Date

Dates are usually written with numbers and letters. The month must be written in full, with a capital letter.

- ✓ **April 18, 2014** (<u>not</u> *April 18th, 2014)

It is not necessary to write the day of the week, unless that information is deemed important. In that case, use a comma to separate the day of the week from the date.

- ✓ Friday, July 5, 2013

In letters

The date is placed at the left margin in full block style.

Note the usage: *I will be away from August 20 to 25 inclusively.* (<u>not</u> *from August 20-25)

For tables, forms and technical use

The date is written in all-numeric form. The international standard date notation is recommended and is written in descending order: year, month, day.

- ✓ **2013-06-02** (for June 2, 2013)

*Avoid using other notations (e.g. 2/4/13, 4-2-2013) because American and English styles cannot be distinguished. A date such as 11/10/12 means October 11, 2012 in British English, but it means November 10, 2012 in American English.

Sources:

International Organization for Standardization. *Date and time format – ISO 8601*. Retrieved from: http://www.iso.org/iso/home/standards/iso8601.htm.

Translation Bureau. (2013). *The Canadian Style*. Retrieved from: http://www.btb.termiumplus.gc.ca/tpv2guides/guides/tcdnstyl/index-eng.html?lang=eng.

Wolf, M. & Wicksteed, C. (1997). *Date and Time Formats*. Retrieved from: http://www.w3.org/TR/NOTE-datetime.