

Public School Directory Style Sheet
Revised November 2016

School Names and District Names

- Omit “School District” from district names.
- Omit “School” from school names except when it falls in the middle of a name (e.g., “Corona School of the Arts”).
- Omit “The” from school names except when it falls in the middle of a name (e.g., “Corona School of the Arts”).
- If initials are used for schools named after a person, include a space between initials.

E-mail Addresses, Web Addresses, and Physical and Mailing Addresses

- Lowercase all e-mail addresses.
- Lowercase all Web addresses. Use “http://” only when a Web address does not begin with “www.”
- Include mailing address only when it differs from the physical address
- For numbered street names, spell out the numbers one through ten (e.g., “Ninth St.”). Use numerals for all others (e.g., 13th St.)
- For street addresses, always use numerals (e.g., 1 Washington Sq.).
- Post office boxes or drawers must be abbreviated without periods and without spaces between the “P” and the “O” (e.g., PO Box).
- Use the following abbreviations in street names:

| | | | | | |
|-----------|--------|---------|-------|---------|------|
| Avenue | Ave.* | Drive | Dr. | Roads | Rds. |
| Avenues | Aves. | Floor | Fl. | Route | Rt.* |
| Boulevard | Blvd.* | Highway | Hwy.* | Room | Rm. |
| Building | Bldg. | Lane | Ln. | Square | Sq. |
| Center | Ctr.* | Parkway | Pkwy. | Street | St. |
| Circle | Cir. | Place | Pl. | Streets | Sts. |
| Court | Ct. | Road | Rd. | Suite | Ste. |

*Exceptions: Do not abbreviate if the word falls in the middle of the street name (e.g., “1340 Avenue 36,” “619 Highway 135”). **Do not abbreviate Mount, Plaza, Saint, Terrace, or Way.**

- Spell out compass points in all cases (e.g., “490 North Hollywood Dr.,” “1920 Main St. East”).

School and School District Personnel

- Prefixes and suffixes should not be typed into a name (first, middle, or last) or title field. Use the appropriate dropdown menu for prefix or suffix, as needed.
- Follow the standard format for district personnel, for example: Director, Curriculum and Instruction (rather than Director of Curriculum & Instruction).
- If initials are used in a name, place a period after the initial. If more than one initial is used, include a space between initials.
- Use the following open and closed compounds for job titles:

Open Compounds

Coordinator in Charge
Interim Superintendent
Teacher in Charge
Vice Chancellor
Vice President
Vice Principal

Closed Compounds

Codirector
Coprincipal