



## PROTOCOL GUIDE - PART 1:

# FORMS OF ADDRESS FOR MEMBERS OF THE PUBLIC ADMINISTRATION

This document, which should be read in association with Part 2, outlines the correct forms of address to be used in composing text-based communications, in text-based salutations, in direct conversation and in formal introductions, for Members of the Imperial Atlantian Public Administration.

In Imperial diplomatic and other public circles, “Sir” is generally considered an acceptable alternative to the formal mode of address in both written and spoken greetings, except for persons of Noble Rank. The term “Madam” is the preferred alternative for female addressees who are not of Noble Rank.

Members of the Public Administration should always be addressed initially by their official title when communications are conducted within the context of official business. Members of the Public Administration who are also members of the Nobility may secondarily be addressed according to their Noble Title. Such persons are also entitled to use the recognized pre- and post-nominals for any Atlantian Noble Title or Imperial Honour which they hold, in text-based communications, in order of precedence.

### **The Emperor**

*Superscription:* His Imperial Majesty the Emperor of Atlantium  
*Commencement:* May it Please Your Imperial Majesty  
*Conclusion:* With Profound Respect and Regards  
*Personal Address:* Your Imperial Majesty, and henceforth as Sir  
*Formal Introduction:* His Imperial Majesty, George II, Emperor and First Amongst Equals of the Empire of Atlantium  
*Titular Pre/post-nominal:* HIM Georgivs II, Imperator et Primvs Inter Pares  
(*short form:* HIM Georgivs II, Imp, PIP)

### **The First Consul**

*Superscription:* The Most Honourable John Doe, First Consul of the Empire of Atlantium  
*Commencement:* Most Honourable Consul  
*Conclusion:* With Respect  
*Personal Address:* First Consul, and henceforth as Sir  
*Formal Introduction:* The First Consul of Atlantium  
*Titular Pre-nominal:* MH John Doe

### **The First Senator**

*Superscription:* The Most Eminent John Doe, First Senator of the Empire of Atlantium  
*Commencement:* Most Eminent Senator  
*Conclusion:* With Regards  
*Personal Address:* First Senator, and henceforth as Sir  
*Formal Introduction:* The First Senator of Atlantium  
*Titular Pre-nominal:* ME John Doe

### **Ministers and Acting Ministers**

*Superscription:* The Right Honourable John Doe, Minister of \_\_\_\_\_  
*Commencement:* Dear Minister  
*Conclusion:* Most Respectfully  
*Personal Address:* Minister, and henceforth as Sir  
*Formal Introduction:* The Minister of \_\_\_\_\_  
*Titular Pre-nominal:* RH John Doe

### **Consuls**

*Superscription:* The Very Honourable John Doe, Consul of the Empire of Atlantium  
*Commencement:* Dear Mr Doe  
*Conclusion:* Sincerely  
*Personal Address:* Consul Doe, and henceforth as Sir  
*Formal Introduction:* Consul Doe  
*Titular Pre-nominal:* VH John Doe

### **Senators**

*Superscription:* The Very Eminent John Doe, Senator of the Empire of Atlantium  
*Commencement:* Dear Senator Doe  
*Conclusion:* Sincerely  
*Personal Address:* Senator Doe, and henceforth as Sir  
*Formal Introduction:* Senator Doe  
*Titular Pre-nominal:* VE John Doe

### **Directors and Acting Directors**

Directors are addressed as Ministers, substituting the word Director for Minister. Further, Directors do not use the Title Right Honourable.

### **The Magister Aequitas**

*Superscription:* The Most Honourable the Magister Aequitas of the Empire of Atlantium  
*Commencement:* Most Honourable Magister Aequitas  
*Conclusion:* With Respect  
*Personal Address:* Sir, but when in judgement, Your Honour  
*Formal Introduction:* The Magister Aequitas of Atlantium  
*Titular Pre-nominal:* MH John Doe

### **Magisters**

*Superscription:* His Honour Magister Doe  
*Commencement:* Honourable Magister  
*Conclusion:* With Respect  
*Personal Address:* Sir, but when in judgement, Your Honour  
*Formal Introduction:* Magister Doe  
*Titular Pre-nominal:* HM John Doe

### **Imperial Legates**

*Superscription:* His Excellency John Doe,  
Imperial Legate to \_\_\_\_\_  
*Commencement:* Sir, or socially according to Noble rank  
*Conclusion:* With Respect  
*Personal Address:* Your Excellency, and henceforth as Sir  
*Formal Introduction:* Imperial Legate John Doe  
*Titular Pre-nominal:* HE John Doe