If many web addresses are cited in a document, it is acceptable to drop the "http" as long as the address contains "www."

4.4 Telephone and fax numbers

Complete information must be provided, including the area code. If the area code can be omitted when the caller is placing the call within the city, it should be put in parentheses. If it must be included (as is now true in many areas, it should be joined with a hyphen to the rest of the number. For countries outside Canada, the long distance access code, country code and city code should be put in parentheses and separated by hyphens, before the principal number.

Tel.: 1-800-807-7776
     613-995-5555
Fax: 613-995-2222
Tel.: (011-44-20) 7258-6600 (011 is the long distance access code, 44 is the country code and 20 is the city code)

4.5 Tips and traps

Many departmental publications provide a list of contacts for further information. To ensure the information does not quickly become outdated, these should give position titles only, not the names of staff members.

If you use titles or personal names in directories or other lists, check with the addressee for the correct and preferred form.

Names should not be separated at the end of a line. Use a hard space [CTRL + space bar in WordPerfect] to avoid splitting a name.