

ARMA Rules For Looking Up Vendors

The following alphabetizing conventions are used in the *Vendor Database in Colleague*. The source of most of these conventions are from the ARMA (for more info see www.arma.org) rules with adjustments made to the conventions that computers use for alphabetizing. These rules apply to all fields in the database.

1. All periods are omitted from all names and addresses .

234 S. CAMINO ST.	234 S CAMINO ST
A. B. DICK CO.	A B DICK CO

2. Rules for names of individuals only.

- a. Last name is separated with a comma from the first name
CAROL MASTERSON MASTERSON, CAROL

- b. Hyphenated names become separated by one space
LEE-ANN JONES JONES, LEE ANN
MARY SCOTT-DAVIS SCOTT DAVIS, MARY

- c. Names with prefixes become one word
MARY DE SANTOSDESANTOS, MARY
GARY VAN BEENEN VANBEENEN, GARY

3. Do not use spaces, periods, or hyphens between initials.
R-S ELECTRONICS RS ELECTRONICS
R/B BOOKSTORE RB BOOKSTORE
J B DRUGS JB DRUGS

4. Spaces replace punctuation between two words or between an initial and a word.

ARC-LECTRIC	ARC LECTRIC
PROVET/TITUS	PROVET TITUS
J-MRK COMPANY	J MRK COMPANY

5. Eliminate all apostrophes in all names.
JAY'S BOOKSTORE JAYS BOOKSTORE
O'BRIEN, JOAN OBRIEN, JOAN

6. Do not spell out special characters or numbers, they should be used just as the company depicts them.

#120 DRUGSTORE	#120 DRUGSTORE
\$ STORE	\$ STORE
10TH HOLE BAR	10TH HOLE BAR
2 IN A TREE	2 IN A TREE

7. City name with prefixes, remain as two separate words.

SAN DIEGO	SAN DIEGO
SANTA BARBARA	SANTA BARBARA
LOS ANGELES	LOS ANGELES

8. Move "the" at the beginning of a company name to the end of the name. This is the only preposition or article that will be moved.

THE WRITE SHOP	WRITE SHOP THE
IN THE PINK	IN THE PINK
A FINE MESS	A FINE MESS

9. Use a hyphen within a set of numbers for any kind of punctuation present.

13-30	13-30
20/64	20-64
7.24	7-24

10. Conventions for government offices.

a.	STATE OF CALIF	1st Line
	DEPT OF REVENUE	2nd Line

	STATE OF UTAH	1st line
	DEPT OF FORESTRY	2nd Line

b.	CITY OF SAN DIEGO	1st Line
	DEPT OF JUSTICE	2nd Line

	CITY OF SANTA BARBARA	1st Line
	DEPT OF TOURISM	2nd line

- c. U. S. GOVERNMENT (DIVISION)
DEPT

To read:

US GOVT NAVY
MIRAMAR AIRBASE

The first line should include US Govt and as much of the division as possible. The second line will carry the rest of the division if necessary and the department

- 11. Standard abbreviations used in all cases.

ADMINISTRATION	ADMIN
AND	&
ASSOCIATION	ASSN
CALIFORNIA	CALIF
COMMUNITY COLLEGE	CC
COMPANY	CO
CORPORATION	CORP
DEPARTMENT	DEPT
HIGH SCHOOL	HS
INTERNATIONAL	INTL
INTERNATIONAL BUSINESS MACHINES	IBM
NATIONAL	NATL
NUMBER	NO
SAINT	ST
SAN DIEGO COMMUNITY COLLEGE DISTRICT	SDCCD
SUPERINTENDENT	SUPT
UNIVERSITY	UNIV
U. S. GOVERNMENT	US GOVT

Address Abbreviations:

AVENUE	AVE
BOULEVARD	BLVD
CIRCLE	CIR
DRIVE	DR
HIGHWAY	HWY
LANE	LN
NORTH, SOUTH, EAST, WEST	N, S, E, W
Unless the actual name of the street	
PARKWAY	PKWY
PLACE	PL
P.O. BOX	PO BOX
STREET	ST
SUITE	STE

12. Lastly, as a point of information, the computer alphabetizes in this order:

Spaces
Special Characters
Alpha Characters
Numeric Characters