
POLICY TRANSMITTAL NO. 04-41
OFFICE OF COMMUNICATIONS

DATE: JULY 14, 2004
DEPARTMENT OF HUMAN SERVICES
OFFICE OF PLANNING, POLICY & RESEARCH

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

DHS:2-37, Table of Contents; and DHS:2-37-9.

EXPLANATION: DHS:2-37-9 is issued to address the style manuals used in written material related to the Oklahoma Department of Human Services.

Original signed on 7-13-04

George Earl Johnson, Jr., Director
Office of Communications

Marilynn Knott, Administrator
Office of Planning, Policy & Research

WF # 04-O (NAP)

INSTRUCTIONS FOR FILING MANUAL MATERIAL

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following a "DHS" number, such as personnel policy at DHS:2-1 and personnel rules at OAC 340:2-1. The "340" is the Title number that designates DHS as the rulemaking agency; the "2" specifies the Chapter number; and the "1" specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, DHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, DHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at (405) 521-3611.

REMOVE

DHS:2-37, Table of Contents

DHS:2-37-9

INSERT

DHS:2-37, Table of Contents, 1 page only,
revised 7-1-04

DHS:2-37-9, 1 page only, issued 7-1-04

SUBCHAPTER 37. COMMUNICATIONS

Section

DHS:2-37-1.	Media relations
DHS:2-37-2.	Media training
DHS:2-37-3.	Commission communications
DHS:2-37-4.	OKDHS Director
DHS:2-37-5.	Office of Communication
DHS:2-37-6.	Communications in emergencies
DHS:2-37-7.	Communication in state emergencies
DHS:2-37-8.	OKDHS Quality Awards
<u>DHS:2-37-9.</u>	<u>Style guides</u>

DHS:2-37-9. Style guides

All written material related to the Oklahoma Department of Human Services (OKDHS), including publications, policy, editorial commentary, opinion, and fact or information pieces, adheres to the most recent editions of:

- (1) "The Chicago Manual of Style";
- (2) "The Associated Press Stylebook and Briefing on Media Law"; and
- (3) "The Style Book, OKDHS Style Manual and Secretary's Handbook."