

BG@100

Bowling Green State University

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Objectives

As data is manually entered through the various points of entry, this document is provided to ensure database integrity and the goals of easy, professional, cost-effective communication for the University community and its contacts by:

- avoiding creation of duplicate records for a single entity by utilizing the Bowling Green State University Data Standards document.
- using Bowling Green State University data entry standards to facilitate consistent reports and searches.
- providing more complete compliance with tax and reporting regulatory specifications.

University-wide conventions are critical for shared data such as addresses, respecting the purposes for which the data is entered. For example, units with marketing responsibility, such as Admissions, must be able to produce individualized correspondence conforming to formal addressing rules. Other units may have less stringent formatting requirements, but should still follow the standards set forth here whenever possible. These standards must balance five considerations:

1. System Requirements
2. Accepted standards for formal communications
3. Information required for regulatory tax reporting
4. US Postal Service guidelines(<http://www.usps.com/publications/pubs/welcome.htm>)
5. International address requirements

While data entered through self service cannot be controlled and data may be conditioned or reformatted on output, it is our intention that data entered manually be entered exactly as they will print on correspondence, reports, checks, etc.

MDMC Decisions

Person Name Standards

Name Formatting

Names and addresses in Campus Solutions System should have a “customer friendly” appearance. The objective is to enter names and addresses with both upper and lowercase letters so that when a name or address is printed on correspondence, it looks contemporary and professional.

Enter the first, middle name or initial and last of the primary name exactly as the person has indicated, or as appearing on the individual's social security card or I-9, if required. If given the full middle name, enter the full middle name. Do not change a full name to an initial.

Letter Case

Always use normal upper- and lower-case letters for names. If the person has written all upper-case letters, enter the normal upper- and lower-case letters. If the person's name starts with a lower-case letter, enter the first letter in lower case (duBois, for example).

Punctuation

Use hyphens, apostrophes, dashes, or periods exactly as the person indicates in writing. Do not add punctuation where there is none. In the following examples, any could be correct:

O'Donnell, Odonnell
 Dell'Acqua, DellAcqua, Dellacqua
 Jones-Smith
 Al-Hassan, AlHassan, al-Hassan, al Hassan
 St.Denis, St Denis, StDenis, St-Denis
 SaintDenis, Saint-Denis, Saint Denis

The exception to all of this is never use a period after the middle initial.

Prefixes and Suffixes

Enter exceptional prefixes and suffixes in the respectively named fields. Do not enter prefixes and suffixes (Dr, Rev, Jr, III) in name fields.

Person Address Standards

Addresses should meet US Postal Service Postal Addressing Standards: A standardized address is one that is fully spelled out or abbreviated by using the Postal Service standard abbreviations, and uses the proper format for the address style. The guidelines expressed herein are designed to convey the minimum standard requirements to enhance the appearance, processing and delivery of mail.

Formatting

All information should be typed in mixed case (upper/lower) format.

Symbols should never be used in the first position of an address field.

The ampersand "&" should never be used in place of "and" unless the "&" is part of the formal street name.

The percent symbol "%" should never be used. The designation for "in care of" should be abbreviated as "c/o".

Address line 1 should include street address whenever possible. However, if ATTN:, c/o, or department name are needed, enter into Address line 1; then use Address line 2 for the street address. Use the following as a hierarchy for entering into Address line 1:

1. ATTN: or c/o with a person's name
2. Department Name
3. Street address or PO Box

The underscore character "_" should never be used.

Do not use periods with standard abbreviations (St or Ave).

Do not use comas as a separator

Street Address

For Campus Addresses, Department Name should be listed in Address Line 1 with Building and Floor or Office information on Line 2.

Street names are composed of a number, the street name, and a possible unit designator. If the street address contains a secondary unit designator, such as an apartment, suite, building, etc., the preferred location is at the end of the street address.

Examples: 102 Main St Apt 101
 1356 Executive Dr Ste 202
 1600 Central Pl Room 18

If the primary address uses all available characters on the address line, the secondary unit designation should be on the first address line preceding the primary address. The unit designator should never be on the line following the primary address, because US Postal delivery standards read from the bottom up in mail sorting.

Examples: Apt 101 Ste 202
 102 Main St1356 Executive Dr

Street designators such as Street and Road may be abbreviated using the standard abbreviations found in Appendix C Street Suffix Abbreviations.

Secondary unit designators such as Building and Floor should be abbreviated using the standard abbreviations found in Appendix B for Secondary Unit Designator Abbreviations.

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Compass Directions

Compass directions that are used to identify the geographic areas of a city are always abbreviated.

Examples:	For....	Enter...	For....	Enter...
	East	E	Northeast	NE
	West	W	Northwest	NW
	North	N	Southeast	SE
	South	S	Southwest	SW

If appropriate, compass directional words may be abbreviated at the beginning and/or end of the street name. Since a directional word could be confused with the street name, apparent directional words in the middle of the address line should be spelled out; the second directional word must always be spelled out if space will not allow both to be spelled out.

Examples: 102 N Main St SW
 106 North South St
 1624 N Northern Blvd

Do not use abbreviated compass directions in city or state names if you have enough space to enter the entire city name spelled out (North Hampton – not N Hampton).

States in Street Addresses

When the name of a state is used as a portion of the Primary Street Name, such as **OH Highway 235**, the standard two-letter abbreviation is recommended. However, when the state name is the complete Primary Street Name, such as **Illinois Avenue**, then the state name should be spelled out completely.

Street Address and PO Box

If an address contains both a street address and a post office box, the US Post Office will deliver mail to the first address line listed above the city/state/zip line. Therefore, it is preferred that the post office box be the last part of the address entered before the city/state/zip.

Examples: 333 North Summit Street
 PO Box 10333
 Bowling Green OH 43402-0333

City Name

All information should be typed in upper/lower case format. Spell out all City names. Common abbreviations such as St for Saint or Mt for Mount are acceptable.

State /Postal

Use the standard State Codes. State codes must be entered for all US and Canadian addresses. Use the standard two letter state codes for all state addresses.

Canadian Provinces are entered in the State/Province field, NOT in the City field, while the Canadian city name is properly entered in the City field.

US Zip Codes must be entered for all US addresses. The entire 9 digit zip code should be entered if available.

Canadian postal code (6 digits) should be entered by keying in 3 characters, a space, and the last 3 characters.

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International Addresses

In the Campus Solutions System Address screen, select the appropriate Country for the address and the proper format will be displayed.

Enter an international address exactly as provided, including punctuation. Try to avoid commas, however, as much as possible.

Do not abbreviate words that are spelled out.

Appendix A: Standard Word Abbreviations

Word	Abbreviation	Word	Abbreviation	Word	Abbreviation
And	&	Education	Educ	Memorial	Meml
Tenth	10 th	Electric	Elect	Manufacturing	Mfg
Eleventh	11 th	Electrical	Elect	Management	Mgt
Fourteenth	14 th	Emergency	Emer	MidAmerica	Midamer
First	1 st	Employment	Empl	Midwest	Midw
Second	2 nd	Engineering	Engrg	Midwestern	Midwstrn
Third	3 rd	Environment	Envir	Molecular	Molec
Fourth	4 th	Environmental	Envir	Multiple	Multi
Sixth	6 th	Equipment	Equip	Museum	Mus
Seventh	7 th	Executive	Exec	North	N
Eighth	8 th	Federal	Fed	National	Natl
Ninth	9 th	Family	Fmly	Northern	Nthrn
Account	Acct	Foundation	Fndtn	Network	Ntwrk
Administration	Admin	Freight	Frt	Office	Ofc
Advertisement	Advert	General	Gen	Organization	Org
Agency	Agcy	Government	Govt	PACIFIC	Pac
America	Amer	Greater	Grtr	Publishing	Pblshing
Architectural	Arch	Handling	Hdlg	Pharmacy	Pharm
Airport	Arprt	Holiday	Hldy	Psychology	Psych
Association	Assn	Health	Hlth	Public	Pub
Automation	Auto	Hospital	Hosp	Publisher	Publr
Biological	Bio	Headquarters	Hq	Quality	Qlty
Biology	Bio	Heartland	Hrtlnd	Rental	Rent
Chamber	Chmbr	Hotel	Htl	South	S
Computer	Cmptr	Incorporated	Inc	School	Schl
Company	Co	Independent	Ind	Science	Sci
College	Colg	Industry	Indust	Security	Sec
Construction	Const	Industrial	Indust	Software	Sftwr
Cooperate	Coop	Innovative	Innov	Shipping	Shippg
Corporation	Corp	Institute	Inst	Society	Soc
Council	Coun				
County	Cnty				
Custom	Cstm	Integrated	Integ	Saint	St
Center	Ctr	International	Intl	Southern	Sthurn
Central	Ctrl	Journal	Jrnl	Supply	Supl
Department	Dept	Laboratory	Lab	Service	Svc
Development	Dev	Learning	Learn	Technology	Tech
Digital	Dgtl	Library	Lib	United States	US

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Distributor	Distr	Limited	Ltd	United States of America	USA
Distribution	Distrib	Machine	Mach	University	Univ
East	E	Magazine	Mag	West	W
Eastern	Estrn	Maintenance	Maint	Western	Wstrn
Ecology	Eco	Medical	Med		
		Marketing	Mktg		

Appendix B: Secondary Unit Designator Abbreviations

Secondary Unit Designator	
<u>Secondary Unit Designator</u>	<u>Approved Abbreviation</u>
Apartment	Apt
Building	Bldg
Department	Dept
Floor	Fl
Front	Frnt *
Hangar	Hngr
Lobby	Lbby *
Lot	Lot
Lower	Lowr *
Office	Ofc *
Penthouse	Ph *
Pier	Pier
Rear	Rear *
Room	Rm
Side	Side *
Slip	Slip
Space	Spc
Stop	Stop
Suite	Ste
Trailer	Trlr
Unit	Unit
Upper	Uppr *
*Does not require secondary range number to follow	

Appendix C: Street Suffix Abbreviations

Street Suffixes	
Primary Street Suffix Name	Postal Service Standard Suffix Abbreviation
A	
Alley	Aly
Annex	Anx
Arcade	Arc
Avenue	Ave
B	
Bayoo	Byu
Beach	Bch
Bend	Bnd
Bluff	Blf
Bluffs	Blfs
Bottom	Btm
Boulevard	Blvd
Branch	Br
Bridge	Brg
Brook	Brk
Brooks	Brks
Burg	Bg
Bypass	Byp
C	
Camp	Cp
Canyon	Cyn
Cape	Cpe
Causeway	Cswy
Center	Ctr
Centers	Ctrs
Circle	Cir
Circles	Cirs
Cliff	Clf
Cliffs	Clfs
Club	Clb
Common	Cmn
Corner	Cor
Corners	Cors
Course	Crse
Court	Ct
Courts	Cts
Cove	Cv
Coves	Cvs
Creek	Crk
Crescent	Cres

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Crest	Crst
Crossing	Xing
Crossroad	Xrd
Curve	Curv
D	
Dale	DI
Dam	Dm
Divide	Dv
Drive	Dr
Drives	Drs
E	
Estate	Est
Estates	Ests
Expressway	Expy
Extension	Ext
Extensions	Exts
F	
Fall	Fall
Falls	FIs
Ferry	Fry
Field	Fld
Fields	Flds
Flat	Flt
Flats	Flts
Ford	Frd
Forest	Frst
Forge	Frg
Forges	Frgs
Fork	Frk
Forks	Frks
Fort	Ft
Freeway	Fwy
G	
Garden	Gdn
Gardens	Gdns
Gateway	Gtwy
Glen	Gln
Glens	Glns
Green	Grn
Greens	Grns
Grove	Grv
Groves	Grvs
H	
Harbor	Hbr
Harbors	Hbrs
Haven	Hvn
Heights	Hts
Highway	Hwy
Hill	HI

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Hills	Hls
Hollow	Holw
I	
Inlet	Inlt
Island	Is
Islands	Iss
Isle	Isle
J	
Junction	Jct
Junctions	Jcts
K	
Key	Ky
Keys	Kys
Knoll	Knl
Knolls	Knls
L	
Lake	Lk
Lakes	Lks
Land	Land
Landing	Lndg
Lane	Ln
Light	Lgt
Lights	Lghts
Loaf	Lf
Lock	Lck
Locks	Lcks
Lodge	Ldg
Loop	Loop
M	
Mall	Mall
Manor	Mnr
Manors	Mnrs
Meadow	Mdw
Meadows	Mdws
Mews	Mews
Mill	MI
Mills	Mls
Mission	Msn
Motorway	Mtwy
Mount	Mt
Mountain	Mtn
Mountains	Mtns
N	
Neck	Nck
O	
Orchard	Orch
Oval	Oval
Overpass	Opas
P	

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Park	Park
Parks	Park
Parkway	Pkwy
Parkways	Pkwy
Pass	Pass
Passage	Psgge
Path	Path
Pike	Pike
Pine	Pne
Pines	Pnes
Place	Pl
Plain	Pln
Plains	Plns
Plaza	Plz
Point	Pt
Point	Pts
Port	Prt
Ports	Prts
Prairie	Pr
R	
Radial	Radl
Ramp	Ramp
Ranch	Rnch
Rapid	Rpd
Rapids	Rpds
Rest	Rst
Ridge	Rdg
Ridges	Rdgs
River	Riv
Road	Rd
Route	Rte
Row	Row
Rue	Rue
Run	Run
S	
Shoal	Shl
Shoals	Shls
Shore	Shr
Shores	Shors
Skyway	Skwy
Spring	Spg
Springs	Spgs
Spur	Spur
Spurs	Spur
Square	Sq
Squares	Sqs
Station	Sta
Stravenue	Stra
Stream	Strm

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Street	St
Streets	Sts
Summit	Smt
T	
Terrace	Ter
Throughway	Trwy
Trace	Trce
Track	Trak
Trafficway	Trfy
Trail	Trl
Tunnel	Tunl
Turnpike	Tpke
U	
Underpass	Upas
Union	UN
Unions	Uns
V	
Valley	Vly
Valleys	Vlys
Viaducts	Via
View	Vw
Views	Vws
Village	Vlg
Villages	Vlgs
Ville	VI
Vista	Vis
W	
Walk	Walk
Walks	Walk
Wall	Wall
Way	Way
Ways	Ways
Well	WI
Wells	Wls