

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	Expy.—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	Sp.—Space	Cnr.—Corner
Cres.—Crescent	Mtn.—Mountain	Sq.—Square	Stn.—Station

STATE ABBREVIATIONS

(To be used in Addresses with Zip Codes)

Alabama—AL	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.*