

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.

COURTHOUSES*:	
<i>For courthouses, we are not looking for the name of the court, but for the <u>name of the building</u> that the court is housed in:</i>	
Colorado Supreme Court	Ralph L Carr Colorado Judicial Center -or- Colorado Supreme Court
Arapahoe County Court House	Arapahoe County Courthouse
Conejos Combined Court	Conejos County Courthouse
Baca County Court	Baca County Courthouse
Hamilton County Municipal Court	Hamilton County Courthouse
Pennsylvania Supreme Court	Pennsylvania Judicial Center -or- Pennsylvania Supreme Court
York County Court	York County Judicial Center
Salt Lake County Justice Court	Salt Lake County Government Center
Utah Supreme Court	Scott M Matheson Courthouse -or- Utah Supreme Court
Adams County Circuit Court	Adams County Courthouse
<small>* Please use the Comments field to document the website/URL from which the name of the courthouse/building was found. Doing so will help us to confirm naming conventions.</small>	

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 <i>identifying which duplicate feature to delete</i> . 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. Four-digit zip code extensions are not required, but will be included if provided. The NSD separates these two values with a hyphen, e.g. 80225-0046
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 <i>greatly appreciated</i> (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		Dr for Doctor	Doctor William H Edison Memorial Hospital	Dr William H Edison Memorial Hospital
	Ctr	Center				
	Cty	County or City				
	Dept	Department				
	Dr	Drive or Doctor				
	E	East				
	Elem	Elementary				
	ES	Elementary School				
	Est	Estate				
	FD	Fire Department	Jr for Junior			
	Hosp	Hospital				
	Jr	Junior				
	Med Center	Medical Center				
	MS	Middle School	Sr for Senior	Martin Luther King Senior High School	Martin Luther King Sr Senior High School	
	Mt	Mount				
	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 names 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	--	--	--	
Some special characters are permitted on a limited basis:	"." (periods)	replace abbreviated word with spelled out word (for example, spell out "Mount" instead of using the abbreviation "Mt.")	--	--	--	
	"-" (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-Point Elementary School	Tri - Point Elementary School	
Some special characters are permitted on a limited basis:	"/" (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/Senior High School	Concordia Junior / Senior 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
<p align="center">NO ABBREVIATIONS</p> <p>(Spell out street types, prefixes, suffixes and directionals).</p>	Ave	Avenue
	Bldv	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	
<p align="center">NO APOSTROPHES IN STREET NAMES</p>	Johnson's Way	Johnsons Way
	Sherman's Pike	Shermans Pike
<p>STREET NAME VARIATIONS (Use the name as it is given by the local naming authority or an authoritative source).^[1]</p>	--	- Third Street - 3rd Street - 3 Street
<p>SPELLING OF COUNTY, STATE, LOCAL HIGHWAY AND INTERSTATE ROUTES (Spell out consistent with the US Postal Service Address Standard).^[2]</p>	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
<p>TITLE CASE CAPITALIZATION (Each word begins with a capital letter).</p>	Township RD 40	Township Road 40
	US highway 40	US Highway 40
	County road 441	County Road 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>