

VIRGINIA STATE UNIVERSITY

Section:	Organization and Administration
Procedure Number:	302
Procedure Name:	Correspondence Format
Applicability:	All University Employees
Effective Date:	October 17, 2000
Revision Date:	June 8, 1998- Supersedes President's Memorandum, issued on December 3, 1993, entitled "Correspondence Format" and all prior University procedures on the preparation of correspondence for the President's signature.
Review Date:	September 1, 2001

I. Purpose

The purpose of this policy is to ensure the use of a consistent format for all correspondence from the Office of the President of Virginia State University and bearing the signature of the President. All members of the University community are encouraged to use the format described herein for correspondence bearing their own signature.

II. Procedure

This procedure outlines the general format for correspondence from the Office of the President with examples for both letters and memoranda.

All correspondence submitted for the President's signature should be reviewed for spelling and proper grammar by the department or unit head prior to submission. After this review, all correspondence shall be forwarded to the Special Assistant to the President, who, after reviewing the correspondence, will forward it to the President for his signature.

Staff should consult with the President's Administrative Assistant regarding correspondence submitted for the President's signature after 2:00 p.m. to determine whether or not it should reflect the current date or the President's next working date. If it is necessary that correspondence bear a certain date, the author should notify the Special Assistant to the President of such necessity.

Procedure Number: 302

Procedure Name: Correspondence Format

In addition to sending a hard copy, correspondence shall be sent via email or copied onto a disk. Disks will be returned to the original author.

III. Procedure Implementation

A. General Guidelines - The following general guidelines shall be followed:

All correspondence should be typed in Times New Roman 12 pt (Word or WordPerfect) with one inch (1) left, right and bottom margins. Dates on letters should be centered on line 10 or 2.5" from the top of the paper.

Complete proper names, official titles, and division names should be used on all correspondence. Please note that ***correspondence sent on behalf of the University*** that is addressed to the Governor's Office, the Governor's Cabinet, members of the General Assembly, and other state and federal elected officials, members of the Board of Visitors, agency heads, college and university presidents, and must bear the President's signature.

For correspondence consisting of more than one page, page headings should be used for continuation pages and should be placed in the header. The body of subsequent pages should begin at least two spaces below the header.

For letters, any standard closing may be used at the discretion of the author and the author's name should be followed by the author's title. The closing is always "Sincerely," for letter correspondence bearing the President's signature. The President's title will follow his name on correspondence.

Two spaces below and at the left margin from the closing of a letter or from the last line on a memorandum, the author's initials should be typed in upper case followed by a colon with the typist's initials in lower case. In the case of correspondence bearing the President's signature, the President's initials should be typed in upper case followed by a colon and the author's initials in lower case. A reviewer should not change the original author's initials.

Two spaces below the initials line shall be the word "Enclosure(s)" if necessary. Two spaces below the initials line or the enclosure line is the "Copy" line. Copies to individuals will be noted with a "c:" that is followed by two spaces and the full name of the person copied. Generally, for individuals outside the University, the name of the person copied should be followed by his or her title. The name and title line should be followed by the name of the agency or organization and should be indented two spaces from the name and title. Individuals holding appointed offices should have only their names and titles noted.

Copies should be listed in the order indicated below with individuals within each category listed in alphabetical order:

Governor of Virginia, United States Elected Officials, Other States' Elected Officials, Virginia Elected Officials, Governor's Office Personnel, Cabinet Office Personnel, Board and Authority Board Members, College/University Presidents and Agency Heads, Deputy Agency Heads/Agency Vice Presidents, Virginia State University Personnel, Non-VSU State Agency Personnel, and Citizens

B. Letter Format Guidelines (Example: See Attachment A)

Procedure Number: 302

Procedure Name: Correspondence Format

University letterhead should be used for all letters and should follow a semi-block style with date centered, paragraphs indented, and closing off-set to the right of center at 4.5". Page headings for continuation pages of letters should be typed as follows:

Mr. George F. Smith
June 11, 1998
Page 2

C. Memorandum Format Guidelines (Example: See Attachment B)

Ivory University letterhead should be used for all external memoranda. White University letterhead paper should be used for internal memoranda unless an individual outside of the University is copied on the memoranda. In this case, ivory University letterhead should be used. Memoranda should follow a block style with paragraphs flushed to the left margin. Headings should be in bold; the word MEMORANDUM should be in bold and underlined. Page headings for continuation pages of memoranda are the same as for letters.

Full name, official title and department name should be used for outside memoranda. Official titles and department names are not necessary on internal memoranda unless an individual outside of the University is copied.

APPROVED BY: (E.N. Moore, Jr.)
Eddie N. Moore, Jr., President

DATE: (10/18/00)

Page 4

Procedure Number: 302

Procedure Name: Correspondence Format

ATTACHMENT A

November 10, 1998

The Honorable John W. Doe, Sr.
1234 Main Street
Anytown, USA 12345

Dear Senator Doe:

Thank you for your recent correspondence regarding Virginia State University. I truly appreciate your concern for your alma mater. Enclosed is a copy of the information which you have requested.

I would like to assure you that this new administration is taking care of the situation which you described. If you have any further comments or insight to share with me, please do not hesitate to contact me.

Sincerely,

Eddie N. Moore, Jr.
President

ENMJr:dyd

Enclosure

c: Dr. Earl G. Yarbrough, Sr., Provost and
Vice President for Academic Affairs

Page 5

Procedure Number: 302

Procedure Name: Correspondence Format

ATTACHMENT B

MEMORANDUM

TO: Members, Executive Council

FROM: Eddie N. Moore, Jr.
President

SUBJECT: Format for Memoranda

DATE: June 11, 1998

This is the sample format for memos to go out under my signature. I appreciate your cooperation in following this simple format for future memos.

Thank you for your assistance.

ENMJr:dyd