



Address Data Entry Standards

This document describes business rules and data entry procedures for organization and individual constituent names.

Handling Names

- **Capitalize** the first letter of each name unless indicated otherwise by the constituent. Exceptions: First names such as MaryLou and last-names such as McMahon would have additional capitalization but no extra spacing.
- Use the **apostrophe** but do not include additional spacing for last names that contain an apostrophe (O'Brien or D'Angelo).
- **Abbreviate** "Saint" and add a period and space immediately after (St. Thomas).
- Use a period after each letter with no extra space for **name initials** (K.C.).
- Enter full **middle names**, if known. These middle names are automatically abbreviated in certain addressee/salutation and mail functions. If you only know the middle initial, enter it without the period.
- Do not use **nicknames** in the first name field. Put them in the Nickname field. If you don't know the specific nickname, copy the first name in the nickname field. The nickname field must be used in order for certain addressee/salutation formulas to work properly.
- First and middle names should be entered in separate fields unless it is considered one name (MaryLou).
- For married women with two last names, the **maiden name** should go in the maiden name field and the last name should be entered as it should appear (e.g. Smith-Jones). For maximum search capability, enter the spouse last name of Jones as an alias.
- Do not abbreviate an **organization name** except when part of the formal business name (Inc., Co.).
- Always abbreviate Inc. or Co. unless the business does not. (As shown on a check, web site or letterhead.)
- If an organization uses "**A**" or "**The**" before their name, put in a backslash (\) between "The" and the name, with no spaces. For example: "The\Stengl Foundation". This allows the record to be retrieved when searching under "Stengl". The backslash "\" will not show up or print in any queries, exports or mailings.
- If an organization has an acronym or an alternate name, enter it as an alias.

Titles

- Choose from the available list. Email REHelp@seattleu.edu if you cannot find the title you are looking for.
- Use the "." title for Constituents with an **unknown gender**.
- Use the "M." title for **transgender** Constituents.
- **Title1** is used in Addressee auto-formats. **Title2** is used in Salutation auto-formats. (e.g. Title1 is 'The Most Rev.' and Title2 is 'Rev.' This allows for more flexible auto-formatting options.



Suffixes

- Choose from available list. Email REHelp@seattleu.edu if you cannot find the title you are looking for.
- Suffixes include preceding punctuation. **Suffix1** should be limited to familial designations (e.g. Jr., Sr., III) **Suffix2** should be limited to professional designations (e.g. SJ, PhD). This allows for more flexible auto-formatting options

Domestic Address

- Try to confine the address to **one line** if possible, two lines are acceptable but do NOT use three lines except under special circumstances. When entering an apartment number or suite number, put it in at the end of the first address line if possible. Email BioUpdates@seattleu.edu for direction if you have an instance where you feel 3 address lines are appropriate.
- Use [USPS standard abbreviations](#) for **street descriptions** such as Road, Avenue, Street, Terrace, Boulevard, etc.
- Compass directions (North, West, Southwest, Northeast, etc.) should be abbreviated capitalized without punctuation as shown in these examples: N, W, SW, NE.
- Use [USPS standard abbreviations](#) when inputting a Secondary Unit Designator such as Apartment or Suite number(i.e. Apt, Ste).
- Use a **post office box or street address**, but not both. EXCEPTION: Sometimes both are required (i.e. rural or county roads, etc.); in such cases put the street (physical) address on the first line.
- PO Boxes should have no periods or spacing between P and O (**PO Box**).
- **Military addresses** must show the grade, full name with middle name or initial, and PSC number, unit number, or ship name. Replace the city name with "APO " or "FPO," and the state with "AA," "AE," or "AP"([USPS Standards](#)).
- **Always run AddressAccelerator** when adding/editing addresses. This will populate the county and extended zip code. Contact BioUpdates@seattleu.edu if you have an address that fails to validate.
- To have ½ **properly formatted** in an address you need to hold down the ALT key, while pressing the numbers 1, 7, 1 on the numeric keypad. Do not use the number row above the letter keys.

Foreign Addresses

Foreign addresses require special formatting. Use city, state/province and zip/postal code fields for international addresses when you can. If the address you're working with does not lend itself well for entry using the above fields, enter the entire address in address lines. Only country should be entered in its own field. Address Validation will not work with foreign addresses. Do not hesitate to contact BioUpdates@seattleu.edu or reference the USPS [web site](#) for tips.

Cities

Use abbreviations when applicable and do not use punctuation. Cities such as Saint and Fort should be listed as follows St and Ft, with no punctuation.

States

Use only two capitalized letters conforming to USPS standards. Do not use any punctuation.



Zip Codes

Always run AddressAccelerator when adding/updating an address. AddressAccelerator automatically enters the zip code with the 4-digit extension.

Phone Numbers, Email Addresses and Websites

- Phone numbers, email addresses and websites are all input in the phone section.
- You cannot have duplicate **phone types**, meaning a phone type can only be used once in the address.
- The primary email address should be listed with the “Email - Preferred” phone type. This is the email NetCommunity will send messages to. If an additional email address is known, use the “Email Alternate – 1”, then “Email Alternate – 2” types for the additional email address.
- Use area codes, even for local numbers. For U.S. and Canadian phone numbers, enter the phone number without dashes or parenthesis and the system will automatically format the numbers, even with extensions. For international phone numbers, manually enter the appropriate formatting.
- Enter email addresses and websites exactly as you would when using them, no spaces, using @, dots and other symbols/punctuation where needed. There is no need to enter http:// for web addresses but include www.
- Copy the business phone to the preferred address if one is not listed on the Bio1 tab.
- Copy the business Preferred-Email to the Preferred Address on the Bio1 tab if an email address is not available for the Preferred Address.

Primary Business Address

The primary business organization name and position can print with the business address if the checkboxes on the organization relationship screen are checked. Do not enter the organization name or position in the address lines. Check the appropriate boxes on the organization relationship instead.

Additional Information

The following websites are available to verify and lookup missing address information:

www.switchboard.com

www.reversephonedirectory.com

www.searchbug.com

www.whitepages.com

www.melissadata.com/Lookups/index.htm

www.usps.com

Legal bar association sites like the Washington State Bar, www.wsba.org

<http://people.yahoo.com/>

Various law firm websites for lawyers