



## **Addressing Invitations**

### **When hand-addressing:**

- Always use black felt tip pens, preferably fine point.
- Make sure the name and address are neat and legible.

### **When printing envelopes:**

- Use a font that matches return address or invitation text.
- Make sure that the name and address are centered properly on the envelope.
- Use a point size that is relative to the size of the envelope.

### **General rules:**

- There should always be at least three lines in an address. If there is no street or box number, you will use the second line for the city and the third for the state and zip code.
- Do not use abbreviations for Street, Avenue, name of state, etc. This, however, does not include directions (i.e. NW, SE) and DC as in Washington, DC or titles and suffixes (i.e. Dr., Mr., Jr., Sr.)

### **Military and religious abbreviations are spelled out:**

- 1st Sgt. should be First Sergeant
- Col. should be Colonel
- Rev. should be Reverend

### **When sending to an elected official**

#### **(i.e. Legislators, Judges, Board of Trustees, etc.):**

- The Honorable William C. Hubbard and Mrs. Katharine Hubbard
- The Honorable Inez Tenenbaum and Mr. Samuel Tenenbaum



**If both are elected officials:**

- The Honorable Helen C. Harvey and  
The Honorable W. Brantley Harvey, Jr.

**If both are Dr.:**

- Drs. Mary Ann and George Parsons

**If the woman is a Dr. and she is the invited guest:**

- Dr. Evelyn Smith and Mr. Charles Smith

**If he is the invited guest and she is included as his spouse:**

- Mr. Charles Smith and Dr. Evelyn Smith

**If the spouses have different last names:**

- Mr. Charles Bierbauer and Ms. Susanne Schafer

**When to address a woman as Ms.:**

- Any woman that is widowed, divorced, unmarried or has kept her maiden name

**NO comma goes before II, III, IV:**

- Mr. and Mrs. Harry M. Lightsey III

**Addressing on-campus addresses:**

- Dr. and Mrs. Andrew A. Sorensen  
The President's House  
USC Columbia



**Zip Code:**

- If there is a four-digit extension, it should be on the same line as the zip code: 20206-4833