



CHAPTER 6

Correspondence Preparation

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for ease of two-sided printing.



CHOOSING THE FORMAT

General Rules



1. Use the INFORMAL/ Memo format when the addressee is within the Department of Agriculture, Agricultural Research Service.
2. Use the FORMAL LETTER format:
 - a. when the addressee is OUTSIDE the Department of Agriculture.
 - b. to congratulate, extend condolences, or reprimand ARS employees.

IF THE ADDRESSEE IS:	USE FORMAT
 Someone in ARS	INFORMAL/Memo
 Someone in another USDA agency or USDA office	INFORMAL/Memo
 Someone OUTSIDE of USDA, i.e., private citizen or Organization, foreign citizen or organization, White House officials, Members of Congress, Supreme Court officials, or other Federal Departments	FORMAL Letter
 Someone in ARS for congratulations, condolences, or disciplinary actions	FORMAL Letter

Correspondence Preparation Notes

1. Letterhead. Be sure the letterhead is appropriate for the signer.
2. Do not use “justified” margins.
3. Always use title (Dr., Mr., Mrs., Ms.) in letters. Do not use two titles on the same line (Dr. John Doe, President – is not acceptable).
4. Do not abbreviate the State name in the inside address. Always show the zip code in the address.
5. Do not use titles in the “TO:” line in memos. (TO: Dr. John Doe – is not acceptable).
6. When writing correspondence of a single paragraph and 10 lines or less, double space the body of the letter.
7. Acronyms. The first time referring to a word to be abbreviated, write it out with the acronym following in parentheses. For example: Agricultural Research Service (ARS); Office of Scientific Quality Review (OSQR).
8. Federal Government – always capitalized.
9. State is capitalized when referring to states in the United States (State of Maryland; State, Federal, local). Do not capitalize when used in a general sense (state of mind; a foreign state).
10. The two-letter abbreviations (i.e., AL for Alabama) were created by the U.S. Postal Service and should be used only with ZIP codes in addresses. Use the more traditional abbreviations of state names (i.e. Ala. for Alabama) in other situations where abbreviations are appropriate.
11. Dates. A comma is needed after the year when you have the complete date in a sentence (In your letter dated April 22, 2003, you requested information...). When only the month and year are used in a sentence, no commas are used (April 2003).
12. Agency is capitalized when referring to our Agency (ARS). When referring to other agencies, put in lower case.
13. When showing possession, use ARS’ (not ARS’s).
14. We do not use “the Department” in outgoing correspondence. The USDA acronym is to be used.
15. Use a comma (,) before a conjunction in a compound sentence.
16. Use a comma (,) after each member within a series of three or more words, phrases, letters, or figures when using “and”, “or”, or “nor.”
17. “Agencywide” is one word, not “Agency wide.”
18. Try to avoid typing part of a personal name at the end of a sentence. If you must divide a name, the title, first name, and middle initial should be on the same line.
19. Always include a legend line on file copies.
20. Periods and commas always go inside the quotation marks whether the quoted material is a sentence, a group of words, or a single word. This may not be logical, but it’s the rule.
21. Place semicolons and colons outside the quotation marks (i.e., The client said, “the check is in the mail”; however, it wasn’t.).
22. Use quotation marks around titles of articles in magazines and chapters in books.



Informal Memo Preparation General Information

GENERAL. The informal memorandum will be used for most day-to-day communication in the transaction of business within USDA.

EXCEPTIONS. Do not use the informal format when preparing letters addressed to an ARS employee stating congratulations, condolences, or disciplinary action. For these letters, use the formal format.

DATE. The date should be placed two lines below the last line of the letterhead and flush with the left margin. Type the name of the month in full and the day and year in numerals. Do not use endings such as “st” and “th” with the numbers for the day. Military style is not acceptable.

“SUBJECT” LINE. The subject line of a memo is a brief statement of what the memo is about, and is usually not more than 10 words. Type the caption “SUBJECT” in all caps three lines below the date line and flush with the left margin. Limit the length of each line to approximately five inches. If more than one line is needed, type the remainder of the subject beneath the first line in block style. Capitalize the first letter of each word except for articles, prepositions, and conjunctions.

“TO” LINE. The caption “TO:” is typed in all caps with the colon in line with the colon after the word “SUBJECT:”. Indent two spaces after the colon and begin typing the address. When run-over lines are required, indent two spaces.

The name of the State **MUST BE** spelled out if the memorandum or letter is to be signed by the Administrator/Associate Administrator or above the supervisory chain of command. If the memo is to be signed by the Area Director or below, the two letter State abbreviation is acceptable.

“ATTENTION” LINE. Avoid using the attention line by using as specific an address as possible. If an attention line is used, type the caption “ATTN:” followed by the name of the person whose attention is being requested, on the next line directly below the first line of the address.

“THROUGH” LINE. A through line may be necessary if an official other than a clearance official, needs to see and concur with the memo before it is received by the addressee.

Type the caption “THROUGH:” in all caps, two lines below the last line of the “TO:” addressee and flush with the left margin. Indent two spaces and begin typing the names, titles, and offices of the addressees which the memo is to be routed –
IN REVERSE ORDER OF THE ROUTING.

“FROM” LINE. The caption “FROM:” is typed in all caps and should be in line with the colon in the “SUBJECT:” line. Indent two spaces and begin typing. Do not repeat the organizational names, such as the Laboratory or Area, if it already appears on the letterhead.

Informal Memo Format Sample – 1 Page



United States Department of Agriculture

Research, Education, and Economics
Agricultural Research Service

Month dd, 2007

SUBJECT: This is the Format for an Informal Memo

TO: Dan R. Upchurch, Area Director, SPA

FROM: William R. Searcher, Research Soil Scientist

This is the format for an informal memo generally used for all correspondence within ARS; the formal letter format may also be used, but normally this is only done when a more formal tone is appropriate. This format may also be used for routine, informal correspondence with other USDA agencies or offices. The letterhead format is standard as shown. The bottom section may include personal information of the sender or the sender's office.

A 1-inch left and right margin should be used. The top and bottom margins are determined based on the letterhead; but generally speaking, the date line should fall just inside the 2-inch range. The second and following pages are not on letterhead and these top and bottom margins should also be set to one inch. Leave two blank lines between the date and "SUBJECT" and also between "FROM:" and the body of the memo. Memo writers may initial or sign beside their name.

Memos with 10 lines or less, or consisting of only one paragraph, must be double-spaced; paragraphs should not be indented. Tabs should be set so that the colons on the SUBJECT/TO/THROUGH/FROM lines are aligned.

Enclosure

cc:

L. Ocaton, LAO

APPROVED/DISAPPROVED: _____ Date _____
Dan R. Upchurch, SPA Area Director



Conservation and Production Research Laboratory • Southern Plains Area
P.O. Drawer 10 (Shipping: 2300 Experiment Station Rd.) • Bushland, TX 79012-0010
Telephone: 806-356-5724 • FAX: 806-356-5750
Email: bholt@cprl.ars.usda.gov
An Equal Opportunity Employer

Informal Memo Format Sample - 2 Pages



United States Department of Agriculture

Research, Education, and Economics
Agricultural Research Service

Month dd, 2007

SUBJECT: This is the Format for an Informal Memo with THROUGH Addressees and Two Pages in Length

TO: Dan R. Upchurch, Area Director, SPA

THROUGH: Arthur B. Smart, Laboratory Director
Ken E. Learn, Research Leader

FROM: William R. Searcher, Research Soil Scientist

If multiple people are indicated as THROUGH addresses, do not type THROUGH for each person. List them in the order you would like your memo to progress, beginning from the bottom. Use the THROUGH line when the memo needs to be reviewed and approved by a superior before it can be issued; otherwise, use "cc:" to provide an information copy of the memo to an individual.

When there is a reason to break a paragraph into subparagraphs, they may be lettered and numbered as follows:

- a. Main paragraphs are typed in block style. Subparagraphs are indented four spaces as shown in this example (begin typing on the fifth space). Subparagraphs are typed single spaced with double spaces between them.
 - (1) When a paragraph is subdivided, it must have at least two subdivisions.
 - (a) When paragraphs are subdivided, lettered, and numbered, they fall in the following sequence: a, (1), (a), 1, a, (1), (a).
 - (b) When a paragraph is cited, the reference numbers and letters are written without spaces; for example, "paragraph 3a(2)(c).



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(2) A paragraph is begun near the end of a page only if there is space for two or more lines on that page. A paragraph is continued on a second page only if two or more lines can be carried over to that page.

b. The arrangement shown here may be varied to meet special requirements, such as those for legal documents.

Type the second and succeeding pages of a memo on plain bond paper which is the same quality as the first page. Type the name of the addressee exactly as it is shown on the first page, beginning on the sixth line from the top of the page. Type the page number on the same line, flush with the right margin. Begin typing the text two lines below the name of the addressee. Allow right and left margins of 1 inch and a bottom margin of 1 ½ inches.

cc:

R. Smith, LAO



Formal Letter Preparation General Information

GENERAL. The formal letter is used for other than routine work or business transactions, when it is believed that the addressee might expect, or should receive, a more formal or personalized. It is always used for letters addressed to the following:

- a. The President, Vice President, members of the White House staff, Members of Congress, Justices of the Supreme Court, heads of departments and agencies outside USDA, State Governors, mayors, and foreign government officials.
- b. ARS employees for congratulations, condolences, or disciplinary actions.

Note that a salutation and complimentary close are included in the formal letter.

DATE. The date should be placed two lines to six lines below the last line of the letterhead and flush with the left margin. Type the name of the month in full and the day and year in numerals. Do not use endings such as “st” and “th” with the numbers for the day. Military style is not acceptable.

ADDRESS. For a letter that will be at least one full page in length, begin the address three lines below the date line. For short letters, begin the address no more than eight lines below the date line. When special instructions are used, i.e., sender’s reference, special postal service, or FOR OFFICIAL USE ONLY markings, begin the address two lines below these instructions.

Type the address single spaced, block style with no terminal punctuation. No line should be longer than 4 inches. When run over lines are required, indent two spaces from the left margin. Limit the address to five lines. See the Chapter 2, Formal Letters, in the ARS Correspondence Manual 261.2, for more information on addresses and special instructions.

“ATTENTION” LINE. Avoid using the attention line by using as specific an address as possible. If an attention line is used, type the caption “ATTN:” followed by the name of the person who attention is being requested on the next line directly below the first line of the address.

SALUTATION. Type the salutation at the left margin, two lines below the last line of the address. See Chapter 7, Models of Address, in the ARS Correspondence Manual 261.2, for the forms of address.

“SUBJECT” LINE. A subject line may be used in formal letters when desired, except for letters to the White House, the Congress, and the heads of agencies and institutions outside USDA. It is a brief statement, usually not more than 10 words, of what the letter is about. Type the caption “SUBJECT:” in all caps, two lines below the salutation and flush with the left margin. Indent two spaces and begin typing the subject. If more than one line is needed, type the remainder of the subject beneath the first line in block style. Capitalize the first letter of each word except articles, prepositions, and conjunctions.

Formal Letter Preparation – continued

BODY OF THE LETTER. Begin the body of the letter two lines below the salutation, flush with the left margin. Begin each main paragraph two lines below the last line of the preceding paragraph, flush with the left margin. Double space letters of one paragraph (10 lines or less). Single space the body of letters which are longer than one paragraph.

SUCCEEDING PAGE. Starting with the second page, type the name of the addressee exactly as it is shown on the first page. It should appear on the sixth line from the top of the page and flush with the left margin. On the same line type the page number flush with the right margin. Continue the text two lines below the name of the addressee.

CLOSING. Type the complimentary close two lines below the body of the letter, flush with the left margin. Use the closing “Sincerely,” in most cases. An exception to this is to use “Very truly yours,” for disciplinary letters. Also, when preparing foreign and controlled correspondence, refer to Chapter 7, Models of Address, in the ARS Correspondence Manual 261.2, for the appropriate complimentary close.

SIGNATURE ELEMENT. Type the signer’s name in all caps four to six lines below the last line of the complimentary close, flush with the left margin. Type the signer’s title (initial caps only) on the next line. DO NOT repeat organizational names such as the laboratory or Area if it already appears on the letterhead. If more than one person will sign the letter, arrange the signature element at the center of the page. Use the letterhead of the originating office or a common use letterhead designated for that organizational unit.

ENCLOSURES. When material accompanies a letter, identify it in the text or in the bottom notation as an enclosure, not as an attachment. When identified in the text, type the word “Enclosure” flush with the left margin, two lines below the last line of the signer’s title. For more than one enclosure, use the plural form and indicate the number of enclosures. When an enclosure is not identified in the text, type the notation “Enclosure:” flush with the left margin, two lines below the last line of the signer’s title. Below the notation, flush with the left margin, list each enclosure on a separate line. Describe each enclosure by title or in as few words as are needed to identify it. Abbreviations may be used.

DISTRIBUTION OF COPIES. Routinely show the distribution of copies to eliminate duplicate copies being sent to those offices that have already received a copy. This list should only be placed on the original and information copies going outside USDA when the list is of interest to the recipient.

“cc:” NOTATION. Type “cc:” flush with the left margin, two lines below the last line of the signature element or the enclosure or separate cover listing. If there isn’t enough room in the position, type “cc:” on the line with the signer’s name, starting at the center of the page. Below the “cc:” notation, list the name and office abbreviation or company name of the “cc:” addressee. List “cc:” addressee’s one below the other.

Formal Letter Format Sample



United States Department of Agriculture

Research, Education, and Economics
Agricultural Research Service

Month dd, 2007

Ms. Phoebe Meyers
Director of Research Developments
Correspondence Improvements Institute
Great Town, Texas 79111

Dear Ms. Meyers:

This is the format for a formal letter. Use this format when corresponding with someone outside of ARS or for congratulations, condolences, or disciplinary actions of ARS employees.

When preparing a formal letter, use a 1-inch left and right margin; the top and bottom margins depend upon the letterhead. Refer to the ARS Correspondence Manual for additional information.

The formal letter includes a salutation and complimentary close. The date line should be just inside the 2-inch range, but the first line of the address can be varied to make the placement on the page look better.

The text portion of a letter follows the same guidelines as for an informal memo. The enclosure and carbon copy notations are the same except that they follow the signature block. The writer's name is written in all capital letters, and should begin six lines after the complimentary close. It can be adjusted down to begin 4 lines after the closing to avoid another page.

Sincerely,

BETTY C. SMYTHE
Agricultural Engineer



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Correspondence Guidelines for Email

1. If a response or action is required, include the due date in the SUBJECT line so that the recipient can acknowledge it in a timely manner.
2. Always state your target audience in the body of the message and be sure you know your target audience. This way, even if the email is forwarded multiple times, the target audience will still be clear.
3. Avoid attachments if at all possible. Take a moment to cut and paste the attachment into the body of your message or drag it to a new message before you send it out. Some locations cannot read attachments that are nested multiple layers deep.
4. If you must send an attachment, use the default file extension after the period in the file name (i.e., .doc, .jpg, .pdf). The correct file extension helps email systems identify the application used to create the attachment. You can also include information in the body of your message pertaining to the version you used in the attachment.
5. When replying to an email, check to assure that your reply is actually being directed to the correct person. This is especially true for forwarded messages. Hitting reply will send the response to the person who *forwarded* the message – not the person who *originated* the message. Also watch when replying to a message sent to a group. Know the difference between replying to sender and replying to all.
6. Recognize that not everyone is networked with instant email access. Some people must still use a modem and phone lines. Whenever possible allow at least 24 hours lead time.
7. Respond if a response is required. In many cases the sender does not know for sure if the message has been received or not. If you cannot provide an immediate response, at least acknowledge that you received the message and that you are working on it.
8. You should have a signature block set up that automatically attaches your name, address, phone and fax numbers, and email address to the end of your message.



Proofreader's Marks

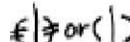
OPERATIONAL SIGNS

-  Delete
-  Close up; delete space
-  Delete and close up
- stet* Let it stand
-  Insert space
- eq #* Make space between words equal; make space between lines equal
- hr #* Insert hair space
- ls* Letterspace
-  Begin new paragraph
-  Indent type one em from left or right
-  Move right
-  Move left
-  Center
-  Move up
-  Move down
- fl* Flush left
- fr* Flush right
-  Straighten type; align horizontally
-  Align vertically
- tr* Transpose 
-  Spell out

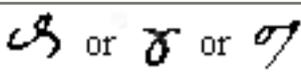
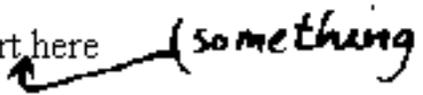
TYPOGRAPHICAL SIGNS

- ital* Set in italic type
- rom* Set in roman type
- bf* Set in boldface type
- lc* Set in lowercase
- caps* Set in capital letters 
- sc* Set in small capitals 
- wf* Wrong font; set in correct type
-  Check type image; remove blemish
-  Insert here or make superscript
-  Insert here or make subscript

PUNCTUATION MARKS

-  Insert comma
-  Insert apostrophe or single quotation mark
-  Insert quotation marks
-  Insert period
-  Insert question mark
-  Insert semicolon
-  Insert colon
-  Insert hyphen
-  Insert em dash
-  Insert en dash
-  Insert parentheses

PROOFREADER'S MARKS

Symbol	Meaning	Example
	delete	take it out
	close up	print as <u>o</u> ne word
	delete and close up	clo se up
	caret	insert here 
	insert a space	put one [^] here
	space evenly	space evenly [^] where [^] indicated [^]
	let stand	let marked text stand as set
	transpose	change <u>order</u> <u>the</u>
	used to separate two or more marks and often as a concluding stroke at the end of an insertion	
	set farther to the left	 too far to the right
	set farther to the right	too  far to the left
	set as ligature (such as æ)	encyclopaedia
	align horizontally	<u>alignment</u>
	align vertically	 align with surrounding text
	broken character	imperfect
	indent or insert em quad space	
	begin a new paragraph	

sp	spell out	set 5 lbs. as five pounds
cap	set in CAPITALS	set <u>nato</u> as NATO
sm cap or s.c.	set in SMALL CAPITALS	set <u>signal</u> as SIGNAL
lc	set in lowercase	set South as south
ital	set in <i>italic</i>	set <u>oeuvre</u> as <i>oeuvre</i>
rom	set in roman	set <u>mensc</u> as mensch
bf	set in boldface	set <u>important</u> as important
= or -/ or $\frac{1}{2}$ or /M/	hyphen	multi-colored
$\frac{1}{N}$ or <u>en</u> or /N/	en dash	1965–72
$\frac{1}{M}$ or <u>em</u> or /M/	em (or long) dash	Now—at last!—we know.
∨	superscript or superior	² as in πr^2
∧	subscript or inferior	₂ as in H ₂ O
∩ or ∪	centered	⋄ for a centered dot in $p \cdot q$
↵	comma	
↴	apostrophe	
⊙	period	
⋮ or ;/	semicolon	
⋮ or Ⓜ	colon	
⋄ or ↵↵	quotation marks	
(/)	parentheses	

[/]	brackets	
OK/?	query to author: has this been set as intended?	
↓ or ↓ ¹	push down a work-up	an unintended mark
⊖ ¹	turn over an inverted letter	inve <u>rt</u> ed
wf ¹	wrong font	wrong si <u>z</u> e or styl <u>e</u>

¹The last three symbols are unlikely to be needed in marking proofs of photocomposed matter.

Proofreader's Tips

Proofreading errors are often found:

- near beginnings or endings of sentences
- in proper nouns
- in long words
- near the bottom of the page
- in number combinations

Watch for the following errors:

- doubling small words (if, in, as, by, be)
- omission of one of a pair of doubled letters (omitted)
- substitution of one small word for another (an for on, in for on)
- transposition of words within sentences
- transposition of letters within words
- omission of a closing quotation mark, bracket, or parenthesis

Beat those proofreading blues by:

- taking short breaks
- exercising regularly
- eating light meals as needed
- asking for help when proofreading

Proofreading "MUSTS":

- accuracy is top priority
- proofread each document at least three times
- proofread numbers aloud
- use straight edge
- distance yourself from the document
- use contrasting colors of ink when making corrections (blue, green, purple)

NUMBERS, NAMES, AND PHONE NUMBERS

NUMBERS

- never assume a number is typed correctly
- read once through your document just to verify numbers
- check each number and make sure it is logical
- when proofing columns of numbers, add the numbers in the original and then the final copy. Your total should be the same.

NAMES

- read through your document once just to verify names
- check for possible alternate spellings of names
- use appropriate courtesy titles
- check the spelling of each part of a person's name

TELEPHONE NUMBERS

- break the number into its parts (area code, first three digits, etc.)
- read aloud with a partner to check phone numbers
- anticipate and check for transpositions
- line up columns of phone numbers and check hyphens, spaces, and digits

COMMONLY MISUSED WORDS

Affect, Effect

“Affect” is a verb. It means “to change” or “to influence.” “Effect” can be a verb or a noun. As a verb, it means “to cause;” as a noun, it means “a result.”

Aggravate, Irritate

To “aggravate” is “to add to” something that is already troublesome; to “irritate” is “to annoy.”

Allude, Elude

You “allude” to “make reference to” a book; you “elude” or “run away from” someone who is chasing you.

Alot

An “alot” is a camel. One thing we do not need in the office is a lot of “alots.”

Among, Between

Use “among” when more than two are involved; use “between” when you are comparing two persons, places, or things.

And/Or

A shortcut that looks and reads bad can lead to confusion or ambiguity. Avoid using “and/or” whenever possible.

Anybody, Anyone

“Anybody” is written as one word when it refers to “any person.” “Any body” as two means “any corpse” or “any group.” The same is true for “everybody,” “nobody,” and “somebody.” “Anyone” means anybody; “any one” means “any single person” or “any single thing.”

Assure, Ensure, Insure

To “assure” is to “speak confidently” about something; “to ensure” is “to make sure” or “to make certain;” “to insure” is “to protect something against loss or damage with an insurance policy.”

Being

“Being” is not needed after “regard” in sentences such as, “he was regarded as being the best.” A better way of phrasing this thought is, “he was regarded as the best.”

COMMONLY MISUSED WORDS (Con't.)

Can, May

"Can" means "able to;" "may" means "permit."

"Can I leave work early?" means --- "Am I able to leave work early?" --- "Is all my work done?" --- "Are my legs strong enough to carry me away?"

"May I leave work early?" means "May I have permission to go home?"

Compare to, Compare with

To "compare to" is "to point out the similarities in different things." For example, "life can be compared to a rat race." To "compare with" is "to point out the differences between similar things." For example, "rat races can be compared with rush hour traffic."

Couldn't care less, Could care less

"Couldn't care less" means "you care so little about something it would be impossible for you to care less." "Could care less" is an expression that comes from people not hearing the "n't" in "couldn't care less."

Data

Like "media" and "phenomena," "data" is plural. It refers to more than one fact or piece of evidence.

Disability, Handicap

A "disability" is a physical or emotional impairment. A "handicap" occurs when a person cannot overcome his/her disability.

Farther, Further

"Farther" has to do with distance. "Further" can be used to indicate distance, and it can also mean "to promote" or "to advocate."

Fewer, Less

"Fewer" refers to numbers. "Less" refers to quantity.

Finalize

"Finalize" can mean either "to terminate" or "to put into final form." Try to avoid using "finalize" since it is overused and pretentious. Instead, use "finish" or "complete."

Gratuitous, Gratuity

Gratuitous means "undeserved" or "unearned." A "gratuity" is a "tip for services rendered."

Hopefully

"Hopefully" used to mean "with hope;" now it means "I hope," and it drives grammarians into fits of rage. They reason that if you write "hopefully, you will write your proposal on time" then you do not know whether you hope to write your proposal on time or you will write an optimistic proposal.

COMMONLY MISUSED WORDS (Con't.)

I, Me

When our parents heard us say "Bob and me played baseball," they told us to say "Bob and I." To determine which is appropriate, read the sentence without the other person's name.

Imply, Infer

"To imply" is "to suggest or indicate without expressing exactly what you want to say." For example, "he implied that we were going to get a raise." "To infer" is "to reach a conclusion from the evidence at hand." For example, "based on what he said, we can infer that a raise will be coming."

Irregardless

"Irregardless" is not a word. The correct word to use is "regardless."

Its, It's

"Its" is the possessive form of the word "it." It means something belongs to the particular place or thing "it" stands for. For example, "this car is more expensive because its upholstery is leather." "It's" is the contraction for "it is." For example, "it's a dark colored leather."

-ize

Many good verbs end in "-ize." Therefore, we should not add this suffix to other verbs.

Like, As

Except as a term of affection, "like" has to do with comparison. For example, "that was not like him." "As" can be used in comparisons. For example, "the two were equally as efficient."

Plan ahead

Would you ever "plan behind?" Just "plan" is sufficient.

Reason is because, Reason is that

"Reason is because" is redundant because "reason" and "because" both deal with the cause. "Reason is that" is correct.

Secondly, Thirdly

You would not say "firstly." Therefore, use "first," "second," and "third."

Try to, Try and

To "try to" is "to attempt." "To try and" implies that two separate actions are taking place.

Unique

Unique means "without equal." Therefore, do not use "most unique" or "very unique."



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1. The Office of Foreign Asset Control (OFAC) within the Treasury Department issues the list of embargoed/sanctioned countries.
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