How to write your name, address, etc., correctly in English

Hajime Oniki

Apr. 14, 2008

(1) Name:

Recommended: Taro KISHIBE

Taro <u>Kishibe</u>

Kishibe, Taro

Not recommended: Taro Kishibe

Kishibe Taro*

Note (*):   With this format, confusion may arise in distinguishing a family name (last name) from a given name (first name), although it is recommended by the Japanese government.

(2) Address:

Recommended: 2-36-1 Kishibe-Minami

Suita, Osaka 564-8511

Japan

Note: (a) City name (Suita) should come at the top of a line.

(b) Place a comma (,) between two alphabetical words or between two numerals; no punctuation is needed between an alphabetical word and a numeral.

(3) Birth date, date in general:

American style: October 24, 2007

Oct. 24, 2007

10/24/2007 (Used widely but not recommended)

European style: 24 October 2007

24 Oct 2007

24/10/2007 (Not recommended; may be OK if no confusion arises)

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(4) Telephone/Fax no.:

     For international use: +(81) 6-6381-8434

                                +(81) 90-1234-5678

     For domestic use: (06) 6381-8434

                                (090) 1234-5678

   Note: "81" is the country code of Japan, which should be written following a plus (+) sign; to place a call, a country code should be entered (without the plus sign) immediately after the code for international calls, which depends on the country in which a call is originated.   (There are variations/shortcuts of this, though.)

(5) E-mail address:

     Recommended: <abc@ogu.ac.jp>

                             Taro KISHIBE <abc@ogu.ac.jp>

(6) In case of emergency, please contact:

     Jiro KISHIBE

     3-37-2 Kishibe-Kita

     Suita, Osaka 564-1234

     Japan

     Tel.: (06) 6381-9545