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Collection/Record Group: Clinton Presidential Records

Subgroup/Office of Origin: Intergovernmental Affairs

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Subseries:

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CORPORATION
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Memorandum

TO: Corporation for National Service Staff
FROM: Harris Wofford 
RE: Editorial Guidelines
DATE: July 31, 1998

As you may know, President Clinton recently issued an executive order calling on all federal agencies to use "plain English" in government documents. Even before the President's action, we had been working to be sure our writing and communications were clear and high quality.

To continue our progress toward clear communication about national service, we have prepared the attached *Editorial Guidelines*. These guidelines, which cover such issues as spelling, capitalization, hyphenation, and the proper use of national service terms and other words, should be followed in preparing all of our written materials.

The quality of our writing is crucial in communicating with the field and informing the public about national service. That's why we have put much effort into this document and why I ask all staff to review and follow it carefully.

If you think other items should be included when the guidelines are reprinted, or have questions about other editorial issues, please contact Mark Miller, our Publications Director, at x324.



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Editorial Guidelines

**Corporation for
National Service**

