Person Names	OWU Standard	Example
Upper/lower case	Use mixed case, respecting the constituent's preference	Pat T. Brown
Hyphens	Do not use spaces around hyphens. Uppercase next alpha after hyphen.	Leslie Smith-Jones
Apostrophes	Do not use spaces around apostrophes.	Timothy O'Brien
Periods	Use after all initials and name prefixes.	T. E. Frazier Jane Q. Public
Spaces within first, middle, or last name	Respect the constituent's preference.	Carlos J. de la Torre
Leading initial	Is allowed	A. John Gatz
Mac and Mc	Do not use spaces after Mac or Mc. Uppercase next alpha after Mac or Mc.	Michael McDonald
Prefixes and suffixes	Limited to approved list. Common prefixes: Mr. Mrs. Ms. Dr. Rev. Hon. Common suffixes Jr Sr I II III IV	Rev. Jesse Jackson Jr Dr. Benjamin Spock Mr. John P. Smith III
First and last names	Are required Mononyms: Use FNU for first name, mononym for last name	
Middle name or initial	Is required if provided by constituent	
Nickname	Limit nickname entry to designated field.	
Special characters	None allowed. Only alpha, number, apostrophe, hyphen, period.	Do not use &, #, %, +

Organization Names	OWU Standard	Example
Upper/lower case	Used mixed case according to the legal name	Ohio Wesleyan University ACME Detective Agency
Hyphens	Do not use spaces around hyphens. Uppercase next alpha after hyphen.	Smith-Jones Incorporated
Apostrophes	Do not use spaces around apostrophes.	Rosie O'Grady's Irish Pub
Periods	Respect the constituent's preference.	J. C. Penney Company AT&T

Organization Names	OWU Standard	Example
Leading articles (like "The")	Keep leading articles for the main Name field. Leave off leading articles for the Sort Name field, if any.	The Mean Bean
Ampersand	Only use if part of organization's legal name. Otherwise use "and".	AT&T Arnold and Porter LLP
Acronyms	Use if part of organization's legal name. Otherwise spell the name out and add acronym to alias or alternate name fields as needed.	TCBY Systems LLC
Abbreviations	Allowed, but do not use period after abbreviation.	ACME Book Corp

Addresses	OWU Standard	Example
Upper/lower case	Use mixed case.	123 Center St Marion OH 43301
Relative location of address block lines	Use this arrangement: Attn line (if any) Recipient line Delivery lines Last line where "Last line" contains city, state, country, postal code, etc.	Attn Jane Roe ACME Book Corp Ste 516 123 N Sandusky St Delaware OH 43015
PO Box	Uppercase P and O with no periods or spaces. Capitalize "Box". Use one space between each of "PO", "Box", and the box number.	PO Box 534
Dual PO Box and street address	Use either a PO Box address or a street address, not both. Enter the alternate one as an alternate address.	William Brown PO Box 7651 Washington DC 20066
Commas	Do not use commas.	
ZIP versus ZIP+4	Enter plus 4 if known. Separate ZIP and plus 4 with a hyphen if your system allows.	Arnold Ziffle 543 Green Acres Rd Pendleton KY 40055-0001
Use of country for domestic (US) addresses	Enter United States for domestic addresses.	

Addresses	OWU Standard	Example
Street type abbreviations	Use abbreviations. Do not use periods after abbreviations. Common abbreviations: St Rd Ave Pl Cir Blvd	123 N Sandusky St
Numeric street names	Abbreviate 1st, 3rd, etc.	234 N 3rd St
Fractions	Use slashes in fractions.	456 1/2 W Broad St
Periods	Do not use periods in street addresses.	116 N 3rd St
RR/CR versus Rural Route/County Road	Abbreviate these words.	RR 123 Box 987
Secondary unit descriptors	Use abbreviations. If possible put to right of street address on the same line. Otherwise put on the line ABOVE the street address. Common abbreviations: Apt Bldg Dept Ste Rm	123 Center St Apt 203 Dept L55 4123 Aveneda Blvd

Campus Addresses	OWU Standard	Example
Relative location of address block lines	Use this arrangement: Room Building Department Ohio Wesleyan University 61 S Sandusky St Delaware OH 43015	136 Corns Information Services Ohio Wesleyan University 61 S Sandusky St Delaware OH 43015

Phone Numbers	OWU Standard	Example
Domestic (US) phone	PowerCAMPUS: Enter the complete phone number. Don't skip the area code. Use hyphens to separate the three parts of a US phone number if your system allows.	740-368-3120

International phone	Always include country code prefix.
	
	Type a single string of numbers without punctuation or spaces.
		For:
		  country code 86
		  area code 123
		  number 12345678
		Type:
		  8612312345678

E-mail Addresses	OWU Standard	Example
Upper/lower case	Recommend lower case for consistency	registrar@owu.edu