

## APPENDIX I. REFERENCE GUIDES

A number of sources exist to assist in the preparation of correspondence. A partial list follows:

### **Primary Sources**

#### Directories

*Congressional Staff Directory*. Washington, DC: CQ Press, Published Quarterly.

*Congressional Yellow Book*. New York: Leadership Directories, Published Quarterly.

*Federal Yellow Book*. New York: Leadership Directories, Published Quarterly.

*Municipal Yellow Book*. New York: Leadership Directories, Published Quarterly.

*State Yellow Book*. New York: Leadership Directories, Published Quarterly.

#### Manuals

*Mail Management Handbook*. Washington, DC: U.S. Department of Housing and Urban Development.

*Telecommunications Handbook*. Washington, DC: U.S. Department of Housing and Urban Development.

U.S. Government Correspondence Manual. Washington, DC: U.S. General Services Administration, 1992.

U.S. Government Manual. Washington, DC: Office of the Federal Register/National Archives and Records Administration, 2000.

U.S. Government Printing Office Style Manual. Washington, DC: U.S. Government Printing Office, 2000.

#### Websites

[www.house.gov](http://www.house.gov)

[www.nara.gov](http://www.nara.gov)

[www.senate.gov](http://www.senate.gov)

#### Secondary Sources

##### Guides

Cappon, Rene J. *The Associated Press Guide to Punctuation*. Cambridge: Persus Publishing, 2003.

Goldstein, Norm. The Associated Press Stylebook and Briefing on Media Law. Cambridge: Persus Publishing, 2002.

McCaffree, Mary Jane and Pauline Innis. Protocol: The Complete Handbook of Diplomatic, Official and Social Usage. Washington, DC: Devon Publishing, 1997.

Strunk, W., and E.B. White. The Elements of Style. New York: Macmillan Publishing, Third Edition, 1979.

#### Manuals

The Gregg Reference Manual. Glencoe/McGraw-Hill. Ninth Edition, 2001.