DATA STANDARDS

Address	Data Standard	Example
Apartment		Apt
Avenue		Ave
Boulevard		Blvd
Circle		Cir
County Code	Must be correct so 4 digit zip code is correct	
Court		Ct
Department		Dpt
East		E
Floor		Fl
Fraction	Use space before fraction	101 1/2 Main St
Home Address		1234 N Jones Apt 4
		1356 Central Pl Bldg 14
		9876 Maple Dr Ste 202
Hyphen in Address	Use if in address	289-01 Montgomery Ave
In Care Of		c/o
North		N
Northeast		NE
Northwest		NW
Period in Address	Use if in address	39.2 Rd
Place		Pl
Post Office Box		PO Box
Punctuation	Only if part of street address	Mid Island PL
Road		Rd
Room		Rm
South		S
Southeast		SE
Southwest		SW
Space		Sp
Street		St
Suite		Ste
West		W
Work Address	Must have box number, location and room number	Box 5467 Martin Hall 1234
Work Address Off-campus Sites	Have no box number	Roanoke Higher Education

rginia Higher Education Center
PO Box 1987
One Partnership Cir
Abingdon, VA 24212-1987

Don't use periods	MBA, CPA, RN	Assistant Vice President	Asst VP
Others do use periods	Jr., Esq., M.D., Ret., P.E.	Associate Vice President	Assoc VP
Use comma to separate multiples	MBA, CPA, M.D.		