

REFERENCE LIST

Email Etiquette

UCOP Electronic Communications Policy

<http://policy.ucop.edu/doc/7000470/ElectronicCommunications>

Email Tray

<http://www.emailtray.com/support/email-management-tips/business-email-etiquette-rules.html>

Voicemail Etiquette

<http://www.lehigh.edu/phones/phonevmetiquette.html>

UCOP Stylebook

<http://www.ucop.edu/ethics-compliance-audit-services/files/policy-toolkit/pol-stylebook.pdf>

Style Guidelines

<http://brand.universityofcalifornia.edu/guidelines/editorial.html>

Brand Guidelines (templates)

<http://brand.universityofcalifornia.edu/downloads/templates.html#!>