

## APPENDIX G. 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. Searchable at <http://www.gpo.gov/fdsys/>.

The table of contents can be accessed at the following link:  
<http://www.gpoaccess.gov/gmanual/browse-gm-09.html>.

*U.S. Government Printing Office Style Manual*. Washington, DC: U.S. Government Printing Office, 2008. Searchable at <http://www.gpoaccess.gov/stylemanual/index.html>.

The table of contents can be accessed at the following link:  
<http://www.gpoaccess.gov/stylemanual/browse.html>.

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: Perseus Publishing, 2003.

Goldstein, Norm. *The Associated Press Stylebook and Briefing on Media Law*. Cambridge: Perseus 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, Fourth Edition, 2000.

Manual:

*The Gregg Reference Manual*. McGraw-Hill/Irwin. Tenth Edition, 2005.