., Mrs., and Dr.* in combination with another title or with abbreviations indicating academic degrees.

John Jones, A.B., Ph. D.; *not* Mr. John Jones, A.B., Ph. D.
Dick Roe, M.D.; *not* Dr. Dick Roe, M.D., or Mr. Dick Roe, M.D.

h. When the name is followed by abbreviations designating religious and fraternal orders and academic and honorary degrees, arrange the abbreviations in this sequence: Orders, religious first; theological degrees; academic degrees earned in course; and honorary degrees in order of bestowal.

John J. Jones, D.D., M.A., D. Lit.

Richard R. Row, C.S.C., Ph. D., LL.D.

6. PARTS OF PUBLICATIONS

Abbreviations may be used to designate parts of publications mentioned in parentheses, brackets, footnotes, lists of references, and tables, and followed by figures, letters, or Roman numerals.

app., apps.—appendix, appendixes
art., arts.—article, articles
bull., bulls.—bulletin, bulletins
cl., cls.—clause, clauses
ch., chs.—chapter, chapters
col., cols.—column, columns
fig., figs.—figure, figures
no., nos.—number, numbers
p.—page, pages

par., pars.—paragraph, paragraphs
pl., pls.—plate, plates
pt., pts.—part, parts
sec., secs.—section, sections
subch., subchs.—subchapter, subchapters
subpar., subpars.—subparagraph, subparagraphs
subsec., subsecs.—subsection, subsections
supp., supps.—supplement, supplements
vol., vols.—volume, volumes

7. TERMS RELATING TO CONGRESS

You may use the following abbreviations for the words *Congress* and *session* when these words are used in parentheses, brackets, footnotes, sidenotes, lists of references, and tables.

82d Cong., 1st sess. 1st sess., 82d Cong. Public Law 64, 74th Cong.

8. CALENDAR DIVISIONS

a. When brevity is required, you may abbreviate the names of months, except May, June, and July, when used with day, or year, or both.

Jan. Feb. Mar. Apr. Aug. Sept. Oct. Nov. Dec.

b. The names of days of the week are preferably not abbreviated. If they are, use the following forms.

Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

CHAPTER 6

NUMERALS

1. GENERAL

Whether to express a number in figures or to spell it out is often a troublesome choice. This chapter covers most of the principles needed to make a choice. It first treats numbers that are spelled out. Then it deals with numbers that are expressed in figures, confining the rules to small numbers, usually those under a thousand. The third part covers large numbers, some of which may be written in text by combining figures and words. Further instructions as to the accepted method of writing numerals are found in the *Government Printing Office Style Manual*.

The following suggestions offer overall guidance in choosing the best method of expressing a number:

- a. Spell out numbers at the beginning of a sentence. Numbers under 10 are to be spelled out, except when expressing time, money, and measurement.
- b. Prefer Arabic numerals to Roman numerals.
- c. Except in legal documents, avoid repeating in numerals a number which has been spelled out.

2. NUMBERS SPELLED OUT

- a. Single numbers of less than 10 within a sentence.

six horses
three times as large

five recommendations
seven machine guns

- b. Numbers of less than 100 preceding a compound modifier containing a figure.

two $\frac{3}{4}$ -inch boards
twelve 6-inch guns

but 120 8-inch boards

- c. Round numbers and indefinite expressions.

a hundred cows, dollars, men
the early seventies
in the eighties
midsixties
a thousand and one reasons
less than a million dollars

but 100-odd pupils, 250-fold
but the 1870's, *not* the '70's or 70's
but mid-1961

- d. Numbers used with serious and dignified subjects and in formal writing.

the Thirteen Original States
millions for defense *but not* one cent for tribute

in the year nineteen hundred and sixty-five

- e. Large numbers denoting amounts which are formally spelled out, as in legal work, are expressed as follows:

one thousand six hundred and twenty
eight thousand and ninety-two

fifty-two thousand one hundred and ninety-five
nine hundred and seventy-three thousand
eight hundred and eighty-two

- f. Fractions standing alone, or followed by *of a* or *of an*.

one-half inch
one-half of a farm, *not* $\frac{1}{2}$ of a farm
but $\frac{1}{2}$ to $1\frac{3}{4}$ pages

three-fourths of an inch,
not $\frac{3}{4}$ inch or $\frac{3}{4}$ of an inch

- g. Ordinal numbers less than 10th. (See also paragraph 3e following.)

First Congress ninth century eighth parallel Second Street Ninth Avenue

Part II

3. NUMBERS EXPRESSED IN FIGURES

a. Single numbers of 10 or more within a sentence.

50 ballots, guns, horses nearly 10 miles about 40 men

b. Serial numbers. (Commas are not used in serial numbers.)

Bulletin 725 pages 352-357 ME 5-9020 1900 19th Street 290 U.S. 325

c. Quantities, measures, and time.

(1) Ages.

6 years old 52 years 10 months 6 days a 3-year-old boy

(2) Dates.

June 1959; June 20, 1959	15 April 1960 (military)
not June, 1959, or June 20th, 1959	4th of July, <i>but</i> Fourth of July, meaning the holiday
March 6 to April 15, 1959	the 1st [day] of the month, <i>but</i> the last of April or the
not March 6, 1959, to April 15, 1959	first of May, not referring to specific days

(3) Decimals. Place a zero before a decimal where there is no unit, except in market quotations. (See paragraph (5) following.) Omit decimal point and zeros after a number unless the zero is needed to indicate exact measurement.

0.25 inch 1.25 gage height 10.0 approximately 10 feet

(4) Degrees.

longitude 77°08'06'' E. (spaces omitted)	104° temperature	<i>but</i> two degrees of justice
latitude 49°26'14'' N.	an angle of 57°	

(5) Market quotations.

4½-percent bonds	Treasury bonds sell at 95
Metropolitan Railroad, 109	sugar, .03; <i>not</i> 0.03

(6) Mathematical expressions.

multiplied by 3 divided by 6

(7) Measurements.

7 meters, yards, miles, acres, bushels, ems, *but* tenpenny nail, fourfold, three-ply
 8 by 12 inches 2 feet by 1 foot 8 inches by 1 foot 3 inches
 20/20 vision 2,500 horsepower 6-pounder

(8) Money. (See also paragraphs 2d, preceding, and 4, following.)

\$0.75 or 75 cents	\$3 (<i>not</i> \$3.00) per 200 pounds
0.5 cent \$3.65	<i>but</i> \$3.00 to \$3.65

(9) Percentages.

23 percent 25.5 percent	0.5 percent or one-half of 1 percent
5 percentage points	50-50 (colloquial expression)

(10) Proportion.

1 to 4 1: 62,500 1-3-5

(11) Time.

6 hours 8 minutes 20 seconds	half past 4 or 4:30 a.m.
10 years 3 months 29 days	12 m. (noon) and 12 p.m. (midnight)
<i>but</i> four centuries, three decades	1300 (military time) <i>not</i> 1300 hours
10 o'clock or 10 p.m.	
<i>not</i> 10 o'clock p.m. or 10:00 p.m.	

(12) Unit modifiers.

5-day week	8-year-old wine	8-hour day	10-foot pole
<i>but</i> a two-story house	a five-man board		\$20 million airfield

d. Ordinal numbers of 10th or more. (See also paragraph 2g, preceding.)

20th century	82d Congress	20th Congressional District
17th region	171st Street	200th Place
the ninth and 10th times	He represented the first, fourth, and 12th wards.	

e. Designation of military units. Always express the designation of military units in figures, except *Corps*, which is designated by Roman numerals.

2d Infantry Division	323d Fighter Wing	5th Fleet
7th Air Force	9th Naval District	XII Corps

4. LARGE NUMBERS

Large numbers are usually expressed in figures; however, numbers from a million up which end in four or more zeros may be expressed in text by combining figures and words. In the examples which follow, preference is based on the ease with which the number can be grasped in reading.

<i>Amount expressed in figures</i>	<i>Preferable in text</i>	<i>Acceptable in text</i>
299,789,665	299,789,665	
\$1,200,390,180	\$1,200,390,180	
\$12,000,000*	\$12 million	12 million dollars
\$1,000,000,000*	\$1 billion	1 billion dollars <i>or</i> one billion dollars
3,250,000*	3.25 million	3¼ million <i>or</i> three and one-fourth million <i>or</i> three and one-quarter million
750,000,000*	750 million	¾ billion <i>or</i> three-fourths of a billion <i>or</i> three-quarters of a billion
9,000,000 to 1,000,000,000*	9 million to 1 billion	nine million to one billion

*Correct for tabular work, and for text when used with other numbers ordinarily written in figures, as "\$12,000,000 and \$9,250,600."

CHAPTER 7

WORD DIVISION

1. GENERAL

When words must be divided, they are separated between syllables. One-syllable words are never divided. Proper division into syllables is given in the *Government Printing Office Style Manual* supplement on word division, and in Webster's dictionary.

2. DIVIDE WORDS

- a. After a vowel, if the vowel itself is a separate syllable within a word.

physi-cal *not* phys-ical
sepa-rate *not* sep-arate

particu-lar *not* partic-ular
criti-cism *not* crit-icism

- b. Between the members of solid compounds.

rail-road proof-reader

- c. At the hyphen in hyphenated compounds.

court-martial above-mentioned

- d. Between adjoining vowels in separate syllables.

estu-ary gene-alogy cre-ation

- e. After prefixes of three or more letters.

ante-date tri-color inter-leaving trans-portation

- f. Before suffixes of three or more letters.

port-able writ-ing

- g. After the second consonant of double consonants ending a root word, when followed by a suffix.

tell-ing express-ing

- h. Between double consonants that are doubled because a suffix is added.

remit-ted thin-ning

- i. After the consonant at the end of a syllable with a short vowel and before the consonant at the end of a syllable with a long vowel, if no vowel is a separate syllable or if vowels do not adjoin.

progress (verb) pro-gress
progress (noun) prog-ress
stenographer (noun) stenog-rapher
stenographic (adjective) steno-graphic

project (verb) pro-ject
project (noun) proj-ect

Part II

3. DO NOT DIVIDE WORDS

- a. At the ends of more than two consecutive lines.
- b. At the end of a line when the part begun there does not suggest the whole word.
counter-offensive *not coun-teroffensive*
- c. Of five or fewer letters, even though containing more than one syllable.
avoid begin into also every area
- d. Between a one- or a two-letter terminal syllable and the rest of a word.
ammonia proceeded period
- e. Between a one- or two-letter initial syllable and the rest of the word.
identity around behavior
- f. At the end of a page or of a paragraph.

4. DO NOT SEPARATE CLOSELY RELATED WORD UNITS

- a. Avoid separating words in close association, such as the elements of dates and of proper names, groups of initials and surnames, and abbreviated titles (*Dr.*, *Mrs.*, etc.) and names.
 - (1) When it is necessary to divide a date, the year may be carried over to the next line.
 - (2) When it is necessary to divide a proper name, the surname may be carried over to the next line.
- b. Do not separate figures, letters, or symbols from their accompanying words when used as a group.
Chapter III Article 14 1234 Fifth Street NW. \$125.35

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BIBLIOGRAPHY

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BOOKS

Becker, Esther R. *How to be an Effective Executive Secretary*. New York: Harper&Row, 1962.

A discussion of an executive secretary's career, what it involves and how to succeed at it. Not a manual of day-to-day office practice.

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A reference text on techniques for usual and advanced secretarial duties, letterwriting, supervisory relations, etc., including a bibliography of basic sources of information (encyclopedias, fact books, atlases, dictionaries, and specialized business and Government references).

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