Duke University Office of
Government Relations Style Guide

The Office of Government Relations presents the following recommendations pertaining to official letters sent on Duke University letterhead to U.S. Government Officials, Military Personnel, Foreign Officials, and Nobility. The style guide also provides the appropriate form to be used in a spoken greeting.

The purpose of this style guide is to provide consistency for Duke communications in the political and foreign relations arenas. For guidance on correct writing style, word usage, capitalization, punctuation, and other general issues that arise daily in written communications, please refer to the Office of News & Communications Style Guide: http://www.dukenews.duke.edu/duke_community/style.html

To ensure compliance with federal regulations and university policies, communications regarding inviting officials to campus or expressing a university position on a policy matter should be shared and discussed with the Office of Federal Relations.

Capitalization:

Proper names are always capitalized. A proper name is a name or a title that refers to an individual person, an individual place, an individual institution, or an individual event. Here are several examples:

There will be a debate between Professor Lacey and Doctor Davis.
The Queen will address the House of Commons today.
Last week President Clinton met Chancellor Kohl.

However, do not capitalize when a word is used in a general matter. For example, observe the difference between the next two examples:

We have asked for a meeting with the President.
I would like to be the president of a big company.

In the first, the title, though does not precede a name, is capitalized because it is a title referring to a specific person. In the second, there is no capital, since the word president does not refer to anyone in particular.

Always capitalize the first letter of each word in a title when used in conjunction with a name. For example: Chief Justice John G. Roberts.

Always capitalize the first letter of each word of all official functions and political entities, such as: Capitol Hill, House of Representatives, Congress, Senate, etc. Do not capitalize stand alone words, such as administration, congressional, etc.

Salutations:

The chart below gives the appropriate forms to be used in written and spoken greetings.
<table>
<thead>
<tr>
<th>Person</th>
<th>Letter Address</th>
<th>Letter Greeting</th>
<th>Spoken Greeting</th>
</tr>
</thead>
</table>
| President of the United States              | The President  
The White House  
1600 Pennsylvania Avenue, NW  
Washington, DC 20500                                                       | Dear Mr. President                   | Mr. President         |
| Former President                            | The Honorable John Smith                                                      | Dear Mr. Smith                       | Mr. Smith             |
| Vice President                              | The Vice President  
Executive Office Building  
Washington, DC 20501                                                        | Dear Mr. Vice President              | Mr. Vice President    |
| Cabinet Members                             | The Honorable John Smith  
The Secretary of ________  
or:  
The Attorney General                                               | Dear Mr. (or Madam) Secretary       | Mr. (or Madam) Secretary |
| Chief Justice                               | The Chief Justice  
The Supreme Court  
Washington, DC 20543                                                         | Dear Mr. (or Madam) Justice or:  
Chief Justice                | Mr. (or Madam) Chief Justice        |
| Associate Justice                           | Mr. Justice Smith or Madam Justice Smith  
The Supreme Court  
Washington, DC 20543                                                        | Dear Mr. (or Madam) Justice or:  
Chief Justice                | Mr. (or Madam) Justice or:  
Chief Justice                |
| United States Senator                       | The Honorable John (or Jane) Smith  
United States Senate  
Washington, DC 20501                                                        | Dear Senator Smith                   | Senator Smith          |
| Speaker of the House                        | The Honorable John (or Jane) Smith  
Speaker of the House of Representatives  
United States House of Representatives  
Washington, DC 20515                                                          | Dear Mr. (or Madam) Speaker or:  
Speaker                | Mr. Speaker or:  
Madam Speaker                    |
| United States Representative                | The Honorable John (or Jane) Smith  
United States House of Representatives  
Washington, DC 20515                                                          | Dear Representative Smith            | Representative Smith     |
| Secretary-General of the United Nations     | His (or Her) Excellency John Smith  
Secretary-General of the United Nations  
United Nations Plaza  
New York, NY 10017                                                            | Dear Mr. (or Madam) Secretary-General | Mr. (or Madam) Secretary-General |
| United Nations Ambassador                   | The Honorable John (or Jane) Smith  
U.S. Ambassador to the United Nations  
United Nations Plaza  
New York, NY 10017                                                            | Dear Mr. (or Madam) Ambassador       | Mr. (or Madam) Ambassador   |
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<th>Letter Greeting</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Ambassador</td>
<td>The Honorable John (or Jane) Smith Ambassador of the United Nations American Embassy</td>
<td>Dear Mr. (or Madam) Ambassador</td>
<td>Mr. (or Madam) Ambassador</td>
</tr>
<tr>
<td>Consul General</td>
<td>The Honorable John (or Jane) Smith American Consul General</td>
<td>Dear Mr. (or Mrs.) Smith</td>
<td>Mr. (or Mrs.) Smith</td>
</tr>
<tr>
<td>Foreign Ambassador</td>
<td>His (or Her) Excellency John (or Jane) Smith The Ambassador of</td>
<td>Excellency or Dear Mr. (or Madam) Ambassador</td>
<td>Mr. (or Madam) Ambassador</td>
</tr>
<tr>
<td>Governor</td>
<td>The Honorable John (or Jane) Smith Governor of __________________________ State Capitol</td>
<td>Dear Governor Smith</td>
<td>Governor or Governor Smith</td>
</tr>
<tr>
<td>State Legislators</td>
<td>The Honorable John (or Jane) Smith</td>
<td>Dear Mr. (or Mrs.) Smith</td>
<td>Mr. (or Mrs.) Smith</td>
</tr>
<tr>
<td>Judges</td>
<td>The Honorable Judge Joe Jones (the official title of the judge on 2nd line)</td>
<td>Dear Judge Jones</td>
<td>Judge Jones</td>
</tr>
<tr>
<td></td>
<td>Associate Justice, Appellate Division Supreme Court of the State of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mayors</td>
<td>The Honorable John (or Jane) Smith or:</td>
<td>Dear Mayor Smith</td>
<td>Mayor Smith</td>
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<tr>
<td></td>
<td>His (or Her) Honor the Mayor</td>
<td></td>
<td>Mr. (or Madam) Mayor</td>
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<tr>
<td></td>
<td>City Hall</td>
<td></td>
<td>Your Honor</td>
</tr>
<tr>
<td>King or Queen</td>
<td>His (or Her) Majesty King (Queen) (Letters traditionally are not sent directly</td>
<td>Your Majesty or:</td>
<td>Varies, depending on titles,</td>
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<td></td>
<td>but via the private secretary.)</td>
<td>Sir or Madam</td>
<td>holdings, etc.</td>
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<tr>
<td>Military Personnel:</td>
<td>The full rank is used as title only in addressing letters and in formal</td>
<td>In greetings, the full rank is</td>
<td>In greetings, the full rank is</td>
</tr>
<tr>
<td>Army, Air Force,</td>
<td>introductions.</td>
<td>shortened:</td>
<td>shortened:</td>
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<tr>
<td>Marines</td>
<td>Major General Sarah Miller</td>
<td>Dear General Miller</td>
<td>General Miller</td>
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<td></td>
<td>Lieutenant Colonel Smith</td>
<td>Dear Colonel Smith</td>
<td>Colonel Smith</td>
</tr>
<tr>
<td></td>
<td>Fleet Admiral Jones</td>
<td>Dear Admiral Jones</td>
<td>Admiral Jones</td>
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