

Appendix G – Data Standards Summary

Commas, Pound Signs, Quotes, Brackets

Commas, pound signs (#), quotes (“), and brackets () are never used. Do not add punctuation.

Punctuation and Spacing

Use a *hyphen* (-) according to customer preference, such as hyphenated maiden and married names, and in cases of cultural convention, e.g., “Al-Hamad”.

Apostrophes (‘) may be used in such names as “O’Leary”, “O’Connor”, etc.

Periods are normally not used. In an abbreviation of a person's name, e.g., “L Marie Blue”, “Lynn M Blue”, etc., the initial should be placed in the appropriate field without the period. The only exception is when a person has only one name and a period is placed in the *First Name* field.

Spacing: can be retained according to customer preference between syllables, e.g., “Mc”, “Mac”, “La”, etc., and the main portion of the name.

Person Names

Use the *legal name* at all times. The College assumes the current name in Banner as the person's legal name.

If a person has just one name, without a first or middle name, enter the person's name into the *Last Name* field. Then enter a period in the mandatory *First Name* field, to use a character that is not highly noticeable when printing or viewing.

If a person's last name is longer than the 60 characters allowed in Banner, enter as much as you can into the field. Omit the remainder. Do not abbreviate.

Special Cases

If a last name consists of *two unhyphenated words*, e.g., “Lynn Marie McNamara Blue”, enter the entire last name in the *Last Name* field:

First Name:	Lynn
Middle Name:	Marie

Last Name:	McNamara
Blue	

If a name includes an *initial*, e.g., “S Paul Smith”, enter the initial without a period:

First Name:	S
Middle Name:	Paul
Last Name:	Smith

If a person has a *preferred first name*, e.g., “S Paul Smith”, enter the preferred name in the *Preferred First Name* field:

First Name:	S
Middle Name:	Paul
Preferred First Name:	Paul
Last Name:	Smith

Last Name (60 characters)

Enter the legal spelling and format of the last name, using standard capitalization rules. Title and name prefix are entered in the *Name Prefix* field, and name suffix is entered in the *Name Suffix* field.

First Name (60 characters)

Always enter the entire first name even if the preferred usage is first name initial and full middle name.

Preferred First Name (60 characters)

The same rules applied to First Name will be applied to *Preferred First Name*.

Middle Name (60 characters)

Enter the entire middle name, if available, for identification purposes. If the middle name is an initial, do not enter the period

Name Prefix

Approved abbreviations are:

Mister	Mr
Married Woman	Mrs
Single or Married Woman	Ms
Doctor	Dr
Rabbi	Rabbi
Reverend	Reverend
Sister	Sister
Professor	Prof

If no prefix is provided, enter a default prefix based on gender, i.e., M=Mr, F=Ms.

Name Suffix

Approved abbreviations for *Name Suffix* are:

Senior	Sr
Junior	Jr
The Second	II
The Third	III
Doctor	PhD
Doctor	MD

Previous Name

Except for corrections made due to data entry errors, **previous names** should be entered on Banner. When entering a new person, enter the earlier name first, if available, and save, and then enter the current name, and save. The previous name appears in the alternate identification block. All alternate names and IDs in Banner are searchable, and in some cases, can be used for reporting purposes, e.g., transcripts and diplomas.

Non-Person Name / Vendor Name

Except for acronyms, all information is entered in upper-/lower-case format. The ampersand (&) is only to be used if it is a formal part of the vendor name, e.g., “Baltimore & Ohio Railway”; use and in all other cases.

The period is only to be used if it is a significant part of the company name, e.g., “Amazon.Com”. Periods should not be used following abbreviations such as “Co” and “Inc.”

The word “**the**” should only be capitalized when it appears at the beginning of the name, e.g., “The Grand Rapids Press”.

The **hyphen** (-) may be used to separate double names.

Apostrophes (') may be used.

If a company is commonly recognized by its **acronym**, e.g., “IBM”, “AT&T”, etc., use the acronym. Use no spaces or punctuation between the letters.

Abbreviations are only used when a vendor name is too long to fit in the name field; start abbreviating the words on the rightmost side of the name using standard abbreviations (See *Appendix D* of the *Humber College Electronic Information Guidelines / Data Standards Document*).

If a **numeral** is part of the official corporate name, enter the numeral rather than spelling out the number, e.g., “21st Century Productions”.

Government Offices, e.g., Federal, Provincial, State and Municipal government departments and agencies should be entered with the government agency name as the vendor, e.g.,

Province of Ontario
Ministry of Finance

Each department or agency should have separate address sequences within one address type, e.g., business address (“BU”) sequence number 1, business address sequence number 2, etc.

Spaces are permitted between multiple names, eg.,

ABC Trucking
J F Kennedy Co
First National Bank
Department of Defense
Smith Smith & Smyth

Addresses

Do not leave any intervening blank lines between the lines of the address; for example, do not enter information into address line 2 until information has been entered on address line 1, etc.

Enter international addresses exactly as provided, including punctuation. Avoid commas as much as possible. Do not abbreviate words that are spelled out. International provinces, prefectures or states should be entered on the last line of the address (prior to the city).

Postal Code / Zip Code

The format of a *Canadian postal code* must be ANA NAN, that is, 3 characters, followed by a space and then the remaining 3 characters, e.g., “T2T 2Y5”, all in upper-case.

For a 5-digit *United States zip code*, enter 5 digits; for 9-digit zip codes, enter 5 digits, a hyphen, followed by the remaining 4 digits, e.g. “49401” or “49401-9403”.

Street Addresses

Except for Canadian postal codes, capitalize the first letter of all words in the address.

Use *hyphens*, *periods* and *slashes* only when needed for clarity or designated fractions, e.g.,

Mid-Island PLZ
39.2 Rd
101 1/2 Main Street
289-01 Montgomery

The *ampersand* (&) may be used, but preference should be given to “*and*”. For *Attention* or *Care of* enter “*c/o*” on the first street address line. For “*Number*” use “*No*”, e.g, enter “3454 N Jones No 4”.

Standard abbreviations are:

Apartment	Apt
Space	Sp
Room	Rm
Floor	Fl
Number	No
Building	Bldg
Suite	Ste
Department	Dept
Trailer	Trlr
Unit	Unit

Examples:

1624 College NE Apt 15
1111 Bridge NW No 4
1600 Central Pl Bldg 3
75 James Blvd Rm 6
2121-1 Executive Dr

Compass directions are:

North	N
East	E
South	S

West	W
Northeast	NE
Northwest	NW
Southeast	SE
Southwest	SW

If an address contains a both a street address and a *post office box*, the address lines and post office box must be entered on separate *Street Lines*, with the post office box on the last street line. For example:

100 Oak St
PO Box 200

Note that city, province/state, postal code/zip code, and nation code are stored in separate fields.

Always use the standard **postal abbreviations** (See *Appendix D* of the *Humber College Electronic Information Guidelines / Data Standards Document*). For other abbreviations, do not use them unless there are space limitations, that is, if an address line exceeds 75 characters.

Capitalize the first letter of each word of the *city*, e.g., “Toronto”, “Santa Fe”, “Abu Dhabi”, etc. Use an abbreviation only if the full city name does not fit in the field.

A **nation code** is required for all non-Canadian addresses. Do not enter a nation code for Canadian addresses. (See *Appendix F* of the *Humber College Electronic Information Guidelines / Data Standards Document*) for the nation codes.

Address Changes

Enter the *source* of the address change, if available.

North American Phone Numbers

The three-digit *area code* must be entered for all phone numbers. Enter the **phone number** without the hyphen, e.g., 3313327. Phone numbers are seven digits.

If an *extension* is provided, enter only the digits, e.g., “1234”; do not enter the “X” or “Ext” prefix.