

## Time

In Canada, the 12-hour system is widely used.

### a.m. and p.m.

The abbreviations **a.m.** and **p.m.** are written in lower case, with periods and no internal spacing.

- ✓ The office will be closed **from 10 to 11 a.m.**
- ✓ Lunch is served **between 12:00 p.m. and 1:00 p.m.**

Note that the en dash (e.g. 9 a.m.–5 p.m.) is not used if the sequence is introduced by *from* or *between*.

In the 12-hour system, 12:00 p.m. means noon and 12:00 a.m. means midnight.

In documents presented in both official languages, and in all forms of international communication, it is preferable to use the 24-hour system. Units are presented in descending order and the colon is used as a separator.

- ✓ Business hours: 08:30–17:00

In the 24-hour system, 12:00 means noon and 00:00 (or 24:00) means midnight.

### Elapsed time

The international standard notation is **hh:mm:ss** where *hh* means hours, *mm* means minutes and *ss* means seconds.

- ✓ 23:59:30

In a scientific or technical context, the following internationally recognized symbols can be used: *h* for hour, *min* for minute and *s* for second.

- ✓ 7 h 20 min 09 s

### Bilingual schedules or programs at uOttawa

When writing a schedule or a program of activities in a bilingual format, time can be entered with a colon according to digital format or can be written in both usual language-specific presentations. See examples below.

### Example 1

#### **Horaire de l'atelier Workshop Schedule**

8:45	Petit-déjeuner Breakfast
9:00	Mot de bienvenue Welcoming remarks
9:15	Séance plénière Plenary session
10:00	Pause Break
10:15	Séance en petits groupes Small group session
11:00	Séance de clôture Closing session

### Example 2

#### **Horaire Schedule**

9 h / 9:00	Séance d'APC CBL session
12 h / 12:00	Pause du dîner Lunch break
13 h / 1:00	Cours Lecture
15 h / 3:00	Pause Break
15 h 15 / 3:15	Atelier Workshop

#### References:

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

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