

Best Practice	Use	Avoid
Avoid providing single-name or inverse entries	"Kenneth Williams"	"Williams" "Kenneth" "Williams, Kenneth"
Use only one individual or entity per line	"John Smith"	"John and Jane Smith"
Put the relevant information into its own field	Name: "Jane Jones" Company: "University of Nevada"	"Jane Jones of University of Nevada"
Do not abbreviate names or words	"China National Nuclear Corporation"	"CNNC"
Avoid addresses that include terms like C/O or ATTN	Address, City, State, Country as appropriate	"Attn: Grants and Contracts Office"
Avoid additional entity designations, departments , or groups	"University of Nevada"	"University of Nevada, School of Medicine" "University of Nevada, Department of Biology" "University of Nevada, Board of Regents"
Avoid overly specific company name additions such as those including divisions or locations	"ABC Company"	"ABC Company New York" "ABC Company East Coast Division"
Avoid entries with extraneous punctuation such as (){}#<>!*	"ABC Company"	"ABC Company [New York]" "ABC Company (East Coast Division)"
Do not use Wildcard options such as *?![]	"Ayman Al-Zawarihi"	"Al?Za***I,A#man"
Tighten up acronyms/abbreviations to remove spaces or periods between letters	"ABC Company"	A B C Company
Avoid duplicate entries		
Do not include blank lines		
Additional Recommendations		
<p>When entering a country, the preference is to use the fully-spelled, standard country name – <i>no abbreviations</i> – (e.g. United Kingdom, Burkina Faso, etc.)</p> <ul style="list-style-type: none"> • If necessary, using the alpha-2 or alpha-3 ISO country code is also acceptable <ul style="list-style-type: none"> ○ The provided code must be correct ○ Country codes can be found at: https://www.iso.org/obp/ui/#home <ul style="list-style-type: none"> ▪ Make sure you click on the "Search" tab at the top left under "Online Browsing Platform (OBP)" ▪ Select the radio button for "Country codes" ▪ Click the blue 'Search' button <ul style="list-style-type: none"> • To see all countries on a single page, click "300" in the <i>Results per page</i> drop-down list at the top right of the window 		
If you want to include NOTES or COMMENTS added to the screenings, enter those details in the final column		