

# Time Display Crib Sheet

## Exact Time

**HH:mm:ss**

Tue 05-Jan-2009 09:43:22

Separate date and time values with a space

**Hours** 2 digits (24-hour clock)

**Minutes** 2 digits

**Seconds** 2 digits  
(display only if required)

Indicate that the 24-hour clock is in use

15:55:03

**Time** (24-hour clock)

Use colons to separate hours, minutes and seconds

02:37:19

Midnight

00:00

The last minute of the day

23:59

Not Recorded

Display null times using an appropriate value

Unknown

## Time Range

From 06:23 to 08:23

Display time ranges as two adjacent times, each with contextually appropriate labels

## Approximate Time and Duration

Approx 2hr 40min

Approx 09:43

Space after label

Label 'Approx'

## Duration

**Whole Numbers** not decimals or fractions

4hr 32min 16sec

Use a space between elements

No **space** between value and unit

5y 5m 5d 2hrs 5min 55sec

*Years months days hours minutes seconds*

Display elements in decreasing order

**Omit null values** (the minutes are omitted)

8hr 10sec

Use these elements and support at least this set of abbreviations:

hr	hours
min	minutes
sec	seconds

y	years
m	months
w	weeks
d	days

Expand the set of abbreviations where appropriate (for example, 'hrs')