

16. DATELINES, ADDRESSES, AND SIGNATURES

16.1. The general principle involved in the typography of datelines, addresses, and signatures is that they should be set to stand out clearly from the body of the letter or paper which they accompany. This is accomplished by using caps and small caps and italic, as set forth below. Other typographic details are designed to ensure uniformity and good appearance. Street addresses and ZIP Code numbers are not to be used. In certain lists which carry ZIP Code numbers, regular spacing will be used preceding the ZIP Code. Certain general instructions apply alike to datelines, addresses, and signatures.

General instructions

16.2. Principal words in datelines, addresses, and titles accompanying signatures are capitalized.

16.3. *Mr.*, *Mrs.*, *Miss*, *Ms.*, and all other titles preceding a name, and *Esq.*, *Jr.*, *Sr.*, and *2d* following a name in address and signature lines, are set in roman caps and lowercase if the name is in caps and small caps or caps and lowercase; if the name is in caps, they are set in caps and small caps, if small caps are available—otherwise in caps and lowercase.

Spacing

16.4. At least 2 points of space should appear between dateline and text or address, address and text, text and signature, and signature and address.

DATELINES

16.5. Datelines at the beginning of a letter or paper are set at the right side of the page, the originating office in caps and small caps, the address and date in italic; if the originating office is not given, the address is set in caps and small caps and the date in italic; if only the date is given, it is set in caps and small caps. Such datelines are indented from the right 1 em for a single line; 3 ems and 1 em, successively, for two lines; and 5 ems, 3 ems, and 1 em, successively, for three lines. In measures 30 picas or wider, these indentions are increased by 1 em.

THE WHITE HOUSE, □□□
Washington, DC, January 1, 1999. □
THE WHITE HOUSE, *July 30, 1999.* □

TREASURY DEPARTMENT, □□□□
 OFFICE OF THE TREASURER, □□□
Washington, DC, January 1, 1999. □
 TREASURY DEPARTMENT, *July 30, 1999.* □
 DEPARTMENT OF COMMERCE, □□□
July 30, 1999. □
 FAIRFAX COUNTY, VA. □
 OFFICE OF JOHN SMITH & Co., □□□
New York, NY, June 6, 1999. □
 WASHINGTON, *May 20, 1999—10 a.m.* □
 THURSDAY, MAY 8, 1999—2 P.M. □
 JANUARY 24, 1999. □
 WASHINGTON, *November 29, 1999* □□□
 [Received December 6, 1999]. □
 ON BOARD U.S.S. "CONNECTICUT," □□□
January 21, 1999. □
 OFFICE OF THE COMMISSIONERS OF THE □□□□□
 DISTRICT OF COLUMBIA, □□□
Washington, January 6, 1999. □

16.6. Congressional hearings:

MONDAY, OCTOBER 25, 1999¹

HOUSE OF REPRESENTATIVES, □□□□□□□
 COMMITTEE ON THE JUDICIARY, □□□□□
 SUBCOMMITTEE ON IMMIGRATION, □□□
Washington, DC. □
 U.S. SENATE, □□□□□
 COMMITTEE ON ARMED SERVICES, □□□
Washington, DC. □
 CONGRESS OF THE UNITED STATES, □□□□□
 JOINT COMMITTEE ON PRINTING, □□□
Washington, DC. □

16.7. Datelines at the end of a letter or paper, either above or below signatures, are set on left in caps and small caps for the address and italic for the date. When the word *dated* is used, dateline is set in roman caps and lowercase.

- MAY 7, 1999.
- STEUBENVILLE, OH.
- STEUBENVILLE, OH, *July 1, 1999.*
- Dated July 1, 1999.
- Dated Albany, March 12, 1999.

16.8. Datelines in newspaper extracts are set at the beginning of the paragraph, the address in caps and small caps and the date in roman caps and lowercase, followed by a period and a 1-em dash.

- ABOARD SS "HOPE," April 3, 1999.—
- NEW YORK, NY, August 21, 1999.—A dispatch received here from * * *.

¹Normally, dates in House hearings on appropriation bills are set on the right in 10-point caps and small caps.

ADDRESSES

16.9. Addresses are set flush left at the beginning of a letter or paper in congressional work (or at end in formal usage).

16.10. At beginning or at end:

To SMITH & JONES and
BROWN & GREEN, Esqs.,
Attorneys for Claimant.

(Attention of Mr. Green.)

Hon. TRENT LOTT,
U.S. Senate.

Hon. DENNIS HASTERT,
U.S. House of Representatives. (Collective address.)

The PRESIDENT,
The White House.

16.11. A long title following an address is set in italic caps and lowercase, the first line flush left and right, overruns indented 2 ems to clear a following 1-em paragraph indentation.

Hon. JOHN WARNER,
Chairman, Subcommittee on Reorganization of the Committee on Government Opera-
tions, U.S. Senate, Washington, DC.

16.12. The name or title forming the first line of the address is set in caps and small caps, but *Mr.*, *Mrs.*, or other title preceding a name, and *Esq.*, *Jr.*, *Sr.*, or *2d* following a name, are set in roman caps and lowercase; the matter following is set in italic. The words *U.S. Army* or *U.S. Navy* immediately following a name are set in roman caps and lowercase in the same line as the name.

Maj. Gen. EDWARD M. MARKHAM, Jr., U.S. Army,
Chief of Engineers.

CHIEF OF ENGINEERS, U.S. ARMY. (Full title, all caps and small caps.)

Maj. Gen. EDWARD M. MARKHAM,
Chief of Engineers, U.S. Army,
Washington, DC.

Hon. JEFF TRANDAHL,
Clerk of the House of Representatives.

Hon. ROBERT C. BYRD,
U.S. Senator, Washington, DC.

Hon. JOHN EDWARDS,
Senate Office Building, Washington, DC.

The COMMITTEE ON APPROPRIATIONS,
House of Representatives.

16.13. General (or collective) addresses are set in italic caps and lowercase, flush left, with overruns indented 2 ems and ending with a colon, except when followed by a salutation, in which case a period is used.

16.14. Examples of general addresses when not followed by salutation (note the use of colon at end of italic line):

To the Officers and Members of the Daughters of the American Revolution,
 Washington, DC:

To the American Diplomatic and Consular Officers:

To Whom It May Concern:

Collectors of Customs:

To the Congress of the United States:

16.15. Example of general address when followed by salutation (note the use of period at end of italic line):

Senate and House of Representatives.

GENTLEMEN: You are hereby * * *.

16.16. Examples illustrating other types of addresses:

To the EDITOR:

To JOHN L. NELSON, *Greeting:*

To JOHN L. NELSON, *Birmingham, AL, Greeting:*

To the CLERK OF THE HOUSE OF REPRESENTATIVES:

CHIEF OF ENGINEERS
 (Through the Division Engineer).

MY DEAR SIR: I have the honor * * *.

MR. REED: I have the honor * * *.

DEAR MR. REED: I have the honor * * *.

Lt. (jg.) JOHN SMITH,
Navy Department:

The care shown by you * * *.

STATE OF NEW YORK,
County of New York, ss:

Before me this day appeared * * *.

DISTRICT OF COLUMBIA, *ss:*

Before me this day appeared * * *.

Envelope addresses

U.S. House of Representatives
 Committee on Education and the Workforce
 House Office Building
 Washington, DC 20515

SIGNATURES

16.17. Signatures, preceded by an em dash, are sometimes run in with last line of text.

16.18. Signatures are set at the right side of the page. They are indented 1 em for a single line; 3 ems and 1 em, successively, for two lines; and 5 ems, 3 ems, and 1 em, successively, for three lines. In measures 30 picas or wider, these indentions are increased by 1 em.

16.19. The name or names are set in caps and small caps; *Mr.*, *Mrs.*, and all other titles preceding a name, and *Esq.*, *Jr.*, *Sr.*, and *2d* following a name, are set in roman caps and lowercase; the title

following name is set in *italic*. Signatures as they appear in copy must be followed in regard to abbreviations.

16.20. If name and title make more than half a line, they are set as two lines.

16.21. Two to eight independent signatures, with or without titles, are aligned on the left, at approximately the center of the measure.

ANITA L. MORTON.
 ANNE GOLDEN.
 ROBIN MANCARUSO.
 MARYLOU MUSSER.
 CAROLYN PICCIRILLI.
 THOMAS C. KINKAID,
Commander, U.S. Navy (Retired).□
 VINCENT GONINO, *Chairman.*

16.22. More than eight signatures, with or without titles, are set full measure, roman caps and lowercase, run in, indented 5 and 7 ems in measures of 26½ picas or wider; in measures less than 26½ picas, indent 2 and 3 ems.

□□□□Brown, Shipley & Co.; Denniston, Cross & Co.; Fruhling & Groschen,
 □□□□□Attorneys; C.J. Hambro & Sons; Hardy, Nathan & Co.; Heilbut,
 □□□□□Symons & Co.; Harrison Bros. & Co., by George Harrison; Hoare,
 □□□□□Miller & Co.; Thomas Eaton Co.

16.23. The punctuation of closing phrases is governed by the sense. A detached complimentary close is made a new paragraph.

16.24. Examples of various kinds of signatures:

UNITED STATES IMPROVEMENT CO.,
 (By) JOHN SMITH, *Secretary.*

TEXARKANA TEXTILE MERCHANTS &
 MANUFACTURERS' ASSOCIATION,
 JOHN L. JONES, *Secretary.*

TEXARKANA TEXTILE MERCHANTS &
 MANUFACTURERS' ASSOCIATION,
 JOANNE WILDER,
Board Member and Secretary.□

JOHN W. SMITH□□□
 (And 25 others).□

JOHN SMITH,□□□□□
Lieutenant Governor□□□
 (For the Governor of Maine).□

NORTH AMERICAN ICE CO.,
 SYLVIA ROONEY, *Secretary.*

JOHN [his thumbmark] SMITH.□

TOM DELAY,
 FRANK WOLF,
Managers on the Part of the House.□

TRENT LOTT,
 RICHARD LUGAR,
Managers on the Part of the Senate.□

I am, very respectfully, yours,

(Signed) FRED C. KLEINSCHMIDT,
Assistant Clerk, Court of Claims.

On behalf of the Philadelphia Chamber of Commerce:

GEO. W. PHILIPS.
 SAML. CAMPBELL.

I have the honor to be,

Very respectfully, your obedient servant,

(Signed) John R. King
 (Typed) JOHN R. KING,

Secretary.

or

(S) John R. King
 JOHN R. KING,

Secretary.

Attest:

RICHARD ROE, *Notary Public.*

By the Governor:

NATHANIEL COX, *Secretary of State.*

Approved.

JOHN SMITH, *Governor.*

By the President:

MADELEINE K. ALBRIGHT, *Secretary of State.*

Respectfully submitted.

MARY FARRELL, *U.S. Indian Agent.*

Yours truly,

Capt. JAMES STALEY, Jr.,
Superintendent.

Respectfully yours,

Mrs. FRANK E. (BETTY) SHEFFIELD.

Very respectfully,

RON GOLDEN, *U.S. Indian Agent.*

16.25. In quoted matter:

"Very respectfully,

"WILLIAM KRAKAT.
 "WILLIAM CERVENKA.
 "CHRISTOPHER A. MORTON.
 "JENNIFER A. MORTON.
 "MATTHEW A. MORTON."

16.26. Examples of various kinds of datelines, addresses, and signatures:

Re weather reports submitted by the International Advisory Committee of the
 Weather Council.

Mr. WILLIAM E. JONES, Jr.,
Chairman, Commerce Committee,
Washington, DC.

DEAR MR. JONES: We have been in contact with your office, etc.

CHARLES FARRELL,
Executive Director,
National Weather Service.

LINCOLN PARK, MI, *February 15, 1999.*□

Re Romeo O. Umanos, Susanna M. Umanos, case No. S-254, Immigration and
□□Naturalization Service, application pending.

Hon. LAMAR S. SMITH,
*Chairman, Subcommittee on Immigration,
Committee on the Judiciary, Washington, DC.*

□DEAR MR. SMITH: You have for some time * * *.
□□□Sincerely yours,

EDWARD PULTORAK,□□□
Architectural Designer.□

Hon. LAMAR S. SMITH,
*Chairman, Subcommittee on Immigration of the Committee on the Judiciary, House
□□of Representatives, Washington, DC.*

□DEAR MR. SMITH: You have for some time * * *.

U.S. DEPARTMENT OF COMMERCE,□□□□□
WEATHER BUREAU,□□□□
Washington, March 3, 1999.□

Hon. CHARLES E. CHAMBERLAIN,
*House of Representatives,
Washington, DC.*

□DEAR MR. CHAMBERLAIN: We will be glad to
give you any further information desired.
□□□Sincerely yours,

F.W. REICHELDERFER,□□□
Chief of Bureau.□

NEW YORK, NY, *February 10, 1999.*□

To: All supervisory employees of production plants, northern and eastern divisions,
□□New York State.

From: Production manager.

Subject: Regulations concerning vacations, health and welfare plans, and wage con-
□□tract negotiations.

□It has come to our attention that the time * * *.

WASHINGTON, DC, *May 16, 1999.*□

The Honorable the SECRETARY OF THE NAVY.

□DEAR MR. SECRETARY: This is in response to your letter * * *.

□□□Very sincerely yours,

[SEAL]□WILLIAM J. CLINTON.□

EAST LANSING, MI, *June 10, 1999.*□

To Whom It May Concern:

□I have known Kyu Yawp Lee for 7 years and am glad to testify as to his fine char-
acter. He has been employed * * *.

□Wishing you success in your difficult and highly important job, we are,

□□□Sincerely yours,

AGOSTINO J. GONINO.
LOUISE M. GONINO.

DEPARTMENT OF VETERANS' AFFAIRS, □□□□□□
 OFFICE OF THE ADMINISTRATOR OF □□□□□□
 VETERANS' AFFAIRS, □□□□
 Washington, DC. □

Hon. ORRIN G. HATCH,
Chairman, Committee on the Judiciary,
U.S. Senate, Washington, DC.

□ DEAR SENATOR HATCH: Further reference is made to your reply * * *.
 □□ Sincerely yours,

JOHN S. PATTERSON, □□□□□□
Deputy Administrator □□□□□□
 (For and in the absence of □□□□
 H.V. Higley, Administrator). □

—————
 WASHINGTON, DC, *September 16, 1999.* □

Mr. WILLIAM E. JONES, Jr.,
Special Assistant to the Attorney General, Attorney for Howard Sutherland, Direc-
 □□□□ *tor, Office of Alien Property.*

□ DEAR MR. JONES: In reply to your letter * * *.
 □□□ Yours truly,

(Signed) □ THOMAS E. RHODES, □□□□
Special Assistant to the Attorney General. □

□ P.S.—A special word of thanks to you from J.R. Brown for your fine help.

T.E.R. □

—————
 TOKYO, JAPAN, *November 13, 1999.* □

U.S. DEPARTMENT OF JUSTICE,
 IMMIGRATION AND NATURALIZATION SERVICE,
Detroit, MI.

□ GENTLEMEN: This letter will testify to the personal character * * *.
 □□□ Very truly yours,

Mrs. GRACE C. LOHR, □□□□□□
Inspector General Section, HQ, AFPE, □□□□
APO 343, San Francisco, CA. □

16.27. The word *seal* appearing with the signature of a notary or of an organized body, such as a company, is spaced 1 em from the signature. The word *seal* is to be set in small caps and bracketed.

[SEAL] □ RICHARD ROE, □□□□
Notary Public. □

[SEAL] □ J.M. WILBER. □

[SEAL] □ BARTLETT, ROBINS & Co. □

16.28. Presidential proclamations after May 23, 1967, do not utilize the seal except when they pertain to treaties, conventions, protocols, or other international agreements. Copy will be followed literally with respect to the inclusion of *and* between elements of numerical expressions.

NOW, THEREFORE, I, RICHARD NIXON, President of the United States of America, do hereby designate Saturday, September 23, 1972, as National Hunting and Fishing Day.

* * * * *

IN WITNESS WHEREOF, I have hereunto set my hand this second day of May, in the year of our Lord nineteen hundred seventy-two, and of the Independence of the United States of America the one hundred ninety-sixth.

RICHARD NIXON. □