In writing this book, we referenced many sources to confirm guidelines we used throughout our professional careers while working with a variety of Fortune 500 companies. In addition, we used our own book, the Administrative Assistant's and Secretary's Handbook, as a source for content on language usage, grammar, and punctuation. We therefore thank James Stroman, who coauthored the Administrative Assistant's and Secretary's Handbook.

The following is a list of sources we referenced while writing this book to confirm the accuracy of our content:


University of Illinois at Urbana-Champaign. The Center for Writing Studies, 2009. <http://www.cws.illinois.edu/workshop/writers/>

Purdue University. The Purdue Online Writing Lab (OWL), 2009. <http://owl.english.purdue.edu/>