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Office of General Counsel
Federal Trade Commission
600 Pennsylvania Ave., NW
Washington, D.C. 20580
Fax: (202) 326-2477
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United States of America
FEDERAL TRADE COMMISSION
WASHINGTON, D.C. 20580

JUL 17 2014

Re: FOIA-2014-01050
FTC Style Manual

This is in response to your request dated June 20, 2014 under the Freedom of Information Act seeking access to FTC style manuals. In accordance with the FOIA and agency policy, we have searched our records, as of June 23, 2014, the date we received your request in our FOIA office.

We have located 102 pages of responsive records. You are granted full access to the responsive records, which are enclosed. Please note that some of these documents may be outdated and no longer in use by the Commission.

If you are not satisfied with this response to your request, you may appeal by writing to Freedom of Information Act Appeal, Office of the General Counsel, Federal Trade Commission, 600 Pennsylvania Avenue, N.W., Washington D.C. 20580 or by facsimile at (202) 326-2477, within 30 days of the date of this letter. Please enclose a copy of your original request and a copy of this response.

If you have any questions about the way we are handling your request or about the FOIA regulations or procedures, please contact Andrea Kelly at (202) 326-2836.

Sincerely,

A handwritten signature in cursive script, appearing to read "Dione J. Stearns".

Dione J. Stearns
Assistant General Counsel

BCP Internet Style Guide

Some people have wondered whether there is a preferred way to spell many of the terms that we use relating to the new media. Here's a list of commonly used terms and the preferred way to spell them. Much of it is taken from *Wired Style*.

We hope it's helpful when you're writing releases, reports, letters, memos and the like. Please feel free to [notify us](#) of additions.

bandwidth	multimedia
barcode	multitasking
bitstream	newsgroups
browser	offline
cyber- (According to <i>Wired</i> , it most often appears as a combining form, attached and without a hyphen, but cyber also can stand alone as an adjective.)	offscreen
cyberspace	one-to-many
desktop	one-to-one
download	online
email	PC
emoney	printout
floppy disk, floppy, floppies	pulldown
firewall	real time
gateway	screensaver
handheld	shareware
homepage	spellchecker
hypertext	stand-alone computer
information superhighway (can be shortened to I-way)	Surf Day
Internet	telecommuting
Internet Service Providers (ISPs)	toolbar
intranet (always lowercase, according to <i>Wired</i>)	touchpad
listserv	touchscreen
log on (when used as a noun, eliminate the space)	video-on-demand
Macintosh (Mac)	uplink
metatag	upload
menubar	Usenet
	voicemail
	webonomics
	website
	wordprocessor
	workstation
	the Web, the World Wide Web

A few general guidelines:

- Italicize names of all media (even online publications):
Wired, Slate, CNN
- The style of parentheses should match that of the information contained within them: (*Federal Trade Commission*) not (*Federal Trade Commission*)
- For phone numbers, use parens for the area code, then hyphens between groups of digits:

(877) FTC-HELP, (877) 382-4357

- Acronyms:
 - When an acronym has gone from being pronounced as a series of letters to being pronounced as a word, use initial caps. If the acronym is five letters or longer, use an initial cap; under five letters, use all caps:
DOS, Wysiwyg
 - Include acronyms after first mention and don't use quotes: Federal Trade Commission (FTC) not ("FTC"); thereafter, use acronym only
 - Don't be lazy: try not to make up acronyms to save yourself from writing something out. However, use the following:

AOL	America Online
ASCII	American Standard Code for Information Interchange
CD	compact disc; plural is CDs.
DAT	digital audiotape
DOS	disk operating system
DSL	digital subscriber line
DVD	digital videodisc
FAQ	frequently asked questions
HDTV	high-definition television
HTML	hypertext markup language
HTTP	hypertext transfer protocol
ISDN	integrated services digital network
ISP	Internet service provider
URL	uniform resource locator (pronounce U-R-L)
- Regarding email addresses:
 - Don't break email addresses on a hyphen or after a dot. Break just before the punctuation, pulling the dot or the "at" sign down to the next line.
 - Don't use [sic] when citing emails.
- Regarding URLs:
 - When writing URLs, it is unnecessary to include the http://. In speech, you don't need to say "www" (for instance, say ftc.gov); however, in writing, include the "www" (www.ftc.gov).
 - Do not bold or italicize URLs.
 - Break URLs right before a punctuation mark, putting the punctuation symbol on the next line. If impossible, break the URL with a soft return between syllables.
 - If a URL ends a sentence, add the period.
- Give *the* an initial cap when it's part of a name:
The New York Times
- Dashes
 - Instead of using hypens to set off a phrase, use em dashes with one space

before and one space after the dash: What if I find errors — either inaccuracies or incomplete information — in my report?)

- Commas
 - Don't use commas between names, titles, and affiliations when they're stacked:
Jane Jones
Director
ABC Company

Jane Jones, Director, ABC Company

Jane Jones, Director
ABC Company
- Colloquialisms
 - Don't write, "As you know, ..." If the recipient already knows it, there's no point in repeating it. If you want the recipient to know it, just tell him or her.

Revised: 12/21/2004

ADMINISTRATIVE COMPLAINT STYLE GUIDE

Staff Administrative Complaint Recommendation Memorandum

- Address the memorandum to the Commission from the BC staff assigned to the matter.
- The memorandum must be approved by your AD/RD (approval blocks must appear on the last page).
- Include in the “Subject” line of the heading the names of the principal proposed respondents and the seven-digit file number.
- State the recommendation in one phrase in the “Recommendation” line (e.g., “Issue the Attached Complaint”).
- Identify the [program code](#) in the upper right-hand corner of the first page.
- If requesting expedited treatment, under the Program Code, indicate “Expedited Treatment Requested,” and under this line state the date by which the Part III Complaint must issue by.
- Note BE concurrence.
- In the first footnote, list all targets and third parties along with their attorneys and economists. This aids the Commission in making recusal decisions.
- Note 25 page limit: The Director has set a presumptive limit of 25 single-spaced pages (using 12 point font) on all staff recommendations. Exceptions to this page limit must be approved in advance by a Deputy Director. Memoranda significantly shorter than 25 pages are encouraged. Please make paper copies of the memo double sided.
- Date the memorandum.

BC Front Office Cover Administrative Complaint Memorandum

Consult the appropriate Counsel to the Director on whether you should draft a separate memorandum addressed to the Commission from the Bureau Director and Deputy Director setting forth the grounds for approval of the complaint recommendation. The Bureau Director and Deputy Director may want to sign this memorandum or may want to write a different one focused on issues of specific concern or to respond to issues raised by BE.

- Be sure to use the letterhead for the Office of the Director, Bureau of Competition.
- Address the memorandum to the Commission from the Bureau Director and Deputy Director.
- Include in the “Subject” line of the heading the names of the principal proposed respondents and the seven-digit file number.
- State the recommendation in one phrase in the “Recommendation” line (e.g., “Issue the Attached Complaint”).
- Identify the [program code](#) in the upper right-hand corner of the first page.
- If requesting expedited treatment, under the Program Code, indicate “Expedited Treatment Requested,” and under this line state the date by which the Part III Complaint must issue by.
- Note BE concurrence.
- The BC Front Office Cover Memorandum should not contain a footnote listing the parties and their counsel or economists.
- Always create the BC Front Office Cover Memorandum in a document separate from the staff memorandum so that page numbers and footnotes do not continue from one memorandum to the next and the BC Front Office can modify staff’s proposed cover memorandum, if necessary.

Administrative Complaint Package

After receiving any suggested changes provided by the BC Front Office to electronic versions of the package documents, staff sends the original (hard copy) package to the appropriate Counsel to the Director. The Counsel to the Director submits the final package to the Office of the Secretary for Commission action.

The original package should be placed in a manila folder, and include in the following order (please do not staple any documents):

Outside of folder:

- BC Document Logging Form (Form [C-36](#)) (one copy)
- Document Coding Form (OSCAR) (Form [FTC-336](#)) (two copies)

Inside of folder (right side, top to bottom):

- Plastic Cover
- BC Front Office Cover Memorandum (if prepared by staff)
- BC Staff Memorandum
- BE Staff memorandum
- Proposed Complaint (nonpublic version, if applicable)*

**If the proposed complaint contains nonpublic information, include the nonpublic version in the package. After the Bureau forwards the package to the Office of the Secretary, staff should send the redacted version of the nonpublic complaint to the Office of the Secretary before the Commission vote. The Counsel to the Director should be copied on the email.*

Tips For Filling Out Document Coding Form (Oscar) (Form FTC-336)

A document coding form must be filled out for all matters sent to the Commission.

- “Source Organization” includes Bureau of Competition, Division Name, and Org. Code.
- “Document Title” means the action the memorandum is recommending (e.g., “Issue the Attached Complaint”).
- “Person submitting the document” means the person who should be contacted for additional information, and who should be notified when the Commission takes action. The lead attorney is usually the staff contact.
- The date and number of copies submitted will be filled in by the Director’s Office.
- Be sure to type accurately the seven-digit matter number.
- The Brief Summary should be accurate and complete. The Legal Research System index should be completed whenever the document discusses any subject of arguable future importance or it will be lost.
- Check the box at the bottom about whether the matter has previously been sent to the Commission. This helps the Secretary’s Office determine whether a Commissioner already has been assigned.

COMPULSORY PROCESS STYLE GUIDE

Staff Compulsory Process Recommendation Memorandum

- Address the memorandum to the Commission from the BC staff assigned to the matter.
- The memorandum must be approved by your AD/RD (approval blocks must appear on the last page).
- Include in the “Subject” line of the heading the names of the principal proposed respondents and the seven-digit file number.
- State the recommendation in one phrase in the “Recommendation” line (e.g., “That the Commission Approve the Attached Resolution Authorized Use of Compulsory Process”).
- Note BE concurrence.
- Identify the [program code](#) in the upper right-hand corner of the first page.
- If requesting expedited treatment, under the Program Code, indicate “Expedited Treatment Requested.”
- In the first footnote, list all targets and identified third parties along with their attorneys and economists. This aids the Commission in making recusal decisions.
- Note 25 page limit: The Director has set a presumptive limit of 25 single-spaced pages (using 12 point font) on all staff recommendations. Exceptions to this page limit must be approved in advance by a Deputy Director. Memoranda significantly shorter than 25 pages are encouraged. Please make paper copies of the memo double sided.
- Date the memorandum.

BC Front Office Cover Compulsory Process Memorandum

- Be sure to use the letterhead for the Office of the Director, Bureau of Competition.
- Address the memorandum to the Commission from the Bureau Director and Deputy Director.
- Include in the “Subject” portion of the heading the names of the principal proposed respondents and the seven-digit file number.
- State the recommendation in one phrase in the “Recommendation” line (e.g., “That the Commission Approve the Attached Resolution Authorizing Use of Compulsory Process”).
- Identify the [program code](#) in the upper right-hand corner of the first page.
- If requesting expedited treatment, under the Program Code, indicate “Expedited Treatment Requested.”
- Note BE concurrence.
- The BC Front Office cover memorandum should not contain a footnote listing the parties and their counsel or economists.
- Always create the BC Front Office cover memorandum in a document separate from the staff memorandum so that page numbers and footnotes do not continue from one memorandum to the next and the BC Front Office can modify staff’s proposed cover memorandum, if necessary.

Compulsory Process Package

After receiving any suggested changes provided by the BC Front Office to electronic versions of the package documents, staff sends the original (hard copy) package to the appropriate Counsel to the Director and provides copies to the Bureau of Economics. The Counsel to the Director submits the final package to the Office of the Secretary for Commission action.

The original package should be placed in a manila folder, and include in the following order (please do not staple any documents):

Outside of folder:

- BC Document Logging Form (Form [C-36](#)) (one copy)
- Document Coding Form (OSCAR) (Form [FTC-336](#)) (two copies)

Inside of folder (right side, top to bottom):

- Plastic Cover
- BC Front Office Cover Memo
- BC Staff Memo (with concurrence line for BE, if there is no separate BE memo)
- BE Memo, if applicable
- Copy of BC Staff Merger Screening Committee Memo, if applicable
- Copy of BE Staff Merger Screening Committee Memo, if applicable
- Plastic Cover
- Process Resolution

Tips For Filling Out Office of the Secretary Document Coding Form (Form FTC-336)

A document coding form must be filled out for all matters sent to the Commission.

- “Source Organization” includes Bureau of Competition, Division Name, and Org. Code.
- “Document Title” means the action the memorandum is recommending (e.g., “That the Commission Approve the Attached Resolution Authorizing Use of Compulsory Process”).
- “Person submitting the document” means the person who should be contacted for additional information, and who should be notified when the Commission takes action. The lead attorney is usually the staff contact.
- The date and number of copies submitted will be filled in by the Director’s Office.
- Be sure to type accurately the seven-digit matter number.
- The Brief Summary should be accurate and complete. The Legal Research System index should be completed whenever the document discusses any subject of arguable future importance or it will be lost.
- Check the box at the bottom about whether a matter has previously been sent to the Commission. This helps the Secretary’s Office determine whether a Commissioner has already been assigned.

CONSENT STYLE GUIDE

Staff Consent Recommendation Memorandum

- Address the memorandum to the Commission from the BC staff assigned to the matter.
- The memorandum must be approved by your AD/RD (approval blocks must appear on the last page).
- The memorandum should include concurrence blocks for the Compliance Division and BE, if they are not writing separately.
- Include in the “Subject” line of the heading the names of the principal proposed respondents and the seven-digit file number.
- State the recommendation in one phrase in the “Recommendation” line (e.g., “Accept for Public Comment the Attached Agreement Containing Consent Order”).
- Identify the [program code](#) in the upper right-hand corner of the first page.
- If requesting expedited treatment, under the Program Code, indicate “Expedited Treatment Requested.”
- Note BE Concurrence.
- In the first footnote, list all targets and third parties along with their attorneys and economists. This aids the Commission in making recusal decisions.
- Note 25 page limit: The Director has set a presumptive limit of 25 single-spaced pages (using 12 point font) on all staff recommendations. Exceptions to this page limit must be approved in advance by a Deputy Director. Memoranda significantly shorter than 25 pages are encouraged. Please make paper copies of the memo double sided.
- Date the memorandum.

BC Front Office Cover Consent Memorandum

- Be sure to use the letterhead for the Office of the Director, Bureau of Competition.
- Address the memorandum to the Commission from the Bureau Director and Deputy Director.
- Include in the “Subject” line of the heading the names of the principal proposed respondents and the seven-digit file number.
- State the recommendation in one phrase in the “Recommendation” line (e.g., “Accept for Public Comment the Attached Agreement Containing Consent Order”).
- Identify the [program code](#) in the upper right-hand corner of the first page.
- If requesting expedited treatment, under the Program Code, indicate “Expedited Treatment Requested.”
- Note BE concurrence.
- The BC Front Office Cover Memorandum should not contain a footnote listing the parties and their counsel or economists.
- Always create the BC Front Office Cover Memorandum in a document separate from the staff memorandum so that page numbers and footnotes do not continue from one memorandum to the next and the BC Front Office can modify staff’s proposed cover memorandum, if necessary.

Consent Package

After receiving any suggested changes provided by the BC Front Office to electronic versions of the package documents, staff sends the original (hard copy) consent package to the BE and the Compliance Division for concurrence signatures, unless BE and/or Compliance plan to submit their own recommendation memorandum. After BE and Compliance express their views, send the consent package to the appropriate Counsel to the Director, who will obtain the Deputy Director and Director approvals. The Counsel to the Director submits the final package to the Office of the Secretary for Commission action.

The original package should be placed in a manila folder, and include in the following order (please do not staple any documents):

Outside of folder (top to bottom):

- BC Document Logging Form (Form C-36) (one copy)
- Document Coding Form (OSCAR) (Form FTC-336) (two copies)

Inside of folder (right side, top to bottom):

- Plastic Cover
- BC Front Office Cover Memorandum (if prepared by staff)
- BC Staff Memorandum
- BE Staff Memorandum. If there is a separate BE memorandum, the Counsel to the Director will insert the original BE memorandum.
- Agreement Containing Consent Order
- Proposed Decision and Order
- Order to Maintain Assets / Hold Separate
- Interim Monitor Agreement / Hold Separate Trustee (as applicable)
- Proposed Complaint (nonpublic version, if applicable)
- Analysis to Aid Public Comment

** If the proposed complaint contains nonpublic information, include the nonpublic version in the formal package to the Commission. After the Bureau forwards the package to the Office of the*

Secretary, staff should send the redacted public version of the complaint to the Office of the Secretary before the Commission vote. The Counsel to the Director should be copied on the email.

** If any of the public documents have confidential attachments, staff retains the confidential attachments. The confidential attachments are not included in the formal package to the Commission. In a footnote in its recommendation memorandum, staff should inform the Commission the confidential attachments are available for review by contacting a specified staff member or the Counsel to the Director. In place of a confidential attachment, insert a confidential attachment place holder. See [BC Models](#).*

Tips For Filling Out Document Coding Form (Oscar) (Form FTC-336)

A document coding form must be filled out for all matters sent to the Commission.

- “Source Organization” includes Bureau of Competition, Division Name, and Org. Code.
- “Document Title” means the action the memorandum is recommending (e.g., “Accept for Public Comment the Attached Agreement Containing Consent Order”).
- “Person submitting the document” means the person who should be contacted for additional information, and who should be notified when the Commission takes action. The lead attorney is usually the staff contact.
- The date and number of copies submitted will be filled in by the Director’s Office.
- Be sure to type accurately the seven-digit matter number.
- The Brief Summary should be accurate and complete. The Legal Research System index should be completed whenever the document discusses any subject of arguable future importance or it will be lost.
- Check the box at the bottom about whether the matter has previously been sent to the Commission. This helps the Secretary’s Office determine whether a Commissioner has already been assigned.

MERGER STYLE GUIDE

Staff Merger Screening Committee Memorandum (MSC memo)

- Address the memorandum to the Merger Screening Committee from the BC Staff assigned to the matter.
- The memorandum must be approved by your AD/RD (approval blocks must appear on the last page).
- The memorandum should include concurrence block for the assigned economist and the appropriate supervisors in BE, unless BE chooses to submit its own MSC memo.
- If BE writes a separate memorandum, mark their signature blocks “see Attached Memorandum.”
- Include in the “Subject” line of the heading the names of the principal proposed respondents and the seven-digit file number.
- State the recommendation in one phrase in the “Recommendation” line (e.g., “Convert to Full Phase Investigation and Authorization to Seek the Issuance of Second Requests and Compulsory Process”).
- Identify the [program code](#) in the upper right-hand corner of the first page.
- On the top right corner of the memorandum, under the Program Code, indicate “Expedited Treatment Requested,” and under this line state the date by which the Second Request must issue, which is typically the day the HSR waiting period expires.
- In the first footnote, list all parties and identified third parties along with their attorneys and economists. This aids the Commission in making recusal decisions.
- Note 25 page limit: The Director has set a presumptive limit of 25 single-spaced pages (using 12 point font) on all staff recommendations. Exceptions to this page limit must be approved in advance by a Deputy Director. Memoranda significantly shorter than 25 pages are encouraged. Please make paper copies of the memo double sided.
- Date the memorandum.
- Once the memorandum is approved and signed by your AD/RD, forward the original memorandum to BE for signature if concurring. BC staff should retain the original signed MSC memo for inclusion in the second request package.

Staff Second Request Justification Memorandum

- Address the memorandum to the Chairman from the BC staff assigned to the matter.
- Include in the “Subject” line of the heading the names of the principal proposed respondents and the seven-digit file number.
- State the recommendation in one phrase on the “Recommendation” line (e.g., “That the Commission Issue the Attached Second Requests”).
- Identify the [program code](#) in the upper right-hand corner of the first page.
- On the top right corner of the memorandum, under the Program Code, indicate “Expedited Treatment Requested,” and under this line state the date by which the Second Request must issue, which is typically the day the HSR waiting period expires.
- In the first footnote, list all targets and third parties and their attorneys and economists. This aids the Commission in making recusal decisions.
- Note 25 page limit: The Director has set a presumptive limit of 25 single-spaced pages (using 12 point font) on all staff recommendations. Exceptions to this page limit must be approved in advance by a Deputy Director. Memoranda significantly shorter than 25 pages are encouraged. Please make paper copies of the memo double sided.
- Date the memorandum.

BC Front Office Cover Second Request Memorandum

- Be sure to use the letterhead for the Office of the Director, Bureau of Competition.
- Address the memorandum to the Chairman from the Bureau Director and Deputy Director.
- Include in the “Subject” portion of the heading the names of the principal proposed respondents and the seven-digit file number.
- State the recommendation in one phrase in the “Recommendation” line (e.g., “That the Commission Issue the Attached Second Requests”).
- Identify the [program code](#) in the upper right-hand corner of the first page.
- On the top right corner of the memorandum, under the Program Code, indicate “Expedited Treatment Requested,” and under this line state the date by which the Second Request must issue, which is typically the day the HSR waiting period expires.
- Note BE concurrence.
- The BC Front Office memorandum should not contain a footnote listing the parties and their counsel or economists.
- Always create the BC Front Office cover memorandum in a document separate from the staff memorandum so that page numbers and footnotes do not continue from one memorandum to the next and the BC Front Office can modify staff’s proposed cover memorandum, if necessary.

Second Requests Package

After receiving any suggested changes provided by the BC Front Office to electronic versions of the package documents, staff sends the original (hard copy) package to the appropriate Counsel to the Director. The Counsel to the Director will obtain the Director's signature and forward the package to the PNO who coordinates the rest of the processing.

The original package should be placed in a manila folder, and include in the following order (please do not staple any documents):

Inside of folder (right side, top to bottom):

- BC Front Office Cover Memorandum (usually prepared by staff).
- BC Staff Justification Memorandum
- BC Staff **Original** Signed MSC Memo
- BE Staff MSC Memo, if applicable
- Plastic Cover
- Second Request to A-Side
- Plastic Cover
- Second Request to B-Side

**Second Requests do not require formal BE concurrence, nor do they require the BC Document Logging Form (Form C-36) or the Document Coding Form (OSCAR) (Form FTC-336).*

SUBPOENA / CID STYLE GUIDE

Staff Subpoena / CID Recommendation Memorandum

- Address the memorandum to the Commission from the BC staff assigned to the matter. The Office of the Secretary prefers Commission rather than the assigned Commissioner, because sometimes the assigned Commissioner is not available.
- The memorandum must be approved by your AD/RD (approval blocks must appear on the last page).
- Include in the “Subject” line of the heading the names of the principal proposed respondents and the seven-digit file number.
- State the recommendation in one phrase in the “Recommendation” line (e.g., That the Commission Issue the Attached Subpoenas *Duces Tecum* and Civil Investigative Demands to ABC Company and XYZ Corporation).
- Note BE concurrence.
- Identify the [program code](#) in the upper right-hand corner of the first page.
- If requesting expedited treatment, under the Program Code, indicate “Expedited Treatment Requested.”
- In the first footnote, list all targets and third parties along with their attorneys and economists. This aids the Commission in making recusal decisions.
- Note 25 page limit: The Director has set a presumptive limit of 25 single-spaced pages (using 12 point font) on all staff recommendations. Exceptions to this page limit must be approved in advance by a Deputy Director. Memoranda significantly shorter than 25 pages are encouraged. Please make paper copies of the memo double sided.
- Date the memorandum.

BC Front Office Cover Subpoena / CID Memorandum

- Be sure to use the letterhead for the Office of the Director, Bureau of Competition.
- Address the memorandum to the Commission from the Bureau Director and Deputy Director.
- Include in the “Subject” line of the heading the names of the principal proposed respondents and the seven-digit file number.
- State the recommendation in one phrase in the “Recommendation” line (e.g., That the Commission Issue the Attached Subpoenas *Duces Tecum* and Civil Investigative Demands to ABC Company and XYZ Corporation).
- The memorandum should also indicate the number of subpoenas and identify the subpoena targets.
- Identify the [program code](#) in the upper right-hand corner of the first page.
- If requesting expedited treatment, under the Program Code, indicate “Expedited Treatment Requested.”
- Note BE concurrence.
- The BC Front Office Cover Memorandum should not contain a footnote listing the parties and their counsel.
- Always create the BC Front Office Cover Memorandum in a document separate from the staff memorandum so that page numbers and footnotes do not continue from one memorandum to the next and the BC Front Office can modify staff’s proposed cover memorandum, if necessary.

Subpoena and CID Package

After receiving any suggested changes provided by the BC Front Office to electronic versions of the package documents, staff sends the original (hard copy) package to the appropriate Counsel to the Director. The Directors' office will send the package to the Office of the Secretary for forwarding to the assigned Commissioner.

The original package should be placed in a manila folder, and include in the following order (please do not staple any documents):

Outside of folder:

- BC Document Logging Form (Form [C-36](#)) (one copy)
- Document Coding Form (OSCAR) (Form [FTC-336](#)) (two copies)
- Copy of BC and BE staff memoranda

Inside of folder (left side, top to bottom):

- Plastic Cover
- BC Front Office Cover Memorandum
- BC Staff memorandum

Inside of folder (right side, top to bottom) (repeat for *each* subpoena / CID):

- Plastic Cover
- Subpoena / CID cover sheet (include the second page with the service/compliance language).
- Specifications. Be sure to include the most recent form of the definitions and instructions so as to comply with current Bureau requirements for receiving documents, see [BC Models](#).
- A copy of the process resolution

**On average, it takes approximately four days for the Director's office to send the package to the Office of the Secretary. The Office of the Secretary will usually forward the subpoena or CID package to the assigned Commissioner within one day of receiving it.*

Subpoena / CID Forms

When preparing the subpoena / CID form, most of the sections are self-explanatory. For examples, see [BC Models](#).

Subpoena Ad Testificandum:

- Line 1: If the person(s) in the company is unknown, send the subpoena to the attention of the General Counsel and include a separate document entitled “Attachment A.” Attachment A should identify the topics or specifications seeking the most knowledgeable person(s) in the company.
- Line 6: Proposed Acquisition of ABC Company by XYZ Corporation, FTC File No. xxx-xxxx. See Attachment A and attached Resolution directing use of Compulsory Process.
- Line 7: List the name of your AD/DAD as the Records Custodian and the lead attorney as the Deputy Records Custodian.

Subpoena Duces Tecum:

- Line 7: “See attached Definitions, Instructions, and Specifications. Personal appearance may not be required.

Civil Investigation Demand:

- Line 3: “Proposed Acquisition of ABC Company by XYZ Corporation, FTC File No. xxx-xxxx. See attached Resolution directing use of Compulsory Process.”

Tips For Filling Out Document Coding Form (Oscar) (Form FTC-336)

A document coding form must be filled out for all matters sent to the Commission.

- “Source Organization” includes Bureau of Competition, Division Name, and Org. Code.
- “Document Title” means the action the memorandum is recommending (e.g., That the Commission Issue the Attached Subpoenas *Duces Tecum* and Civil Investigative Demands to ABC Company and XYZ Corporation).
- “Person submitting the document” means the person who should be contacted for additional information, and who should be notified when the Commission takes action. The lead attorney is usually the staff contact.
- The date and number of copies submitted will be filled in by the Director’s Office.
- Be sure to type accurately the seven-digit matter number.
- The Brief Summary should be accurate and complete. The Legal Research System index should be completed whenever the document discusses any subject of arguable future importance or it will be lost.
- Check the box at the bottom about whether a matter has previously been sent to the Commission. This helps the Secretary’s Office determine whether a Commissioner already has been assigned.

FEDERAL TRADE COMMISSION
WASHINGTON, D. C. 20580

July 12, 1976

NOTICE TO THE STAFF

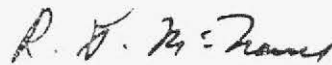
SUBJECT: Suggested Writing Guidelines and Style

For your interest, I am circulating what I regard as a particularly good piece prepared by Gerald Norton, Deputy General Counsel.

Although Gerry himself says that some of the points he makes are admittedly arbitrary, and doesn't pretend that the General Counsel's Office has the last word on writing style, I nevertheless think that his comments and suggestions are worthwhile. Accordingly, I am circulating them to the staff.

From my perspective, it seems desirable that the Commission move toward a more uniform writing style and consistency in footnoting, etc. Until that happens, I would like to suggest that the comments in this memorandum point the way toward an improvement in our writing efforts.

If you have any particularly violent exceptions or strong suggestions for improvements in these suggestions, please forward them to Jack Dugan so that we may subsequently incorporate them in a more definitive document.



R. T. McNamar
Executive Director

Attachment


DISTRIBUTION: All Employees

UNITED STATES GOVERNMENT

Memorandum

TO : Staff of General Counsel's Office

DATE: July 7, 1976

FROM : Gerald P. Norton
Deputy General Counsel 

SUBJECT:

Attached are some suggestions and guidelines about writing style and citation form that all attorneys and secretaries in the office should be aware of and try to follow. As with most general guidelines, inflexible adherence will in some circumstances be inappropriate, but you should regard these as setting forth the standards to be applied unless there is good reason to do otherwise.

One may ask, why bother about these matters. My answer is that if it is possible with modest effort to make our work product clearer, more precise, and more succinct, without sacrificing other values--as I believe it is--then it is a worthwhile undertaking. The words you write for someone else to read are somewhat like the clothes you wear: they can make an adverse initial impression, perhaps superficial, that is often a hurdle to be overcome by the substance lurking beneath the surface. To many readers (e.g., Commissioners, judges, law clerks, opposing counsel, congressional staff members), sloppiness in writing or apparent disregard for form has a tendency subtly to undermine confidence in the substance of what is being said. Such matters are needless distractions, which can impede the flow and force of an argument.

Secretaries asked to make seemingly small corrections should be aware that there is usually a purpose behind them, and that, however irritating they may be, such changes are made not in a sense of perversity (as it may sometimes seem) but in an effort to produce within reasonable limits the highest quality work product, of which we can all be proud.

If nothing else, these guidelines for style and form will result in work that is somewhat shorter and has fewer words to type (or correct) and proofread. This may not amount to much in individual memos or briefs, but all those lines, paragraphs, and pages not written do add up. It should not require any significant extra work to implement these suggestions. At most, they might require that, until they become more familiar, the lawyers review what they have written before it is first typed--which is probably a good idea in any event.



5010-110

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

Finally, I should add that no one should regard these suggestions as being written in stone for the ages. Different or additional suggestions are welcome. I recognize that in many ways writing style is a personal matter, but that which is familiar (and hence easy) is not necessarily good. Those few having the flair and imagination to fashion an apt metaphor more effective than relentless logic expressed in declarative sentences (I do not count myself among them) should not be wholly deterred by the accompanying guidelines.

CONCURRENCE:

Thomas L. Adams

Thomas L. Adams
Assistant General Counsel

Gerald Harwood

Gerald Harwood
Assistant General Counsel

Jerome A. Pintle for

Thomas H. Tucker
Assistant General Counsel

APPROVED:

Robert J. Lewis

Robert J. Lewis
General Counsel

GUIDELINES FOR WRITING STYLE

Many people tend to overargue, typically by establishing at great length propositions that are well settled or are not really in issue in the matter at hand. In part this undoubtedly reflects the use of "stock" briefs and memoranda or sections on certain recurring general subjects. That in itself is very sensible, when done with an eye towards the bearing in the matter at hand of the discussion from another brief or memorandum, but it sometimes means the reader must wade through sentences, paragraphs, or pages of general contentions and strings of citations before getting to the point at issue. (When you do use a segment of a prior brief or memorandum, make sure that it is updated in citation form and, in briefs, that the cases of greatest interest to the court in question are highlighted.) Overly repetitive summaries have a similar tendency to bloat a brief or memorandum.

Resist the tendency to assume that the reader is as familiar with the facts, issues, and arguments as you are. It is not uncommon for the reader to read related briefs or memoranda out of order, and a brief or memorandum will usually be more useful if it can stand on its own and be read without the need to refer frequently to other documents. It should therefore contain, at least in summary form, the critical facts and the posture of the case or other matter. In addition, when you respond to an argument, it is useful to begin the discussion with a brief statement of the argument. There is usually little to be gained if the reader must refer repeatedly to other papers, which will presumably present the position in issue more persuasively than will your summary.

Probably the most pervasive writing trait is the use of the passive voice instead of the active, resulting in an indirect and inevitably wordier statement rather than a direct one. There is usually no good reason for using the passive voice. For example: use "The Court stated/held that * * *" instead of "It was stated/held by the court that * * *." "The Commission has determined that * * *" instead of "It is the determination of the Commission that * * *." "That ruling conflicts/complies with * * *" instead of "That ruling is in conflict/compliance with * * *." "The Commission's use of * * *" instead of "The use by the Commission of * * *." Almost never is the indirect statement clearer or more effective. Other common examples are: "It was indicated that" instead of "_____ indicated," and "It is argued" instead of "_____ argues." While it may infrequently be desirable to obscure the "who" by using the passive, more often than not it simply is ambiguous and raises a needless question.

Another common tendency is to overstate, usually through the use of relatively meaningless or redundant adjectives and adverbs. If an argument is "frivolous," "absurd," or "clear," that should be apparent upon its statement, and the label does not make it more so. "No evidence whatsoever" seldom conveys more than "no evidence." (Rhetoric that may be useful in oral argument is not necessarily effective in writing, and vice versa.)

Be careful about including long or complex phrases or clauses between the subject and verb, as they are often confusing.

Paragraphing is to many a concept apparently known but not understood or respected. Paragraphs that run on for a full page or more are almost never justified, even when they include a string of citations. A new paragraph is appropriate when the subject of the discussion changes, and when there is a convenient breaking point in a long discussion on the same subject.

Although I realize it is widely disregarded, the difference between "that" and "which" is not yet obsolete. The best rule I know is that "which" should be used only if the sentence would have the same meaning if "which" were preceded by a comma; otherwise, "that" should be used. In other words, "that" should be used if the words following it are essential to describe or identify the subject or object to which they refer, whereas "which" is appropriate if the words following it are essentially a parenthetical reference. For example, "the company that was failing went out of business," if the reference is to one of several companies, but "the company[,] which was failing[,] went out of business," if there is but one. Similarly, "the reason that the court gave for its ruling," instead of "the reason which the court gave for its ruling."

"One," "none," "either," "neither," and "each" are singular when used in expressions like "one/neither/each of the companies has gone out of business" (rather than "have"); "either of them has a chance."

It is seldom necessary to use "and/or," as "or" is usually sufficient. Since many people have particularly strong feelings about its impropriety, "and/or" is best avoided.

For similar reasons, split infinitives should be avoided. This should not be regarded as an absolute rule, however, as structuring some sentences to avoid a split infinitive makes them flow less well and sound stilted.

Many long words are no more precise than short words which could and should be used instead (e.g., utilize or utilization v. use).

"Indicate" is vague. When used, as in "the court indicated in its opinion that * * *," it raises a question whether the court directly stated something or whether it merely said things from which an inference is being drawn. When a more explicit word can be used (e.g., stated, said, held, ruled, noted, observed, etc.), it should be used. Similarly, "it is believed that" and "_____ is believed to be the leading seller" are ambiguous. It is usually clearer to say "the Commission/we believe that" or "we believe that _____ is the leading seller."

When using either-or (neither-nor), make sure that the expressions joined are parallel in structure. E.g., "on either the right or the left" or "either on the right or on the left," not "on either the right or on the left" nor "either on the right or the left."

"Since" should ordinarily not be used as a synonym for "because." Its preferred meaning is "after"; often it is ambiguous if used otherwise.

GUIDELINES FOR CITATION FORM AND RELATED MATTERS

The following guidelines for citation form address common matters about which inconsistency now seems prevalent within divisions and throughout the office. While any such guidelines are to some extent necessarily arbitrary conventions, those that follow are intended to provide a uniform system for making citations or related references as brief as possible (less to type) and still comprehensible. They are based in the main upon the 1967 edition of the Uniform System of Citation (commonly known as the "blue book" because of the color of its predecessor editions), with appropriate modifications reflecting the fact that our work is ordinarily less pedantic than the legal scholarship to which that book is primarily directed. 1/ One overriding rule to observe is to be consistent within the same paper. While I agree with Emerson that "a foolish consistency is the hobgoblin of small minds," a foolish inconsistency (i.e., one without evident reason) bespeaks mental sloppiness that will seldom earn respect.

Captions

Pleadings and other papers filed after the complaint or petition need not refer to all parties in the caption. See Fed. R. Civ. P. 10(a). It should usually be sufficient to use: A. O. Smith Corp. et al. v. Federal Trade Commission et al.

Party References

Court rules may prescribe preferred forms of reference to parties. For example, briefs in courts of appeals should not refer to "petitioner" or "respondent," etc., but should instead use references such as "Commission," "company," "IBM," or perhaps "plaintiff" or "defendant." Fed. R. App. P. 28(d). Use references that are clear, simple, and brief.

1/ Local court rules may dictate certain citation forms and obviously will govern if contrary to these suggestions. In addition, the Solicitor General's office uses its own rules for certain matters of form, and drafts submitted for filing in the Supreme Court by that office should follow those rules. The principal variations will be summarized in a separate memorandum.

Case Citations

The case name to be used ordinarily is that shown in the caption at the beginning of the opinion, subject to the abbreviations and other changes noted below. However, if a case has a very long name, the running head shown at the top of the pages of the reporter may be used instead as the starting point.

Omit "et al." and "In the Matter of."

Omit "State of" and place names other than America, except for cities. E.g., Aluminum Co. of America v. First Nat'l Bank [of Boston]; Massachusetts v. City of Boston.

With railroads, omit "Co." or "Inc." and abbreviate all place names following the first. E.g., Atchison, T. & S.F. Ry. v. Southern Pac. R.R.

Use "&" instead of "and." (This applies also to joint authors and titles of books and articles.) E.g., Hart & Wechsler, Federal Courts (1953).

Shorten union names as follows depending upon which words appear first in the case name:

Local 774, Teamsters (or UAW, Steelworkers, etc.)
Teamsters, Local 774
Teamsters Union (or International Bhd. of Teamsters),
if no local

Abbreviate names of agencies commonly known by acronym (but not the United States), omitting periods. E.g., FTC, SEC, FCC, CAB, FPC, AEC, NLRB, FEA, RFC, TVA, EPA.

Except for references to a case in the body of the text and except for the first word in a party's name, use the following abbreviations:

Administrator[trix]	Adm'r[x]	Department	Dep't
American	Am.	Development	Dev.
Association	Ass'n	Distribut[or, ing]	Distrib.
Atlantic	Atl.	District	Dist.
Automobile	Auto.	Division	Div.
Avenue	Ave.	East[ern]	E.
Board	Bd.	Education[al]	Educ.
Brotherhood	Bhd.	Electric[ity, al]	Elec.
Brothers	Bros.	Engineer[ing]	Eng'r
Building	Bldg.	Equipment	Equip.
Casualty	Cas.	Exchange	Exch.
Central	Cent.	Executor[trix]	Ex'r[x]
Chemical	Chem.	Federal	Fed.
Commission	Comm'n	Federation	Fed'n
Commissioner	Comm'r	Finance	Fin.
Committee	Comma.	General	Gen.
Company	Co.	Government	Gov't
Consolidated	Consol.	Guaranty	Guar.
Construction	Constr.	Hospital	Hosp.
Corporation	Corp.		

Incorporated	Inc.	Railroad	R.R.
Indemnity	Indem.	Railway	Ry.
Industry[ies, ial]	Indus.	Refining	Ref.
Insurance	Ins.	Road	Rd.
International	Int'l	Savings	Sav.
Investment	Inv.	Securities	Sec.
Liability	Liab.	Service	Serv.
Limited	Ltd.	Society	Soc'y
Machine[ry]	Mach.	South[ern]	S.
Manufacturer	Mfr.	Steamship	S.S.
Manufacturing	Mfg.	Street	St.
Market	Mkt.	Surety	Sur.
Mutual	Mut.	System	Sys.
National	Nat'l	Telephone[graph]	Tel.
North[ern]	N.	Transport[ation]	Transp.
Pacific	Pac.	University	Univ.
Product[ion]	Prod.	Utility[ies]	Util.
Public	Pub.	West[ern]	W.

[Please note that abbreviations formed by contractions, using apostrophes, are not also followed by a period. E.g., "Ass'n" not "Ass'n."]

Use 2d Cir. and 3d Cir., not 2nd and 3rd.

Use the following abbreviations in reciting the prior or subsequent history of a case in a citation:

aff'd
aff'g
rev'd
prob. juris. noted
cert. granted/denied
sub nom.

A "sub nom. _____" reference to a different name in the subsequent history of a case is unnecessary when referring only to a denial of certiorari.

If the dates of successive court actions in a case are the same, use the date only for the last. E.g., Roe v. Doe, 100 F. Supp. 100 (D.D.C. 1973), aff'd, 200 F.2d 200 (D.C. Cir.), cert. denied, 300 U.S. 300 (1974).

Do not refer to U.S. App. D.C. when citing cases decided by the D.C. Circuit, except when required by local rule (as in the U.S. Court of Appeals for the District of Columbia Circuit), and, if convenient, in the U.S. District Court for the District of Columbia.

When referring to successive pages numbered above 100, use only the last two digits of the ending numbers. E.g., 387 U.S. at 156-57, not 156-157.

Statutes and Legislative Materials

If the statute is contained in the current edition of the U.S. Code (presently the 1970 edition), cite to U.S.C. without a date. If the statute has been enacted or amended since 1970 in a way that is material to the matter at hand, cite to the U.S.C. supplement if the cited section or subsection is fully set forth there. E.g., 15 U.S.C. (Supp. IV) § 49. 2/ If a new law is not yet in the supplement, cite to the U.S.C.A. supplement if it is there. Otherwise, give the Stat. cite. The public law number is seldom needed, particularly if the enactment is more than a year old and hence available in the supplements.

After the first reference to an Act by its full name, use an obvious shortened reference when appropriate (e.g., FTC Act, Magnuson-Moss Act) or an abbreviated reference (specifying it parenthetically at first). E.g., Administrative Procedure Act ("APA"), Freedom of Information Act ("FOIA"), Fair Credit Reporting Act ("FCRA"), National Environmental Policy Act ("NEPA"), Truth in Lending Act ("TILA"). (Such parenthetical references need not say "hereinafter referred to as.")

Leave a space between § and ¶ and the number.

Use "Section 15" in a text reference, "§ 15" in a footnote.

Use the following forms:

Bill: § 3(a), S. 982, 94th Cong., 1st Sess. (1975).

Hearing: Hearings on S. 982 (or whatever the subject) Before a Subcomm. of the House Comm. on the Judiciary, 94th Cong., 1st Sess. 387 (1975). If part of a serial set, end as follows: 1st Sess., ser. 10, pt. 3, at 387 (1975).

2/ The following portions of the FTC Act are set forth only in the Supplement: §§ 5(m); 6 proviso; 13(b); 16; 18; 19; 20. The following portions are set forth fully in the Supplement in their amended form: §§ 5(a)(1); 5(a)(6); 5(b); 5(1); 6(a); 6(b); 6(g); 6(h); 9 (¶¶ 1, 3, 4); 10 (¶¶ 2, 3); 12).

Report: H.R. Rep. No. 1234, 94th Cong., 1st Sess. 37
(1975).
S. Rep. No. 123, 94th Cong., 1st Sess. 40
(1975).
H.R. Rep. No. 1984, 94th Cong., 2d Sess. 33
(1976) (conference report).

Debate: 120 Cong. Rec. 3456 (1970) (if in bound volume).
124 Cong. Rec. H 3456 (daily ed. July 4, 1975)
(if not in bound volume).

Regulations and Rules

16 C.F.R. § 3.44 (without date if referring to the current edition).

35 Fed. Reg. 1234 (1975) (precise date usually unnecessary in citation).

Federal Rules of Civil Procedure: Fed. R. Civ. P.

Federal Rules of Criminal Procedure: Fed. R. Crim. P.

Federal Rules of Appellate Procedure: Fed. R. App. P.

Treatises and Periodicals

7 Moore, Federal Practice ¶ 56.07[1.3], at 2044 (2d ed. 1975).

3 Barron & Holtzoff, Federal Practice & Procedure § 123, at 345 (Wright rev. 1975).

Prosser, Torts 387 (1940).

Smith, Proposed Amendments to the Sherman Act, 20 Colum. L. Rev. 1 (1920).

Annot., 12 A.L.R.2d 382 (1950) (include title if useful).

Here is a list of abbreviations for commonly cited periodicals:

Administrative, Administration	Ad.
American	AM.
And	&
Association	ASS'N
Bar	B.
Bulletin	BULL.
Business	BUS.
Corporation, Corporate	CORP.
Criminal	CRIM.
Economics, Economic, Economy	ECON.
Federal	FED.
Forum	F.
International	INT'L
Insurance	INS.
Journal (Journal of)	J.
Law	L.
Municipal	MUN.
National	NAT'L
Political, Politics	POL.
Public	PUB.
Quarterly	Q.
Reporter, Reports	REP.
Review	REV.
Science	SCI.
Society	Soc'y
State	ST.
United Nations	U.N.
United States	U.S.
University	U.
Academy of Political Science Pro- ceedings	ACAD. POL. SCI. PROC.
American Bankruptcy Review	AM. BANKR. REV.
American Bar Association Journal	A.B.A.J.
American Bar Association Reports	A.B.A. REP.
American Historical Review	AM. HIST. REV.
American Journal of Comparative Law	AM. J. COMP. L.
American Journal of Legal History	AM. J. LEGAL HIST.
American Labor Legislation Review	AM. LAB. LEG. REV.
Annals of the American Academy of Political and Social Science	ANNALS
Arbitration Journal, New Series	ARB. J. (n.s.)
Boston College Industrial and Com- mercial Law Review	B.C. IND. & COM. L. REV.
Bulletin of United States Trade- mark Association, New Series	TRADEMARK BULL. (n.s.)
California Law Review	CALIF. L. REV.
Case and Comment	CASE & COM.
Central Law Journal	CENT. L.J.
Chicago-Kent Law Review	CHI.-KENT L. REV.
Cleveland-Marshall Law Review	CLEV.-MAR. L. REV.
Columbia Journal of Transnational Law	COLUM. J. OF TRANSNAT'L L.
Columbia Law Review	COLUM. L. REV.
Commercial Law Journal	COM. L.J.
Congressional Digest	CONG. DIG.
Corporate Reorganizations	CORP. REORG.
Criminal Law Review (Manhattan)	CRIM. L. REV.
Current Medicine for Attorneys	CURRENT MED.
Department of State Bulletin (U.S.)	DEPT STATE BULL.
Dickinson Law Review	DICK. L. REV.
Federal Communications Bar Jour- nal	FED. COM. B.J.
Food Drug Cosmetic Law Journal	FOOD DRUG COSM. L.J.
George Washington Law Review	GEO. WASH. L. REV.
Georgetown Law Journal	GEO. L.J.
Harvard Business Review	HARV. BUS. REV.
Harvard Civil Liberties-Civil Rights Law Review	HARV. CIV. LIB.-CIV. RIGHTS L. REV.
Harvard International Law Review	HARV. INT'L L. REV.

Harvard Journal on Legislation	HARV. J. LEGIS.
Harvard Law Review	HARV. L. REV.
Howard Law Journal	HOW. L.J.
Industrial and Labor Relations Review	IND. & LAB. REL. REV.
International Affairs	INT'L AFF.
ICC Practitioners' Journal	ICC PRAC. J.
Journal of Air Law and Commerce Society	J. AIR L. & COM.
Journal of American Judicature Society	J. AM. JUD. SOC'Y
Journal of American Medical Association	J.A.M.A.
Journal of American Society of Chartered Life Underwriters	J. AM. SOC'Y C.L.U.
Journal of Comparative Legislation and International Law, Third Series	J. COMP. LEG. & INT'L L. (3d ser.)
Journal of Criminal Law, Criminology and Police Science	J. CRIM. L.C. & P.S.
Journal of Forensic Sciences	J. FOR. SCI.
Journal of Land & Public Utility Economics	J. LAND & P.U. ECON.
Journal of Law & Economics	J. LAW & ECON.
Journal of Legal Education	J. LEGAL ED.
Journal of National Association of Referees in Bankruptcy (Referees' Journal)	REF. J.
Journal of Patent Office Society	J. PAT. OFF. SOC'Y
JAG Journal	JAG J.
Labor Law Journal	LAB. L.J.
Law and Contemporary Problems	LAW & CONTEMP. PROB.
Lawyer and Banker and Central Law Journal	LAWYER & BANKER
Marquette Law Review	MARQ. L. REV.
Medical Trial Technique Quarterly	MED. TRIAL TECH. Q.
NACCA Law Journal	NACCA L.J.
New York University Institute on Federal Taxation	[E.G.] N.Y.U. 7TH INST. ON FED. TAX.
New York University Intramural Law Review	N.Y.U. INTRA. L. REV.
Northwestern University Law Review	NW. U.L. REV.
Patent and Trade Mark Review	PAT. & T.M. REV.
Portia Law Review	PORTIA L. REV.
Practical Lawyer	PRACT. LAW.
Public Utilities Fortnightly	PUB. UTIL. FORT.
Race Relations Law Reporter	RACE REL. L. REP.
Record of the Association of the Bar of the City of New York	RECORD OF N.Y.C.B.A.
Referees' Journal (Journal of National Association of Referees in Bankruptcy)	REF. J.
Revista de Derecho del Colegio de Abogados de Puerto Rico	REV. C. ABO. P.R.
Revista Juridica de la Universidad de Puerto Rico	REV. JUR. U.P.R.
Rocky Mountain Law Review (now University of Colorado Law Review)	ROCK. M.T. L. REV.
Southern Texas Law Journal	S. TEX. L.J.
Southern California Law Review	S. CAL. L. REV.
Southwestern Law Journal	SW. L.J.
Stanford Law Review	STAN. L. REV.
State Government	STAT. GOV'T
Texas The Tax Magazine	TAXES
Temple Law Quarterly	TEMP. L.Q.
Texas Law Review	TEXAS L. REV.
Tennock Bulletin (Bulletin of United States Trademark Association), New Series	TRADEMARK BULL. (N.S.)
Tulane Law Review	TUL. L. REV.

When deleting language in the middle of a quoted sentence, insert three asterisks set off by spaces. (Asterisks distinguish between punctuation more clearly than do periods.) (When a bracketed insertion merely clarifies a noun or pronoun or changes the tense or number of a verb, the corresponding omission need not be indicated.)

When deleting language ending a quoted sentence, insert three asterisks followed by a period.

When deleting language after the end of a quoted sentence followed by the rest of a quotation, retain period at end of quoted sentence and insert three asterisks.

When deleting one or more sentences at the beginning of the first paragraph quoted, begin the quotation without indentation.

When deleting language at the beginning of a paragraph which is not the first paragraph quoted, insert three indented asterisks.

When deleting an entire paragraph, insert three asterisks indented as the paragraph would have been.

Place commas within the quotation marks. E.g., "marks," not "marks",.

Assume that the original text reads as follows:

The appeal failed twice. So he then was ordered hanged. The court denied a stay of execution.

The sentence was carried out. A man died.

Thus was the law fulfilled. But was justice done?

Note the following examples: "So he * * * was ordered hanged." "The appeal failed * * *." "The appeal failed twice. * * * [H]e then was ordered hanged." "The appeal failed * * *. The court denied a stay * * *." ^{3/} "So [the defendant] then was ordered hanged." "So he [the defendant] then was ordered hanged."

^{3/} Logically, this should be, "The appeal failed * * *. * * * The court denied a stay * * *," but the second set of asterisks is usually dropped.



UNITED STATES OF AMERICA
FEDERAL TRADE COMMISSION
WASHINGTON, D.C. 20580

OFFICE OF THE
EXECUTIVE DIRECTOR

July 1988

MEMORANDUM

TO : Commission Staff

FROM : Robert S. Walton, III *RSW*
Executive Director

SUBJECT: Correspondence Manual

I am pleased to circulate the first edition of the Federal Trade Commission's new correspondence manual and want to thank those who contributed to it over a period of many months. Useful suggestions were obtained from senior managers and from staff assistants in both the Commissioners' offices and a number of bureaus and offices.

The manual is designed as a desk reference for FTC staff and provides guidance on formatting, punctuation, etc. to be used in letters, memoranda, and speeches. Since a number of changes have been made in the manual, I encourage employees, even those more experienced in preparing Commission correspondence, to review the new manual and to follow the instructions in it.

We plan to produce an updated version of the correspondence manual in March of each year and to circulate quarterly inserts to manual holders if interim changes are made.

Please send your completed questionnaire and any comments you may have on the first edition of the correspondence manual to Pat Epperson (Room H-682) of the Information Management Branch. IMB will have responsibility for maintaining the manual and for updating it as necessary.

LETTERS



CORRESPONDENCE MANUAL

LETTERS

1. Use

- For correspondence outside the U.S. Government or with officials of other Federal agencies, the Judiciary, and Congress.

2. Stationery

- White stationery with agency, office, or bureau letterhead (indicated in upper left-hand corner) is required for first page.
- Supplies of various letterheads should be maintained by your bureau/office, or can be obtained from the stockroom.
- The person drafting the letter should indicate who will sign the letter (Office of the Chairman letterhead when the Chairman is to sign, etc.).
- Succeeding pages should be on plain bond. Always use bond, not photocopy paper.

3. Margin

- One inch (approximately 6 typing lines) from the top and bottom margins. The left and right margin should be indented at least 10 spaces.
- For letters of not more than 10 lines, 15 spaces for side margins are acceptable.
- For letters of not more than 10 lines, the letter should be spaced proportionately on the page, *i.e.*, allow for more top margin than just six lines.
- Do not crowd a letter onto a page — it is better to continue to a second page than have the page appear overcrowded.

4. Date

- Omit the date on letters to be signed in another office. The date will be added when the letter is signed.
- Type on the right-hand side of the paper (at position 45 on IBM or Leading Edge computers) on same line as the office designation.
- Should be shown as month, day, and year.

Example:

April 29, 1987.

5. Inside Address

- Single space nine lines below the office designation (or date) at the left-hand side of the page.
- Limit (if possible) to six lines, no longer than four inches long. Runover lines should be indented 3 spaces from left margin. Words in an address are spelled out. Spell out in full the name of the state or use the 2-letter state abbreviation listed in the "National Five Digit Zip Code and Post Office Directory." The District of Columbia can be abbreviated as D.C. (space between D.C. is optional).
- All addresses must contain a zip code. For further guidance see the United States Postal Service "National Five Digit Zip Code and Post Office Directory."
- If a letter is sent in care of a third person use "In care of" (symbolized by "c/o"). Do not use "In care of" before a company name if the person is employed by or is a member of the firm.

6. Attention Line

- Type "Attention:" line directly below the inside address. If one is used, type it on the envelope also. Refer to Section on Mail for instructions on how to type envelope.

7. Reference Line or Subject Line

- "Re:" or "Subject:" should be typed two lines below the inside address and indented ten spaces.

8. Salutation

- Type two lines below the last line of the address or the reference line flush with the left margin followed by a colon.
- Use a formal salutation. If the signer wishes to be less formal, he/she will cross it out and pen in the less formal name at the time the correspondence is signed.

9. Body of Letter

- Begin two lines below the salutation.
- Indent five spaces at beginning of each paragraph.
- Single space the body of the letter, but double space letters of one paragraph or ten lines or less.
- Double space between paragraphs.
- Do not abbreviate the name of a state in the body of a letter.
- Do *not* begin a paragraph near the bottom of a page unless there is room for at least two lines.
- Do *not* continue a paragraph to the following page unless at least two lines can be carried over.
- Do *not* end a page with the first word of a sentence.
- The last word of a paragraph or a page *cannot* be divided between two pages.
- The last word of the first paragraph *cannot* be divided between two lines.

- Try at all times to keep a person's name on the same line, *i.e.*, do not split up the name. If absolutely necessary to split up the name, the middle initial is typed on the line with the first name.
- Do not type "Mr.," "Dr.," or other title on one line and the rest of the name on the next.

10. Succeeding Pages

- Type second and succeeding pages on plain bond.
- Type addressee's name three lines from the top of the page exactly as it appears in the inside address, flush with the left margin.
- Immediately following addressee's name, type a space, two hyphens, a space, "Page", space, and the page number.
- WordPerfect software permits these headings to be placed on each page automatically. Refer to WordPerfect manual under "Headers" for instructions.

Example:

Mr. John Doe -- Page 2.

- Start continuation of the body of the letter three lines below the name and page line.

11. Complimentary Closing

- At least two lines of text must precede the closing when the signature is not on the first page.
- Type the complimentary closing two lines below the last line of the letter, beginning at the center of the page (position 45 on your Leading Edge or IBM Computer).
- Use the standard closing "Sincerely," unless another closing is required.
- Correspondence by direction of the Commission for the signature of the Chairman or the Secretary should not contain a complimentary closing.
- Type the closing, "By direction of the Commission", 5 spaces from the left margin.

12. Signature and Title

- Type the name of the signer four lines directly below the complimentary closing.
- Type the signer's title on the next line directly below the signer's name. If a runover is needed for the title, try to center the remainder of the title under that line.

Example:

Sincerely,

Jane White
Personal Secretary to
Mr. Joe Brown

- If you know the official signing the letter is acting, type "Acting" before the title.

- For Official Correspondence by direction of the Commission, type the name of the signer six lines below the last line of the letter 5 spaces to the right of the center of the page.

Example:

By direction of the Commission,

Leonidas L. Bracken
Secretary

13. Enclosures/Attachments

- Most letters have enclosures.
- Enclosures may or may not be related to the content of the letter.
- Letters with legal documents have attachments.
- Attachments are directly related to the basic document. Appendices to Commission Orders, other legal documents, and memoranda are referred to as Attachments.
- Type "Enclosure" or "Attachment," as appropriate, flush with the left margin two lines below the signature block when the enclosure is referred to in the text.
- For more than one enclosure use the plural form and indicate the number of enclosures.

Example:

Enclosures: Form Letters (3)
Plain Letters (2)

14. Separate Cover

- If material referred to in the text is to be sent under separate cover, type "Separate Cover:" two lines below the signer's title, flush with the left margin. List the material, whether identified in the text or not, flush with the left margin and with each item on a separate line.

Example:

Separate Cover:
Attorney Handbook
Administrative Handbook

- When material is sent at a later time a copy of the letter should be included.

15. Distribution of Copies

- When sending copies of a letter to persons other than the addressee, *show the distribution of the copies by typing "cc:"* (courtesy copy) and list names or designations one below the other.

Example:

cc: Bill Green
Alice Blue

- When both "cc:" and "bc:" appear everyone listed gets a copy, but those listed after "bc:" should be typed *only* on the copy retained by the writer.
- Type "bc:" (blind copy) on the writer's draft when he/she does not want the addressee to be aware of the distribution of copies.
- Place a check beside the name of the person for whom the copy is intended (both "cc:" and "bc:").
- Do not show internal distribution on copies sent outside the agency. Type "bc:" on the writer's draft and list internal recipients.

16. Identification of Office, Writer, Typist

- Identifying the office, writer, and typist allows anyone reviewing the letter to contact the writer if there are questions.
- Place on the left margin two lines below the signer's title.
- Do not type on the original or courtesy copies. *Type only on copies retained by the agency.*
- Type your organization code, colon, the writer's initials, and surname, colon, your initials followed by two spaces, and then the date the letter was typed.

Example:

0619:CMBlue:fg 2-29-86

- Revisions and retypes should be recorded with additional identification lines.

Example:

0619:CMBlue:fg 2-29-86
 Rewritten 0619:JRVie:fg 3-10-86, or
 Revised 0616:Vie:fg 3-10-86

17. Special Handling

- **AIR MAIL, SPECIAL DELIVERY, REGISTERED MAIL and CERTIFIED MAIL** should be typed in all caps and underlined, three spaces below the date line and centered on the page.

18. Multiple-Address Letters

Typed

- When the same letter is written to two or more people, prepare an original for each. REFER to the Congressional Correspondence Section of this guide for instructions on how to address the same letter to more than one Congressperson.
- Keep one set for your files. Two lines below the signer's title, and flush with the left margin, type: "Identical Letter to:" and list the names and addresses of the recipients of the letter. If space is lacking, type on a separate sheet and attach to file copies.

Process-Printed Letters

- You may send one copy of a reproduced letter to each addressee.
- Retain one file copy of the letter and attach a list of addressees to the copy.

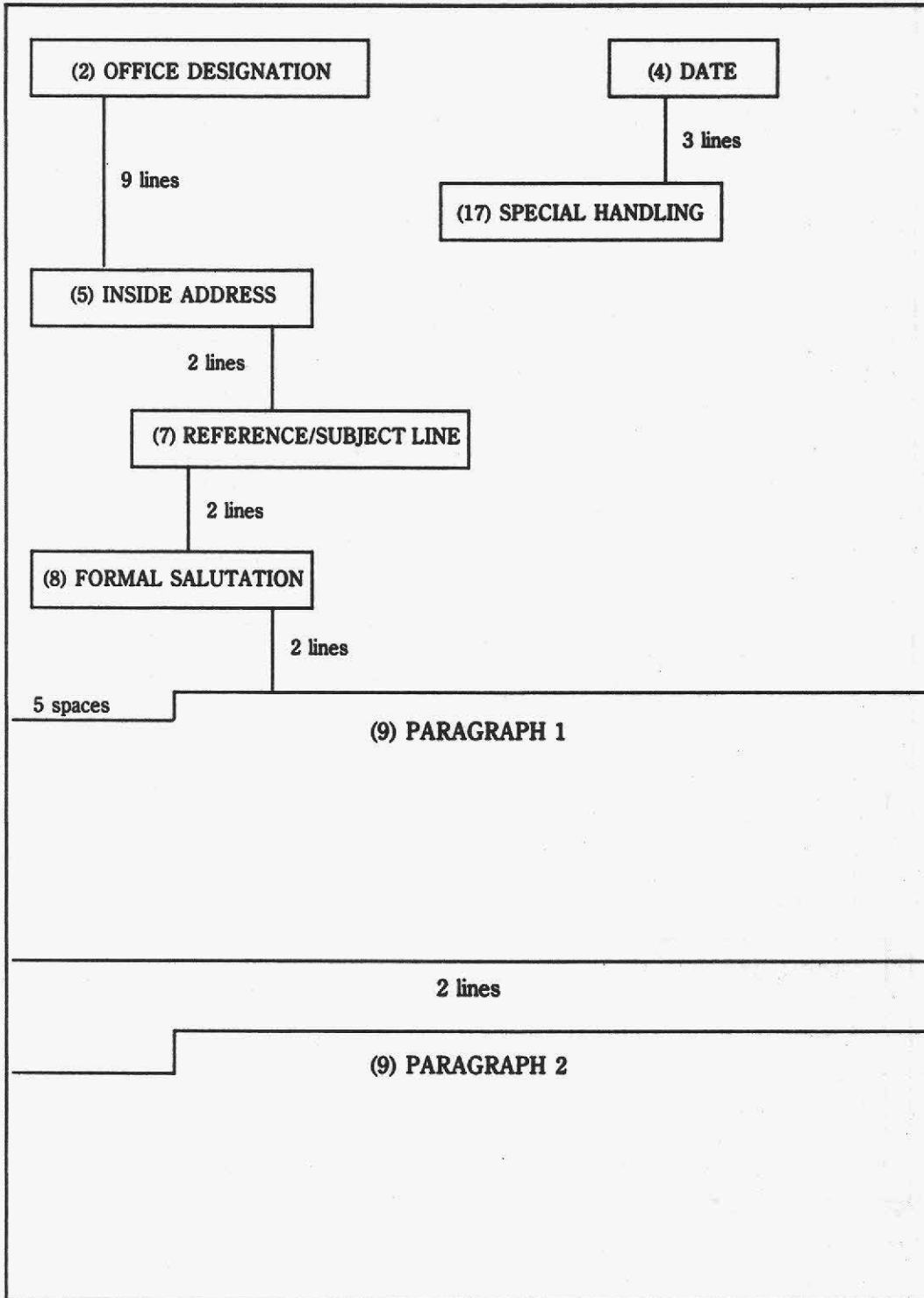
19. Accuracy

- All official correspondence *must* be error free.
- Use of the Speller/Thesaurus feature in the WordPerfect word processing software is an excellent source to check for accuracy.

LETTER FORMAT



UNITED STATES OF AMERICA
FEDERAL TRADE COMMISSION
WASHINGTON, D.C. 20580



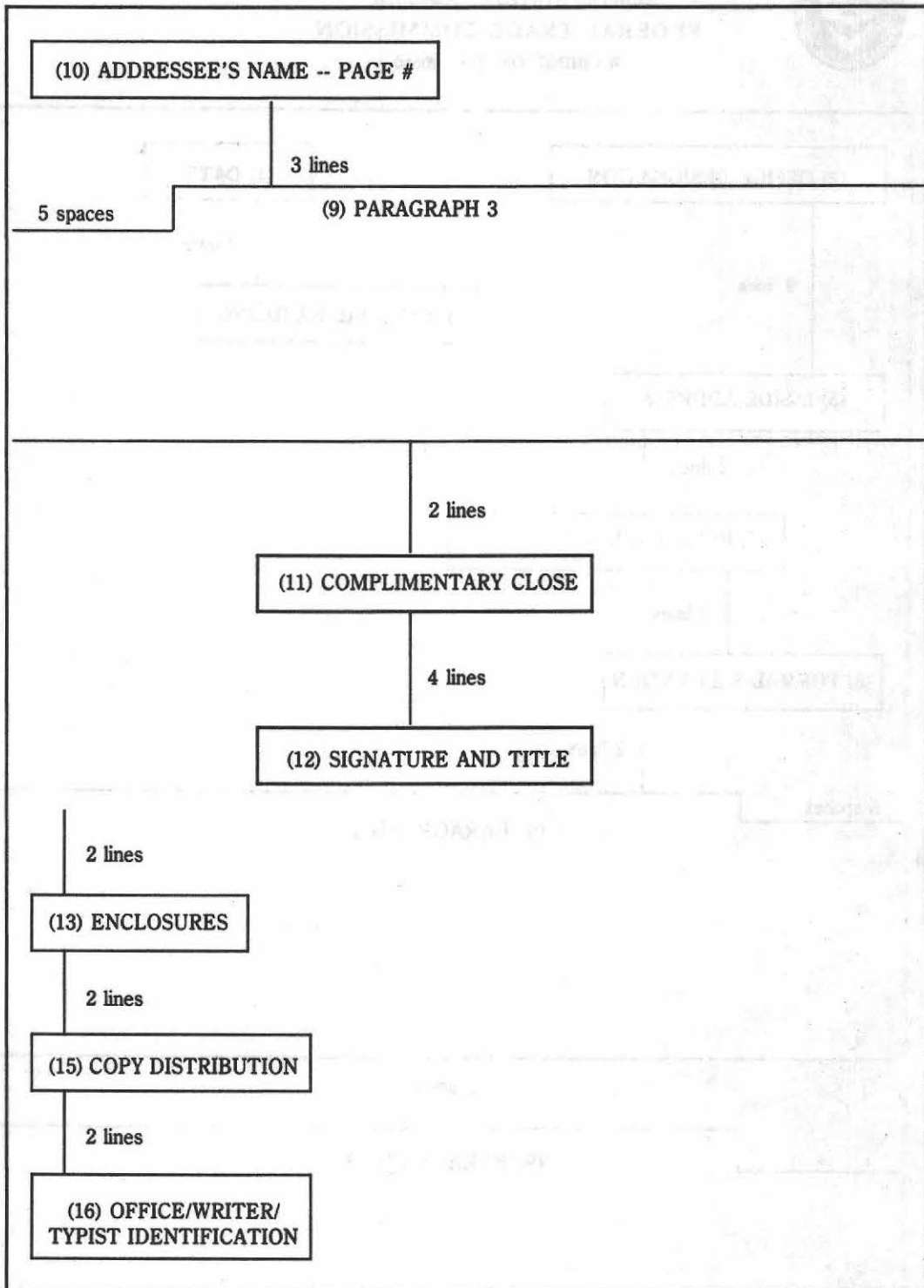
One Inch
(6 Spaces)

One Inch
(6 Spaces)

One Inch
(6 Lines)

NOTE: Items in parenthesis refer to numbered guidance on preceding pages.

**LETTER FORMAT
CONTINUATION PAGES**



One Inch
(6 Spaces)

One Inch
(6 Spaces)

One Inch
(6 Lines)

CHAIRMAN'S CORRESPONDENCE



CHAIRMAN'S CORRESPONDENCE

1. Format

- Letters should follow the rules for general correspondence set out in Chapter 1 with the following additions:
- Letters for the Chairman's signature should be prepared on *blue-printed* Office of the Chairman letterhead.

2. Signature Block

- Letters prepared for the Chairman's signature should contain the following signature block:

Example:

Sincerely,

Daniel Oliver
Chairman

- Official correspondence on behalf of the Commission should appear as follows:

Example:

By direction of the Commission,

Daniel Oliver
Chairman

3. Courtesy Copy

- In correspondence signed by the Chairman, the notation of courtesy copy should be "cc:"

Example:

cc: John Smith, Esq.

4. Date

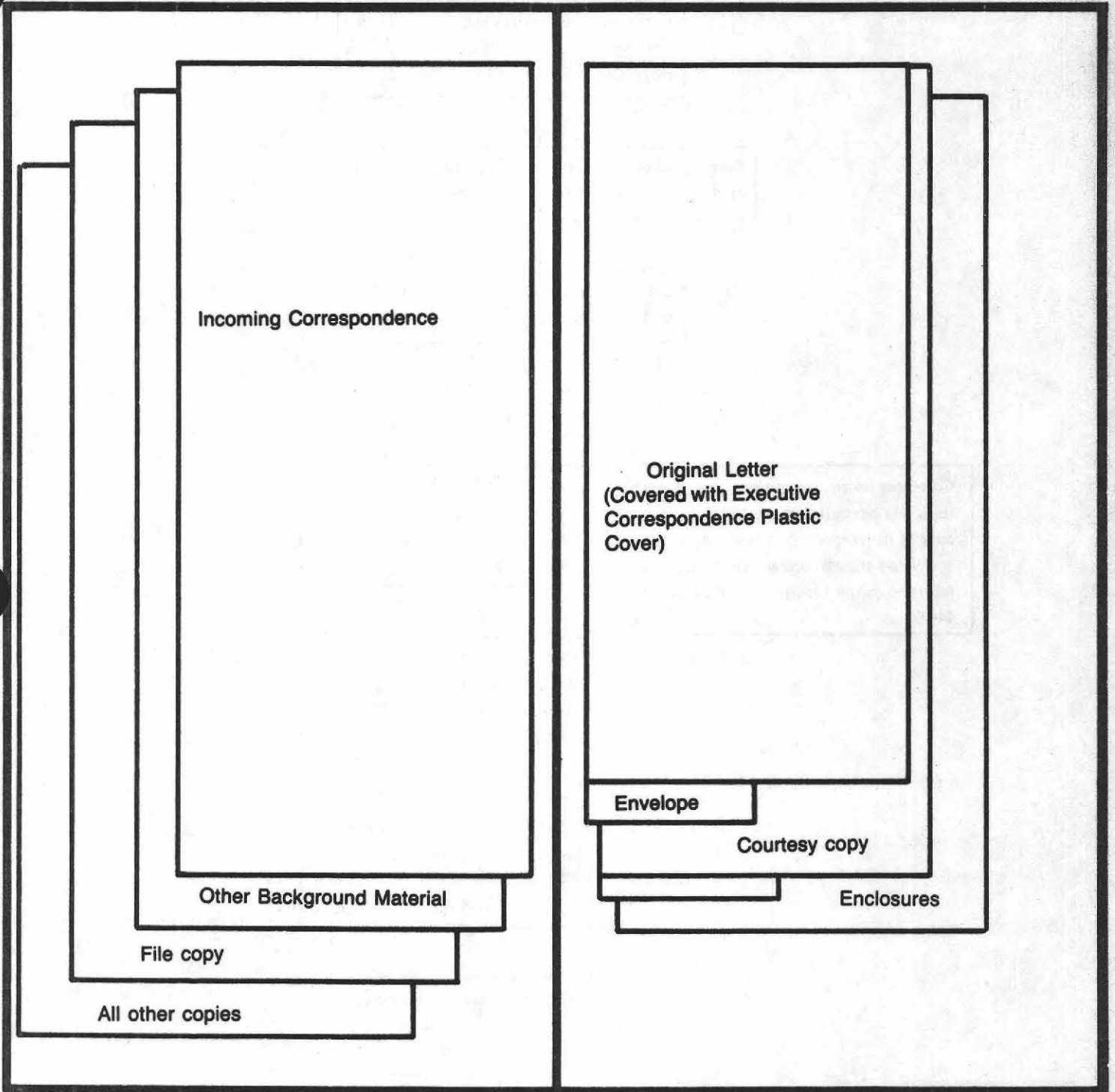
- Do not date letters for the Chairman's signature until they are signed and ready for mailing.
- After the letter has been signed the Chairman's office will date the letter, except for civil penalty letters.
- The name of the month may not be abbreviated. The day and year should appear in numerals.

5. Assembly

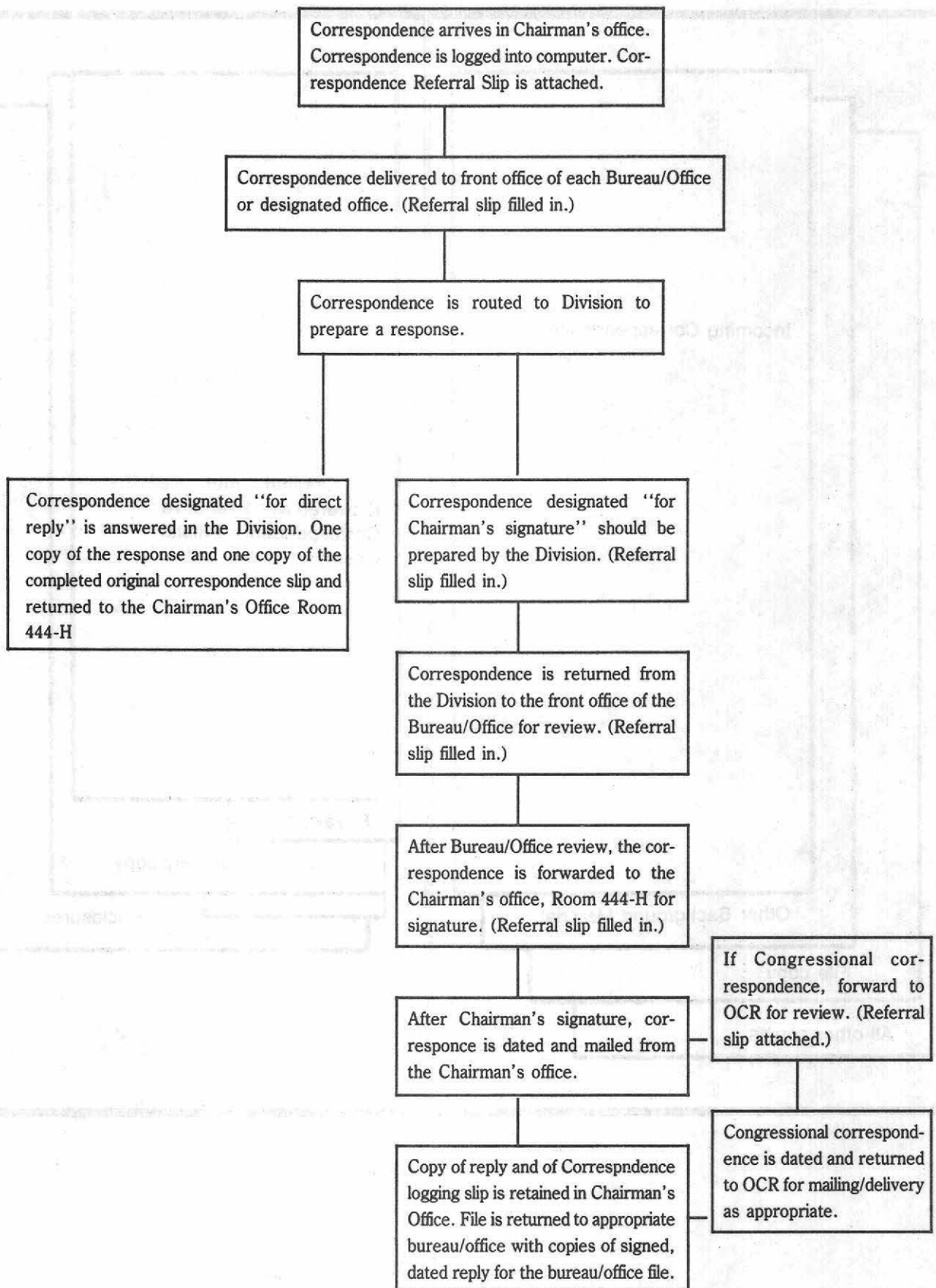
- If more than one page, staple the file copies but not the original or courtesy copies.

- Use a manila file folder. On the right side of the folder clip:
 - * The original letter for signature, covered with an executive correspondence plastic cover. If more than one original letter, place them all together under the plastic cover.
 - * Courtesy copies.
 - * Enclosures in sequence listed in the letter (if bulky attach a note saying where the enclosures are being held).
 - * Duplicate copies (marked FILE COPY first, then all other copies).
 - * Envelopes should be addressed and clipped to the back of each letter.
 - * *Blue-printed* Office of the Chairman envelopes should always be used.
- On left side of the folder place incoming correspondence and other background material.
 - * If material is bulky place in separate folders and secure with rubber bands or clips.

**Placement of Correspondence
in File Folder**



ROUTING CHAIRMAN'S CORRESPONDENCE



CHAIRMAN'S SPEECHES
AND TESTIMONY



CHAIRMAN'S SPEECHES AND TESTIMONY

1. Preparing Speeches for Chairman's Review

- Should be prepared on a Personal Computer's 5.25 inch flexible disk, using WordPerfect.
- Should be double spaced using 10 pitch type, with 1 inch margins on sides and 2 inch margins top and bottom.
- Pages should be numbered from Page 2 on. Numbering should be centered on the bottom of the page and typed dash (space) page number (space) dash.

Example:

— 2 —

- Indicate on upper right corner of all pages of the draft the word "DRAFT"; the group to be addressed; the date, day, and hour the draft was completed; and the name and telephone number of the drafter who should be contacted concerning questions and revisions.

Example: DRAFT

American Bar Association
November 26, 1988; Wednesday, 3:30 p.m.
Ernest Hemingway (326-5555)

WordPerfect Software permits these headings to be placed on each page automatically. REFER to WordPerfect Manual under "Headers" for instructions.

- To type date and time automatically, go into the document and move the cursor to the top of the first page where you want the date to begin; strike "shift ± F5"; strike "2" for format; type 3L1, L4; L6, L8:9L 0 [L denotes space]; strike return; strike "3" for insert; strike return.
- The original and one copy of drafts for the Chairman's review should be sent to the Chairman's Office.

2. Preparing Testimony for Chairman's Review

- Should be prepared on a Personal Computer, using WordPerfect.
- Draft testimony should be prepared in the same format as speeches.
- Page numbering should be prepared in the same format as speeches.

- Indicate on upper right corner of all pages of the *draft* the word "DRAFT"; the group to be addressed; the date, day, and hour the draft was completed; and the name and telephone number of the drafter who should be contacted concerning questions and revisions.
- The original and one copy of drafts for the Chairman's review should be sent to the Chairman's Office.

WHITE HOUSE/CONGRESSIONAL/
CORRESPONDENCE



WHITE HOUSE/CONGRESSIONAL CORRESPONDENCE

1. Procedures for Processing Congressionals

- The mail room delivers all franked (not stamped) Congressional and White House mail to the Office of Congressional Relations for processing, control, and routing, with the exception of mail addressed to individual Commissioners. They have requested that all Congressional mail addressed to them be delivered unopened to their offices directly.

2. Congressional Correspondence Referral Slip

- The Office of Congressional Relations logs in the correspondence and attaches a Congressional Correspondence Referral Slip. Information shown on the Referral Slip includes:
 - * Type of Response — i.e., the signature on the response.
 - * Action Assigned — the division/person indicated is responsible for ensuring that an error-free final response is drafted, typed and delivered to the designated signer by the "Due Date," as well as implementing any subsequent necessary grammatical, typographical, or substantive changes.
 - * Concurrence — before the final response is delivered to the signer, initialed concurrences *must* be obtained as indicated.

3. Freedom of Information Act (FOIA) Procedures

- OCR shall attach a FOIA sticker to the Congressional Correspondence Referral slip to remind staff to note his/her determination as to the accessibility of the document on the last page of the response that staff composes.

4. Deadlines

- Final responses to all Congressional Correspondence shall be delivered to OCR within 10 working days or by the due date stated on the Congressional Correspondence Referral Slip.
- In no case shall the due date exceed *10 working days* from the date of receipt of the incoming letter from Congress.
- All White House correspondence shall be prepared and returned to OCR no later than *nine working days* after receipt of the correspondence.

5. Staff Responsibility

- Staff receiving Congressional or White House Correspondence from OCR are responsible for following instructions on the Congressional Correspondence Referral Slip pertaining to:
 - * type of response (signature on response);
 - * action assigned (ensure that an error-free final response is delivered to the designated signer by the due date);
 - * concurrence (before response is delivered to signer staff should be sure all initialed concurrences are obtained).

6. Regional Mail

- When a regional office receives mail directly from Congress, the incoming should be sent immediately to the Director, Office of Congressional Relations, and a copy maintained by the regional office. OCR will assign the letter to the appropriate bureau or regional office. The response should be drafted for signature for the Director of Congressional Relations and returned to OCR for signature and final approval. OCR will send a copy of the signed, dated letter to the regional office for its records.

7. Communication of FTC Staff with Hill Staff

- OCR requests that all direct contact with Congressional staff, either by telephone or mail, be minimized as much as possible. When circumstances do arise which require such contact, please inform staff in OCR of the particular issue involved so that any future communication can be coordinated by OCR. In any event, letters to members of Congress should always be cleared through OCR prior to mailing.

8. Forms of Address

- Letters to members of Congress are prepared in the same format as described previously in the Chapter entitled "Letters".
- The following are examples of forms of address and salutations to be used when addressing mail to members of Congress:

U.S. Senator
(Washington Office)

The Honorable John C. Danforth
United States Senate
Washington, D.C. 20510

Dear Senator Danforth:

U.S. Representative
(Washington Office)

The Honorable Hamilton Fish, Jr.
U.S. House of Representatives
Washington, D.C. 20515

Dear Mr. Fish:

Committee Chairman

The Honorable John Dingell
Chairman
Committee on Energy and Commerce
U.S. House of Representatives
Washington, D.C. 20515

Dear Mr. Chairman:

U.S. Senator
(State Office)

The Honorable John C. Danforth
United States Senate
(then local address)

Dear Senator Danforth:

U.S. Representative
(District Office)

The Honorable Hamilton Fish, Jr.
U.S. House of Representatives
(then local address)

Dear Mr. Fish:

The Honorable Ernest F. Hollings
Chairman
Committee on Commerce, Science
and Transportation
United States Senate
Washington, D.C. 20510

Dear Mr. Chairman:

Subcommittee Chairman

The Honorable Timothy E. Wirth
Chairman
Subcommittee on Telecommunications,
Consumer Protection and Finance
Committee on Energy and Commerce
U.S. House of Representatives
Washington, D.C. 20515

Dear Mr. Chairman:

The Honorable Albert Gore, Jr.
Chairman
Subcommittee on Consumer
Committee on Commerce, Science,
and Transportation
United States Senate
Washington, D.C. 20510

Dear Mr. Chairman:

- When a Senator or Representative has written to the Commission as Chairman of a Committee or Subcommittee, the reply should be directed to him/her as Chairman of that Committee or Subcommittee; however, there are also instances when Chairmen will write as individual Senators or Representatives, and in those cases, use the address and salutation forms shown above for individual Senators or Representatives.
- Congresswomen should be addressed as Ms., Mrs., or Miss according to the preference of the individual as follows:

Dear Mrs. Bentley:

Mrs. Boggs:

Mrs. Boxer:

Mrs. Byron:

Mrs. Collins:

Mrs. Johnson:

Ms. Kaptur:

Sen. Kassenbaum:

Mrs. Kennelly:

Mrs. Lloyd:

Mrs. Martin:

Mrs. Meyers:

Sen. Mikulski:

Mrs. Morella:

Ms. Oakar:

Mrs. Patterson:

Ms. Pelosi:

Mrs. Roukema:

Mrs. Saiki:

Mrs. Schneider:

Mrs. Schroeder:

Ms. Slaughter:

Mrs. Smith:

Mrs. Snowe:

Mrs. Vucanovich:

- Please contact the Office of Congressional Relations for the proper salutation when addressing a letter to a female Representative or Senator who chairs a Committee.

7. **Format**

- Do not include the date of the incoming letter in making reference to the letter.
- Page numbers on page 2 and the following pages should be as follows:

Example:

The Honorable John Dingell -- Page 2

8. **Signatures**

- Most mail will be prepared for the signature of the Chairman or the Director, Office of Congressional Relations. The following signature blocks should be used, as appropriate:

Example:

Sincerely,

Mark S. Lewis
Director

or:

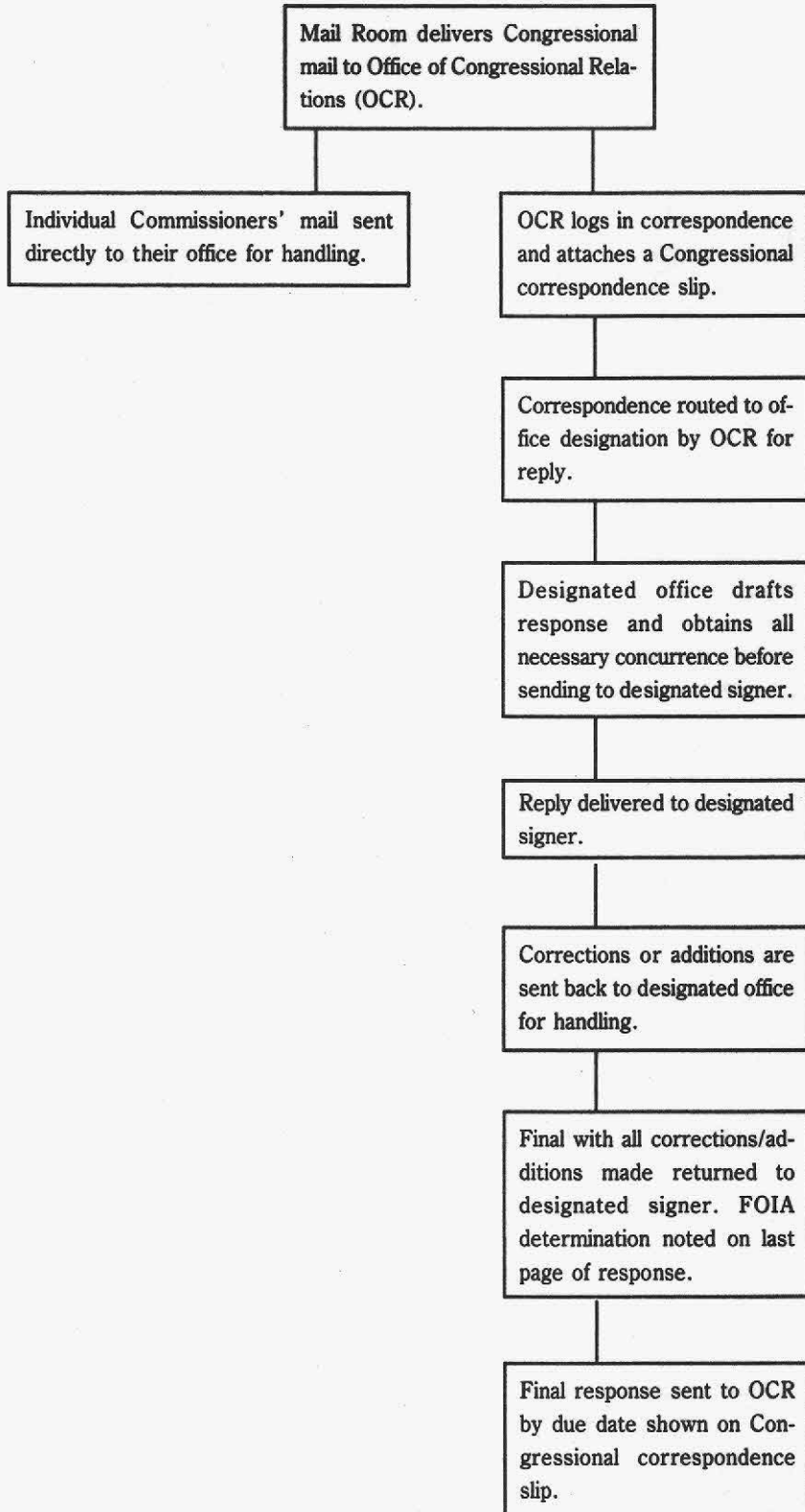
Sincerely,

James M. Mead
Chairman

By direction of the Commission,

James M. Mead
Chairman

ROUTING CONGRESSIONAL CORRESPONDENCE



MEMORANDA



PREPARATION OF MEMORANDA

1. Use

- For intra-office or inter-agency correspondence only. Correspondence to parties outside the Commission must be typed in letter form.

2. Stationery

- Use individual office letterhead for the first page of a memorandum.
- Type the second and succeeding pages on plain bond paper.

3. Format

- Type "MEMORANDUM" in all caps, flush with the left margin and 7 spaces below office designation.
- "TO," "FROM," "SUBJECT" should be flush with the left margin, with a blank line between the last line of each heading and the next heading.
- The colons following the above designations should be lined up, one under the other.

Example:

MEMORANDUM

TO : Rosemarie Smith, Director
Division of Procurement and General Services

FROM : Ronald Harper, Director
New York Regional Office

SUBJECT: Office Relocation

4. Margins

- For first page allow at least 1 inch for side and bottom margins. For top margin begin 7 lines below office designation (standard Leading Edge/IBM pc formats).
- For second and succeeding pages, allow 1 inch for side margins and top and bottom margins (approximately 6 typing lines) (standard Leading Edge/IBM pc format).

5. Page Numbers

- Do *not* number Page 1.
- Center numbers for succeeding pages one inch from the bottom. Refer to the WordPerfect manual under "Page Number Position".

6. Program Codes

- If called for, program codes appear on the first page of the memo 5 spaces to the right of center across from the office designation.

7. Date

- Omit the date on a memorandum that will be signed in another office or that may not be signed the day you type it. The date will be added when the memorandum is signed.
- When the memo is signed, type the date 5 spaces to the right of center, opposite the office designation. The name of the month may not be abbreviated. The day and year are in numerals. Type the date two lines below the Program Code, if one is included.

8. "To" Line

- Type the name of the addressee 2 spaces to the right of the colon following the word "TO".
- Include, as needed, the name of the addressee, the title, the name of the office, or the code of the office.
- Personal titles such as *Mr.*, *Mrs.*, or *Ms.* should be omitted.
- To address a memorandum to the Commission, type "TO: Commission", *not* "TO: The Commission".
- When a memorandum is addressed to two or more addressees, type their names after the "TO:", provided there is space.

Example:

TO: John Doe, Director
Division of Personnel

Jane Brown, Director
Division of Budget and Finance

or:

TO: Jim Green, Sally Blue, Bob Brown

- "See Distribution Below"
 - * If there is not enough space for the names and titles of the addressees, type "See Distribution Below" after the "TO".
 - * At the left margin, two lines below the last line of text, type "Addressees: or To:"

On the next line, begin listing the names or designations of the addressees. Check a copy for each addressee.

Example:

TO: See Distribution Below

Addressees: Personnel Officer
Budget Officer

- "See Distribution Attached"
- When the "TO:" line carries the notation "See Distribution Attached", show the addressees on a separate page.
- Make as many copies of the list as of the memorandum.
- Check a copy for each addressee.

9. **"Through" Line**

- When sending a memorandum through an intermediate office, type "THROUGH" and the designation of the office 2 lines below and flush with the "TO".

Example:

MEMORANDUM

TO :

THROUGH:

FROM :

SUBJECT :

10. **"From" or "Reply To Attention Of" Line**

- Type the identification of the signer 2 spaces to the right of the colon following the word "FROM:". Include, as needed, the name of the signer, the title, and the name of the office. Type enough organizational information to identify the sender.
- A line 6 spaces long should be typed following the Chairman's name.

Example:

FROM: James M. Mead _____
Chairman

- It should be noted that according to the desires of the sender, the "TO," "THROUGH," and "FROM" lines may include the persons' names with or without titles.

11. **"Subject" Line**

- Type a brief descriptive statement of the subject 2 spaces to the right of the colon following the word "SUBJECT". If more than 1 line is required for the subject, begin succeeding lines flush with the first line.
- Capitalize only the first word and proper nouns.

12. **"Recommendation" Line**

- "Recommendation" should be typed flush with the left margin, 3 lines below the last line of the subject.
- If more than 1 line is required for the recommendation, begin succeeding lines flush with the first line.

Example:

MEMORANDUM

TO :

FROM :

SUBJECT:

RECOMMENDATION:

13. **"Body" of Memorandum**

- Begin the body of a memorandum 3 lines below the "SUBJECT" or "RECOMMENDATION" line.
- Indent 5 spaces at the beginning of each paragraph.
- Single space the body of a memorandum; double space between paragraphs.
- Double space memoranda of 1 paragraph or of 10 lines or less.
- Do *not* begin a paragraph near the end of a page unless there is room for at least 2 lines of the paragraph on that page.
- Do *not* continue a paragraph to the following page unless at least 2 lines can be carried over to that page.
- The last word of a paragraph or of a page may *not* be divided.
- Do *not* end a page with *only* the first word of a sentence.

14. Signature

- The memorandum is signed or initialed opposite the signature name or at the end of the memorandum.
- When approval signatures appear at the end of the memorandum, the pages should be arranged so that there will be sufficient space for the signatures on the last page with at least two lines of text. *Never* place approval signatures on a separate page by themselves. Each approved signature should have the date of approval beside the signature.

15. Distribution of Copies

- When copies of a memorandum are sent to persons other than the addressee, show the distribution on all copies.
- Indicate "courtesy copy" by typing "cc:" flush with the left margin, 2 lines below the last typed line.
- Indent two spaces from the colon and list the name or designations of the addressees, one below the other.
- Check a copy for each addressee.

Example:

cc: Budget Officer ✓
Personnel Officer

16. "Attachments"

- When an attachment accompanies a memorandum, the word "Attachment" should be typed flush with the left margin following the text and appropriate closings.

17. "Approval"

- If approval is required, type "APPROVED:" flush with the left margin 2 lines below the last line of text followed by a signature block.
- Approval signatures or initials should always be dated.

Example:

APPROVED:

Name, Title
Organization

18. "Concur"

- Use "CONCUR" instead of "APPROVED" above the signature block for second line approval.

Example:

CONCUR:

Name, Title
Organization

19. Identification of Office, Writer and Typist

- Type identification on all memoranda addressed to FTC staff, including Commissioners, etc.
- Include in the identification the originating office, the writer's initials and surname, the typist's initials, and the date typed.
- Place this notation at the left margin, 2 lines below the last typed line (either text, signature line, approval signature line, or "attachment" line, whichever is the last line).
- The writer will initial and date the original of the memorandum alongside his or her typed initials and surname when the memorandum is prepared for the signature of another official.

FORMS OF ADDRESS



FORMS OF ADDRESS

1. All Presidential appointees and Federal and State elected officials are addressed as "The Honorable." Acting heads of Departments or Agencies should be addressed as "The Honorable" even though they have not been officially appointed.
2. A person once entitled to "Governor," "Judge," "General," "Honorable," "His Excellency," or a similar title may retain the title throughout his/her lifetime.
3. Spell out all titles in the address except "Dr.," "Mr.," "Ms.," and "Mrs."
4. Do *not* use two titles with the same meaning for one name.

Example:

use "Dr. Paul White" or "Paul White, M.D." do not use "Dr. Paul White, M.D."

5. When a woman occupies a position, the title "Madam" is substituted for "Mr." before such formal terms as "President," "Vice-President," "Chairwoman," "Secretary," "Ambassador," or "Minister."

Example:

Dear Madam President:

6. Use the title "Senator" for a female member of the Senate and "Congresswoman" for a female member of the House of Representatives.
7. If it is not known whether the addressee is a man or a woman, contact their office, if possible, to find out, or use any other resource available.
8. The complimentary close is "Sincerely" unless otherwise indicated.
9. The following list shows the address and salutation, when used, for certain addressees.
10. The zip code for the Senate is 20510; for the House, 20515.
11. Examples below are addressed as "Mr.," "Mrs.," "Ms.," or "Miss" may be substituted as appropriate, except where otherwise noted.

ADDRESSEE**ADDRESS OF LETTER
AND ENVELOPE;
SALUTATION**

THE PRESIDENCY

The President

The President
The White House
Washington, D.C. 20500Dear Mr. President:
Respectfully,

Wife of the President

Mrs. (full name)
The White House
Washington, D.C. 20500

Dear Mrs. (surname):

Assistant to the President

The Honorable (full name)
Assistant to the President
The White House
Washington, D.C. 20500

Dear Mr. (surname):

Those serving as Assistants to the President are usually entitled to the title Honorable. Members of the President's staff are addressed as Mr., Mrs., or Ms. as appropriate.

Secretary to the President

The Honorable (full name)
Secretary to the President
The White House
Washington, D.C. 20500

Dear Mr. (surname):

Secretary to the President
(with military rank)(full rank) (full name)
Secretary to the President
The White House
Washington, D.C. 20500

Dear (Rank) (surname):

Former President

The Honorable (full name)
Address

Dear Mr. (surname):

THE VICE PRESIDENCY

The Vice President

The Vice President
United States Senate
Washington, D.C. 20510

Dear Mr. Vice President:

Former Vice President

The Honorable (full name)
Address

Dear Mr. (surname):

THE FEDERAL JUDICIARY

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:

Associate Justice

Mr. Justice (surname)
The Supreme Court of the United States
Washington, D.C. 20543

Dear Mr. Justice:

Retired Justice

The Honorable (full name)
Address

Dear Mr. Justice:

Presiding Justice

The Honorable (full name)
Presiding Justice
(Name of court)
(Address)

Dear Mr. Justice:

Judge of a Court

The Honorable (full name)
Judge of the (name of court;
if a U.S. district court, give district)
(Address)

Dear Judge (surname):

Clerk of a Court

Mr. (full name)
Clerk of the (name of court;
if a U.S. district court, give district)
(Address)

Dear Mr. (surname):

**THE CONGRESS
THE SENATE**

The President of the Senate

The Honorable (full name)
President of the Senate
Washington, D.C. 20510

Dear Mr. President:

President pro Tempore

The Honorable (full name)
President pro Tempore of the Senate
Washington, D.C. 20510

Dear Mr. President:

United States Senator
(in Wash, DC)

The Honorable (full name)
United States Senate
Washington, D.C. 20510

or

(away from Wash, DC)

The Honorable (full name)
United States Senate
(Address)

Dear Senator (surname):

Senator-elect

The Honorable (full name)
United States Senator-elect
(Address)

or

The Honorable (full name)
(No Title)
(Address)

Dear Mr. (surname):

Former Senator

The Honorable (full name)
(No Title)
(Address)

Dear Senator (surname):

Majority Leader
or
Minority Leader

The Honorable (full name)
United States Senate
Washington, D.C. 20510

Dear Senator (surname):

Committee Chairman

The Honorable (full name)
Chairman
Committee on (name of Committee)
United States Senate
Washington, D.C. 20510

Dear Mr. Chairman:

Subcommittee Chairman

The Honorable (full name)
Chairman
Subcommittee on (name of Subcommittee)
(Name of Parent Committee)
United States Senate
Washington, D.C. 20510

Dear Mr. Chairman:

Secretary of the Senate

The Honorable (full name)
Secretary of the Senate
Washington, D.C. 20510

Dear Mr. (surname):

Secretary/Administrative
Assistant to a Senator

Mr. (full name)
Secretary/Administrative Assistant
to The Honorable (full name)
United States Senate
Washington, D.C. 20510

Dear Mr. (surname):

Chaplain of the Senate

The Reverend (full name)
Chaplain of the Senate
Washington, D.C. 20510

Dear (Title) (surname):

The title is Mr., Dr., etc., as appropriate. The title Reverend is not used with the surname alone.

Office of a Deceased Senator

Secretary to the late Senator
(full name)
United States Senate
Washington, D.C. 20510

Dear Mr. (surname):

HOUSE OF REPRESENTATIVES

Speaker of the House of
Representatives

The Honorable (full name)
Speaker of the House of Representatives
Washington, D.C. 20515

Dear Mr. Speaker:

United States Representative
(in Wash DC)

The Honorable (full name)
U.S. House of Representatives
Washington, D.C. 20515

or

United States Representative
(away from Wash DC)

The Honorable (full name)
Member, U.S. House of Representatives
(Address)

Dear Mr./Ms./Miss/Mrs.* (surname):

Representative-elect

The Honorable (full name)
Representative-elect
U.S. House of Representatives
Washington, D.C. 20515

Dear Mr. (surname):

Former Representative

The Honorable (full name)
(Address)

Dear Mr. (surname):

Majority Leader
or
Minority Leader

The Honorable (full name)
U.S. House of Representatives
Washington, D.C. 20515

Dear Mr. (surname):

Committee Chairman

The Honorable (full name)
Chairman
Committee on (name)
U.S. House of Representatives
Washington, D.C. 20515

Dear Mr. Chairman:

*See listing in Congressional Correspondence Section for preferences of individual Congresswomen.

Subcommittee Chairman

The Honorable (full name)
Chairman
Subcommittee on (name of Subcommittee)
(Name of parent Committee)
U.S. House of Representatives
Washington, D.C. 20515

Dear Mr. Chairman:

Clerk of the House

The Honorable (full name)
Clerk of the House of Representatives
Washington, D.C. 20515

Dear Mr. (surname):

Chaplain of the House

The Reverend (full name)
Chaplain of the
U.S. House of Representatives
Washington, D.C. 20515

Dear (Title) (surname):

The title is Mr., Dr., etc., as appropriate. The title Reverend is not used with the surname alone.

Office of a Deceased
Representative

Secretary to the late (full name)
U.S. House of Representatives
Washington, D.C. 20510

Dear Mr. (surname):

EXECUTIVE DEPARTMENTS

Cabinet members

The Honorable (full name)
Secretary of (name of Department)
Washington, D.C. Zip

Dear Mr. Secretary:
or for the Department of Justice

The Honorable (full name)
Attorney General
Washington, D.C. 20530

Dear Mr. Attorney General:

Deputy Secretaries,
Assistants, or Under Secretaries

The Honorable (full name)
Deputy Secretary of (name of Department)
Washington, D.C. Zip

Dear Mr. (surname):

or

The Honorable (full name)
Assistant Secretary of (name of Department)
Washington, D.C. Zip

Dear Mr. (surname):

or

The Honorable (full name)
Under Secretary of (name of Department)
Washington, D.C. Zip

Dear Mr. (surname):

Commissioner of
Internal Revenue

The Honorable (full name)
Commissioner of Internal Revenue
Department of the Treasury
Washington, D.C. 20224

Dear Mr. (surname):

District Director
of Internal Revenue

Mr. (full name)
District Director of Internal Revenue
(Address)

Dear Mr. (surname):

INDEPENDENT AGENCIES

Heads of Independent Offices
and Agencies

The Honorable (full name)
Comptroller General of the United States
General Accounting Office
Washington, D.C. 20548

Dear Mr. (surname):

The Honorable (full name)
Director
Office of Management and Budget
Washington, D.C. 20503

Dear Mr. (surname):

Librarian of Congress

The Honorable (full name)
Librarian of Congress
Library of Congress
Washington, D.C. 20540

Dear Mr. (surname):

Public Printer

The Honorable (full name)
Public Printer
U.S. Government Printing Office
Washington, D.C. 20401

Dear Mr. (surname):

President of a
Commission/Board

The Honorable (full name)
President
(name of Commission/Board)
Washington, D.C. Zip

Dear Mr. (surname):

Chairman of a
Commission/Board

The Honorable (full name)
Chairman
(name of Commission/Board)
Washington, D.C. Zip

Dear Mr. Chairman:

Member of a Commission/Board

The Honorable (full name)
Member
(name of Commission/Board)
Washington, D.C. Zip

Dear Mr. (surname):

AMERICAN MISSIONS

American Ambassador

The Honorable (full name)
American Ambassador
(City), (Country)

Dear Mr. Ambassador:

American Ambassador
(with military rank)

(Full rank) (full name)
American Ambassador
(City), (Country)

Dear Mr. Ambassador: or
Dear (Rank)(surname):

American Minister

The Honorable (full name)
American Minister
(City), (Country)

Dear Mr. Minister:

American Minister
(with military rank)

(Full rank) (full name)
American Minister
(City), (Country)

Dear Mr. Minister: or
Dear (Rank) (surname):

Former American Ambassador

The Honorable (full name)
(Address)

Dear Mr. Ambassador:

American Consul General or
American Consul

(Full name)
American Consul General (or American Consul)
(City), (Country)

Dear Mr. (surname):

MISSIONS TO THE UNITED STATES

Foreign Ambassador in the
United States

His Excellency (full name)
Ambassador of (Country)
(Local Address)

Excellency: or
Dear Mr. Ambassador:

Foreign Minister in the
United States

The Honorable (full name)
Minister of (Country)
(Local Address)

Sir: or
Dear Mr. Minister:

Foreign Charge d'Affaires
in the United States

Mr. (full name)
Charge d'Affaires of (Country)
(Local Address)

Dear Mr. Charge d'Affaires:

UNITED NATIONS AND ORGANIZATION OF AMERICAN STATES

United States Representative
to the United Nations or
Organization of American States

The Honorable (full name)
United States Representative to the United Nations
(or Organization of American States)
(Local Address)

Sir: or
Dear Mr. Ambassador:

Secretary General of the
Organization of American States

The Honorable (full name)
Secretary General of the Organization of American States
Pan American Union
Washington, D.C. 20006

Dear Mr. Secretary General:

Assistant Secretary General of
the Organization of American
States

The Honorable (full name)
Assistant Secretary General of the Organization
of American States
Pan American Union
Washington, D.C. 20006

Dear Mr. (surname):

United States Representative on
the Council of the Organization
of American States

The Honorable (full name)
United States Representative on the Council of the
Organization of American States
Department of State
Washington, D.C. 20520

Dear Mr. (surname):

STATE AND LOCAL GOVERNMENTS

Governor of a State

The Honorable (full name)
Governor of (name)
(City), (State) Zip

Dear Governor (surname):

Acting Governor of a State

The Honorable (full name)
Acting Governor of (name)
(City), (State) Zip

Dear Mr. (surname):

Lieutenant Governor of a State

The Honorable (full name)
Lieutenant Governor of (name)
(City), (State) Zip

Dear Mr. (surname):

Secretary of State

The Honorable (full name)
Secretary of State of (name)
(City), (State) Zip

Dear Mr. Secretary:

Chief Justice of the
Supreme Court of a State

The Honorable (full name)
Chief Justice
Supreme Court of the State of (name)
(City), (State) Zip

Dear Mr. Chief Justice:

Attorney General of a State

The Honorable (full name)
Attorney General
State of (name)
(City), (State) Zip

Dear Mr. Attorney General:

Treasurer, Comptroller, or
Auditor of a State

The Honorable (full name)
State Treasurer (Comptroller, Auditor)
State of (name)
(City), (State) Zip

Dear Mr. (surname):

President of the Senate
of a State

The Honorable (full name)
President of the Senate of the State of (name)
(City), (State) Zip

Dear Mr. (surname):

State Senator

The Honorable (full name)
(Name of State) Senate
(City), (State) Zip

Dear Mr. (surname):

Speaker of the House of
Representatives or the
Assembly or the House of
Delegates of a State

The Honorable (full name)
Speaker of the House of Representatives
(or the Assembly or House of
Delegates) of the State of (name)
(City), (State) Zip

Dear Mr. (surname):

State Representative,
Assemblyman, or Delegate

The Honorable (full name)
(Name of State) House of Representatives
(City), (State) Zip

Dear Mr. (surname):

Mayor

The Honorable (full name)
Mayor of (name of city)
(City), (State) Zip

Dear Mayor (surname):

President of a Board
of Commissioners

The Honorable (full name)
President, Board of Commissioners
of (name of city)
(City), (State) Zip

Dear Mr. (surname):

MILITARY SERVICES

General, Lieutenant General,
Major General, Brigadier

(Full rank) (full name), (abbreviation of service designation)
(Post office address of organization and station)

Dear General (surname):

Colonel, Lieutenant Colonel

(same as above)

Dear Colonel (surname):

Major

(same as above)

Dear Major (surname):

Captain

(same as above)

Dear Captain (surname):

First Lieutenant,
Second Lieutenant

(same as above)

Dear Lieutenant (surname):

Chief Warrant Officer,
Warrant Officer

(same as above)

Dear Mr. (surname):

Master Sergeant,
Sergeant Major,
Sergeant First Class,
Platoon Sergeant,
Technical Sergeant,
Staff Sergeant,
Sergeant

(same as above)

Dear Sergeant (surname):

Corporal

(same as above)

Dear Corporal (surname):

Specialist, Classes 4 to 9

(same as above)

Dear Specialist (surname):

Private First Class, Private

(same as above)

Dear Private (surname):

Recruit

(same as above)

Dear Recruit (surname):

Airman First Class,
Airman Second Class,
Airman Third Class,
Basic Airman

(same as above)

Dear Airman (surname):

Retired Officer

(Full rank)(full name), (abbreviation of service designation)
Retired
(Local Address)

Dear (Rank) (surname):

NAVY, COAST GUARD

Admiral, Vice Admiral,
Rear Admiral

(Full rank) (full name), (Abbreviation of service designation)
(Post office address of organization and station)

Dear Admiral (surname):

Commodore

(same as above)

Dear Commodore (surname):

Captain

(same as above)

Dear Captain (surname):

Commander

(same as above)

Dear Commander (surname):

Lieutenant Commander,
Lieutenant,
Lieutenant (jg),
Ensign, Chief Warrant Officer,
Enlisted Man

(same as above)

Dear Mr. (surname):

Retired officer

(Full rank) (full name), (abbreviation of service designation)
Retired
(Local Address)

Dear (Rank) (surname):

SERVICE ACADEMY MEMBERS

Army or Coast Guard Cadet

Cadet (full name)
(Local address)

Dear Cadet (surname):

Navy-Midshipman

Midshipman (full name)
(Local Address)

Dear Midshipman (surname):

Air Force-Air Cadet

Air Cadet (full name)
(Local Address)

Dear Air Cadet (surname):

PRIVATE CITIZENS

President of a university or
college (with doctoral degree)

Dr. (full name)
President, (name of institution)
(Local Address)

Dear Dr. (surname):

President of a university or
college (without a
doctoral degree)

Mr. (full name)
President, (name of institution)
(Local Address)

Dear Mr. (surname):

Dean of a school
(with doctoral degree)

Dr. (full name)
Dean, School of (name)
(Name of Institution)
(Local Address)

Dear Dr. (surname):

Dean of a school
(without doctoral degree)

Dean (full name)
Dean, School of (name)
(Name of Institution)
(Local Address)

Dear Dean (surname):

Professor
(with doctoral degree)

Dr. or Professor (full name)
Department of (name)
(Name of Institution)
(Local Address)

Dear Dr. (surname): or
Dear Professor (surname):

Professor
(without doctoral degree)

Professor (full name)
Department of (name)
(Name of Institution)
(Local Address)

Dear Professor (surname):

Associate Professor or
Assistant Professor

Mr. (full name)
Associate (or Assistant) Professor
Department of (name)
(Name of Institution)
(Local Address)

Dear Professor (surname):

Physician

(full name), M.D.
(Local Address)

Dear Dr. (surname):

Lawyer

Mr. (full name)
Attorney at Law*
(Local Address)

Dear Mr. (surname):

Widow

Mrs. (husband's first name, last name)
(Local Address)

Dear Mrs. (surname):

or

Mrs. or Ms. (wife's first name, last name)
(Local Address)

Dear Mrs. or Ms. (surname):

Two or more Women

Mrs. (full name) and Mrs. (full name)
(Local Address)

Mesdames: or

Dear Mrs. (surname) and Mrs. (surname):

Two or more Men

Mr. (full name) and Mr. (full name)
(Local Address)

Gentlemen: or

Dear Mr. (surname) and Mr. (surname):

One Woman and One Man

Mrs. (full name) and Mr. (full name)
(Local Address)

Dear Mrs. (surname) and Mr. (surname):

*May use "full name, Esq.," or "Attorney at Law," but not both.

MAIL



MAIL

1. Personal Mail

- Do *not* place personal mail in the agency's intra-office mail. The agency is billed by the Postal Service based on a machine count of envelopes. Your personal mail will be included in the count and the agency will be billed. Use mail boxes located outside the entrances to the building for private mail.
- Do *not* place personal notes, chain letters, etc., in the intra-office mail. Use of intra-office mail for these purposes is costly and wasteful.
- Use of official franked envelopes must be limited to matters relating to official business only. It is illegal to use official franked envelopes even when a stamp is placed on the envelope.

2. Envelopes

- Use a white standard legal-sized envelope (4x9) for 6 pages or fewer.
- Use a medium sized brown envelope (6x10½) for 6-12 pages.
- Use a larger brown envelope (9x12) for documents over 12 pages.
- Use Jiffy Bags or shipping cartons for large or bulky mailings. Be sure to attach a franked, gummed mailing label to larger items.
- Make sure fin marks appear in upper right hand corner of the envelope. (Fin marks may not appear on older envelopes.)

3. Envelope Format

- **Standard Street Address Format**

Example:

Alice Blue, Esq.
1699 17th Street, N.W.
Washington, D.C. 20006

- **P.O. Box Address**

Example:

HIK Products, Inc.
P.O. Box 717
Chicago, Illinois 60697

- **Business/Personal Name Address:**

Example:

LKM Corporation
ATTN: Jane Green
1000 White Road
Blue Knob, Pennsylvania 90902

- **Dual Address**
- If the writer desires to use both the street address and the P.O. Box number, it is important to remember that the mail will be delivered to the address shown on the line immediately above the City, State and Zip Code.

Example:

DEF Company
 22 1st Street
 P.O. Box 19 — (Mail will be delivered here)
 Hollywood, California 54321

but

DEF Company
 P.O. Box 19
 22 1st Street — (Mail will be delivered here)
 Hollywood, California 54321

4. Return Address

- The Federal Trade Commission's address is imprinted on all envelopes. If you type your drop code under the address the mail room won't open your correspondence if the letter is returned by the Post Office.

5. Intra-Office Mail

- Write addressee's name and drop code on a U.S. Government Messenger Envelope. (SF65) Be sure to use the drop code shown in the FTC Phone Directory and not the addressee's room number.
- Intra-Office mail for Headquarters will be picked up and delivered at 9:30 a.m. and 1:30 p.m. The 3:30 p.m. mail run will be to pick up mail only; no deliveries are made in that mail run.
- The 601 Building's mail will be picked up and delivered at 10:00 a.m. and 2:00 p.m.
- The agency's daily mail pick up by the U.S. Postal Service is at 4:10 p.m.

6. Regional Office Mail

- Regional Office mail will be sent out in pouches on Wednesday and Friday. All Regional Office mail should be in the mail room by 2:00 p.m. on Wednesday and Friday. Mail will go out at 3:15 p.m.

7. Mail Class

- All special handling should be noted on the envelope. Type the notation near the lower left hand corner in all caps and underscore.
- **First Class**
 - * Delivery is usually in 2-3 days.
 - * Small envelopes (up to 4 oz.) go first class automatically.

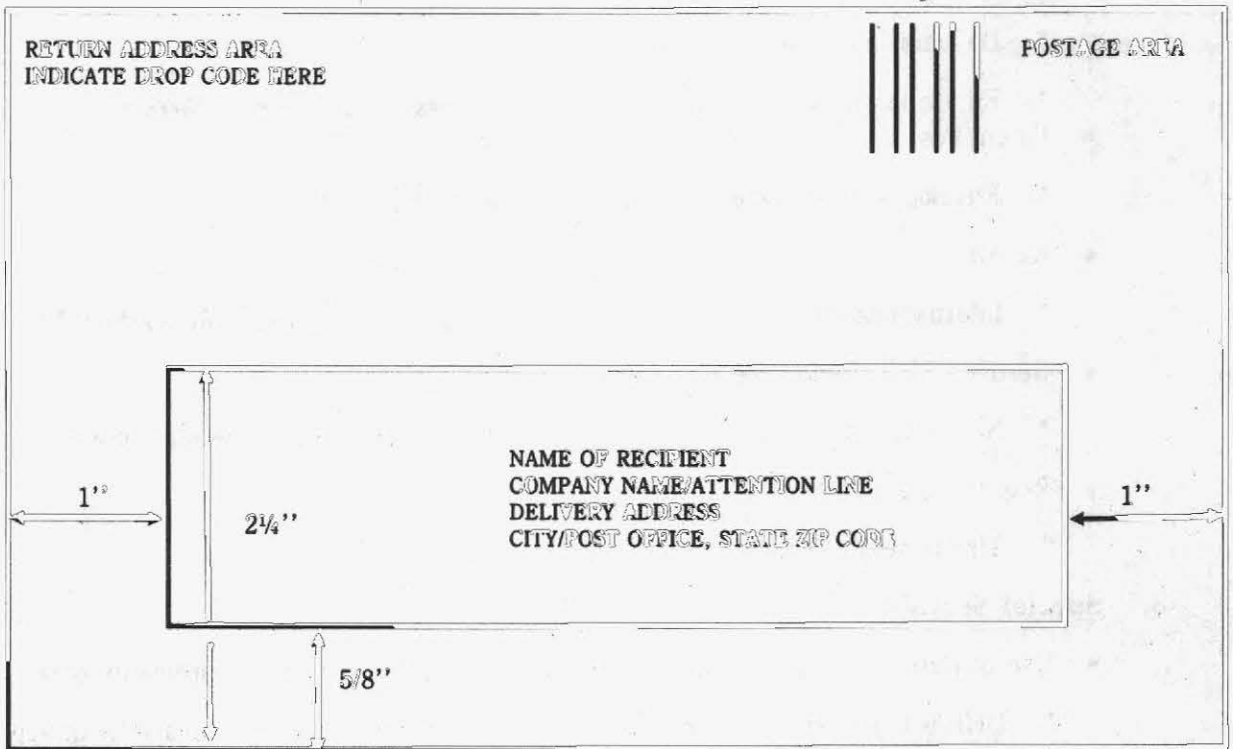
- Third Class
 - * Delivery is usually in 3-4 days.
 - * Envelopes weighing 4-16 oz. will go third class *unless marked otherwise*.
- Parcel Post
 - * Envelopes or packages over 16 oz. will go Parcel Post.
- Air Mail
 - * International Mail will go surface rate (by boat) unless specifically marked Air Mail.
- Certified Mail, Return Receipt Requested
 - * Necessary forms, stickers and numbers may be obtained in the mail room.
- Registered Mail
 - * This is very expensive, and use is discouraged.

8. Special Services

- Use of DHL for overnight delivery service is limited to urgent requirements only.
 - * DHL is the mandatory contractor. Do not use other courier services without approval from the Customer Service Center (326-2266).
 - * DHL will pick up from 8:00 a.m. — 6:00 p.m. Monday through Friday. Two hours advance notice is required for pick-ups.
 - * Delivery will be the next day between 9:00 a.m. and 4:00 p.m.
 - * Phone numbers and further information may be obtained from the Customer Service Center (326-2266).
- Use of Facsimile (FAX) services to send documents to other cities the same day should be limited to urgent requirements only.
 - * Length of documents should be limited to 20 pages. Sending longer length documents is not cost efficient and ties up the FAX machine for too long a period of time.
- For local deliveries our carrier is JBL Delivery.
 - * They will receive calls between 8:30 a.m. and 5:00 p.m.
 - * In order to guarantee delivery please call before 3:00 p.m. Rush hour slows the courier's time.
 - * If you call after 3:00 be sure someone will be available at the delivery point to receive your package.
 - * Phone numbers and further information may be obtained from the Customer Service Center (326-2266).

Proper Envelope Format

FIN MARKS



REFERENCE GUIDE



REFERENCES

The Correspondence Manual illustrates FTC-specific examples only. For information of a more general nature, your answer may be found in one of the following:

Secretarial References (*FTC Library*)

- * Complete Secretary's Handbook
- * Legal Secretary's Complete Handbook
- * Reference Manual for Stenographers and Typists
- * Standard Handbook for Secretaries
- * U.S. Government Correspondence Manual

Standard References (*FTC Library*)

- * A Uniform System of Citation (Blue Book)
- * Congressional Staff Directory
- * Dictionary of Specialized Terminology
- * Federal Directory Yellow Pages
- * *Lectum Legalitor*, by Kevin Keany (legal terminology)
- * National Zip Code Directory
- * Postal Guide
- * *Roget's Thesaurus*
- * 20,000 Words
- * U.S. Government Printing Office (GPO) Style Manual
- * Webster's Dictionary
- * The FTC Library has available dictionaries, encyclopedias, atlases, all code and law books necessary for Commission work, and telephone directories for many U.S. cities.

FTC Publications (*Public Reference Branch*)

- * Citizen's Guide to the Federal Trade Commission
- * FTC Administrative Manual — Includes policies on and procedures for budget, finance, management, and operating matters which affect two or more bureaus or offices. The Administrative Manual also supplements, as required, basic Federal regulations issued by the President, Congress and other agencies.
- * FTC Telephone Directory
- * FTC Employee Handbook
- * FTC Operating Manual — Designed to provide Commission's staff with guidance in processing matters within the agency and carrying out law enforcement assignments. The Manual is a continuously updated collection of practical operating procedures and instructions of general application. It contains information about support services, guides to existing sources of information, and instructions on document processing and access to Commission records.
- * SOS — A summary of procedures in which the Office of the Secretary plays an active role.
- * FTC Rules of Practice (Red Book) — Includes the organization, procedures, and rules under which the Commission operates.
- * FTC Statutes (Blue Book) — Includes the statutes which the Commission administers.

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