

# **BIBLIOGRAPHY**

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Among a secretary's basic tools are the U.S. Government Printing Office Style Manual and a good dictionary. Many Government secretaries also need the Congressional Directory and the U.S. Government Manual. Good references on grammar, writing, editing, and secretarial practices are useful. When various authorities differ on editorial practices, the U.S. Government Printing Office Style Manual should be considered the final authority.

## Books

Becker, Esther R., and Evelyn Andera. *The Successful Secretary's Handbook*. New York: Harper and Row, 1984.

A guide for secretaries and administrative assistants on the tasks performed in the office. The material is arranged according to the function of the secretary.

Clark, James L., and Clark, Lynn R. *HOW 5: A Handbook for Office Workers*. Boston: PWS-Kent Publishing Co., 5th ed., 1988.

An easy-to-use reference manual covering punctuation, grammar, capitalization, number usage, forms of address, abbreviations, proofreading, document formats, and other subjects related to the preparation of written business communications.

Doris, Lillian, and Bessemay Miller. *Complete Secretary's Handbook*. Englewood Cliffs, N.J.: Prentice Hall, Inc., 1988.

A reference text on techniques for usual and advanced secretarial duties, letterwriting, supervisory relations, etc., including a bibliography of basic sources of information (encyclopedias, fact books, atlases, dictionaries, and specialized business and Government references).

Fries, Albert C. et al. *Applied Secretarial Procedures*. New York: McGraw-Hill, 7th ed., 1973.

Covers the whole field of secretarial duties in basic fashion, with many questions and problems at the end of each chapter to check on a reader's progress.

Gavin, Ruth E. and W. A. Sobin. *Reference Manual for Stenographers and Typists*. New York: Gregg-Publishing Division McGraw-Hill, 1970.

A handbook on dictation, transcribing, typewriter use, letterwriting, telegrams, spelling, capitalization, punctuation, grammar, and typing formats.

Hutchinson, Lois Irene. *Standard Handbook for Secretaries*. New York: McGraw-Hill, 8th ed., 1969.

A thorough, wide ranging reference manual on all phases of office practice.

Perrin, Porter G. *Reference Handbook of Grammar and Usage*. New York: Morrow, 1972.

A reference and guidebook that presents a realistic description of current American usage and style.

Whalen, Doris H. *The Secretary's Handbook*. New York: Harcourt, Brace, Jovanovich, Inc., 4th ed., 1983.

A reference manual on grammar, word usage, and the conventions of office procedure, suitable for use as a textbook or as a handbook for the secretary on the job.

Zoubeck, Charles E. et al. *20,000 Words*. New York: Gregg Division, McGraw-Hill, 8th ed., 1985.

A dictionary, without definitions, of the 20,000 words most frequently used by stenographers - a reference for spelling and word division.

## References

*GSA Supply Catalog*. Washington: General Services Administration. Annual.

A catalog of supply items for sale to Government agencies through GSA's Federal Supply Service.

*National ZIP Code Directory.* Washington: U.S. Postal Service, 1989, USPS Publication 65.

Lists ZIP codes for all U.S. cities and towns, as well as those for Government agencies located in Washington, D.C.

*Official Airline Guide.* Monthly.

Gives complete schedules and fares for all U.S. airlines.

*Official Congressional Directory.* Washington: U.S. Government Printing Office. Annual.

Contains (1) names and addresses of Members of Congress, biographical sketches, and committee assignments; (2) names, titles, and addresses of chief officers of agencies of the executive branch, judicial branch, and District of Columbia; (3) names of foreign diplomatic representatives and the location of foreign consular officers in the United States; (4) names of U.S. diplomatic representatives abroad and the location of U.S. consular offices; and (5) names of members of press galleries.

*Random House College Dictionary.* New York: Random House, 1988.

A new approach to dictionaries. One that reflects a compromise between the authoritative and permissive approaches to language usage.

*Roget's International Thesaurus.* Revised by Robert L. Chapman. New York: Thomas Y. Crowell Co., 4th ed., 1977.

The complete book of synonyms in American and British usage. Basic classification of words by ideas, giving not only synonyms of a word but all related words and expressions. (Also available in dictionary form.)

Telephone Directories (agency and city). Annual.

*United States Government Manual.* Washington: U.S. Government Printing Office, annual.

Describes the purposes, functions, and operations of each agency of the Federal Government and lists executive personnel. Appendix B shows representative publications of Government agencies. Appendix C gives a key to subjects in the Code of Federal Regulations.

*U.S. Government Printing Office Style Manual.* Washington: U.S. Government Printing Office, 1984.

Standard Government guide for preparing and editing copy to be printed. Contains standard Government practices for capitalizing, spelling, compounding, punctuating, and abbreviating, with suggestions and instructions to authors and editors. A pocket-sized supplement giving basic rules of word division and examples of more than 12,500 words divided into syllables is also available. (1987).

*Webster's New Dictionary of Synonyms.* Springfield, Massachusetts: Merriam-Webster, 1984.

An alphabetically arranged list of words with suggested synonyms and references to antonyms.

*Webster's Ninth New Collegiate Dictionary.* Springfield, Mass.: Merriam-Webster, 1985.

An accepted authority on spelling for Government publications. Based on Webster's new International Dictionary (unabridged), the Appendix contains (1) abbreviations, (2) signs and symbols, (3) biographical data, (4) a pronouncing gazetteer, (5) list of colleges and universities, etc.

## Periodicals

*Office Guide for Working Women.* Waterford, Connecticut: Bureau of Business Practice. Biweekly.

*The Secretary.* Kansas City, Missouri: Professional Secretaries International. Nine times a year.

*Today's Secretary.* New York: Gregg Publishing Division, McGraw-Hill. Monthly.

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