**Date**

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

- **April 18, 2014** *(not *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.* *(not *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:**

