



<p><b>State of New Jersey</b>  <b>IT Circular</b></p> <p><b>Title: Personal Naming Standards for E-Mail Addresses</b></p>	<b>NO:</b> <b>09-04-NJOIT</b>	<b>SUPERSEDES:</b> <b>01</b>
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	<b>FOR INFORMATION CONTACT:</b> Elizabeth Caldwell, Office of Policy and Planning (609) 633-0429	

ATTN: Directors of Administration and Agency IT Directors

**I. PURPOSE**

Electronic mail/messaging (e-mail) is a business critical tool for all New Jersey executive branch agencies. Consistent, meaningful, user friendly and logical e-mail names and addresses make e-mail systems easier to use and administer. Fundamentally, if people cannot locate others in the system easily and dependably they will not use e-mail. This standard sets out conventions for representing names in a friendly consistent manner.

**II. AUTHORITY**

This policy is established under the authority of State of New Jersey P.L.2007.c.56.

**III. SCOPE**

This standard practice applies to any agency, authority, board, department, division, commission, institution, institution of higher education, bureau or like governmental entity of the executive branch of the state that provides employees or other users with an Internet e-mail address.

**IV. DEFINITIONS**

**A. Personal Naming Standard**

Defines a uniform naming format that allows users to be addressable by a minimum set of address elements.

**V. STANDARD**

**A.** The State of New Jersey's Internet electronic mail naming standard is:

*givenname.familyname@agency.state.nj.us.*

- B.** Every e-mail user should be addressable by at least their Given Name (first name) and Family Name (last name) irrespective of the messaging system they are using.
- C.** It is recognized that the personal naming standard may not always accommodate individual name preferences or the multi-cultural aspects of names. Therefore, the IT Director for the agency shall make a determination, consistent with the principle of Name@Address, in these circumstances as well as circumstances that require tie breaking.
- D.** When two or more persons have the same given name and same family name then the first alternative is to add their middle initials. Use the minimum number of initials that uniquely identifies the person. The first alternative is:

*givenname.initials.familyname@agency.state.nj.us.*

If all three names (first, middle & last) are the same within the same agency, suffix the last name with a number starting with 2 for the subsequent names:

*Mary.A.Smith@agency.state.nj.us*  
*Mary.A.Smith2@agency.state.nj.us*

- E.** The following describes the State of New Jersey recommendations and provides examples.

Given/First Name Field:

- The Given/First Name field is Mandatory.
- Alphabetic upper and lower case characters. The leading character may be in upper or lower case at the agency's discretion.
- No spaces or periods.
- Minimum of two characters.
- Hyphens may be used to join multi part names, in the form that the person prefers to be addressed, (Mary-Ann, Mary-Ellen, etc).

Family/Last Name Field:

- The Family/Last Name field is Mandatory.
- Alphabetic upper and lower case characters; the leading character may be in upper or lower case at the agency's discretion.
- No spaces or periods.

- Minimum of two characters.
- Hyphens may be used to join multi part names.

Initial Field:

- The Initial field is Optional
- Alphabetic upper case.
- No spaces.
- No hyphens and periods.
- Maximum of three characters. Use the minimum number of initials that uniquely identifies the person. Where the combination of family name and given name is unique then no initials need be specified.

Examples

*John J. Smith*

First Alternative = John.Smith@agency.state.nj.us

Second Alternative = John.J.Smith@agency.state.nj.us

*Mary Jane A. Doe* (user prefers Mary Jane to Mary)

First Alternative = Mary-Jane.Doe@agency.state.nj.us

Second Alternative = Mary-Jane.A.Doe@agency.state.nj.us

*Mary Jane A. Doe* (user prefers Mary to Mary Jane)

First Alternative = Mary.Doe@agency.state.nj.us

Second Alternative = Mary.J.Doe@agency.state.nj.us

Third Alternative = Mary.JA.Doe@agency.state.nj.us

*Mary J. Smith-Brown*

First Alternative = Mary.Smith-Brown@agency.state.nj.us

*Mary Jane Doe* (user is known as Jane)

The agency IT Director may permit the following alternatives.

First Alternative = Jane.Doe@agency.state.nj.us

Second Alternative = M.Jane.Doe@agency.state.nj.us

**VI. RECOMMENDATIONS FOR IMPLEMENTATION**

- A.** All New Jersey executive branch agencies shall begin the transition to the personal naming standard as soon as possible.
- B.** Agencies should preserve the existing non-standard address as an alternate or alias address if possible. This will ensure that mail can be delivered during the transition to the new standard.
- C.** All publications that include the e-mail addresses of individuals should be republished using the personal naming standard as soon as possible. Existing supplies of publications should be used until exhausted.

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**Adel Ebeid, Chief Technology Officer  
NJ Office of Information Technology**

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**Date**