

Tip Sheet 8. Sample Memorandum (Memo)



← Left-justified all
One space between sections

Memoranda (one is a memorandum) resemble letters; however, the purpose of a memorandum is limited to internal correspondence within an organization, e.g., for communication between departments or team members. In science, a MOU (memorandum of understanding) can be used among researchers to outline who will do what on a project; who will be primary author and who will be contributors; and so on. If the issues of authorship are communicated to someone outside of the organization, use a letter of understanding, and insert similar wording in the "RE:" field of the letter instead of in a "SUBJ" field.

Emails follow the format of memoranda, probably because they were used first for internal communications and, like the original purpose of memoranda, they began as temporary communications. In practice, emails have replaced the memo in many organizations; if so in yours, then remember to catalog and save important emails as part of the research record. Memos are used also in some companies to cover or transmit draft documents or internal reports as well as to circulate policies and procedures among departments or teams.

While emails and memos are concise in style and direct in tone, bluntness and tactlessness are to be avoided because civil conversations and polite behaviors make good sense in an organizational setting. The simplest form of a memorandum includes:

MEMORANDUM

Month XX, 2017 or XX Month 2017

TO: Mr./Ms./Dr./ First A. Lastname, Title
Internal Address
Business phone number

FROM: Cynthia Chapman, Senior Editor CBC (*cursively initial a paper memo*)
Cubicle, Home Building
541-602-1031

SUBJ: MOU on authorship

With this memo, I am inviting your opinion concerning who on the research team should perform certain duties in the lab and who among us should be primary and secondary authors on the research report then on the journal article.

Currently, our team is composed of over 50 personnel with a range of duties. I have attached a list of these team members, duties, and what roles I believe they can fill during the publication process.

Please review the list and make any suggestions; after I receive the responses from the team, I will compile them to report similarities and differences for the next team meeting, scheduled for Month, da, yr, at X:00 am in room xyz. At that time we can make firm decisions to move the team forward in research and publication.

Encls: 1

cc: OSU Research Office

Title makes clear the form of the communication

Dateline

◆ 1 space between; align text vertically..... see

Full name, title, internal address and business phone number of the person to whom the memo is addressed.

◆ 2 spaces between

Full name, title, internal address, and business phone number of the sender of the memo.

◆ 1 space between

Subject of memo, or RE:, as in letters

◆ 1 space between

Body of memo, paragraph 1,

◆ 1 space between

Body of memo, paragraph 2

◆ 1 space between

Body of memo, paragraph 3

Number of enclosures (not pages)

◆ 1 space between

Copies to: list all recipients



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