

- Even in correspondence, Rt. Hon., Hon. and Rev. must be preceded by the word “the.”
- Make sure a title does not get separated from a name, and a first name is not split from a last name, by using a hard space (CTRL + space bar in WordPerfect) between them.
- Only one period is used if a sentence ends in an abbreviation that takes a period.

Do not use a period

- For official abbreviations, acronyms or initialisms.
- With international codes such as metric, or country designations that have been published by the International Organization for Standardization.
- With abbreviations of compass directions, except with street addresses (NNW **but** Laurier St. E.).

EC, EU and UN do not take periods.

Abbreviations with “the” and “a/an”

When an abbreviation is preceded by an **indefinite article** (“a” or “an”), the following rule should be applied:

- If it is an acronym, that is, it is pronounced as a word (e.g., MAC for Mutual Aid Committee), use the article appropriate to the whole “word” (a MAC).
- If it is an initialism, that is, it is not pronounced as a word (e.g., SME for small and medium-sized enterprise), use the article appropriate to the first initial (an SME).

The **definite article** (“the”) normally does not precede an acronym, but does precede an initialism.

The Canadian International Development Agency (CIDA) is located in Gatineau, Canada; CIDA has projects in many parts of the world.

The CBC underwent reorganization.

NAFTA came into effect on...

Some organizations—for example, Export Development Canada (EDC)—prefer that the definite article not be used with their name:

EDC has approved the funding for this project.