

4 Addresses, telephone and fax numbers

4.1 Addresses in text

In the text of a publication, the form used for a person's or institution's address should be appropriate to the reader's needs.

If the reader is never likely to want to contact the person, something similar to the following would be appropriate.

John Smith, a former departmental employee in Canada, suggested...
Katherine Kealey of Ottawa was known to...

If the full address of the person mentioned in the text is needed because he or she may be contacted by the reader, it should be given in parentheses.

Frank Carman of DND (Box XXX, Station X, Ottawa, ON, KXX XXX)
proposes...

In lists and directories, use the following order: name, title, organization, room or suite or floor, building, street address, post office box and station, city, province (state), postal code and country (international).

Note: For mailing addresses within Canada, Canada Post prefers the municipality, province and postal code to be on one line, with two spaces between the provincial abbreviation and postal code.

Canadian audience:	International audience:
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Canada Post's *Canadian Addressing Guide* is available online at (www.canadapost.ca/offerings/address_management/can/addressing_guide-e.asp).