CORRESPONDENCE GUIDELINES

I. REFERENCES
   A. UC Records Disposition Schedules Manual
   B. UCSD Policy & Procedure Manual (PPM)
      490-2 Guidelines for Stationery, Business Cards, and Collateral Items
      510-10 Use of University Name and Seal
      Section 553 Mail Services
   C. Procedures for Chancellor's Correspondence

II. CORRESPONDENCE
   A. General Guidelines

      The University of California maintains high standards in the preparation of communications. While UCSD uses The Chicago Manual of Style as its reference, other standard stylebooks may be followed. Correspondence generally follows either a standard letter format or memorandum style. See Procedures for Chancellor's Correspondence for standard letter format suggestions.

   B. Letterhead Stationery

      Only approved stationery formats may be used for official University correspondence. Guidelines on the design, printing, and use of formal University letterhead stationery can be found in the UCSD Graphic Identity Guidelines and Policies and PPM 490-2, Guidelines for Stationery, Business Cards, and Collateral Items. Contact University Communications for assistance.

   C. Headings
      1. UC Campuses and Office of the President

         Headings for correspondence to other campuses and the Office of the President should be in all capital letters and include title (if any), department or office, and location.

         JANE A. SMITH OR PROFESSOR A. B. JONES
2. UCSD

Headings for UCSD correspondence should be in all capital letters, include title (if any), department or office, and mail code:

WILLIAM BROWN  VICE CHANCELLOR MARY WHITE
MSO OR Office of Student Services
Zoology 0015

3. External Entities

Headings for correspondence to external entities should be the normal inside address format:

Mr. William Smith
XYZ Corporation
1234 Wonder Road
Anywhere, CA 92104

D. Special Forms of Address

Aside from the commonly used forms of address, there are specific forms for addressing diplomats, government officials, military personnel, professional persons, clergy, etc. Consult style manuals for proper forms of address.

E. Signature

All correspondence should have a written signature.

F. Second and Subsequent Pages

Second and subsequent pages should have headings clearly identifying the name of addressee, the date, the page number. Suggested formats: blocked against the left margin or placed across the top of the page with the page number centered.

G. Retention of Correspondence
The specific schedule for the retention of correspondence can be found in the UC Records Disposition Schedules Manual.