

3.3 Dates

(See also "Time of day" in Section 1.7.)

The preferred style for dates in departmental publications is to write the month and day (number), followed by a comma and then the year. Writing the day, month and year with no punctuation is also acceptable. If the name of the day is included, it must be followed by a comma. No comma is used if just the month and year are cited.

March 13, 2005 (preferred)	or	13 March 2005
Tuesday, March 13, 2005 (preferred)	or	Tuesday, 13 March 2005
March 2005		

The year should be followed by a comma in a sentence.

On March 13, 2005, it rained.

Years

Consecutive calendar years or ranges should be separated with a hyphen or en dash, with no spaces. The two digits for the century need not be repeated for the second year if the century remains the same.

1995–98 or 1995–1998	but always	1995–2001
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Federal government fiscal years may also be indicated by a solidus (slash): 2005/02.

When referring to a decade in numerical form, do not put an apostrophe between the last digit and the "s." If you spell out the decade, it is not necessary to capitalize it unless you are using it as a proper name.

the 1920s	not	the 1920's
the twenties	but	the Roaring Twenties

3.4 Money

Sums of money are usually expressed in numerals, except where they refer to round or indefinite amounts or are being used in a legal document.

In departmental texts, references to money are assumed to be in Canadian currency. When it is necessary to differentiate, write: