



### Format for writing telephone numbers (LR-1/06-2006)

Since the introduction of 10-digit dialling, that is the use of the regional area code followed by the 7-digit telephone number for local calls, the format for writing telephone numbers has changed, given that using parentheses is no longer appropriate.

The Translation Bureau recommends that the area code be followed by a **hyphen** instead of being enclosed within parentheses: *819-555-5555*. The same format is proposed by the Canadian Numbering Administrator and the North American Numbering Plan Administrator, two organizations that work co-operatively with the Canadian Radio-television and Telecommunications Commission.

This recommendation applies to all telephone numbers in Canada, including **cell phone, pager and fax numbers**. As for **toll-free** and **1-900 numbers**, a hyphen follows the 1 and the codes 800, 888, 900, 976, etc.: *1-800-555-5555*. The same format is used for writing telephone numbers in French.

This new format for writing telephone numbers can be adopted immediately. Even though 10-digit dialling is not yet mandatory in all regions in Canada, from a technical standpoint, it is accepted almost everywhere and is becoming the norm in Canada.