ABBREVIATION GUIDELINES

ABBREVIATIONS TO BE USED IN ADDRESSES

Apt.—Apartment  Ct.—Court  No.—Number  St.—Street
Ave.—Avenue  Dr.—Drive  Pkwy.—Parkway  Sta.—Station
Bldg.—Building  Exp’y.—Expressway  Pl.—Place  Ste.—Suite
Blvd.—Boulevard  Ext.—Extension  P.O.—Post Office  Ste. Rte.—State Route
Cir.—Circle  Gen. Del.—General Delivery  Rd.—Road  Terr.—Terrace
Co.—County  Hwy.—Highway  R.R.—Rural Route  Trl.—Trail
Cor.—Corner  Ln.—Lane  Rte.—Route  CANADA:
Crk.—Creek  Mt.—Mount  Spec.—Space  Cnr.—Corner
Cres.—Crescent  Mt.—Mountain  Sq.—Square  Stn.—Station

STATE ABBREVIATIONS
(To be used in Addresses with Zip Codes)
Alberta—AB  Hawaii—HI  Missouri—MO  Puerto Rico—PR
Alaska—AK  Idaho—ID  Montana—MT  Rhode Island—RI
American Samoa—AS  Illinois—IL  Nebraska—NE  South Carolina—SC
Arizona—AZ  Indiana—IN  Nevada—NV  South Dakota—SD
Arkansas—AR  Iowa—IA  New Hampshire—NH  Tennessee—TN
California—CA  Kansas—KS  New Jersey—NJ  Texas—TX
Canal Zone—CZ  Kentucky—KY  New Mexico—NM  Utah—UT
Colorado—CO  Louisiana—LA  New York—NY  Vermont—VT
Connecticut—CT  Maine—ME  North Carolina—NC  Virginia—VA
Delaware—DE  Maryland—MD  North Dakota—ND  Virgin Islands—VI
Dist. of Columbia—DC  Massachusetts—MA  Ohio—OH  Washington—WA
Florida—FL  Michigan—MI  Oklahoma—OK  West Virginia—WV
Georgia—GA  Minnesota—MN  Oregon—OR  Wisconsin—WI
Guam—GU  Mississippi—MS  Pennsylvania—PA  Wyoming—WY

CANADIAN PROVINCE ABBREVIATIONS

Alberta—AB  New Brunswick—NB  Ontario—ON  Yukon Territory—YT
British Columbia—BC  Newfoundland—NF  Prince Edward Island—PE
Labrador—LB  Northwest Territory—NT  Quebec—QC
Manitoba—MB  Nova Scotia—NS  Saskatchewan—SK

DIRECTIONS

N.  E.  N.E.  S.  S.E.  W.  N.W.  S.W.

STREETS

May be either First, Second, Third, Fourth, Forty-first…or 1st, 2nd, 3rd, 4th, 41st, etc.
(Please use the st, nd, rd and th if using numerals)

GENERAL SUGGESTIONS:
1. Make original manuscript as nearly accurate as possible. Consult last year’s journal if in doubt regarding abbreviations or style.
2. Omit “Mr., Mrs., Rev. or Dr.” in front of names.
3. Omit the words “Phone” and “Area code” and simply use the number, as (816-561-2397). In the Church Directory section, list area code with each phone listing.
4. Omit periods in CLT, NYI, NMI, P&B, SDMI, VBS, and names of colleges/universities (as SNU, ONU, etc.).
5. Be consistent in spelling names of people, towns, and churches.

REMEMBER

Your last year’s journal was conformed to proper style at time of printing. Consult it when in doubt.