

Report for Congress

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References for Congressional Offices: Print, Online, and Services

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References for Congressional Offices: Print, Online, and Services

Summary

This report is designed to assist congressional staff search for information on congressional office management; the organization and operation of Congress; executive branch relations; services to constituents; and general reference sources, which includes not only almanacs and atlases, but recent publications on topics such as terrorism, foreign affairs, and lobbyists. This report may be used as both a print and online interactive tool. This report will be updated as needed.

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References for Congressional Offices: Print, Online, and Services

Introduction

We prepared this guide to assist staff in setting up and operating a congressional office. The information provided covers these major areas: congressional office management; the organization and operation of Congress; executive branch relations; services to constituents; and general reference sources.

Many of the publications cited are automatically sent to congressional offices, while some are available from the U.S. Government Printing Office (GPO) as described in Title 44 of the *United States Code*. Other documents are available at no charge from the House Legislative Resource Center and the Senate Document Room. Many federal departments and agencies also provide free copies of their publications to congressional offices upon request. Agencies' newer publications are often available on the Internet, and we list the World Wide Web addresses.

Publisher information has been provided for cited works. They should be contacted for current price and ordering information. Discounts on some listed, commercially published reference books are available at the House Office Supply Service and the Senate Stationery Room.

Five-digit telephone extensions are given for Capitol Hill telephone numbers. The full telephone numbers for the Senate and the House of Representatives are formed by dialing "22" before the extension provided: 22x-xxxx. The full telephone numbers for the Congressional Research Service are formed by dialing "70" before the extension provided: 70x-xxxx. The Washington area code is (202).

To provide quick, convenient service to Members of Congress and their staffs, CRS maintains research centers in the Rayburn and Longworth House Office Buildings and the Russell Senate Office Building. Staffed by research librarians, these centers house collections of research materials, magazines, and newspapers. The Senate Research Center keeps all Info Packs, and the Rayburn Research Center keeps 20 of the most popular ones. Service at the following centers is provided in person or by telephone:

Longworth Research Center:	Room B221 Longworth, ext. 5-2030
Rayburn Research Center:	Room B335 Rayburn, ext. 5-6958
Senate Research Center:	Room B07 Russell, ext. 4-3550

Their hours are 9 a.m. to 5:30 p.m. Monday through Friday. Hours of service may change when Congress is not in session.

The La Follette Congressional Reading Room (room LM202/204, Library of Congress Madison Building; ext. 7-7100) serves Members of Congress, their families, and their staffs. Staffed by research librarians, it holds some 5,000 reference volumes, selected current scholarly and popular magazines, daily newspapers, the *Congressional Record*, and extensive quotation and biographical collections. When Congress is in session, its hours are 8:30 a.m.-8 p.m. Monday-Thursday, 8:30 a.m.-6 p.m. Friday, and 8:30 a.m.-5 p.m. Saturday. Hours of service may change when Congress is not in session. The Jefferson Congressional Reading Room is open only to Members of Congress. It is located in room LJ159 of the Library of Congress Jefferson Building.

The CRS Product Distribution Center (PDC) in room LM206 of the Library's Madison Building carries all CRS general distribution products. These include issue briefs, Info Packs, reports, audio briefs, and loan copies of video programs. The PDC's hours are 8:30 a.m.-6 p.m. Monday-Friday. After 6 p.m., CRS products can be picked up in the La Follette Congressional Reading Room until 8 p.m., Monday-Thursday.

Congressional Office Management

Handbooks and Directories

Members' Congressional Handbook. Washington: Committee on House Administration, 2002.

The *Handbook* contains guidelines to "assist Members in determining whether expenses are reimbursable." The House *Handbook* is available to Members at the committee World Wide Web (WWW) site at [<http://www.house.gov/cha/handbook/>].

HouseSmart. Washington: Office of the House Chief Administrative Officer, 2002.

HouseSmart is a "reference guide to services offered in the House of Representatives." Covers topics from dry cleaning and laundry services to wheelchair loans for visiting constituents. It can be accessed on the House Intranet at [<http://onlinecao.house.gov/housesmart>]. Complimentary copies may be requested by contacting First Call at 5-8000.

U.S. Senate Handbook. Washington: Senate Committee on Rules and Administration. Biennial.

The Senate *Handbook* "provides ... a compilation of the allowances and services accorded ... to United States Senators, as well as detailed discussions of office functions ..." The Senate *Handbook* is distributed to Senators by the committee (4-6352).

Telephone numbers to call for advice about congressional office operations may be found in the House and the Senate telephone directories, distributed by the House Legislative Resource Center (6-5200) or the Senate Sergeant at Arms (4-2341), respectively:

Telephone directories for Members of the House and Senate can also be found under “Member Information” on the Internet site of the Office of the Clerk [<http://clerk.house.gov/members/>]. The page for “Committee Information” [<http://clerk.house.gov/committee/>] includes telephone directories for committees and subcommittees of the House and Senate.

The Congressional Research Service developed these products on selected aspects of congressional office management:

CRS Info Pack 151C. *Congressional Office Operations*.

CRS Report 98-878. *Casework in a Congressional Office*, by John Samuels Pontius.

CRS Report RL30807. *Congressional Member Office Operations*, by John Samuels Pontius.

CRS Report 98-340. *Congressional Staff: Duties and Functions*, by John Samuels Pontius and Faye M. Bullock.

The following books by the Congressional Management Foundation (CMF) discuss a range of congressional office operations and staffing topics. This nonprofit, nonpartisan organization (tel. 202-546-0100) distributes one free copy of any new or revised CMF publication to each Member of Congress at the time of publication. Also, newly elected Members receive copies of selected CMF publications. For extra copies of its publications, CMF offers discounted prices for congressional offices. More information on these works is available at CMF’s Web site at [<http://www.cmfweb.org>].

Congressional Intern Handbook. Washington: Congressional Management Foundation, 2001. 106 p.

This handbook is a “nuts-and-bolts guide” to working in a congressional office. It gives a comprehensive overview of the “do’s and don’ts, where’s and why’s of Capitol Hill.”

Frontline Management: A Guide for Congressional District/State Offices. Washington: Congressional Management Foundation, 1998. 245 p.

“This book discusses the various functions of district/state offices—casework, projects, grantsmanship, scheduling, and planning events—and provides congressional offices guidance for improving these functions in their offices. *Frontline Management* also provides general advice on managing district and state offices.”

Setting Course: A Congressional Management Guide. 7th ed. Washington: Congressional Management Foundation, 2000. 354 p.

This manual “is a comprehensive guide to setting up and managing a congressional office written for newly elected Members of Congress and key aides. Veteran offices also draw heavily upon the management advice it offers. This book is revised for every new Congress.”

Computer Access and Support

Both the House and the Senate provide computer support to congressional offices. House Information Resources (HIR) provides technical advice and training to House offices, and assistance in managing and maintaining Web sites. Offices can request help at the Call Center (5-6002) or by contacting their Technical Support Representative.

For Senators and their committees and staffs, the Senate Computer Center provides a collection of information, research sources, and training classes. The Sergeant at Arms IT Help Desk (4-1517) can assist with questions or problems.

Computers that provide immediate access to the Internet, the CRS Web site, and other databases are available for congressional staff use in the CRS research centers in the Rayburn and the Longworth (House) and the Russell (Senate) office buildings. The La Follette Congressional Reading Room in the Library of Congress' Madison Building provides computers for congressional staff use. Among the many commercial databases available to congressional staff at these stations are:

- ! ProQuest Direct, a full-text database of newspaper and magazine articles
- ! Reference USA, a searchable directory of more than 12 million U.S. businesses
- ! OCLC FirstSearch, an index of periodicals, newspapers, and library catalogs

Organization and Operation of Congress

The broad subject areas of Congress and the legislative process are covered by various reference works and CRS products. This section discusses standard reference books on the Congress. Related CRS Reports and Info Packs on Congress are described in this section's final portion below, "Selected CRS Products on the Organization and Operation of Congress."

Electronic Resources on the CRS Web Site

CRS offers information packaged solely for congressional office use through the Web on the CRS Web site at [<http://www.crs.gov>]. Announcements about new CRS products and services and other items of current interest are offered. The CRS product database can be searched by keyword or browsed by topic. Selected CRS products—such as reports, issue briefs, the Legislative Alert, and appropriations products—can either be used online or printed from Portable Document Format (PDF) files. CRS Electronic Briefing Books on major legislative topics, designed for online use, combine CRS analysis with hot links to legislation, reports, Web sites, and other useful resources. CRS staff compiled "External Links by Topic" in major policy areas to provide easy access to authoritative Internet resources.

The CRS Guide to the Legislative and Budget Process Web page [<http://www.crs.gov/products/guides/guidehome.shtml>] offers a wealth of information on legislative and budget processes in the House and the Senate. It includes overviews of the processes and rules in each Chamber, access to the *CQ American Congressional Dictionary*, and CRS Fact Sheets and in-depth reports on legislative procedure and the budget process.

Legislative Information System (LIS). The CRS Web site links the user to resources on the Legislative Information System (LIS), a searchable database of legislative information which also can be browsed. LIS contains bills since the 93rd Congress (1973), committee reports since the 104th Congress (1995), and the *Congressional Record* since the 101st Congress (1989). Other resources include Senate and House votes, Senate amendments, public laws, and the current *Daily Digest*. There is a link to THOMAS, the legislative database for the public. LIS has advanced search features, links to restricted Hill Web sites, CRS Reports, and commercial databases not available on THOMAS.

Selected CRS Products on the Organization and Operation of Congress

CRS products on Congress can be identified and accessed via the CRS Web site [<http://www.crs.gov>]. Under “Search All Products,” search by keyword or product number. To browse CRS products on Congress, click on the links under “Featured Products.” CRS Info Packs are not accessible online, but can be ordered by calling the CRS Product Line at 7-7132, by placing a request on the CRS Web site, or by clicking the “Info Packs” link under “Products” on the CRS Web site. All Info Packs can be picked up in the CRS Product Distribution Center in Room LM206 in the Library of Congress Madison Building and in the CRS Senate Research Center in Room B07 of the Russell Senate Office Building. Selected Info Packs are available in the CRS Rayburn and Longworth Research Centers:

CRS Info Pack 247L. *Legislative Procedure: An Introduction.*

CRS Info Pack 321L. *Legislative Research: A Guide to Conducting Legislative Research in a Congressional Office.*

CRS Report 98-94. *Legislative Procedure: An Introductory Guide to Sources*, by Pamela M. Dragovich.

CRS Report RL30787. *Parliamentary Reference Sources: House of Representatives*, by Thomas P. Carr.

CRS Report RL30788. *Parliamentary Reference Sources: Senate*, by Thomas P. Carr.

General Congressional Sources

General reference sources include almanacs, dictionaries, encyclopedias, periodicals, and guidebooks. These resources are useful for finding information on

how Congress operates, explanations of terms, overviews of elections, committees, and history.

American Congressional Dictionary. 3rd ed. Washington: CQ Press, 2001. 280 p.

This reference “provides more than 900 entries along with numerous cross-references to related definitions—everything from Absence of a Quorum to Zone Whip.” To aid congressional offices, CRS received copyright permission from CQ to include the dictionary in the “CRS Guides to Congressional Processes.” The dictionary is available on the CRS Web site at [http://www.crs.gov/products/guides/guidehome.shtml].

Congress A to Z. 3rd ed. Washington: Congressional Quarterly, Inc., 1999. 592 p.

This book complements Congressional Quarterly’s (CQ’s) *Guide to Congress*. In dictionary format, it contains brief entries on congressional terms, such as “legislative day” and “filibuster.” It also provides brief histories of the major committees. Additional information on this book and other CQ publications appears on CQ’s Internet site at [http://books.cq.com].

Congress and Its Members, by Roger H. Davidson and Walter J. Oleszek. 8th ed. Washington: CQ Press, 2002. 505 p.

The authors discuss key legal, political, and institutional changes in the Congress. Among these are the growing strength of partisanship and party leadership; changes in the committee system and floor procedures; the shifting relationship of Congress and President Clinton; and the public’s view of Congress.

Congress and the Nation. Washington: Congressional Quarterly. Quadrennial.

Issued for each presidential term, this volume covers legislative, presidential, and political events. Each chapter examines a major policy issue, with additional chapters focusing on politics and national issues, Congress, and the presidency. A variety of useful materials is compiled in the appendix: roll call votes on key issues; Senate cloture votes; selected presidential texts; and political charts presenting election results and statistics.

Congressional Deskbook, by Michael L. Koempel and Judy Schneider. Alexandria, VA: TheCapitol.Net. Annual.

This deskbook compiles practical information on the operations of Congress. Topics covered include legislative, budget, and special procedures; overviews of election, lobbying, and ethics laws and rules; the work of congressional, committee, and administrative offices; and an overview of congressional documents.

Congressional Procedures and the Policy Process, by Walter J. Oleszek. 5th ed. Washington: CQ Press, 2001. 348 p.

This publication “explains how congressional rules, procedures, and traditions affect the course and content of legislation.”

Congressional Quarterly Almanac. Washington: Congressional Quarterly, Inc. Annual.

This work summarizes all of the year’s legislative activity and congressional developments. It contains membership lists for all committees and subcommittees; vote studies; key presidential messages and other texts; a complete list of the year’s

public laws; and roll-call votes taken in the House and Senate during the congressional session.

CQ Weekly. Washington: Congressional Quarterly, Inc. Weekly.

This periodical presents news and analysis on congressional activity, such as major legislation articles, House and Senate roll-call votes, and texts of selected presidential messages and news conferences. Indexes and special reports are part of the subscription.

CQ's American Congressional Dictionary. 3rd ed. Washington, CQ Press, 2001. 280 p.

This reference “provides more than 900 entries along with numerous cross-references to related definitions—everything from Absence of a Quorum to Zone Whip.” To aid congressional offices, CRS received copyright permission from CQ to include the dictionary in the “CRS Guides to Congressional Processes.” The dictionary is available on the CRS Web site at [<http://www.crs.gov/products/guides/guidehome.shtml>].

Encyclopedia of the United States Congress. New York: Simon & Schuster, 1995. 2359 p.

This four-volume set includes 1,056 signed, original articles “and is an accessible, authoritative reference tool. [It is] fully cross-referenced, with a bibliography following each article and a comprehensive index of names, concepts, and terms.” This set is no longer in print, but it is available in the La Follette Congressional Reading Room and from the Library of Congress.

Guide to Congress. 5th ed. Washington: CQ Press, 2000. 1354 p.

This two-volume set gives a comprehensive overview of the U.S. Congress, covering its history, congressional powers and functions, the legislative process, congressional procedures, and support agencies. Well organized, it has an “extensive appendix of facts and figures that allows quick answers to often asked questions.”

How Congress Works. 3rd ed. Washington: Congressional Quarterly, 1998. 184 p.

Explains the rules and procedures that govern the House and Senate. Narrative examples from history and charts and tables provide an overview of procedures.

Vital Statistics on Congress, by Norman J. Ornstein, Thomas E. Mann, and Michael J. Malbin. Washington: AEI Press. Biennial.

This publication compiles various statistics and other measures on the congressional scene. Brief textual explanations are given for the book’s many tables and graphs on apportionment, party alignment, legislative activities, seniority, campaign expenditures, etc.

Congressional Biographies

Biographies recount the vital aspects of a Member’s or staffer’s life. Details often include career highlights and professional accomplishments, family life, areas of expertise, education, religion, and similar facts.

The Almanac of the Unelected. Washington: Almanac of the Unelected, Inc. Annual.

Contains nearly 500 in-depth personal profiles of senior congressional committee staffers. Provides information on professional background, area of expertise, political orientation, and specific legislative contribution.

Biographical Directory of the American Congress, 1774-1996. Alexandria, VA: CQ Staff Directories, Inc., 1997. 2108 p.

This directory “features alphabetically arranged biographies of more than 11,000 men and women who have served in the United States Congress from 1789 until 1996, and in the Continental Congress between 1774 and 1789, as well as a list of Congresses and Cabinet Members.” This CQ directory updates the GPO version listed next.

Biographical Directory of the United States Congress, 1774-1989. Washington: GPO, 1989. 2104 p.

This volume contains an official, paragraph-long biographical sketch for every Member of Congress through the 100th Congress (1987-1988). It provides historical information, such as the meeting places, times, and members of the Continental Congress. An updated, searchable Internet version of the directory from 1776 to the present is available online for Congress and the public from the Office of the Clerk of the House of Representatives and the Senate Historical Office at [<http://bioguide.congress.gov>].

Who’s Who in American Politics. New York: Bowker. Biennial.

This quick reference contains updated biographical information on about 30,000 political leaders. Entries include party affiliation, birth date and place, names of parents, spouse and children, education, business positions held, religion, honors and awards, etc.

Congressional Directories

Directories provide names, addresses, telephone and fax numbers, e-mail addresses, and other types of basic information. Congressional staff might find these directories helpful in their contacts with other congressional offices.

Congress at Your Fingertips. McLean, VA: Capitol Advantage. Annual.

The standard version of this compact directory provides Member information by state and brief biographical data; committee memberships; addresses, telephone and fax numbers, and e-mail addresses for Capitol Hill offices; state/district office telephone numbers; photographs; and key staff listings. More information on this publication is available at [<http://capitoladvantage.com>].

Congressional Directory. Washington: GPO. Annual.

An official publication of the Congress, this directory provides biographical information on current Members of Congress; maps of congressional districts; the zip codes in each congressional district; statistical information on Congress; and information on the Capitol buildings and grounds. Material on the federal government’s executive and judicial branches is also included.

The directory is available on a computer diskette, and a searchable version of it is available on the GPO Access Web site at [<http://www.access.gpo.gov/congress>]. To

ensure access to current congressional information, periodically updated issues of the directory are posted at the GPO Access Web site.

Congressional Pictorial Directory. Washington: GPO. Biennial.

This pictorial directory is printed at the start of each new Congress. It also is available at the GPO Access Internet site at [<http://www.access.gpo.gov/congress/>].

Congressional Staff Directory. Washington: CQ Press. Three editions a year.

This privately published directory contains some of the same material included in GPO's *Congressional Directory* and in the *Congressional Yellow Book*, another commercial venture. One of this work's features is a section listing 14,000 U.S. counties and all cities with populations of more than 1,500. Besides the populations, the section lists each county's and city's congressional district number and its Representative's name. In addition, this directory includes lists of formal and informal Hill organizations and biographies of many congressional staffers.

For print directory subscribers, a continually updated Internet version is available at [<http://csd.cq.com/>].

Congressional Yellow Book. New York: Leadership Directories. Quarterly.

This directory provides extensive lists of congressional offices, committees, support agencies, and Member organizations. Published four times a year, it is the most up-to-date of the printed sources. Some of its features include photographs of each Member, key staff, a list of informal congressional organizations, and information on the jurisdiction of each congressional committee. This publication is available online in the CRS Research Centers.

Directory of the United States Association of Former Members of Congress. Washington: The Association. Biennial.

This directory includes current information about the organization's nearly 600 members. Addresses, home and business telephone numbers, party affiliations, specific dates of service, and the number of the first Congress to which each listed former Member was elected are given. Copies of this directory are sent to each group member and to each current Member of Congress. The group's members are listed on its Internet site at [<http://www.usafmc.org/>].

Congressional District Information

Information on the social, economic, and political climates of the congressional districts and the states, as well as on the Members of Congress representing them, may be found in the following publications.

Almanac of American Politics. Washington: National Journal. Biennial.

Similar in structure and purpose to *Politics in America* (see below), this book features a brief summary of the most recent presidential election, coverage of state politics and statistics, and gubernatorial election results for the past two elections. Demographic charts based on Census Bureau data and campaign finance charts based on Federal Election Commission data are also provided. Purchase of the *Almanac's* print edition includes access to its frequently updated Internet version at the following Web site: [<http://nationaljournal.com/about/almanac/>].

Congressional District Atlas. Washington: GPO. Biennial.

Prepared by the Census Bureau, this two-volume atlas provides maps showing boundaries of the congressional districts for the 103rd Congress. It includes lists identifying congressional districts in which each state's counties and incorporated municipalities are found. For the 105th Congress, this atlas was released exclusively on CD-ROM, available from GPO; the next update is planned for the 108th Congress.

Congressional Districts in the 1990s: A Portrait of America. Washington: Congressional Quarterly, Inc., 1993. 1016 p.

For all 435 congressional districts, this political atlas contains profiles, maps, a list of zip codes by districts, and other demographic data.

Politics in America. Washington: CQ Press. Biennial.

This publication offers state-by-state portraits of congressional districts and current Members of Congress, including maps, photographs, district and state demographic data, and a two-to-five page analysis of each Member's political history and agenda that includes key votes, selected interest group rankings, and committee appointments. Also featured are campaign finance data from the Federal Election Commission and a pronunciation guide for Members' names.

For Census Bureau information on congressional districts, call the Bureau's congressional affairs office at (301) 763-6100. District information is also available on the Census Bureau's Web site at [<http://www.census.gov/>].

Executive Branch

Information on Departments and Agencies

This branch includes the President, Vice President, the Cabinet, and numerous agencies. The President is assisted by the heads of independent agencies, by boards and commissions, and by quasi-official agencies. The federal and presidential sources listed below can aid congressional offices in working with the executive branch of the federal government.

Almanac of the Executive Branch. Washington: Almanac Pub., Inc. Irregular.

More than 700 congressional staffers are profiled. Useful for understanding the responsibilities of staffers and the role they play in the legislative process. Covers the history of the executive branch and its chain of command.

Budget of the United States Government. Washington: GPO. Annual.

The U.S. Budget, prepared by the Office of Management and Budget, contains the President's budget message and provides information on the budgets of all federal bodies, and proposed federal expenditures by function. One free copy is sent to each Member of Congress. The Budget is also available online at the GPO Access Web site at [<http://w3.access.gpo.gov/usbudget/>], from which selected budget tables can be downloaded as spreadsheets.

- ! CRS Info Pack 546B, *Budget for FY2003*, includes “background articles and information on the budget and appropriations process, historical budget tables, and referrals to CRS products, Internet sites, and seminars.”
- ! CRS Info Pack 012B, *Budget Process*, provides a summary of the process and discusses the budget cycle and calendar, reconciliation, spending caps, the debt limit, and other basic concepts.
- ! CRS Info Pack 540F, *Federal Debt and the Budget: Overview and Issues*, provides answers to frequently asked questions regarding the federal debt.

Carroll's Federal Directory. Bethesda, MD: Carroll Publishing. Bimonthly.

A keyword index and frequent updating are two useful features of this directory of federal executives and agencies. Top agency personnel are listed by name, agency, and office. “Nearly 46,000 names, titles, telephone numbers and e-mail addresses of senior and mid-level government officials in the Executive Office of the President, all 14 Cabinet level federal departments, quasi-governmental agencies, U.S. Congress, and the federal court system.” Online versions of this and other Carroll’s directories are available by subscription at [<http://www.carrollpub.com>].

Carroll's Federal Regional Directory. Bethesda, MD: Carroll Publishing. Semiannual.

Federal regional offices are listed, along with district and state offices of Members of Congress, key federal judicial personnel, and military installations. Contact information for over 36,000 non-Washington based government personnel. Indexes by city, state, and keyword are included. An online subscription is available at [<http://www.carrollpub.com>].

Federal Employees Almanac. Reston, VA: Federal Employees News Digest, Inc. Annual.

This publication, similar to the *Federal Personnel Guide* (see below), includes detailed information on the pay, insurance, retirement, leave and other benefits, employment policies, taxes, legal trends, and rights of federal and postal workers and retirees.

Federal Personnel Guide. Washington: Key Communications Group, Inc. Annual.

Information on compensation, promotion, retirement, insurance, and other benefits for federal employees is given in this publication, similar to *Federal Employees Almanac* (see above). An online version is available by subscription at [<http://www.fedguide.com>].

Federal Register. Washington: GPO. Daily Monday through Friday.

Federal department and agency orders and regulations, meeting notices, presidential actions, executive orders, and other notices appear in the *Federal Register*. It is published on weekdays by the Office of the Federal Register. To receive up to five free subscriptions, write to the Director of the Office of the Federal Register, 800 North Capitol Street, N.W., Suite 700, Washington D.C. 20408. The customer service office

at the *Federal Register*, (202) 523-5227, can identify recent items appearing in the publication. Questions on subscriptions can be answered by calling (202) 523-5243. The *Federal Register* is available online at the GPO Access Web site at [http://www.access.gpo.gov/su_docs/aces/aces140.html].

General and permanent rules that appear in the *Federal Register* are codified in the *Code of Federal Regulations (CFR)*. The *CFR* is also available online at GPO Access at [<http://www.access.gpo.gov/nara/cfr>].

Federal Regulatory Directory. Washington: CQ Press. Biennial.

Major regulatory agencies are extensively profiled, and the responsibilities of other regulatory agencies (both independent and those within executive departments) are summarized. Telephone contacts, information resources, and regional offices are given for each agency. A guide to finding regulations and a subject index also are provided.

Federal Yellow Book. New York: Leadership Directories. Quarterly.

This comprehensive directory lists all federal agencies from Washington, D.C. to regional offices. Provides contact information for over 39,500 federal officials. More than 7,000 fax numbers and 17,000 e-mail addresses, as well as over 1,700 Internet addresses, are included. Subject, organization, and name indexes are featured. This publication is available online in all Research Centers.

FirstGov

FirstGov is an Internet portal for the U.S. federal government, bringing together a vast array of government information in a single site. Users can access information by subject or by agency through links to executive, legislative, and judicial Web sites. Executive branch listings include related agencies, boards and commissions, and Cabinet departments. [<http://firstgov.gov>]

National Journal. Washington: National Journal. Weekly.

Important executive branch and congressional actions are covered, focusing on the impact of these decisions. Provides “authoritative, nonpartisan coverage and analysis of key political and policy developments.” Each issue highlights one or more major subjects, and lists recent actions. A subscription includes semiannual indexes and *The Capital Source* directory. Congressional offices can access selected stories and columns online at [<http://nationaljournal.com>].

The Presidency A to Z. 2nd ed. Washington: Congressional Quarterly, 1998. 603 p.

This quick-information guide includes information about the 1996 elections and Clinton’s second term. Contains 300 essays on the presidents, the powers and history of the office, election analysis, and relations with the media and interest groups.

United States Government Manual. Washington: GPO. Annual.

This volume from the Office of the Federal Register describes the federal government’s agencies and departments. It also contains lists of selected government publications, brief histories of selected agencies, names of major government officials, and organizational charts. Each Member of Congress automatically gets 12 free copies from the Office of the Federal Register (tel. 202-523-5243). A committee may submit requests for extra copies in writing under its chairman’s signature (address listed under

Federal Register, above). This publication is available online at the GPO Access Internet site at [<http://www.access.gpo.gov/nara/nara001.html>].

Vital Statistics on the Presidency: Washington to Clinton, by Lyn Ragsdale. Washington: Congressional Quarterly, 1998. 464 p.

This book features 10 essays and over 150 tables “to identify and explain key statistical patterns about the presidency as an institution.” Coverage includes elections, opinion polls, public appearances, executive branch staff, policy making, congressional relations and the judiciary.

Weekly Compilation of Presidential Documents. Washington: GPO. Weekly.

Published every Monday by the Office of the Federal Register, this publication has the texts of presidential statements, messages, and other actions. A cumulative subject, document category, and name index is provided. Copies for official use may be requested in writing by Members of Congress from the Director of the Office of the Federal Register (address listed under *Federal Register*, above). The “*Weekly Comp*” is also available online at the GPO Access World Wide Web site at [<http://www.access.gpo.gov/nara/nara003.html>].

Congressional offices also may want to get the telephone directories of certain federal agencies and departments. They are available from the congressional liaison offices of the departments and agencies, which speed the handling of congressional inquiries. Liaison office telephone numbers are printed in the Senate and the House telephone directories. CRS also lists many liaison offices in CRS Report 98-446, *Congressional Liaison Offices of Selected Federal Agencies*.

U.S. Government Publications

Many publications issued by federal departments and agencies are useful to congressional offices in their legislative work and in responding to constituents. The following items can help in keeping track of new publications and in ordering copies.

GPO Access

The Government Printing Office’s GPO Access Web site links users to more than 200,000 individual, full-text government publications at no charge. A “site contents” link gives an alphabetical list of the major publications and databases available at the site. It provides “free online use of over 1,500 databases of federal information.” Among the searchable databases are the *U.S. Code*, the *Congressional Record*, the *Code of Federal Regulations*, and the *Catalog of U.S. Government Publications*. [http://www.access.gpo.gov/su_docs/]

CRS Report RL30173. *Executive and Independent Agency Publications: Where to Get Official Documents*, by Jesús Campos.

Designed to help congressional offices acquire copies of government publications, this report is available only to congressional offices. It lists contact offices for all federal departments and agencies with their addresses, telephone/fax numbers, Internet e-mail addresses, and World Wide Web (WWW) sites, where available. Publication titles are included when they have been supplied by the agency.

Selected CRS Products on Federal Assistance

The CRS Web page, “Tracking the Geographic Distribution of Federal Funds,” links to key federal sources of information, outlines how federal funds can be tracked, and links to the full text of CRS Report 98-79, *Federal Funds: Tracking Their Geographic Distribution*. On the CRS Web site, access this page under “Reference Desk” and click on “Geographic Distribution of Funds” or go directly to [www.crs.gov/reference/general/geotracking.shtml].

The CRS Web page, “Grants Information,” links to CRS reports on grants, key federal funding sources, and private sources of funding. The page includes a hot-linked guide to assist congressional staff in responding to requests for federal funds. On the CRS Web site, access this page under “Reference Desk” and click on “Grants” or go directly to [<http://www.crs.gov/reference/general/grantsinfo.shtml>].

CRS Info Pack 050G, *Grants and Foundation Support*, is a grant casework introduction for new congressional staffers and an information source for constituents interested in grant funding. Among its contents are:

- ! CRS Report RS20514, *Grants Information for Constituents*, which shows key sources of information on government and private grants and nonfinancial help now on the Internet. Also offers guides to writing grants proposals.
- ! CRS Report 97-220, *Grants Work in a Congressional Office*, which “discusses ways to manage grants requests; describes priorities offices might set, as well as levels and types of involvement, in handling grant requests.”
- ! An excerpt from the *Catalog of Federal Domestic Assistance* that explains the contents and organization of the *Catalog*, along with grant proposal suggestions.

Other Publications on Federal Assistance

Catalog of Federal Domestic Assistance. Washington: GPO. Annual.

This two-volume, looseleaf catalog describes “federal programs, projects, services and activities which provide assistance or benefits to the American public.” Eligibility and application information are given. It is prepared annually by the General Services Administration (tel. 202-501-0563). A free copy is sent to each Member of Congress. The catalog is available on the Internet at [<http://aspe.os.dhhs.gov/cfda/>] and [<http://www.cfda.gov>].

Federal Expenditures by State. Washington: GPO. Annual.

Prepared by the Bureau of the Census, this publication “presents data on Federal Government expenditures for grants to State and local governments, salaries and wages, procurement contracts, direct payments to individuals, and some other major programs. The report also includes government loans and insurance as well as spending for defense and nondefense functions.” *Federal Expenditures by State* is available online at [<http://www.census.gov/mp/www/pub/gov/msgov10a.html>].

Consolidated Federal Funds Report. Washington: GPO. Annual.

This Census Bureau report contains information similar to that found in *Federal Expenditures by State*, but includes federal spending in counties. It is available online at [<http://www.census.gov/mp/www/pub/gov/msgov09a.html>].

Services to Constituents

Sources of Information

In responding to constituent mail, congressional offices may find the following sources useful:

Congressional liaison offices. These offices in federal executive agencies can often provide specific information or materials to help congressional offices respond to constituent letters. Many of their telephone numbers appear in the Senate and House telephone directories. Also, liaison names, addresses, and telephone numbers are given in CRS Report 98-446, *Congressional Liaison Offices ...*, previously cited.

Congressional Research Service. On request, CRS will provide congressional offices with pertinent materials to send to constituents. Among these are: CRS Info Packs, which have CRS products and other materials that give congressional staff and constituents background information on specific topics; other prepared materials; pamphlets; bibliographies on college and high school debate topics; and other materials.

Executive departments and agencies. Some can provide bulk lists of their most popular publications, which constituents can buy from GPO or use in their nearest federal depository library. The General Services Administration (GSA) can give congressional offices copies of the *Consumer Information Catalog*, a subject list of free and inexpensive, consumer-oriented federal publications which constituents may order from the Consumer Information Center in Pueblo, CO. Its Internet address is [<http://www.pueblo.gsa.gov>]. Congressional offices may call (202) 501-0563 to order copies.

More information for responding to constituents' requests appears in the congressional handbooks mentioned above in the "Congressional Office Management" section. Information is included on handling requests for flags flown over the Capitol; town hall meetings; and contact information for obtaining useful publications, such as the *Congressional Record* and the *Congressional Directory*. The previously mentioned *HouseSmart* contains helpful information for House offices.

Tourists in Washington, D.C.

Tourist information packets are available to congressional offices from the Washington, D.C., Convention and Tourism Corporation. Call (202) 789-7000 for an automated visitor information line or to speak to a visitor specialist. The association provides tourist information online at [<http://www.washington.org>]. The District of Columbia telephone directory's yellow pages list: popular attractions, including hours of opening and closing; the availability of tours; addresses of tourist facilities; recreation

area information; seating diagrams of local theaters and arenas; maps of surrounding localities and the Capital Beltway; and public transportation information. Maps and schedules for the Washington Metropolitan Area Transit Authority (Metro) are available at [<http://www.wmata.com>]. Information on special events, such as concerts, is published daily in the print and online editions of the *Washington Post* [<http://washingtonpost.com>] and the *Washington Times* [<http://washingtontimes.com>].

Also, CRS Info Pack 132W, *Washington, D.C., and the U.S. Capitol Building*, outlines major tourist sites and provides brief historical background on the area.

The following information sources may be of particular interest to congressional offices:

- ! The Capitol. Current information on opening and closing hours and tours is available by calling 5-6827. Information also is available at the Architect of the Capitol's Web site at [<http://www.aoc.gov>].
- ! Library of Congress. Visitor information for the Library is available on a recording at 7-8000 and on the Library Web site at [<http://www.loc.gov>]. In the Visitors' Center in the Library's Jefferson Building, material about the Library is available, and a 12-minute film (open captioned) is shown. Congressional offices also receive automatically the monthly *Calendar of Events in the Library of Congress*.
- ! Tours are available at a number of government agencies, such as the Federal Bureau of Investigation (FBI), the State Department, the Bureau of Engraving and Printing, and the Voice of America. Special constituent tours of the White House, the FBI, and the Capitol may be arranged by congressional offices. Information on these and other tours may be found in the House and Senate congressional handbooks or by calling the pertinent agency's congressional liaison or public information office.

General Reference Sources

Most of the reference books listed below can be found in the research centers or the La Follette Congressional Reading Room. Congressional offices may want to buy some of these titles for in-office collections. Many are available from local bookstores or GPO.

Basic References on the CRS Web Site

The Reference Desk section of the CRS Web site provides links to a great many online resources for congressional offices. The section's pages provide quick access to free online dictionaries, directories, almanacs, maps, and many other resources.

Almanacs and Concise Encyclopedias

Columbia Encyclopedia. 6th ed. New York: Columbia University Press, 2000.
3600 p.

Time Almanac. Boston: Information Please. Annual.

World Almanac and Book of Facts. Mahwah, NJ: World Almanac Books. Annual.

Atlases

National Geographic Atlas of the World. 7th ed. Washington, National Geographic Society, 1999. 280 p.

Rand McNally Millennium World Atlas. Skokie, IL: Rand McNally, 1999. 432 p.

Rand McNally Road Atlas, 2000: United States/Canada/Mexico. Skokie, IL: Rand McNally. Annual. 136 p.

Crime

City Crime Rankings: Crime in Metropolitan America. Lawrence, KS: Morgan Quitno Corp. Annual.

Contains 90 tables on crime numbers, rates, and one and five-year trends for all major offenses reported to the FBI.

Crime in the United States. Washington: GPO. Annual.

A compilation of crime statistics from over 17,000 city, county, and state law enforcement agencies. Sections include crime index offenses reported, crime index offenses cleared, persons arrested, the chances of lifetime murder victimization, and law enforcement personnel. Also available online at the FBI Web site at [<http://www.fbi.gov/ucr/ucr.htm>].

Crime State Rankings. Lawrence, KS: Morgan Quitno Corp. Annual.

Over 500 tables of state crime comparisons on juvenile crime, arrests, corrections, law enforcement personnel, courts, and drug and alcohol issues.

Sourcebook of Criminal Justice Statistics. Washington: GPO. Annual.

A collection of “nationwide data of interest to the criminal justice community.” Sections include characteristics of the criminal justice systems, public attitudes toward crime, nature and distribution of known offenses, characteristics of persons arrested, judicial processing of defendants, and persons under correctional supervision. Also available online at [<http://www.albany.edu/sourcebook/>].

Violence in America: An Encyclopedia. New York: Scribner, 1999. 1,902 p.

This three-volume set “examines the historical, psychological, and biological aspects of violence” in order to better understand and deal with contemporary violent behavior. Contains 600 A-Z essays with over 300 photos, charts, and maps.

Dictionaries and Thesauruses

Desk Dictionaries.

American Heritage Dictionary of the English Language. 4th ed. Boston: Houghton Mifflin, 2000. 2074 p.

Merriam-Webster's Collegiate Dictionary. Springfield, MA: Merriam-Webster, 1998. 1559 p.

Random House Webster's English Language Desk Reference. 2nd ed. New York: Random House, 1999. 758 p.

Webster's New World College Dictionary. 4th ed. Cleveland: Webster's New World, 2001. 1716 p.

Unabridged Dictionaries.

Random House Webster's Unabridged Dictionary. 2nd ed. New York: Random House, 1997. 2230 p.

Webster's Third New International Dictionary of the English Language, Unabridged. Springfield, MA: Merriam-Webster, 1993. 2783 p.

Thesauruses/Synonyms.

Roget's Desk Thesaurus. New York: RHR Press, 2001. 612 p.

Roget's International Thesaurus. 6th ed. New York: HarperResource, 2001. 1248 p.

Webster's Dictionary of Synonyms and Antonyms. New York: Smithmark Publishers, 1996. 443 p.

Etiquette and Protocol

Amy Vanderbilt Complete Book of Etiquette, by Nancy Tuckerman and Nancy Dunnan. New York: Doubleday, 1995. 786 p.

Emily Post's Etiquette, by Peggy Post. 16th ed. New York: HarperCollins, 1997. 845 p.

Letitia Baldrige's New Complete Guide to Executive Manners, by Letitia Baldrige. New York: Macmillan Publishing Co., 1993. 590 p.

Protocol: A Handbook for Legislative Staff. Denver: National Conference of State Legislatures, 1997. 65 p.

Protocol: The Complete Handbook of Diplomatic, Official, and Social Usage, by Mary Jane McCaffree and Pauline Innis. Washington: Devon Publishers, 1997. 414 p.

Foreign Affairs

Chiefs of State and Cabinet Members of Foreign Governments. Springfield, VA: National Technical Information Service. Monthly.

Prepared by the Central Intelligence Agency (CIA), this publication identifies chiefs of state and cabinet members of foreign governments. Congressional offices that want to subscribe may contact the CIA's Office of Congressional Affairs at (703) 482-6121. It is available online at [<http://www.odci.gov/cia/publications/chiefs/index.html>].

CRS Report 96-816. *Countries of the World and International Organizations: Sources of Information*, by Barbara A. Salazar.

This CRS report "provides a selection of materials for locating general information on foreign countries and international organizations."

The Europa World Year Book. London: Europa Publications Ltd. Annual.

Authoritative essays on the political, social, and economic aspects of more than 250 countries from Afghanistan to Zimbabwe. Comprehensive listings of more than 1,650 international organizations including extensive coverage of the United Nations, European Union, and World Trade Organization. Coverage includes the news media, government and politics, political parties, and legislature. Top companies in major industries are listed. A statistical survey provides many tables on industry production.

Political Handbook of the World. Binghamton, NY: CSA Publications. Annual

Similar to *The Europa World Year Book*, this volume provides extended information and essays on the world's important intergovernmental organizations and lengthy surveys of all the countries of the world.

Statesman's Yearbook: The Politics, Cultures, and Economies of the World. New York: St. Martin's Press. Annual.

This British almanac gives detailed descriptions of the nations of the world and international organizations, with extended coverage of the United Nations and European Union. Includes a week-by-week chronology of events for the previous year.

Treaties in Force. Washington: GPO. Annual.

This Department of State publication lists current treaties and international agreements of the United States. It is available on the State Department Web site at [<http://www.state.gov/s/l/c3431.htm>].

World Factbook. Washington: Central Intelligence Agency. Annual.

Brief entries on the geography, people, government, economy, communications, and defense of countries and regions around the world are given. To acquire copies, congressional offices should contact the CIA's Office of Congressional Affairs at (703) 482-6121. This directory is available at the CIA World Wide Web site at [<http://www.cia.gov/cia/publications/factbook/>]. Also available from GPO.

Holidays and Special Events

American Book of Days, by Stephen G. Christianson. 4th ed. New York: Wilson, 2000. 945 p.

For each day of the year, several essays explore “significant events through their anniversaries or through the birthdays of the individuals involved.” Religious and secular holidays are included.

Anniversaries and Holidays, by Bernard Trawicky. 5th ed. Chicago: American Library Association, 2000. 311 p.

A listing of more than 3,000 international holidays, holy days, feast days, civic days, and anniversaries. Includes essays on calendar systems.

Chase’s ... Calendar of Events. Chicago: NTC/Contemporary Publishing Group, Inc. Annual.

National holidays, state days, birthdays, and religious celebrations are described in chronological order, and an alphabetical index is provided. Coverage includes presidential proclamations, naming of hurricanes, and major entertainment award winners. A *Chase’s Sports Calendar of Events* also is available.

CRS Report 98-45. *Commemorative Observances: A Chronological List*, by Glenda Richardson.

This report lists all the commemorative observances of the past year, such as Cancer Control Month and Law Day, that are provided by law or by presidential proclamation, and those that are known in advance for the current year.

Law

Black’s Law Dictionary. 7th ed. St. Paul, MN: West Group, 1999. 1738 p.

Contains over 24,000 definitions and a list of legal maxims.

Encyclopedia of the American Constitution. 2nd ed. New York: Macmillan Reference USA, 2000. 3164 p.

This six-volume work contains thorough essays by leading constitutional scholars on every aspect of constitutional law in the United States, from the Constitutional Convention of 1787 to the Clinton impeachment.

The Supreme Court A to Z. Washington: Congressional Quarterly, 1998. 584 p.

Over 300 essays on the most significant decisions, the history, the powers, and the personalities of the Supreme Court.

The Supreme Court Yearbook. Washington: CQ Press. Annual.

Provides summaries of “all cases handed down in the term to give readers essential coverage of the Court’s decisions, activities, and impact on American society.”

The U.S. Constitution A to Z, by Robert L. Maddex. Washington: CQ Press, 2002. 542 p.

Contains 250 entries, 75 illustrations, and a chronology of historic milestones.

CRS Info Pack 339C, *Constitution of the United States including the Bill of Rights*, provides background information on the history, application, and development of the document.

Lobbyists and Interest Groups

Almanac of Federal PACs. Washington: Amward Publications. Biennial.

Background and political finance information for nearly 1,000 PACs that contributed \$50,000 or more to congressional candidates.

The Capital Source. Washington: National Journal. Semiannual.

This compact directory is a single source of addresses for Washington's most important political, corporate, professional, and media organizations. Includes news media, corporations, trade associations, lobbying firms, interest groups, and think tanks. While it can be bought separately, it is free to *National Journal* subscribers.

Directory of Congressional Voting Scores and Interest Group Ratings, by J. Michael Sharp. 3rd ed. Washington: CQ Press, 2000. 1676 p.

This two-volume set compiles ratings from 10 prominent interest groups across the political spectrum from organized labor to conservative action groups for the years 1947-1999. Useful for providing a snapshot of a legislator's political leanings.

Encyclopedia of Associations. Detroit: Gale Group. Annual.

This three-volume set contains "detailed information on nearly 23,000 nonprofit American membership organizations of national scope." Contact information, founding date, purpose, activities, dues, and conference information are in each entry. Name and keyword index. Other titles in the *Encyclopedia of Associations* series are *International Organizations* and *Regional, State, and Local Organizations*.

Encyclopedia of Interest Groups and Lobbyists in the United States, by Immanuel Ness. Armonk, NY: Sharpe Reference, 2000. 800 p.

This two-volume set contains essays on 172 major interest groups detailing their history, primary concerns, successes and failures, and lobbying activities. Includes a bibliography and index.

CRS Report RS20725. *Interest Groups and Lobbyists: Sources of Information*, by Susan Watkins Greenfield.

This CRS Report provides a list of directories and online services giving background on groups attempting to influence public policy in Washington.

CRS Info Pack 534L, *Lobbying and Political Action Committees (PACs)*, includes "background information on the general history of lobbying and lobbyists, as well as current law, recent legislation, and federal regulations related to lobbying, and a guide to listings of lobbyists."

National Trade and Professional Associations of the United States. Washington, Columbia Books, Inc. Annual.

Contact and background information on more than 7,400 U.S. trade associations, professional societies, technical organizations, and labor unions is provided by this directory. Includes telephone numbers, email-addresses, number of members and staff,

and names of top executives. Indexed by association, subject, geographic, budget, executive, acronym, and association management firms.

CRS Report 97-47. *Political Action Committees (PACs): Sources for Lists of PACs*, by Judith B. Frazier-Thompson.

This CRS Report is a reference guide to printed and electronic sources that can be used to obtain lists, financial data, and names and addresses of PACs.

CRS Report 97-3. *Organizations That Rate Members of Congress on Their Voting Records*, by Kathleen M. Doddridge.

This CRS Report lists 86 organizations that compile and publish selected voting records of Members of Congress. Includes address, phone, fax, and Internet address.

Public Interest Profiles. Washington: Foundation for Public Affairs. Biennial.

Provides contact data with media quotes on about 230 of the most influential U.S. nonprofit groups. Listings include executives, publications, current concerns, and many Web sites and e-mail addresses. An evaluation of the effectiveness and political orientation of each group is given.

Washington. Washington: Columbia Books. Annual.

This directory describes major businesses, government offices, associations, cultural institutions, and nonprofit organizations in the Washington metropolitan area. Basic information includes address, names of top executives, number of employees, and Web site.

Washington Information Directory. Washington: Congressional Quarterly, Inc. Annual.

Contact information for nonprofit groups, congressional committees, federal executive agencies, foreign diplomats, policy groups, foundations and institutions.

Washington Representatives. Washington: Columbia Books. Annual.

This source lists Washington lobbyists, foreign agents, consultants, legal advisors, and public affairs and government relations representatives, along with the businesses, unions, associations, political action committees, consumer and other interest groups, and foreign clients they represent.

News Media

Broadcasting & Cable Yearbook. New Providence: NJ, Bowker. Annual.

This directory provides in-depth listings of U.S. television, radio, cable stations, and satellites. Other useful features are a description of the Federal Communications Commission and its regulations, a list of industry professional and trade associations, a brief history of broadcasting and cable, and listings of radio stations on the Internet.

Info Pack 104C, *Cable TV*, contains articles on cable rates and current cable industry issues.

Gale Directory of Publications and Broadcast Media. Detroit: Gale Group. Annual.

This indexed, four-volume directory lists print and electronic media outlets in the United States and Canada. Geared to general researchers instead of media industry

professionals, this work lacks the advertising and technical information given in industry yearbooks.

Hudson's Washington News Media Contacts Directory. Rhinebeck, NY: Howard Penn Hudson Associates, Inc. Annual.

This directory, published annually since 1968, is a comprehensive listing of the Washington news media. Freelance writers and photographers, radio and television correspondents, and the foreign press are included. For subscribers, updates are at [<http://www.hudsonsdirectory.com/updates.htm>].

News Media Yellow Book. New York: Leadership Directories, Inc. Quarterly.

This publication gives biographical and contact information for over 38,000 journalists, including assignments, direct-dial telephone numbers, and e-mail addresses. Similar information is given for administrative services such as libraries and information centers, and detailed organizational breakdowns by news desks, departments, bureaus, and sections are provided. This publication is available online in the Research Centers.

Television & Cable Factbook. Washington: Warren Publishing, Inc. Annual.

This directory provides information on television stations and cable systems, including markets, equipment, and key personnel.

Working Press of the Nation. New Providence: NJ, Bowker. Annual.

This three-volume resource profiles U.S. newspapers, magazines, and newsletters; corporate, government, and association publications; TV and radio stations; radio, TV, and cable networks; and local TV and radio programs nationwide.

Postal Information

National Five-Digit ZIP Code and Post Office Directory. Washington: GPO. Annual.

This zip code directory is organized by state, city, and street or rural route. The information here also is available online from the U.S. Postal Service at [http://www.usps.com/nsc/lookups/lookup_zip%2b4.html].

Quotations

The following items are just a few of the more popular, affordable quotations books available. The La Follette Congressional Reading Room, the Jefferson Congressional Reading Room (for Members only), and the CRS research centers have collections of quotation books for congressional staff use.

Bartlett's Familiar Quotations. 16th ed. Boston: Little, Brown, 1992. 1405 p.

The 10th edition of *Bartlett's* is available online at [<http://www.bartleby.com/99>].

The Columbia Dictionary of Quotations. New York: Columbia University Press, 1993. 1092 p.

The Concise Oxford Dictionary of Quotations. 4th ed. New York: Oxford University Press, 2001. 541 p.

The Oxford Dictionary of Quotations. 5th ed. New York: Oxford University Press, 1999. 1136 p.

Respectfully Quoted; A Dictionary of Quotations from the Library of Congress, ed. by Suzy Platt. Washington: Library of Congress, 1989. 520 p.
Available from GPO.

State Governments

Nearly all states have a manual of the state government, usually giving the departments and personnel, perhaps the legislature, and so on. They have different titles but are usually called “blue books,” regardless of their color. It is a good idea to have your state’s blue book, because frequently constituents write about state matters, and it is helpful to be able to refer them to the correct agency.

The Library of Congress maintains a Web site of links to state and local government organizations and to each state’s official Web site at [<http://www.loc.gov/global/state/>].

The Book of the States. Lexington, KY: Council of State Governments. Biennial.

This volume presents information from state governments and other U.S. jurisdictions on the major activities of the states and intergovernmental bodies. Includes voting statistics, state gaming laws, public school attendance, prison population, historical data, etc. It is supplemented by these annual Council of State Governments’ (CSG’s) state leadership directories:

Directory I: *Elective Officials*

Directory II: *Legislative Leadership, Committees, and Staff*

Directory III: *Administrative Officials*

More information on these and other CSG publications is available online at [<http://www.statesnews.org/>].

Carroll’s State Directory. Bethesda, MD: Carroll Publishing. Three times a year.

“Complete contact information for over 44,000 key ... officials in all 50 states plus the District of Columbia, Puerto Rico and the American territories” is in this directory. Online versions of this and other Carroll’s directories are available by subscription at [<http://www.carrollpub.com/>].

CQ’s Desk Reference on the States, by Bruce Wetterau. Washington: CQ Press, 1999. 328 p.

Provides over 500 answers to questions about history, government, elections, and courts that constituents are likely to ask about state government. State profiles list top executives, largest cities, state song, motto, tree, animal, and similar short facts.

CQ’s State Fact Finder. Washington: CQ Press. Annual.

Contains more than 250 tables of economic, social, and demographic data on government, health, population, crime, economics, education, transportation, computer and Internet use, etc. Includes state-to-state comparisons and rankings by all indicators.

State Yellow Book. New York: Leadership Directories. Quarterly.

This directory lists contact information for state executive branch elected and appointed officials and for state legislators and their committees. Addresses for over 7,000 state legislators, over 15,000 e-mail addresses, and over 3,500 Internet addresses. This publication is available online at all Research Centers.

Statistics

Economic Indicators. Washington: GPO. Monthly.

Prepared for the Joint Economic Committee by the Council of Economic Advisors, this publication provides tables of national data on total output, income, and spending; employment, unemployment, and wages; production and business activity; prices; money, credit, and security markets; federal finance; and international statistics. Each Member of Congress receives a copy automatically. Also is available online from the GPO Access Web site at [<http://www.access.gpo.gov/congress/cong002.html>].

Economic Report of the President. Washington: GPO. Annual.

This report, prepared for the President by the Council of Economic Advisors, compiles statistical tables from 1940 to the present on income, employment, production, debt, and other aspects of the economy. Free copies are available from the House Legislative Resource Center and the Senate Document Room. It also is available online from GPO Access at [<http://w3.access.gpo.gov/eop/>].

FedStats

FedStats is a gateway to federal government statistics available on the Internet from over 100 U.S. federal agencies. Useful for tracking economic and population trends, health care costs, aviation safety, foreign trade, energy use, and farm production. Statistical information can be accessed by agency and by topic. [<http://www.fedstats.gov>]

Statistical Abstract of the United States. Washington: GPO. Annual.

Prepared by the Department of Commerce, this is the “standard summary of statistics on the social, political, and economic organization of the United States.” This publication also is available online from the Census Bureau at the following Web site: [<http://www.census.gov/statab/www/>].

Terrorism

Encyclopedia of Modern American Extremists and Extremist Groups, by Stephen E. Atkins. Westport, CT: Greenwood Press, 2002. 400 p.

Up-to-date information is provided on 275 of the most influential and significant homegrown extremist groups that have operated in the United States since 1950.

Encyclopedia of Terrorism, by Cindy C. Combs and Martin W. Slann. New York: Facts on File, 2002. 339 p.

Includes 300 entries with an emphasis on modern terrorism. “Descriptions and analyses of what are considered the most serious and influential terrorist personalities and organizations.” Covers international reactions to 9/11.

Extremist Groups: An International Compilation of Terrorist Organizations, Violent Political Groups, and Issue-Oriented Militia Movements. Chicago: Office of International Criminal Justice, 1996. 1121 p.

Entries include top leaders, areas of operations, funding sources, network contacts, significant activities, and trends.

Two CRS Info Packs also provide information on this topic:

CRS Info Pack 299T, *Terrorism*, “provides information on terrorist incidents, Administrative policies and actions, legislative proposals, and prospects for a coordinated response to prevent future terrorist acts against the United States.” Includes coverage of 9/11 and the USS Cole.

CRS Info Pack 545T, *Terrorism: Biological, Chemical, Toxin, or Nuclear/Radiological*, “discusses the biological agents most likely to be used by terrorists, such as anthrax, and the technical barriers that must be overcome to successfully mount such attacks.”

Voting and Elections

America Votes. Washington: CQ Press. Biennial.

A handbook of American election statistics. Includes official election returns, summary of primary data, county-by-county returns, winner/loser percentages, and statewide vote tables for governors and senators.

Elections A to Z, by John Leo Moore. Washington: Congressional Quarterly, 1999. 560 p.

More than 200 entries are presented on running for the House, Senate, and some state-wide offices. Discusses stages in the campaign process, the role of political consultants and the media, current issues such as campaign finance and term limits, etc. Includes maps, photographs, charts, and tables.

Guide to U.S. Elections. 4th ed. Washington: CQ Press, 2001. 1700 p.

A compilation of facts about America’s electoral process. Discusses political parties and their development, election campaign financing, the evolution of elections, term limits, redistricting, and many other topics. Includes national maps and an extensive index.

How Congress Gets Elected, by Rhodes Cook. Washington: CQ Press, 2000. 134 p.

An introduction to “how American voters elect their representatives and how the process has changed throughout history.” Includes charts, illustrations, and photos.

Writers’ Handbooks

Allyn & Bacon Handbook, by Leonard J. Rosen and Laurence Behrens. 4th ed. Boston: Allyn & Bacon, 2000. 852 p.

Chicago Manual of Style. 14th ed. Chicago: University of Chicago Press, 1993. 921 p.

Gregg Reference Manual, by William A. Sabin. 9th ed. New York: Glencoe/ McGraw-Hill, 1999. 608 p

Merriam-Webster's Dictionary of English Usage. Springfield: MA, 1994. 978 p.

The New Office Professional's Handbook. 4th ed. Boston: Houghton Mifflin, 2001. 484 p.

United States Government Printing Office Style Manual. Washington: GPO, 2000. 344 p.

CRS Products Cited in This Report

This bibliography lists the CRS products mentioned in this report alphabetically by title. They can be ordered by number through the CRS Product Line at 7-7132, or picked up in the CRS Product Distribution Center (LM206 Madison Building).

CRS Info Pack 546B. *Budget for FY2003*.

CRS Report 97-3. *Organizations That Rate Members of Congress on Their Voting Records*, by Kathleen M. Doddridge.

CRS Report RL30787. *Parliamentary Reference Sources: House of Representatives*, by Thomas P. Carr.

CRS Report RL30788. *Parliamentary Reference Sources: Senate*, by Thomas P. Carr.

CRS Report 97-47. *Political Action Committees (PACS): Sources of Lists for PACs*, by Judith B. Frazier-Thompson. RS Info Pack 012B. *Budget Process*.

CRS Info Pack 104C. *Cable TV*.

CRS Report 98-878. *Casework in a Congressional Office*, by John Samuels Pontius.

CRS Report 98-45. *Commemorative Observances: A Chronological List*, by Glenda Richardson.

CRS Report 98-446. *Congressional Liaison Offices of Selected Federal Agencies*, by Suzy Platt.

CRS Report RL30807. *Congressional Member Office Operations*, by John Samuels Pontius.

CRS Info Pack 151C. *Congressional Office Operations*.

CRS Report 98-340. *Congressional Staff: Duties and Functions*, by John Samuels Pontius and Faye M. Bullock.

CRS Info Pack 339C. *Constitution of the United States including the Bill of Rights*.

- CRS Report 96-816. *Countries of the World and International Organizations: Sources of Information*, by Barbara A. Salazar.
- CRS Report RL30173. *Executive and Independent Agency Publications: Where to Get Official Documents*, by Jesús Campos.
- CRS Info Pack 540F. *Federal Debt and the Budget: Overview and Issues*.
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