



Government of
Saskatchewan

Correspondence

Saskatchewan

Visual
Identity
Program

**Correspondence
Standards**



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NOTE: For comprehensive information about the Government of Saskatchewan Visual Identity Program please contact Executive Council, Communications Coordination.



These Correspondence Standards apply to all provincial government departments and other Treasury Board organizations that are subject to the Visual Identity Program. The use of common formats presents a consistent image in all government correspondence. Questions regarding these standards should be directed to your Permanent Head's office.

LETTERHEAD FORMAT

PRINTING SPECIFICATIONS

The masthead elements include the wheat sheaf in a reverse box, the "Government of Saskatchewan" corporate signature, the "Saskatchewan" wordmark and the rule. Pre-printed letterhead is two colours – brown and ochre. *Sample One.*

Size: 8.5" x 11"

Rule: 1 point. Ink colour brown.

Wordmark: 20 pt. Century Schoolbook, bold, upper and lower case. Ink colour ochre.

Wheat sheaf logo: Ink colour ochre.

Corporate Signature: (Government of Saskatchewan) 9/10 pt. Helvetica bold, upper and lower case. Ink colour brown.

Paper: White 24 lb. bond or as specified by Print Procurement.

Ink colours: Brown PMS #469 and Ochre PMS #131.

Additional Graphic Elements: The use of these elements must be specifically approved by Executive Council, Communications Coordination.

Tag Lines: Departmental tag lines must be approved by Communications Coordination. If a tag line is used, it should appear in Times Roman Italic, 10 pt., centred, and be placed one-half inch from the bottom of the page.

All other identification in the masthead such as branch name, address, telephone and fax numbers are added using word processing macros and should appear in Helvetica Bold, 9/10 point.

The words "Division", "Branch" or "Unit" are not to be used; e.g., "Administration" rather than "Administration Branch."

SECONDARY IDENTIFICATION

A three column masthead format allows the department name and address to be preprinted or added using a word processing macro.

- **Column 2** – department name, e.g. "Health." The "Saskatchewan" designation should not be used ("Health," not "Saskatchewan Health").

- **Column 3** – department address, telephone and fax numbers.

A branch identifier, if required, can be incorporated under the corporate signature.



FORMAT

The recommended format for correspondence is full-block, flush-left with a ragged right edge.

Consistent use of the full-block style and recommended margins for envelopes, letterhead, memoranda and mailing labels will limit making changes from item to item.

Recipient's Address: The recipient's name and address on the letterhead should conform to Canada Post Addressing Standards.

First Page – The standards apply to both letterhead and memoranda.

Second Page Header – The second page header is the same for both letterhead and memoranda. The recipient's name should begin 1" from the top of the page. Refer to *Sample Two*.

TWO PAGE LETTER FORMAT

BODY TYPE

Font: Serif fonts, Times Roman or CG Times are the standard fonts for government correspondence.

Courier is acceptable for those government organizations that do not have access to the recommended fonts.

Note: If any of the specified fonts are not available to your organization, contact your Permanent Head's office. They will obtain authorization from Communications Coordination for the use of a similar available font.

Size: 11 or 12 point scalable

MARGINS

Page 1

left - flush with corp. signature

1.0" right and bottom

1.81" top

Page 2 & Subsequent Pages

left - flush with corp. signature

1.0" right and bottom

1.0" top

LINE SPACING

The line spacing shown in the samples provided is recommended; however, flexibility is encouraged when necessary. For example, spacing should be adjusted when just a few lines force the document to another page.

In an extremely short letter, in which a window envelope will not be used, the space between the date and the recipient's address may be increased. The vertical position of the date line is critical when using standard window envelopes.

WORD SPACING

The standard in correspondence for word spacing after a period ending a sentence is two spaces.

PUNCTUATION

Open or closed punctuation may be used.



ATTENTION LINES

Re and/or *Attention* lines are not encouraged in correspondence prepared in letter format. If absolutely necessary, the *Attention* line may be placed two hard returns above the salutation and may be capitalized.

Example:

Growling and Dickson
1234 Main St.
ANYTOWN SK S1S 2B3

→ 2 hard returns

ATTENTION: Ms. Morgan Dickson

→ 2 hard returns

Dear Sir or Madam:

→ 2 hard returns

RE: LINES

Re: Attached Invoice

Re and/or *Attention* lines are not encouraged in correspondence prepared in letter format. If absolutely necessary, the *Re* line may be placed flush-left two hard returns below the salutation in bold or underlined but not both.

Example:

Re: Attached Invoice Re: Attached Invoice

SALUTATION

The appropriate gender identifier Ms., Mrs., Mr., or Miss should be used in the salutation where the gender is known. If the recipient is identified only as L.A. Doe the salutation should read, "Dear Sir or Madam:" or "Dear L.A. Doe:" Refer to the *Forms of Address* section, which begins on page 22 of this module.

If the correspondent is female but does not indicate Ms., Mrs., or Miss, refer to her as Ms.

IN CLOSING

Complimentary Closing: Any appropriate closing may be used.

Initials: Identifying initials are not to be used on originals. In their place, file references can be used on copies.

Attachments: Both "Attachment(s)" and "Enclosure(s)" are acceptable terms and should not be abbreviated.

Copies: The standard for indicating copies is "cc: " (cc colon followed by two spaces). Vertical presentation is preferred if space permits.



FILE REFERENCE

File references are not to be placed on original documents, but may be used on copies at the discretion of the department. If a file reference is included on a copy, it should appear in a smaller font size, preferably 8pt, and be placed flush left, one inch from the bottom of the page.



MINISTER'S LETTERHEAD

PRINTING SPECIFICATIONS

Minister's letterhead includes the pre-printed provincial coat of arms centred at the top of the page with the word "Saskatchewan" centred below it as a graphical element.

Paper: White 24 lb. bond or as specified by Print Procurement, Executive Council.

Ink colour: PMS #874 Gold

The Minister's portfolio and other required information is centred at the top of the page using macros.

Ministers who have responsibility for boards, agencies, commissions and other organizations should use the title "Minister responsible for."

FORMAT

The recommended format for correspondence is full-block, flush-left with ragged right edge.

Recipient's Address: The recipient's name and address on the letterhead should conform to Canada Post Addressing Standards.

Second Page Header: The second page header is the same as it is for department letterhead and memoranda. The recipient's name should begin 1" from the top of the page.

BODY TYPE

Font: Serif fonts, Times Roman or CG Times are the standard fonts for government correspondence.

Courier is acceptable for those offices that do not have access to the recommended fonts.

Note: If any of the specified fonts are not available to your organization, contact your Permanent Head's office. They will obtain authorization from Communications Coordination for use of a similar available font.

Size: 11 or 12 point scalable.

MARGINS

Page 1

left - flush with corp. signature
1.0" right and bottom
1.81" top

Page 2 & Subsequent Pages

left - flush with corp. signature
1.0" right and bottom
1.0" top

SPACING

The line and word spacing should be similar to that shown for department correspondence; however, flexibility is encouraged when necessary. For example, spacing should be adjusted when just a few lines force the document to another page.

In an extremely short letter, the space between the date and the recipient's address may be increased.



SALUTATION

The appropriate gender identifier Ms., Mrs., Mr., or Miss should be used in the salutation where the gender is known. If the recipient is identified only as L.A. Doe the salutation should read, "Dear Sir or Madam:" or "Dear L.A. Doe:" Refer to the *Forms of Address* section, which begins on page 22 of this module.

If the correspondent is female but does not indicate Ms., Mrs., or Miss, refer to her as Ms.

RE / ATTENTION LINES

Re and/or *Attention* lines are not encouraged in correspondence prepared in letter format. If absolutely necessary, the *Attention* line may be placed two hard returns above the salutation and may be capitalized.

If absolutely necessary, the *Re* line may be placed flush-left two hard returns below the salutation in bold or underlined but not both. Refer to page three for samples of *Re* and *Attention* line formatting.

IN CLOSING

Complimentary Closing: Any appropriate closing may be used.

File Reference: File references are not to be placed on original documents, but may be used on copies at the discretion of the department. If a file reference is included on a copy, it should appear in a smaller font size, preferably 8pt, and be placed flush left, one inch from the bottom of the page.

Initials: Identifying initials are not to be used on originals. In their place, file references can be used on copies.

Attachments: Both "Attachment(s)" and "Enclosure(s)" are acceptable terms and should not be abbreviated.

Copies: The standard for indicating copies is "cc: " (cc colon followed by 2 spaces). Vertical presentation of the names of the recipients to be copied is preferred if space permits. *Sample Two*

Correspondence sent by constituents to departments, government institutions, or Ministers in their official capacity constitutes personal information under *The Freedom of Information and Protection of Privacy Act*. Such personal information may not be disclosed without the consent of the person to whom the information relates, except where disclosure is specifically authorized by the Act or regulations.

If in doubt, check with your Freedom of Information Officer or with the Department of Justice, Freedom of Information Office.

Punctuation: Open or closed punctuation may be used.



MEMORANDA FORMAT

A memorandum is used for communication among employees of Executive Government. Letterhead is to be used for correspondence to the Legislative and Judicial arms of government (refer to the chart on page 13). Memoranda feature the same graphical elements as the provincial government letterhead. The correct logo for memoranda is the Government of Saskatchewan wheat sheaf in a reverse box 1/2" x 1/2." An electronic copy of this symbol can be obtained from Communications Coordination.

PRODUCTION METHODS

There are two methods of producing a memorandum.

Word Processing Macro

The entire masthead is prepared using word processing macros. This is the preferred method. Refer to *Sample Four*.

Pre-printed Memorandum

This stock item is used **only** if word processing equipment is not available.

Ink colour for pre-printed memoranda is PMS #469 Brown.

FILE REFERENCE

File references are not to be placed on original documents, but may be used on copies at the discretion of the department. If a file reference is included on a copy, it should appear in a smaller font size, preferably 8pt, and be placed flush left, one inch from the bottom of the page.

SECOND SHEETS

White bond paper is used for second and all subsequent pages. The second page header is the same for letterhead and memoranda. The recipient's name should begin 1" from the top of the page.



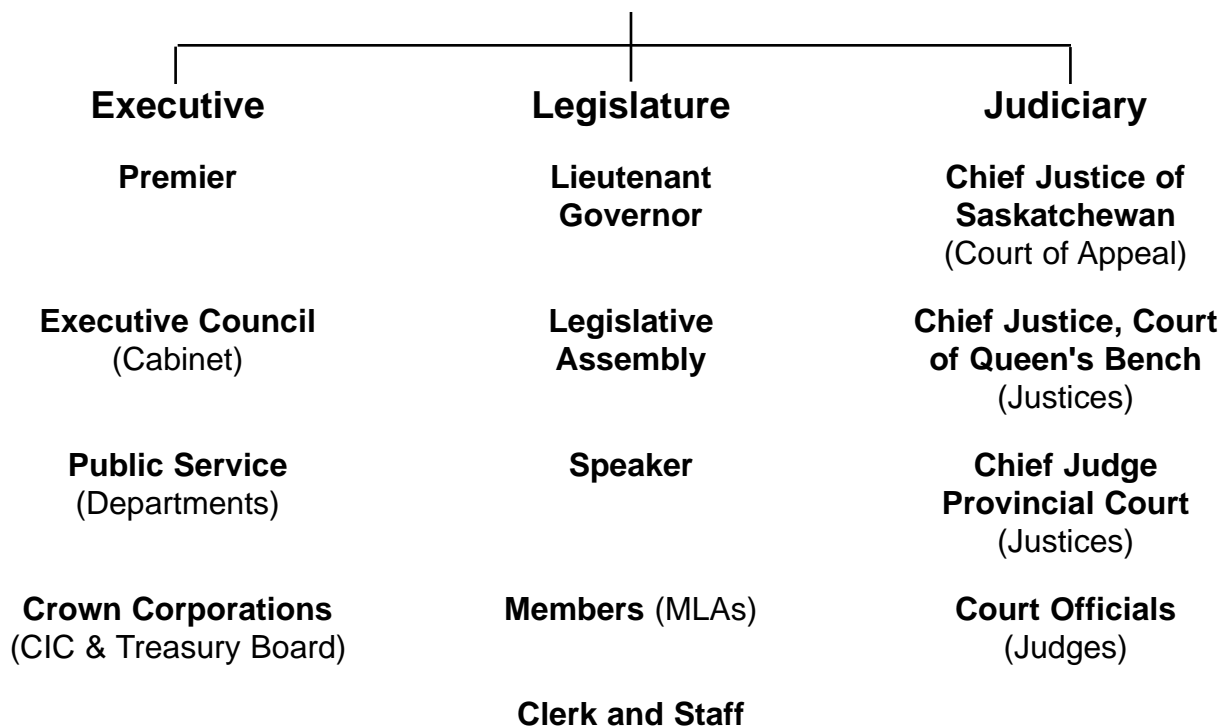
Government in Saskatchewan



Crown

Queen

Lieutenant Governor





FACSIMILE COVER SHEETS

A fax cover sheet is used for communication between employees of the provincial government, and with the public. The fax cover sheet features the same graphical elements as the provincial government letterhead.

PRODUCTION METHODS

There is one method of producing a fax cover sheet.

Word Processing Macro

The entire cover sheet is prepared using word processing macros. This is the preferred method. Refer to *Sample Five*.

FORMAT

It is recommended that all individuals within a branch/unit use the same style of fax cover sheet. Fax cover sheets must conform to the Visual Identity Program. If you are not sure of the acceptability of your department's design, please contact Communications Coordination, Executive Council, for approval.

EMAIL

Email is used for less formal communication between employees of the provincial government and, increasingly, with the public. Email communications should always include the sender's name, position, and department.

While generally informal in format, it should be remembered that email is another form of correspondence. The level of care and attention exercised when formatting email messages should be the same as when formatting all other forms of government correspondence.



ENVELOPE FORMAT

PRINTING SPECIFICATIONS FOR No. 9 AND 10 ENVELOPES

FORMAT

The standard grid and margins for envelopes are the same as for letterhead. The position of the signature and the address on pre-printed envelopes meets current Canada Post Addressing Standards.

Size: 4" x 9" (No. 9); 4-1/8" x 9-1/2" (No. 10)

Signature: 9/10 pt. Helvetica bold, upper and lower case.

Secondary identification: 9/10 pt. Helvetica, bold, upper and lower case.

Return address: 9/10 pt. Helvetica, regular, upper and lower case.

Wordmark: 20 pt. Century Schoolbook, bold, upper and lower case.

Rule: 1 point

Stock: White. Stock as specified by Print Procurement.

Ink colour: PMS #469 Brown and PMS #131 Ochre.

The envelope address is 1.5" from the left edge, with the first line 2.31" from the top edge. Refer to *Samples Six and Seven*.

Attention or Information data must always appear at the top of the address block. Address components on the same line are separated from each other by one space. The postal code should be the last item in the last line and must be separated from the other information by two spaces.

All lines of the address are formatted with a flush-left margin. Upper case should be used for the last line of the address block.

The recipient's address should begin at the alignment dot and should not exceed six lines.

To meet postal requirements the bottom 3/4" of the envelope should be blank.

Font: Serif fonts, Times Roman and CG Times are the standard fonts for all government correspondence.

Note: If any of the specified fonts are not available to your organization, contact your Permanent Head's office. They will obtain authorization from Communications Coordination for the use of a similar available font.

Courier is acceptable for those offices that do not have access to the recommended fonts.

Size: 11 or 12 point scalable

Other applicable standards: Canada Post Addressing Standards.

Saskatchewan



**Executive
Council**

130 Walter Scott Building
3085 Albert Street
Regina, Canada
S4S 0B1



Ms. Morgan Dickson
Growling and Dickson
1234 Main Street
ANYTOWN SK S1S 2B3

Sample Six
No. 10
Department
Envelope

Sample Seven
No. 10
Minister's
Envelope



SASKATCHEWAN

Intergovernmental and
Aboriginal Affairs

Legislative Building
Regina, Saskatchewan S4S 0B3



Recycled Paper

Ms. Morgan Dickson
Growling and Dickson
1234 Main Street
ANYTOWN SK S1S 2B3

Saskatchewan



**Executive
Council**

130 Walter Scott Building
3085 Albert Street
Regina, Canada
S4S 0B1



Ms. Morgan Dickson
Growling and Dickson
1234 Main Street
ANYTOWN SK S1S 2B3

Sample Eight
No. 10
Department
Window
Envelope



Forms of Address

This paper has been prepared as a general, practical guide for the forms of address most likely to be encountered in Saskatchewan and is usually revised annually. Written and spoken (conversational) forms are given, and where applicable, formal and less formal (in that order).

For more detailed information, or for titles not covered here, contact the Protocol Office.

Protocol Office, Provincial Secretary
Intergovernmental and Aboriginal Affairs
10th Floor, 1919 Saskatchewan Drive
REGINA SK S4P 3V7
Telephone: (306) 787-3001

THE CROWN

THE ROYAL FAMILY

THE QUEEN

The Queen's full title is "Her Majesty Queen Elizabeth II (Queen of Canada)." The Queen is Canada's Head of State.

Normally one refers to "Her Majesty The Queen" or to "The Queen." In conversation, the Queen is addressed first as "Your Majesty", subsequently as "Ma'am."

THE DUKE OF EDINBURGH

(Consort of The Queen)

Full title is "His Royal Highness The Prince Philip, Duke of Edinburgh."

Normally one refers to "His Royal Highness The Duke of Edinburgh" or to "The Duke of Edinburgh." In conversation, start with "Your Royal Highness" and continue with "Sir."

THE QUEEN MOTHER

Full title is "Her Majesty Queen Elizabeth The Queen Mother."

Normally one refers to "Her Majesty Queen Elizabeth The Queen Mother" or to "The Queen Mother." In conversation, same form as for The Queen.

THE PRINCE OF WALES

(Prince Charles)

Normal reference: "(His Royal Highness) The Prince of Wales."

In conversation, begin with "Your Royal Highness"; continue with "Sir."

The Prince of Wales has two children, His Royal Highness Prince William of Wales (born in 1982) and His Royal Highness Prince Henry (Harry) of Wales (born in 1984).

THE DUKE OF YORK

(Prince Andrew)

Normal reference: "(His Royal Highness) The Duke of York."

In conversation, same as for The Prince of Wales.

The Duke of York has two children: Her Royal Highness Princess Beatrice of York (born in 1988) and Her Royal Highness Princess Eugenie Victoria of York (born in 1990).



THE PRINCESS ROYAL (Princess Anne)

Normal reference: "Her Royal Highness The Princess Royal."
Conversation: "Your Royal Highness", then "Ma'am."

PRINCE EDWARD

Normal reference: "His Royal Highness The Prince Edward."
Conversation: "Your Royal Highness", then "Sir."

PRINCESS MARGARET (Sister of The Queen)

Normal reference: "Her Royal Highness The Princess Margaret,
Countess of Snowdon." Conversation: "Your Royal Highness",
then "Ma'am."

THE GOVERNOR GENERAL

The full title of the Governor General is "His Excellency the
Right Honourable Roméo LeBlanc, P.C., C.C., C.M.M., C.D.,
Governor General of Canada."

Address: GOVERNMENT HOUSE, RIDEAU HALL
1 SUSSEX DRIVE
OTTAWA ON K1A 0A1

The Governor General is referred to as "His Excellency the
Governor General (of Canada), then, less formally, as "Mr.
LeBlanc." In conversation begin with "Your Excellency" or
"Excellency", and continue with "Sir" or "Mr. LeBlanc." Begin
letters with "Your Excellency", "Excellency", or "Sir."

The wife of the Governor General is "Her Excellency Mrs. Diana
Fowler LeBlanc, C.C." She is addressed as "Your Excellency",
then as "Madam" or "Mrs. LeBlanc."

The Governor General is styled "Her/His Excellency" only during
the time in office, but retains the title "Right Honourable" for life;
the spouse of the Governor General is styled "His/Her
Excellency" during the time in office.

THE LIEUTENANT GOVERNOR

Full title is: "His Honour the Honourable John E.N. Wiebe,
Lieutenant Governor of Saskatchewan."

Address: GOVERNMENT HOUSE
4607 DEWDNEY AVENUE
REGINA SK S4P 3V7

The Lieutenant Governor is referred to as "His Honour the
Lieutenant Governor (of Saskatchewan)", then as "Mr. Wiebe."
Mr. and Mrs. Wiebe are referred to as "Their Honours the
Lieutenant Governor (of Saskatchewan) and Mrs. Wiebe." In
conversation, begin with "Your Honour", and continue with "Sir"
or "Mr. Wiebe." Begin letters with "Your Honour", "Dear Sir", or
"Dear Mr. Wiebe."



THE LIEUTENANT GOVERNOR

continued

The spouse of the Lieutenant Governor is referred to as "Her Honour Mrs. (Ann) Wiebe"; in conversation, begin with "Your Honour" and continue with "Madam" or "Mrs. Wiebe."

The Lieutenant Governor is styled "Her/His Honour" only during the time in office, but retains the title "Honourable" for life; the spouse of the Lieutenant Governor is styled "His/Her Honour" during the time in office.

FEDERAL GOVERNMENT PRIME MINISTER

Full title is "The Right Honourable Jean Chrétien, P.C., Q.C., M.P., Prime Minister of Canada."

Address: LANGEVIN BLOCK
 80 WELLINGTON STREET
 OTTAWA ON K1A 0A2

The normal reference is "the Prime Minister (of Canada)." In conversation, use "Prime Minister", "Sir", or "Mr. Chrétien." Letters may begin with "Dear Prime Minister", "Dear Sir", or "Dear Mr. Chrétien." (Do not say or write "Mr. Prime Minister.")

The Prime Minister retains the title "Right Honourable" for life.

CABINET MINISTERS

Federal Cabinet Ministers are, first of all, members of the Queen's Privy Council for Canada, a life appointment. The initials "P.C.", denoting membership in the Privy Council, and the title "Honourable" are retained for life.

Federal Ministers who are M.P.s are referred to as: "The Honourable John Smith, P.C., M.P., Minister of _____ ." In conversation, use "Minister", "Sir", or "Mr./Mrs./Ms. Smith." Letters may begin with "Dear Minister", "Dear Sir/Madam", or "Dear Mr./Mrs./Ms. Smith."

SENATORS

Federal Ministers who are senators are referred to as: "Senator the Honourable John Smith, P.C.." Letters would begin with "Dear Minister", "Dear Sir/Madam", or "Dear Senator Smith."

Senators who are not Privy Councillors are referred to as "the Honourable John Smith, Senator." They are addressed as "Senator Smith" or "Senator." Letters may begin with "Dear Senator Smith." Senators retain the title "Honourable" for life.

(For Senators who are members of the Privy Council, see under Cabinet Ministers above.)



MEMBERS OF THE HOUSE OF COMMONS

Members of the House of Commons are referred to as "Mr./Mrs./Ms. John/Jane Smith, M.P."*. (You may add name of constituency: "M.P. for _____.") M.P.s are addressed simply as "Mr. or Mrs. or Ms. Smith."

** The initials "M.P." (for Member of Parliament) are traditionally used to refer to a Member of the House of Commons.*

SPEAKER OF THE SENATE

The Speaker of the Senate is referred to as "the Honourable Gildas L. Molgat, C.D., Senator." The form of address is "Mr. Speaker" or "Senator Molgat." (Refer to entry for Senators above.)

SPEAKER OF THE HOUSE OF COMMONS

The Speaker of the House of Commons is referred to as "the Honourable Gilbert Parent, M.P." The form of address is "Mr. Speaker" or "Mr. Parent." The Speaker may be granted the title "Honourable" after retirement, as he/she is normally appointed to the Privy Council after leaving the position of Speaker.

LEADER OF THE OPPOSITION

The Leader of the Opposition is referred to as "Mr. E. Preston Manning, M.P." The form of address is "Mr. Manning."

PROVINCIAL GOVERNMENT

PREMIER

Full title is: "The Honourable Roy J. Romanow, Q.C., Premier of Saskatchewan."

The Premier is referred to as above, or as "the Premier", "Premier Romanow", or "Mr. Romanow." In some cases, reference may be made to his constituency: "The Honourable Roy Romanow, M.L.A. for Saskatoon Riversdale." (The Premier also holds the title of "President of the Executive Council.")

The Premier is usually addressed in conversation as "(Mr.) Premier"; informal usage is "Mr. Romanow." Letters may begin with "Dear (Mr.) Premier", "Dear Sir", or "Dear Mr. Romanow."

The Premier retains the title "Honourable" only while in office (unless appointed to the Queen's Privy Council for Canada).

MINISTERS

Cabinet Ministers are referred to as "the Honourable Peter Jones, Minister of _____." In a constituency context, they may be called "the Honourable Peter Jones, M.L.A. for _____."



MINISTERS continued

In conversation, current usage is "Minister" (avoid "Mr. Minister") or "Mr./Mrs./Ms. Jones." Letters may begin with "Dear Minister", "Dear Sir/Madam", or "Dear Mr./Mrs./Ms. Jones."
Provincial ministers retain the title "Honourable" only while in office.

SPEAKER

Full title is: The Honourable Glenn Hagel, Speaker of the Legislative Assembly.
The Speaker is addressed as "Mr. Speaker" or "Mr. Hagel"; letters begin with "Dear Mr. Speaker", "Dear Sir", or "Dear Mr. Hagel."
The Speaker retains the title "Honourable" only while in office.

LEADER OF THE OPPOSITION

Full title is: "Mr. Ken Krawetz, Leader of the Opposition." Form of address: "Mr. Krawetz."

LEADER OF THE THIRD PARTY

Full title is: "Mr. Ron Osika, Leader of the Third Party." Form of address: "Mr. Osika."

MEMBERS OF THE LEGISLATIVE ASSEMBLY

Refer to "Mr./Mrs./Ms. John/Jane Patterson, M.L.A. for _____." Form of address is "Mr./Mrs./Ms. Patterson."

NOTES

1. The title "Honourable", as an adjective, is only used with the person's full name (i.e. first name and surname) or initials (or other titles). For example the Honourable R.J. Romanow, or the Honourable Joanne Crofford, or the Honourable Mr. Wiens. It is not correct to use the title immediately before the person's last name, i.e. never use "Honourable Jones" in speech or writing.
2. The Honourable Roy J. Romanow and the Honourable John Nilson have the initials "Q.C." after their names, for Queen's Counsel.

MUNICIPAL GOVERNMENT MAYOR

Full title is: His Worship Henry Dayday, Mayor of Saskatoon.
In conversation or at official occasions, formal usage is "Your Worship"; less formal is "Mayor Dayday." Letters may begin with "Your Worship", "Dear Mayor Dayday", or "Dear Mr. Dayday."

CIVIC REPRESENTATIVES

Councillor (cities, towns and villages); Reeve or Councillor (rural municipalities).
Form of address is: Councillor/Reeve Smith. Letters: "Dear (as above)" or "Dear Mr./Mrs. Smith."



**JUDICIARY
FEDERAL COURTS
CHIEF JUSTICE
OF CANADA**

Full title is: The Right Honourable Antonio Lamer, P.C., C.D., Chief Justice of Canada.

Referred to as "Chief Justice Lamer" or "Chief Justice." Letters may begin with "Dear Chief Justice", "Dear Sir", or "Dear Chief Justice Lamer." The Chief Justice of Canada retains the title "Right Honourable" for life, and is usually appointed to the Privy Council soon after having assumed the position of Chief Justice.

**JUSTICES, SUPREME
COURT OF CANADA**

Full title is: "The Honourable John Smith", or "The Honourable Jane Smith."

Referred to as "Mr./Madam Justice Smith." Letters may begin with "Dear Mr./Madam Justice Smith."

**FEDERAL COURT
OF CANADA**

The Chief Justice of the Federal Court is the Honourable Julius A. Isaac. Referred to as "Chief Justice (Isaac)." Letters may begin with "Dear Chief Justice", "Dear Sir", or "Dear Chief Justice Isaac."

Justices of the Federal Court have the same forms of address as those of the Supreme Court.

**SUPERIOR COURTS
OF SASKATCHEWAN
(federally appointed)
CHIEF JUSTICE
OF SASKATCHEWAN**

Full title is "The Honourable E.D. Bayda, Chief Justice of Saskatchewan."

Referred to as "Chief Justice (Bayda)." Letters may begin with "Dear Chief Justice", "Dear Sir", or "Dear Chief Justice Bayda."

Full title is "The Honourable D.K. MacPherson, Chief Justice of the Court of Queen's Bench."

**CHIEF JUSTICE, COURT
OF QUEEN'S BENCH**

Referred to as "Chief Justice (MacPherson)." Letters may begin with "Dear Chief Justice", "Dear Sir", or "Dear Chief Justice MacPherson."

**JUSTICES, COURT OF
APPEAL AND COURT
OF QUEEN'S BENCH**

Full title is "The Honourable (Mr. Justice) John Smith" or "The Honourable (Madam Justice) Jane Smith, Court of Appeal for Saskatchewan", or "Court of Queen's Bench for Saskatchewan."

Referred to as "Mr./Madam Justice Smith." Letters may begin with "Dear Mr./Madam Justice Smith."

Full title is "The Honourable J.B. Nutting, Chief Judge of the Provincial Court of Saskatchewan."



**PROVINCIAL COURT
OF SASKATCHEWAN**
(provincially appointed)
CHIEF JUDGE

JUDGES

NOTES

MILITARY

GENERAL OFFICERS

SENIOR OFFICERS

Referred to as "Chief Judge (Nutting)." Letters may begin with "Dear Chief Judge", "Dear Sir", or "Dear Chief Judge Nutting"

Full title is "The Honourable (Judge) John/Jane Smith, Provincial Court of Saskatchewan."

Referred to as "Judge Smith." Letters may begin with "Dear Judge Smith."

1. In court, judges are addressed as follows: Chief Justices, and justices of federal and provincial superior courts, as "My Lord/My Lady" or as "Your Lordship/Your Ladyship."

Judges of the Provincial Court: "Your Honour."

2. Federally appointed judges are eligible to be granted permission by the Governor General in the name of the Queen to retain the title "Honourable" after retirement. However, they cease to be styled "Chief Justice" or "Mr./Madam Justice." Retired provincial court judges do not retain the title "Honourable."

Ranks in the Canadian Forces are the same for two of the three Commands: Land Force (The Army) and Air. Naval ranks (Maritime Command) are indicated in brackets.

General, Lieutenant-General, Major-General, Brigadier-General (Admiral, Vice-Admiral, Rear-Admiral, Commodore)

Example: Brigadier-General D.L. Ross, C.D.
Commander, Land Force Western Area

Refer to "Brigadier-General Ross" (or Vice-Admiral Smith) in conversation and correspondence. (As a courtesy, all general officers may be addressed by the short form "General"; in Maritime Command, persons with the three admiral ranks may be addressed as "Admiral.")

**Colonel, Lieutenant-Colonel, Major (Captain (N),
Commander, Lieutenant-Commander)**

Examples: Lieutenant-Colonel Henry Sobchyshyn, C.D.
Commanding Officer, 10 Field Regiment,
Royal Canadian Artillery

or Lieutenant-Commander Terry Daniel
Commanding Officer, H.M.C.S. Queen



SENIOR OFFICERS continued

Refer to "Lieutenant-Colonel Sobchyshyn/Lieutenant-Commander Daniel." (As a courtesy, Lieutenant-Colonels may also be addressed as "Colonel" and Lieutenant-Commanders as "Commander.")

JUNIOR OFFICERS

Captain, Lieutenant, 2nd Lieutenant (Lieutenant (N), Sub-Lieutenant, 2nd Lieutenant)

Captain John Smith. Refer to "Captain Smith."

OFFICER CADETS

Officer Cadets. Refer to "Officer Cadet Brown."

WARRANT OFFICERS

Chief Warrant Officer (C.W.O.), Master Warrant Officer (M.W.O.), Warrant Officer (W.O.)

(Chief Petty Officer, 1st Class; Chief Petty Officer, 2nd Class; Petty Officer, 1st Class)

Refer to rank and name: "Warrant Officer John Smith"; "Dear Warrant Officer Smith."

In conversation, usage is "Chief" for Chief Warrant Officer; "Warrant" for Master Warrant Officer and Warrant Officer – plus the name in each case. (For naval ranks, use "Chief" for Chief Petty Officers.)

SENIOR NON-COMMISSIONED OFFICERS (N.C.O.s)

Sergeant (Petty Officer, 2nd Class)

Refer to rank and name: "Sergeant Dupont."

JUNIOR NON-COMMISSIONED OFFICERS (N.C.O.s)

Master Corporal, Corporal (Master Seaman, Leading Seaman) Use these titles in correspondence and speech.

PRIVATE (SEAMAN)

Same practice as above.

NOTES

The Canadian Forces are divided into two main components: (a) the Regular Force (full-time); and (b) the Reserves (part-time), comprising the Militia (Army Reserve), Naval Reserve, Air Reserve and Communication Reserve, together with their various cadet corps. Ranks are the same in both Regular Force and Reserves.

In Saskatchewan, the senior Canadian Forces officers are: for Air Command, the Wing Commander at Canadian Forces Base Moose Jaw (currently Colonel Marc Ouellette, C.D.); for Maritime



NOTES

continued

POLICE

ROYAL CANADIAN MOUNTED POLICE

Command (the Navy); Commander Ken McCaw, C.D.; and for Land Force Command (the Army), the Commander of 38 Canadian Brigade Group (currently Colonel G.L. Gillespie, C.D.), for all army regulars and reserves in the provinces of Manitoba and Saskatchewan (units in Regina, Saskatoon, Moose Jaw, Prince Albert and Yorkton).

There are Naval and Communication Reserves in Regina and Saskatoon and an Air Reserve unit in Moose Jaw.

The RCMP enforce federal and provincial laws in Saskatchewan and act as municipal police in all municipalities except the cities of Regina, Saskatoon, Moose Jaw, Prince Albert, Estevan, and Weyburn, and ten towns which have their own police forces. "F" Division of the RCMP encompasses the whole province; its Commanding Officer is an Assistant Commissioner. The national training academy, "Depot" Division, is also located in Regina; its Commanding Officer is a Chief Superintendent. There are four district offices of "F" Division in the province commanded by inspectors: those of Regina (South District), Prince Albert (North District), Yorkton (East District) and Saskatoon (West District).

Commissioned Officers: Commissioner
Deputy Commissioner
Assistant Commissioner
Chief Superintendent
Superintendent
Inspector

Non-Commissioned Officers: Sergeant-Major
Staff Sergeant
Sergeant
Corporal

Other Ranks: Constable

RCMP personnel are referred to and addressed by their rank:

Example: Chief Superintendant Harper Boucher
Commanding Officer, Depot Division

"Dear Chief Superintendant Boucher."



MUNICIPAL POLICE SERVICES

While practices vary slightly from one police force to another, the general pattern is as follows:

Commissioned Officers: Chief of Police
Deputy Chief
Superintendent
Inspector

Non-Commissioned Officers: Staff Sergeant
Sergeant
Corporal

Other Ranks: Constable

As with the RCMP, personnel are addressed and referred to by their rank.

Example: Chief of Police David Scott
Saskatoon Police Service

"Dear Chief Scott."

CHURCHES

As Church usage is detailed and complicated, only some principal denominations are mentioned here. A basic and important point to remember is that the title "Reverend" (like "Honourable"), as an adjective, is not used immediately before the last name – never refer to "Reverend Smith." Correct usage is "The Reverend John Smith", "Mr. Smith", or "Father Smith."

ANGLICAN CHURCH OF CANADA

Primate

Example: The Most Reverend Michael G. Peers,
Primate of the Anglican Church of Canada.

Formal usage (now rare) is "His Grace (the Archbishop)"; in conversation or letters, "Your Grace." Current practice is "Archbishop (Peers)" in conversation and "Dear Archbishop Peers" in letters.

Archbishop

Usage the same as for the Primate (above).

Bishop

Example: The Right Reverend Tom Morgan,
Bishop of Saskatoon.

Formal usage of "His Lordship" and "My Lord (Bishop)" is rare. Current practice is "Bishop (Morgan)" in conversation and "Dear Bishop Morgan" in letters.



ANGLICAN CHURCH OF CANADA continued

Dean

Example: The Very Reverend Allan Kirk
Dean of Saskatoon and Rector of
St. John's Cathedral.

Refer to "Dean Kirk" or "Mr. Kirk" in conversation and letters.

Archdeacon

Example: The Venerable Gary Paterson,
Archdeacon of Wascana.

Refer to "Archdeacon Paterson" in conversation and letters.

Canon

The Reverend Canon Jane Jones.

Refer to "Canon Jones" in conversation and letters.

Other Clergy – Priests

The Reverend John Smith.

Refer to "Mr. Smith" or "Father Smith" depending on individual preference – "Dear Mr. Smith." Never refer to "Reverend Smith."

Other Clergy – Deacons

The Reverend William Jones.

Refer to "Mr. Jones" or "Deacon Jones."

ROMAN CATHOLIC CHURCH

Cardinal

His Eminence John Cardinal Smith, Archbishop of _____.

Referred to as "His Eminence (Cardinal Smith)." In conversation, "Your Eminence." In letters, "Your Eminence" or "Dear Cardinal Smith."

Archbishop

Example: The Most Reverend Peter Mallon,
Archbishop of Regina and Metropolitan

Formal usage of "Your Grace" and "Your Excellency" is now rare. Current practice in conversation is "Archbishop (Mallon)"; in letters, "Dear Archbishop Mallon."

Bishop

Example: The Most Reverend James Weisgerber,
Bishop of Saskatoon

Formal usage of "Your Excellency" is now rare. Current practice in conversation is "Bishop (Weisgerber)"; in letters, "Dear Bishop Weisgerber."



**ROMAN CATHOLIC
CHURCH**
continued

Abbot

Example: The Right Reverend Peter Novecosky, O.S.B.,
Abbot of Muenster

In conversation, "Father Abbot"; in letters, "Right Reverend
Father" or "Dear Abbot Novecosky."

Mother Superior

The Reverend Mother (Superior) (name) (initials of Order).

In conversation, "Reverend Mother (Superior)"; in letters, "Dear
Mother Superior."

Monsignor

The Very (Right) Reverend Monsignor John Smith.

Refer to "Monsignor Smith." Letters may begin with "Dear
Monsignor Smith."

Other Clergy - Priests

Example: The Reverend (Father) John Smith.

Refer to "Father (Smith)"; "Dear Father Smith" in letters. (Never
"Reverend Smith.")

Other Clergy - Deacons

The Reverend (Mr.) Harry Winters.

Refer to "Mr. Winters" or "Deacon Winters."

Brothers/Sisters

Brother/Sister (name, initials of Order). Refer to "Brother/Sister
(name)"; in letters, "Dear Brother/Sister (name)." Generally, the
first name only is used; sometimes both names. Check with the
Order or the individual for their preferences.

**UNITED CHURCH
OF CANADA**

The Reverend John Smith.

Refer to "Mr. Smith"; in letters, "Dear Mr. Smith."

**PRESBYTERIAN
CHURCH IN CANADA**

Same as above.

BAPTIST CHURCHES

Same as above.



LUTHERAN CHURCHES

Bishop

Example: The Reverend Allan Grundahl
Bishop of the Saskatchewan Synod
The Evangelical Lutheran Church in Canada
(ELCC)

Refer to "Bishop Grundahl"; in letters, "Dear Bishop Grundahl."

Pastor

The Reverend John Smith.

Refer to "Pastor Smith"; in letters, "Dear Pastor Smith."

ALLIANCE CHURCHES

Pastor Same as above.

SALVATION ARMY

Salvation Army officers have military-type ranks: Lieutenant-Colonel, Major, Captain, Lieutenant, etc.

Example: Lieutenant-Colonel Len McNeilly,
The Salvation Army.

Refer to "Lieutenant-Colonel McNeilly"; in letters, "Dear Lieutenant-Colonel McNeilly."

JEWISH FAITH

Rabbi

Example: Rabbi Steven Kaplan,
Jewish Community Centre, Saskatoon.

In conversation "Rabbi (Kaplan)"; in letters, "Dear Rabbi Kaplan."

NOTES

Some clergy and ministers have the title "Doctor." Usage is then "The Reverend Dr. John Smith." In conversation, "Dr. Smith"; in letters, "Dear Dr. Smith."

DIPLOMATIC CORPS

AMBASSADORS AND HIGH COMMISSIONERS

Ambassadors represent foreign countries, High Commissioners represent Commonwealth countries. Both have the title "Excellency."

Examples: His Excellency Sir Anthony Goodenough,
K.C.M.G.
High Commissioner of Britain

or His Excellency Gordon D. Giffin
Ambassador of the United States of America



AMBASSADORS AND HIGH COMMISSIONERS

continued

Refer to "(His Excellency) the High Commissioner/Ambassador of _____."

In conversation, "Your Excellency", "High Commissioner" or "Ambassador", or "Sir Anthony" or "Mr. Giffin."

Letters may begin with "Your Excellency"; "Dear Sir"; "Dear Ambassador (Giffin)"; "Dear High Commissioner"; "Dear Sir Anthony"; "Dear Mr. Giffin."

OTHER DIPLOMATS

Minister, Minister-Counsellor, Counsellor, First/Second/Third Secretary, Attache.

Mr. John Smith, Counsellor, Embassy of _____.

Refer to "Mr. Smith."

CONSULAR CORPS

Consul-General, Consul, Vice-Consul, Consular Agent.

Example: Mr. Kiyoshi Shidara
Consul-General of Japan, Edmonton.

Refer to the "Consul-General (of Japan)." In conversation, "Mr. Shidara." In letters, "Dear Mr. Shidara."

NOTES

Canadian Ambassadors or High Commissioners are only accorded diplomatic titles when in the country where they are posted; they do not have these titles when in Canada.

INITIALS

In formal, and sometimes informal, usage, certain initials ("post-nominal letters") may be placed after a person's name. Complete lists of these are available at the Protocol Office. The ones most commonly found in Saskatchewan are given below.

GOVERNMENT

(see also GOVERNMENT above, Page 16)

M.P. – Members of the House of Commons are entitled to "M.P.."

P.C. – Federal Cabinet Ministers and other members of the Queen's Privy Council have "P.C." (Privy Councillor).

M.L.A. – Members of the Provincial Legislature use "M.L.A." (Member of the Legislative Assembly). In Saskatchewan, the Premier, Speaker, Cabinet Ministers and Leaders of the Opposition and Third Party tend not to use M.L.A. after their name except in a constituency context.

LAWYERS

Q.C. – The title "Queen's Counsel" is conferred on distinguished, senior members of the legal profession by both the federal and provincial governments. Such lawyers are entitled to the letters "Q.C." after their name.



NATIONAL HONOURS

There are three types of official honours: Orders, Decorations, and Medals, conferred by the Crown.

Order of Canada

C.C. – Companion of the Order of Canada

O.C. – Officer of the Order of Canada

C.M. – Member of the Order of Canada

Order of Military Merit

C.M.M. – Commander of the Order of Military Merit

O.M.M. – Officer of the Order of Military Merit

M.M.M. – Member of the Order of Military Merit

Royal Victorian Order (conferred by The Queen for personal service to the Sovereign and Royal Family)

C.V.O. – Commander of the Royal Victorian Order

L.V.O. – Lieutenant of the Royal Victorian Order

M.V.O. – Member of the Royal Victorian Order

R.V.M. – Royal Victorian Medal

Military Decorations for Valour

V.C. – Victoria Cross

S.M.V. – Star of Military Valour

M.M.V. – Medal of Military Valour

Civilian Decorations for Bravery

C.V. – Cross of Valour

S.C. – Star of Courage

M.B. – Medal of Bravery

Meritorious Service Decorations

M.S.C. – Meritorious Service Cross (awarded to civilian and military personnel in recognition of service to Canada)

M.S.M. – Meritorious Service Medal (awarded to civilian and military personnel in recognition of service to Canada)

Medals

C.D. – Canadian Forces Decoration (awarded to military personnel on completion of twelve years of good service)



PROVINCIAL HONOURS

Six provincial Orders have status in the national sequence of orders, decorations and medals; they are, by seniority:

L'Ordre national du Québec (G.O.Q., O.Q., C.Q.)

The Saskatchewan Order of Merit (S.O.M.)

The Order of Ontario (O.Ont.)

The Order of British Columbia (O.B.C.)

The Alberta Order of Excellence (A.O.E.)

The Order of Prince Edward Island (O.P.E.I.)

The provincial Orders are placed immediately following national Orders and before national Decorations.

The Saskatchewan Volunteer Medal is classified by the Province as a decoration, with post-nominal letters S.V.M.

V.C., C.V., P.C., C.C., O.C., C.M., C.M.M., C.V.O., O.M.M., L.V.O., M.M.M., M.V.O., S.O.M., S.M.V., S.C., M.S.C., M.M.V., M.B., M.S.M., R.V.M., S.V.M., C.D.; other Commonwealth then foreign orders and decorations; university degrees; religious orders; medical qualifications; fellowship of learned societies; royal academicians and associates; professional institutes, etc.; Q.C.; M.P.; M.L.A.

* This is only a partial sequence, showing the initials likely to be found in Saskatchewan.

SEQUENCE OF INITIALS*



CORRESPONDENCE SAMPLES

The following samples are included for reference purposes.

Sample One – full letter, department letterhead

Sample Two – two-page letter, department letterhead

Sample Three – two-page letter, minister's letterhead

Sample Four – two-page memorandum

Sample Five – fax cover sheet

Note: Envelope samples, both standard and window are included on pages 11-13.

(306) 787-#### Phone
(306) 787-#### Fax

December 9, 1998

3 hrt

Mr. Arnold James
Environment Canada
160 Bloor Street
OTTAWA ON K1A 0H5

SAMPLE ONE
Full Letter Sample

3 hrt

Dear Mr. James:

3 hrt

This letter is prepared according to the recommended format described in the Correspondence Standards section of the Visual Identity Program.

2 hrt

The return address, telephone and fax numbers are as shown above. The date is positioned 1.81" from the top. The recipient's address begins three hard returns below the date line. Addressing should conform to Canada Post standards with the city/town and province in full caps with no comma between, and two spaces between the province and postal code. Page two of this manual explains authorized fonts.

The left margin should line up with the *Government of Saskatchewan corporate signature* in the masthead. The salutation is placed three hard returns after the recipient's address. The body of the letter commences three hard returns below the salutation. Two hard returns separate paragraphs.

The complimentary closing begins three hard returns after the body copy. The name of the sender begins six hard returns below the complimentary closing.

Sample Two outlines proper placement of copy, enclosure and file reference notations.

3 hrt

Sincerely,

6 hrt

Rita Gronig
Director, Corporate Affairs

(306) 787-#### Phone
(306) 787-#### Fax

December 9, 1998

3 hrt

Mr. Arnold James
Environment Canada
160 Bloor Street
OTTAWA ON K1A 0H5

SAMPLE TWO
Two-page full letter
sample

3 hrt

Dear Mr. James:

3 hrt

This letter is prepared according to the recommended format described in the Correspondence Standards section of the Visual Identity Program. All correspondence should be keyed in serif fonts, Times Roman or CG Times, 11 or 12 point scalable. (See page two of the Correspondence Standards for more information on font size and type.)

2 hrt

The return address, telephone and fax numbers are as shown above. The date is positioned 1.81" from the top. The recipient's address begins three hard returns below the date line. Addressing should conform to Canada Post standards with the city/town and province in full caps (no comma between) and two spaces between the province and postal code. *Re* and/or *Attention* lines are not encouraged in correspondence prepared in letter format.

The left margin should line up with the *Government of Saskatchewan corporate signature* in the masthead. The salutation is placed three hard returns after the recipient's address. The body of the letter commences three hard returns below the salutation. Two hard returns separate paragraphs. The standard for spacing between sentences is two spaces.

To indicate a multiple page letter, three leaders and the subsequent page number are placed flush left, one inch from the bottom of the page.

The top margin for all subsequent pages is one inch. Each subsequent page begins with the recipient's name, page number, and date of the correspondence followed by one hard return and a single rule. The body of the letter continues three hard returns below the rule. For all subsequent pages white bond paper is used.

... 2

↑ one-inch top margin

Mr. Arnold James
Page 2
December 9, 1998

1 hrt

3 hrt

Identifying initials and electronic file references are never included on original documents, but may be placed on copies at the discretion of the department. If a file reference is used it should appear in a smaller font size, preferably 8pt, and be placed one inch from the bottom of the page.

The complimentary closing begins three hard returns after the last paragraph. The name of the sender begins six hard returns below the complimentary closing.

If an attachment is included the word *Attachment(s)* or *Enclosure(s)* is placed three hard returns below the title of the sender. These words should not be abbreviated. When a copy (cc) or blind copy (bcc) notation is necessary it is placed three hard returns after the *Enclosure* notation.

3 hrt

Sincerely,

6 hrt

Rita Gronig
Director, Corporate Affairs

3 hrt

Enclosure

3 hrt

cc: Randy Klingbee, Human Resources, Environment and Resource Management
Edward Miranda, Corporate Services, Health

2 hrt

bcc: James Edward King, Administration, Justice
(blind copy notation never included on original document)

Note: The proper spacing after a colon is **two spaces**. However, when a *bcc* list is included, the space between the colon and the beginning of the *cc* list should be increased to ensure the beginning of the *cc* and *bcc* lists are in alignment.

December 9, 1998

3 hrt

Ms. Melinda Smith
Executive Director
Corporate Finance
Suncorp International
455 – 1894 Finigan Avenue
SASKATOON SK S7J 9J3

SAMPLE THREE
Two-page full letter sample,
Minister's Letterhead

3 hrt

Dear Ms. Smith:

3 hrt

This letter is prepared according to the recommended format described in the Correspondence Standards section of the Visual Identity Program. All correspondence should be keyed in serif fonts, Times Roman or CG Times, 11 or 12 point scalable. (See page two of the Correspondence Standards for more information on font size and type.)

2 hrt

The return address, telephone, and fax numbers are not included on Minister's letterhead. The date is positioned 1.81" from the top. The recipient's address begins three hard returns below the date line. Addressing should conform to Canada Post standards with the city/town and province in full caps (no comma between) and two spaces between the province and postal code. *Re* and/or *Attention* lines are not encouraged in correspondence prepared in letter format. If these lines are absolutely necessary, please refer to the guidelines on page three of this manual.

The left margin should line up with the *department corporate signature* in the masthead. The salutation is placed three hard returns after the recipient's address. The body of the letter commences three hard returns below the salutation. Two hard returns separate paragraphs. The standard for spacing between sentences is two spaces.

To indicate a multiple page letter, three leaders and the subsequent page number are placed flush left, one inch from the bottom of the page.

...2

↑
one-inch top margin
↓

Ms. Melinda Smith
Page 2
December 9, 1998

1 hrt

3 hrt

The top margin for all subsequent pages is one inch. Each subsequent page begins with the recipient's name, page number, and date of the correspondence followed by one hard return and a single rule. The body of the letter continues three hard returns below the rule. For all subsequent pages white bond paper is used.

Identifying initials and electronic file references are never included on original minister's correspondence, but may be placed on copies at the discretion of the department. If a file reference is included on a copy, it should appear in a smaller font size, preferably 8pt, and be placed one inch from the bottom of the page.

The complimentary closing begins three hard returns after the last paragraph. The name of the sender begins six hard returns below the complimentary closing.

If an attachment is included the word *Attachment(s)* or *Enclosure(s)* is placed three hard returns below the title of the sender. These words should not be abbreviated. When a copy (cc) or blind copy (bcc) notation is necessary it is placed three hard returns after the *Enclosure* notation.

3 hrt

Sincerely yours,

6 hrt

Howard D. Floundling
Minister
Intergovernmental and
Aboriginal Affairs

Note: The words The Honourable, Honourable, or Hon. are NEVER included in a Minister's signature block. The correct signature identifier is Glen Nelson, Premier or Howard D. Floundling, Minister, Intergovernmental and Aboriginal Affairs.

3 hrt

Enclosure

3 hrt

cc: John Clark, Technology Division, ABC Company, Inc.

2 hrt

bcc: Ruth Edwards, Administration, Finance *(blind copy notation never included on original document)*



**Executive
Council**

9 pt. Helvetica
Bold (10 pt.
Leading)

18 pt.
Helvetica
Bold

Memorandum

From: Lucille H. Percy
Executive Director
Corporate Services

2 hrt

SAMPLE FOUR Memorandum Format

Date: December 9, 1998

Phone: 787-####

Fax: 787-####

File: *(this line optional)*

To: Byron Sangster
Director, Human Resources
Health

3 hrt

Re: Correspondence Standards

3 hrt

This memorandum has been formatted as described in the Correspondence Standards of the Visual Identity Program. A memorandum is used for communication among employees of Executive Government. Letterhead is to be used for correspondence to the Legislative and Judicial arms of government. (See page eight of this manual.)

All correspondence should be keyed in serif fonts, Times Roman or CG Times, 11 or 12 point scalable. Two hard returns separate paragraphs. The standard for spacing between sentences is two spaces.

The masthead is produced entirely with a word processing macro, and includes the same information as department letterhead. The *date*, *phone* and *fax number* lines are placed flush left with the beginning of the word *Memorandum* in the masthead. The left margin of the body of the memorandum should line up with the beginning of the *Re* line.

The margins for memoranda are as follows:

Prepared Masthead

Top: .7"

Left: 1"

Right: 1"

Bottom: N/A

First Page

Top: Two hard returns below masthead

Left: flush with corp. signature

Right: 1"

Bottom: 1"

Second Page

Top: 1"

Left: same as first page

Right: 1"

Bottom: 1"

If more than one page is required, a multiple page indicator (three leaders followed by the subsequent page number) is placed flush left, one inch from the bottom of the page.

Byron Sangster
Page 2
December 9, 1998

The second page header includes the name of the recipient, the page number, and date of the correspondence followed by one hard return and a single rule. The body of the memorandum continues three hard returns below the single rule.

A complimentary closing is not necessary in a memorandum. The sender's name is keyed six hard returns below the last paragraph. A single rule signature line is optional. If a signature line is used, it is placed six hard returns below the last paragraph with the sender's name keyed one hard return below.

If an attachment is included the word *Attachment(s)* or *Enclosure(s)* is placed three hard returns below the title of the sender. These words should not be abbreviated. When a copy (cc) or blind copy (bcc) notation is necessary it is placed three hard returns after the *Enclosure* notation.

Identifying initials and electronic file references are never included on original documents, but may be placed on copies at the discretion of the department. If a file reference is used, it should appear in a smaller font size, preferably 8 pt., and be placed one inch from the bottom of the page.

6 hrt

Lucille H. Percy

3 hrt

Attachment

3 hrt

cc: Sally Corman, Deputy Minister, Finance
Howard Jones, Information Systems, Energy and Mines

2 hrt

bcc: Jack Garfield, Assistant Deputy Minister, Health
(blind copy notation not included on original document)

A:\VISIDSAMPLE Four.doc *(file reference not included on original document)*



Fax Cover Sheet

Room 130, 3085 Albert Street
Walter Scott Building
REGINA SK S4S 0B1
Fax: (306) 787-6123

Date: _____

From: _____

Fax: _____

Phone: _____

To: _____

Fax: _____

Phone: _____

Number of pages:
(including cover sheet): _____

SAMPLE FIVE
Fax Cover Sheet

Message:

*The information contained herein is
CONFIDENTIAL and meant for the intended
recipient only. If you receive this fax in error, please
contact XXXXXXXX at 787-XXXX.*