NAME & ADDRESS FORMATTING

Please follow the guidelines below when formatting attributes. Again, name is the only required attribute but please add the address of the physical location of the structure if you are able to find it from an authoritative source. A road name only or nearby intersection is also acceptable if you are unable to confirm the physical address (e.g., South Howard Court, or South Howard Court and Bluebird Lane). If the optional attributes have been filled out, please verify them.

If you are a **Peer Reviewer** or an **Advanced Editor**, we would like you to make the attributes as consistent as possible. For example, if you are checking all of the fire stations within an entity, such as the Denver Fire Department, please format all of the names in the same way as they are found on the official website.

NOTE: If you find inconsistencies in names between authoritative websites (e.g., a county website and a fire station website), please pick one source and format all of the features according to that source.

Also please make sure feature names are not generic, such as "U.S. Post Office" or "Fire Station." Each feature should have their location incorporated into its name. For Post Offices, this can be found on the USPS.com search engine.

TOP THINGS TO LOOK FOR AND CORRECT:

ABBREVIATIONS:	
Example:	**Preferred:**
23rd St.	23rd Street
Denver FD	Denver Fire Department
Martin HS	Martin High School
Ellis Elem.	Ellis Elementary School

CAPITALIZATION:	
Example:	**Preferred:**
Denver fire department	Denver Fire Department
Mcleary or Mcmillan	McLeary or McMillan
ANDERSON ELEMENTARY SCHOOL	Anderson Elementary School
Knox drive	Knox Drive

NAMING CONSISTENCY:	
Example:	**Preferred:**
FIRE STATIONS:	
Denver Fire Department Station 23	Denver Fire Department Station 23
Denver Fire Department 24	Denver Fire Department Station 24
Denver FD, Station 1	Denver Fire Department Station 1
POST OFFICES:	
Westminster (Harris Park)	Westminster Post Office Harris Park Station
Harris Park Station	Westminster Post Office Harris Park Station
U.S. Post Office, Sanford	Sanford Post Office
United States Post Office Rocky Ford CO	Rocky Ford Post Office
Shawnee PO	Shawnee Post Office
US Post Office	Not a valid name. It should be formatted with the location name (as found on USPS.com) + "Post Office" as seen in the Preferred Examples.

CITY / TOWN HALLS and COURTHOUSES:	
For City / Town Halls or Courthouses, we are looking for the name <u>as it is listed on an authoritative source</u>.	
Lincoln, Nebraska	Lincoln County / City Building
Naperville, Illinois	Naperville Municipal Center
Village of Quincy, Michigan	Quincy Village Hall
Wayne Township, New Jersey	Wayne Town Hall
Madeira, Ohio	Madeira Municipal Building
Whitewater Township, Ohio	Whitewater Senior / Community Center
Jackson, Mississippi	Jackson City Hall
Prescott Valley Township, Arizona	Prescott Valley Civic Center
Arapahoe County Court House	Arapahoe County Courthouse *-or-* Arapahoe County Justice Center
Conejos Combined Court	Conejos County Courthouse
Baca County Court	Baca County Court -or- Baca County Courthouse
Pennsylvania Supreme Court	Pennsylvania Judicial Center
York County Court	York County Judicial Center
Adams County Circuit Court	Adams County Courthouse *-or-* Adams County Circuit Court

TABLE 1. SUMMARY OF STRUCTURES ATTRIBUTES

ATTRIBUTE	DEFINITION	Requirements by User Role:			NOTES
		Standard Editor	**Peer Reviewer**	**Advanced Editor**	
MAP ICON	A graphic icon that represents what type of structure the entity falls under.	**Required**	**Required**	**Required**	See the User Guide for more information on how to change symbols. Click here for more information on the different symbols and what they represent: Structures List
NAME	The official name of a feature from an authoritative source.	**Required**	**Required**	**Required**	See **Table 2** for some guidelines for populating this field.
GNIS ID	A unique, permanent feature ID	*(Auto)*	*(Auto)*	*(Auto)*	This field is automatically populated by USGS's databases. We only ask users to make note of this field when reviewing duplicate features and *identifying which duplicate feature to delete* . Users should delete the duplicate point with the higher GNIS ID.
ADDRESS 1	The street address of the structure. For example, a street, route, or highway address representing the physical location of a structure.	Optional	**Strongly Encouraged**	**Strongly Encouraged**	**CORRECT:** - Numbered address (e.g. 311 Main Street) - Numbered address and suite no. (e.g., 311 Main Street, Suite 150) - Cross streets (e.g. Main Street and 31st Avenue) - Street name only without numbered address (e.g. Main Street) (See **Tables 2** and **3** for additional guidelines for populating this field.) **INCORRECT:** - Post Office (PO) box - Rural route - General delivery - Administrative addresses UNLESS the functions of the structure reside at the same address (e.g. fire station's address is city hall AND the fire station is located at city hall). - Additional information (e.g. **Near** Pawnee Street, **West of** Lincoln Avenue, etc.) - Latitude and longitude/coordinates.
ADDRESS 2	This field is typically reserved for a building designator, such as "Building A" or "Roosevelt Hall"	Optional	Optional	Optional	**CORRECT:** - Roosevelt Hall **INCORRECT:** - Suite 150 (suite information belongs in the Address 1 field, separated by a comma)
CITY	The name of the city, town or community where the structure is located.	Optional	**Strongly Encouraged**	**Strongly Encouraged**	In cases where a structure is located in a rural area, this field could be populated with the nearest town or this field may be left blank.
STATE	The abbreviated name of the State where the structure is located.	**Required**	**Required**	**Required**	The two character US Postal Service abbreviation for a state.
ZIP	The zip code of the facility where the structure is located.	Optional	**Strongly Encouraged**	**Strongly Encouraged**	This attribute is the five-digit US Postal Service zip code associated with the street address for the physical location of the structure. The 5-digit zip code is the required value. ***New:*** We are no longer collecting four-digit zip code extensions. Do not add the 4-digit zip code extension. Remove the extension if found on a point.
COMMENT	A text field for users to document sources and/or reasons for changes	**Strongly Encouraged**	**Strongly Encouraged**	**Strongly Encouraged**	This field is optional, although *greatly appreciated* (especially when making significant changes such as relocation and/or deletions)! Using this field to record sources referenced during the update also helps us expedite approving this point for inclusion in The National Map!

TABLE 2. GUIDELINES FOR POPULATING THE "NAME" FIELD

EDITORIAL GUIDELINE FOR POPULATING THE ATTRIBUTE FIELD	EXAMPLES OF THE GUIDELINE		EXCEPTIONS TO THE GUIDELINE	GUIDELINE EXCEPTION EXAMPLES	
	INCORRECT	CORRECT		INCORRECT	CORRECT
NO ABBREVIATIONS					
Spell out abbreviations where possible:	Bldg	Building	ABBREVIATIONS THAT REFER TO THE NAME OF A PERSON:	--	--
	Co	County or Company			
	Ctr	Center			
	Cty	County or City			
	Dept	Department	**Dr for Doctor**	**Doctor** William H Edison Memorial Hospital	**Dr** William H Edison Memorial Hospital
	Dr	Drive or Doctor			
	E	East			
	Elem	Elementary			
	ES	Elementary School			
	Est	Estate			
	FD	Fire Department	**Jr for Junior**	Martin Luther King **Junior Junior** High School	Martin Luther King **Jr Junior** High School
	Hosp	Hospital			
	Jr	Junior			
	Med Center	Medical Center			
	MS	Middle School			
	Mt	Mount	**Sr for Senior**	Martin Luther King **Senior Senior** High School	Martin Luther King **Sr Senior** High School
	Mtn	Mountain			
	PS	Police Station			
	Sch	School			
	St	Saint			
	Sr	Senior			
MINIMAL APOSTROPHES					
(Use should be determined by what is listed on authoritative sources)					
Apostrophes denoting **missing letter**:	Lake O the Woods	Lake O' the Woods		--	--
Apostrophes normally used to denote **surname**:	O Malley Hollow	O'Malley Hollow			
Apostrophes in n**ames of administrative or man-made geographic features**	Sheriffs Office Marshal Office	Sheriff's Office Marshal's Office	--	--	--
Apostrophes denoting **possession**:	Saint Vincents Hospital	Saint Vincent's Hospital	Apostrophes **denoting plural rather than possession**	Physician's Medical Center	Physicians Medical Center
SPECIAL CHARACTERS: Limited Use					
Spell out words and remove special characters:	"&" (ampersand)	the word "and"	--	--	--
	"@" (commercial at)	the word "at"	--	--	--
	"#" (number sign)	remove without replacement	--	--	--
	"*" (asterisks)	remove without replacement	--	--	--
	"." (periods)	replace abbreviated word with with spelled out word (for example, spell out "Mount" instead of using the abbreviation "Mt.")	--	--	--
Some special characters are permitted on a limited basis:	"-" (hyphen)	" - " (with a space on both sides)	hyphens are allowed if a) the hyphen is in the name on an authoritative source, and b) there is a space on each side	Tri**-P**oint Elementary School	Tri **-** **P**oint Elementary School
	"/" (forward slash)	" / " (with a space on each side)	forward slashes are allowed if a) the slash is in the name on an authoritative source, and b) there is a space on each side	Concordia Junior**/S**enior High School	Concordia Junior **/** **S**enior High School
TITLE CASE CAPITALIZATION					
Each word begins with a capital letter:	East high school	East High School	Lower case for **prepositions** (and, at, by, for, in, of, on):	Canyon **De La** Sierras Middle School	Canyon **de la** Sierras Middle School
				Heart **Of The** Rockies Regional Medical Center	Heart **of the** Rockies Regional Medical Center

TABLE 3. GUIDELINES FOR POPULATING THE "ADDRESS" FIELDS

EDITORIAL GUIDELINE FOR POPULATING THE ADDRESS FIELDS	EXAMPLES OF THE GUIDELINE	
	INCORRECT	CORRECT
NO ABBREVIATIONS (Spell out street types, prefixes, suffixes and directionals).	Ave	Avenue
	Blvd	Boulevard
	Cnty	County
	CR	County Road
	Dr	Drive
	E	East
	Hwy	Highway
	I	Interstate
	Int	Interstate
	NW	Northwest
	Pkwy	Parkway
	RT	Route
	Rte	Route
	SR	State Road
	St	Street
	SW	Southwest
	TSR	Township Road
	W	West
	Rd	Road
	Byp	Bypass
NO APOSTROPHES IN STREET NAMES	Johnson**'s** Way	Johnson**s** Way
	Sherman**'s** Pike	Sherman**s** Pike
STREET NAME VARIATIONS (Use the name as it is given by the local naming authority or an authoritative source).[1]	--	- Third Street - 3rd Street - 3 Street
SPELLING OF COUNTY, STATE, LOCAL HIGHWAY AND INTERSTATE ROUTES (Spell out consistent with the US Postal Service Address Standard).[2]	Interstate **Highway** 680	Interstate 680
	I 55	**Interstate** 55
	US HWY 44	**US Highway** 44
	US 41 **SW**	US Highway 41 **Southwest**
	Hwy 64	**County Highway** 64
	KY ST HWY 1	**State Highway** 1
	Township **RD** 40	Township **Road** 40
TITLE CASE CAPITALIZATION (Each word begins with a capital letter).	US **h**ighway 40	US **H**ighway 40
	County **r**oad 441	County **R**oad 441

[1] Different jurisdictions follow different practices for numbered street names. For example, Pittsburgh spells out "First" through "Tenth" in numbered street names.

[2] US Postal Service standard. Appendix F - Address Standardization - County, State, Local Highways (See pages 79-80 of the document, .pdf file pages 82-83).

http://nd911.homestead.com/USPSpub28.pdf