

Offices such as the Prime Minister's Office (PMO) and the Privy Council Office (PCO) are commonly referred to without a definite article:

PCO organized the conference.

We received authorization from PMO/the PMO.

The definite article is not used with divisional symbols or codes for missions and other cities:

We consulted SXED on the project.

BNATO contacted Ottawa with details of the recent meeting.

If in doubt about the need for a definite article, check with the office in question to see what its usage practices are.

Miscellaneous points

Time of day

Normal usage is "a.m." and "p.m." For some publications, it may be desirable to convert to a 24-hour clock: the hour and the minute (and, if needed, the second) are represented by a two-digit number, and a colon is used as a separator:

17:30:21

Time zones

Abbreviations of time zones (capital letters without periods) are used only with a specific time. Otherwise, they are written in full:

4:30 p.m. EST

Pacific standard time

Months and days

These should be written in full in the text. They may be abbreviated in tables.

Exceptions: May, June and July are not abbreviated.

Eras

Abbreviations are used only when preceded or followed by the year:

AD (*anno Domini*)

BC (before Christ)