APPENDIX A

ETO Data Entry Standards

Capitalization:

Do not use caps lock, use lower case where appropriate.

Capitalize proper nouns, compass points (N, S, E, W, NW, SE, etc).

Period Usage

Use periods only in narrative fields to complete sentences. Do not use periods to close abbreviations.

Hyphenated Names

Do not leave a space before or after a hyphen in any hyphenated name.

Address Formatting

Always use standard address format.

Enter only the street address of the building or mobile home park in the *Address 1* field.

Apartment, lot, suite numbers, etc. belong in the *Address 2* field.

Do not enter city or state in either address field.

Do not spell out compass directions. Use standard abbreviations.

Place compass directions before the street name, not after. Although it is correct and proper to place it after Avenue, in the interests of consistency it should always be placed before the name in ETO. The one exception to this will be Capital Ave NW and SW in Battle Creek, because of the iconic nature of that street.

Do not spell out street types, use standard abbreviations (see appendix A). One exception to this is the Springfield Avenues (Avenue A, Avenue B, etc.), in this case the word should be spelled out.

Do not use periods after street type abbreviations or compass directions.

Use the abbreviation for apartment, suite, or the word lot whenever possible, but a pound sign (#) can be used when uncertain. The term "flat" is not used in this part of the country.

Use street types when possible, though in Battle Creek they are not necessary for more than two or three streets (Taft St and Taft Ct, for example).

Examples:

123 Main St
Apt 4B

1145 Harmonia Rd
Lot 145

15 Capital Ave NE
Ste 2

Appendix A

Standard	Abbreviation	Alternate
Avenue	Ave	
Apartment	Apt	
Boulevard	Blvd	
Drive	Dr	
Lane	Ln	
Parkway	Pkwy	Pky
Place	Pl	
Road	Rd	
Street	St	
Suite	Ste	Suite