

Address Entry Standards

Overview

Data entry must be consistent to avoid duplication of records and to simplify searches. Entered data must also look professional and attractive when inserted into word-processing documents.

The following guidelines are intended to help BANNER data be consistent and look professional within the available space.

The following general guidelines are applicable for all screens:

- **Enter all information in upper and lower case.**
- **Data must always be spelled out, unless otherwise specified within this document.**
- **Never use the pound sign (#) or quotes (") in BANNER.**
- **DO NOT overwrite over any existing address, inactivate the old address and enter a new record for the new address (very important).**

Address and Telephone

Use upper and lower case in all addresses. Include such punctuation as hyphens and dashes when an address uses them.

Street, Road, etc.

Spell out Street, Road, etc. If this makes the entry too long to fit on one line, abbreviate using the abbreviations from Appendix A: Standard Abbreviation.

Apartment, Floor, Room, Suite

Always treat Apartment, Floor, Room, and Suite as follows:

Common abbreviations:

Apartment Apt.
Floor Fl.
Room Rm.
Suite Ste.
Building Bldg.

- Include these on the same line as the street address. If the street address is too long to do this, abbreviate the street, road, etc.
Example: 10 Short Street, Ste. 1025
- If the street address is still too long, put the entire address on the first line, and then the apt, floor, suite, etc. on the second line.
Example: 123456 Antidisestablishmentarianism Rd.
Ste. 1025
- If an address uses the pound sign (#), replace with No.

Compass Directions

Treat compass directions as follows:

- Abbreviate compass points or street direction included in street names.
Example: 37 NE 87th Street
55 W 13th Street
- Spell out *North*, *South*, *East*, and *West* following a street name, and omit the comma.
Example: Park Avenue South
- When a compass direction follows the street name, abbreviate two-syllable directions and use a comma after the street name.

Example: 40 State Street, NW

In Care Of

Abbreviate in Care of as c/o. Place it on the first address line.

Example: c/o Elvis Presley
123 Graceland Boulevard

Box Numbers

Treat post office boxes as follows:

- Abbreviate PO without periods.
Example: PO Box 535
- If an address includes both a PO Box and a street address, put the PO Box on the line below the street address.
Example: 23 Damon Runyon Road
PO Box 535
- Enter a Rural Route (RR) and a box number on the same line.
Example: RR 2, Box 77

NOTE: This same format should be used for RD, RFD, MR, HCR, etc.

City Names Treat city names as follows:

- The New School will use the U.S. Postal Service Name for City. This is mandated by the fact that the "City" field will automatically be filled in based upon the Zip Code, and the Zip Code table is built using Official U.S. Postal Service city name data.

NOTE: Some zip codes can be used by the Post Office for more than one city.

State/ Province

The standard two-letter postal abbreviation will always be used for state or province when being as part of a US or Canadian address.

Zip Codes

Enter the five or nine digit zip-code. Enter the first five digits, then a dash, and then the 4 digit extension (this amounts to ten total characters.) When given a Canadian zip-code, enter all 6 characters with no hyphen and no spaces.

Example: 07304-2152 (US)
H3C3H3 (Canada)

NOTE: Canada zip codes always follow a pattern of alternating letters and numbers in the format LettNumLettNumLettNum.

Nation Code

Always enter the nation code for Canada and all non-US addresses, but never enter the nation code for US addresses.

Telephone Numbers

Enter the full phone number, including the area code and an extension when it is available. Do not use hyphens or parentheses to separate the numbers. BANNER separates the area code and extension with spaces automatically.

617 2831000 1234 rather than 617-283-1000 x 1234

International Addresses (except Canada)

Use the following guidelines:

- Put the city name in the “City” field
- If there is a **postal code**, enter it in the “Zip/PC” field.
- If there is a **region name**, place the city name in the address lines above and place the **region name** in the “City” field.
- Leave the “State” field blank.
- Always enter the nation (country) code.
- The remainder of the address is entered in address lines #1 and #2.

International Telephone numbers will be entered into the SPATELE Form. The area code field is blank and “INTERNA” is entered in the “Phone Number” field, and the actual telephone number is entered in the “Comment” field. Enter the code, country and city codes and the telephone number. The international telephone number should be entered exactly as it is written by the individual. Canada, Bahamas, Barbados, Bermuda, Puerto Rico, and the Caribbean Island telephone numbers should be entered in the same format as US phone numbers.

Appendix A: Standard Abbreviations

Apt. Apartment
Assn. Association
Attn. Attention
Ave. Avenue
Bldg. building
Blvd. Boulevard
c/o In Care Of
Co. Company
Coll. College
Corp. Corporation
Cors. Corners
Ct. Court
Ctr. Center
Dept. Department
Div. Division
Dr. Drive
Fl. Floor
Fnd. Foundation
Hts. Heights
Hwy. Highway
Inc. Incorporated
Lib Library
Ln. Lane
Ltd. Limited
Mdws. Meadows
Mem. Memorial
Mt. Mount
Mtn. Mountain
PO Post Office
Pky. Parkway
Pl. Place
Pt. Point
RR Rural Route
Rd. Road
Rm. Room
Sq. Square
St. Street and Saint
Ste. Suite
Ter. Terrace
Tpke. Turnpike
Univ. University
Vlg. Village
Vly. Valley