

QUICK REFERENCE GUIDE

Indent paragraphs in letters for Secretary's signature

Memorandums to the Secretary are not indented

Three lines between Sincerely and signature line

Two spaces after **every** colon

Two spaces after the period at end of a sentence

The required standard font and size is Times New Roman 12

One-inch margin on right and left sides; and top and bottom of page

Do not reconcile right hand margin

Always use Under Secretary's full title:

Jane Lubchenco, Ph.D.

Under Secretary of Commerce

for Oceans and Atmosphere (**indent bottom line two spaces**)

Secretary's signature line is: Gary Locke (**no title**)

The DOC Executive Secretariat is: Tené A. Dolphin

U.S. is used as an adjective (e.g., U.S. Navy)

United States is used as a noun (e.g., the United States and Canada plan to)

Capitalize Nation when referring to our country (e.g., as the Nation goes forward)

Do not use the % sign – spell out percent

Punctuation marks (e.g., periods, commas, question marks) are **inside** a quotation mark

Periods go **inside** the quotation mark at the end of a sentence, e.g., "The NOAA Spending Plan."

Periods go **after** the parenthesis at the end of a sentence: e.g., three sites, (MA, VA, and NJ).

Federal is capitalized when used as noun (e.g., the Federal Government)

Do not capitalize federal when using as an adjective (e.g., federal agencies, federal lands)

Do not use acronyms in the Subject line

Do not spell out the state in the inside address (e.g., Washington, DC (no periods))

Spell out name the first time used in body followed by acronym, then use acronym thereafter:

National Oceanic and Atmospheric Administration (NOAA)

Spell out numbers ten and under (i.e., one, two, three) except references to time,

(i.e., 8 days, years)

Use the number when more than ten (e.g., 32, 51)

Representative, not Congressman, when referring to a member of the House of Representatives

Limit the use of the word "that" (e.g., requirements **that** pertain – use – requirements pertaining

Write using the present tense

Limit "ly" words (e.g., instead of using **additionally**, use **in addition**)

The word "currently" is redundant (e.g., we expect; not, we "currently" expect)

Spell out the name of states in the body of a letter or memo

Do not spell out the state in the inside address (e.g., Washington, DC (no periods))

Do not use contractions (e.g., isn't, can't, won't, didn't, etc.)