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Honor & Respect

The Official Guide
to Names, Titles, and
Forms of Address

Robert Hickey

The Protocol School of Washington®

Discover how to ensure correct comportment
in correspondence, at formal events, and other
occasions with this authoritative guide to style.

Conduct Every Formal Interaction with Complete Confidence

Honor & Respect

The Official Guide to Names, Titles, and Forms of Address

Much more than just a reference for today's protocol officer preparing for a visit by a governor, admiral, or ambassador, *Honor & Respect* is also a reference for anyone who needs to write, send an invitation, introduce, or speak to their local sheriff, pastor, or city councilman. *Honor & Respect* gives specific formulas to follow for both business and social situations. It includes the best forms for addressing federal, state, and municipal officials; corporate executives; clergy; tribal officials; and members of the armed services in the United States, Australia, Canada, the United Kingdom, and information on addressing high officials from more than 180 nations around the world.

Honor & Respect provides clear guidelines on how to:

- Address an official envelope and prepare the address block on a letter.
- Write the best salutation.
- Determine the right level of formality for the complimentary close.
- Address an envelope for social correspondence or an invitation.
- Prepare the inside envelope of an invitation.
- Write a place card or a name badge.
- Choose the best phrases when making a formal introduction.
- Introduce one person to another.
- Refer to the other person in a conversation.

Robert Hickey, deputy director of the Protocol School of Washington® (PSOW), has conducted protocol trainings and workshops since 1988.

Honor & Respect: 6" x 9" hardcover, 576 pages, complete index.

Smyth-sewn library binding to lie flat for easy reference.

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Benefit from this Comprehensive Guide to Flawless Address

1. Terms and Definitions ————— What is a mufti, titular bishop, governor-general, or shadow senator?
 2. Honorifics and Titles ————— Honorable, Reverend, Excellency, Eminence ...
 3. Names ————— Mr., Mrs., Miss, Ms., Captain, Doctor, Pastor, Chancellor, Judge, Professor, Monsignor, Senator, Commissioner ...
 4. Abbreviations and Post Nominals ————— Academic, honorary, decorations, orders ...
 5. Addresses, Salutations, and Closings ————— Formal, casual, social, and business
 6. Name Badges and Place Cards ————— Introducing a guest to a group, to just one person, or from a podium
 7. Introductions ————— On an invitation whose name goes first? In what order are officials introduced?
 8. Precedence ————— Two doctors? Two pastors? A doctor and a pastor? Two naval or army officers? A mayor and his or her spouse? Unmarried couples? Formulas for all.
 9. Joint Forms of Address ————— American styles for the highest to the lowest officials
 10. Private Citizens ————— Native American leaders
 11. Professionals and Academics ————— From Ba'hai to Zoroastrian. Including the Jehovah's Witnesses, Church of Jesus Christ of Latter-Day Saints, Hindu, Salvation Army, and both Sunni and Shiite Muslims
 12. Federal, State, and Municipal Officials ————— Federal, state, provincial, municipal, and armed services
 13. Armed Services ————— The royal family, dukes, earls, knights, dames, and more ...
 14. Diplomats and International Representatives ————— Chiefs of state and heads of government: Elected, hereditary, and appointed. Heirs apparent and noble families
 15. Tribal Officials ————— How to address high officials from more than 180 countries from Afghanistan to Zimbabwe
 16. Clergy and Religious Officials —————
 17. Canadian Officials —————
 18. Australian Officials —————
 19. British Officials, Royalty, and Nobility —————
 20. International Officials —————
 21. Country Names and Officials ————— More than 1,500 entries for quick reference
- Index* ————— More than 1,500 entries for quick reference

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www.formsofaddress.info

Find Every Title and Form of Address You'll Ever Need

Senator

Envelope, official:

The Honorable

(Full name)

United States Senate

(Address)

Letter salutation: *Dear Senator (surname)*:

Complimentary close: *Sincerely yours*, OR *Sincerely*,

Envelope, social:

The Honorable

(Full name)

(Address)

Invitation, inside envelope: *Senator (surname)*

Place card: *Senator (surname)*

Introduction: *The Honorable (full name), United States senator from (state)*

Introduction, one person to another: *Senator (surname)*

Conversation, initially: *Senator (surname)*

Conversation, subsequently: *Senator*

Elected officials from the highest national to local officials.
Forms of United States, United Kingdom, Canada, and Australia

The most formal form for
official correspondence and
specifically what to write on each line

Social styles for a personal letter, holiday card, or wedding invitation

How to introduce from the podium and one on one

City/County Council or Board Member

NOTE: In many communities elected officials below the rank of *mayor* are not addressed as *the Honorable*: Check for the local preference. *Alderman*, *councilman*, *councilwoman*, or *councilperson* describe members of councils, and are not formally used as honorifics. However they are informally used as honorifics and in place of the name in conversation.

Envelope, business:

The Honorable

(Full name)

(Full title of position) of (county/city)

(Address)

Letter salutation: *Dear Mr./Ms. (surname)*:

Complimentary close: *Sincerely yours*, OR *Sincerely*,

Additional information when necessary to help you determine the most correct form when there are a variety of traditions

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Be Ready to Meet Anyone from Anywhere

About the Author

ROBERT HICKEY, deputy director of The Protocol School of Washington® (PSOW), has been conducting protocol trainings and workshops since 1988.

As part of the PSOW's *Protocol Officer Training™ – Level I Certification* program, he teaches titles and forms of address and expands on the topics covered in this volume.

Mr. Hickey also prepares trainees to become corporate etiquette and international protocol consultants. At the PSOW's *Train to be a Corporate Etiquette and International Protocol Consultant*, and The Etiquette and Leadership Institute's® (ELI, Athens, Georgia) *Train To Become a Children's Etiquette Consultant*, his focus is on preparing trainees to build recognition of their expertise in their company or community.

Mr. Hickey is a graduate of the University of Virginia. He was coordinator of publications at George Mason University, and an instructor in the Publication Specialist Program at George Washington University. He lives in New York City.



PHOTO: BRAD FOWLER

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