



TO: Jane C. Director, M.D.
Director, NIH

FROM: Deputy Director for Intramural Research

SUBJECT: How to Prepare a Memorandum—Spacing, Margins, and Date

Spacing. Leave two blank lines between the Subject of the memo and the first line of the memorandum.

Use two spaces between sentences. Use single spacing between lines for all memorandums (memos), even very short ones.

Leave one blank line between paragraphs.

Leave three blank lines between the last line of the memorandum and the signer's name. Include the signer's degrees, but not the signer's title.

Margins. Set top and bottom margins of one inch. Set left and right margins of at least one inch. For short documents, use wider margins to improve the appearance on the page. Do not justify the right margin.

Date. After leaving a one-inch margin at the top of the page, space down approximately six lines before typing (or six lines from the bottom of the letterhead). For short memos, start typing farther down the page to approximately centering the memo on the paper.

If the memo will be signed in your office and you are sure when it will be signed, type the date, beginning at the left margin, then space down twice before typing the *TO:* line.

If the memo will be signed in another office or you have any doubts about when it will be signed, do not date the memo when preparing it; you or someone in the office where the memo will be signed can stamp the date above the *TO:* line after it is signed. When you do not enter the date, remember to leave space for the date to be inserted.

Michael M. Gottesman, M.D.