

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 PLZ
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 Center 108 N Jefferson St Roanoke, VA 24016 Southwest Virginia Higher Education Center PO Box 1987 One Partnership Cir Abingdon, VA 24212-1987

DATA STANDARDS

General	Data Standard	Example	Title	Abbreviation/Data Standard
	All data entered with mixed uppercase and lowercase and standard capitalization rules			
Activities		Act	Adjunct	Adjunct
Center		Ctr	Administrative	Admin
Finance		Fin	Assistant	Asst
Financial		Fin	Associate	Assoc
Information		Info	Chair	Chair
Management		Mgmt	Combination Titles	Dir, Interim/Prof Chair, Interim/Prof Chair, Founding/Prof Assoc Dean/Chair/Assoc Prof Chair/Dir School of Dance/Prof
Operations		Oprs	Coordinator	Coord
Program		Prog	Director	Dir
Project		Proj	Engineer	Engr
Services		Svcs	Executive	Exec
Not allowed in Banner			Instructor	Instructor
	Brackets	{ }	Interim	Interim
	Colon	:	Manager	Mgr
	Double hyphen	=	Officer	Off
	Double quotation	"	Operator	Oper
	Ellipsis	...	Professor	Prof
	Parentheses	()	Provost	Provost
	Percent symbol	%	Vice Provost	V Provost
	Pound Sign	#	Associate Vice Provost	Assoc V Provost
	Semi-colon	;	Assistant Vice Provost	Asst V Provost
			Representative	Rep
Name	Data Standard	Example	Senior	Sr
Apostrophe in name	Use apostrophe	O'Leary	Specialist	Spec
Hyphenated name	Use hyphen	Smith-Jones	Student	Stud
Period in name	Use Period for abbreviation	R. John Smith		
Prefix	Periods, commas permitted	Mr. Ralph D. Crampton, Jr., Esq.	Supervisor	Supv
	Use period when applicable and do not need a space after period	Mr., Dr., Capt., Miss	Superintendent	Supt
Single name	Name in last name field	Cher	Technician	Tech
Space in name	Use space	Mc Donald	Worker	Wkr
Space not in name	Do not use space	McDonald		
			Vice President	VP
Suffix	Include leading comma and space in suffix to make comma appear correctly when printed	Crampton, Jr., Esq.	Assistant Vice President	Asst VP
	Some don't use periods	MBA, CPA, RN	Associate Vice President	Assoc VP
	Others do use periods	Jr., Esq., M.D., Ret., P.E.		
	Use comma to separate multiples	MBA, CPA, M.D.		