



Standards for Creating and Updating Names & Addresses

1. Names of Persons

- a. Enter the complete first and middle names. If there is only a middle initial, enter it **without a period**.
- b. Enter a suffix (Junior, II, etc.), if provided, in the **Suffix** field.
- c. Do not use periods (e.g., St Peter). Use apostrophes or hyphens only in cases such as:
O'Keefe
Hetland-Morrison
D'Oly
- d. Use capitalization and blanks as provided by the person or as used on an official document such as a social security card. Examples:
MacArthur
Van Ness
De Villafranca
If unsure, don't enter a blank.
- e. Titles (Prefixes) are never included in name fields (Rev, Dr, etc.). Use the **Prefix** field.

2. Addresses

- a. **Initials and Acronyms:** Entered without periods and without spaces.
Examples: IBM (not I.B.M.)
St (not St. or Strt)

See the list of complete abbreviations at the end of this document.
- b. **Numbers in an address:** When the address contains a number(s), always use the numeric form, even though the person may use the written form. Do not hyphenate.
Example: 6th St (not Sixth St), 2259 8th Ave (not 2259 Eighth Ave)
- c. **Geography in Street Names:** use abbreviation rather than writing it out.
Examples:
Main St W (not Main Street West)
SW Main St (not Southwest Main St)

Standard Abbreviations for Data Entry

<u>Full Word</u>		<u>Abbreviation</u>
Administration	Admin	
American		Amer
Apartment		Apt
Associated		Associated
Associates		Assoc
Association		Assn
Avenue	Ave	
Basement		Bsmt
Boulevard		Blvd
Brothers		Bros
Building	Bldg	
Canadian		Canadian
Center		Ctr
Circle		Cir
Commercial		Commercial
Communications		Commun
Community		Comm
Company		Co
Cooperation		Coop
Corporation		Corp
Council	Council	
Court		Ct
Department		Dept
Distribution		Dist
Drive		Dr
Education		Educ
Educational		Educatl
Equipment		Equip
Estate		Est
Expressway		Expy
Extension		Ext
Federal		Fed
Floor		Fl
Fort		Ft
Foundation		Found
Freeway		Fwy
Group		Group
Harbor		Harbor
Hardware		Hdwe
Headquarters		Headqtrs
Heights	Hgts	
Highway		Hwy
Incorporated		Inc
Information		Info
Institute	Inst	
International		Intl
Island		Is
Journal		Jrnl
Junction		Jct
Laboratories		Labs
Lake		Lk
Lane		Ln
Limited	Ltd	

Lodge		Ldg
Lot		Lt
Management		Mgt
Manufacturing		Mfg
Mountain		Mtn
National		Natl
Number	No	
Office		Ofc
Parkway		Pkwy
Penthouse		Ph
Pike		Pike
Place		Pl
Plaza		Plz
Point		Pt
Publishers		Publ
Rental		Rental
Road		Rd
Room		Rm
Route		Rte
Service		Serv
Society		Soc
Spring		Spg
Square		Sq
Station		Sta
Stream		Strm
Street		St
Suite		Ste
System		Sys
Technical		Tech
Terrace	Ter	
Trail		Trl
Trailer		Trlr
Turnpike		Tpk
Union		Un
Unit		Unit
United States		US
University		Univ
Valley		Vly
Village		Vlg
North		N
South		S
East		E
West		W
Northeast		NE
Northwest		NW
Southeast		SE
Southwest		SW