

9. Abbreviations and Letter Symbols

- 9.1. Abbreviations and letter symbols are used to save space and to avoid distracting the reader by use of repetitious words or phrases.
- 9.2. The nature of the publication governs the extent to which abbreviations are used. In the text of technical and legal publications, and in parentheses, brackets, footnotes, sidenotes, tables, leaderwork, and bibliographies, many words are frequently abbreviated. Heads, legends, tables of contents, and indexes follow the style of the text.
- 9.3. Internal and terminal punctuation in symbols representing units of measure are to be omitted to conform with practice adopted by scientific, technical, and industrial groups. Where the omission of terminal punctuation causes confusion; e.g., the symbol *in* (inch) mistaken for the preposition *in*, the symbol should be spelled out.
- 9.4. Standard and easily understood forms are preferable, and they should be uniform throughout a job. Abbreviations not generally known should be followed in the text by the spelled-out forms in parentheses the first time they occur; in tables and leaderwork such explanatory matter should be supplied in a footnote. As the printer cannot rewrite the copy, the author should supply these explanatory forms.
- 9.5. In technical matter, symbols for units of measure should be used only with figures; similarly, many other abbreviations and symbols should not appear in isolation. For example, *energy is measured in foot-pounds*, NOT *energy is measured in ft•lbs*. See ASME Y14.38 ("Abbreviations and Acronyms for use on Drawings and Related Documents") for an extended list of technical abbreviations.

Capitals, hyphens, periods (points), and spacing

- 9.6. In general, an abbreviation follows the capitalization and hyphenation of the word or words abbreviated. It is followed by a period unless otherwise indicated.

c.o.d.

St.

but ft•lb

- 9.7.** Abbreviations and initials of a personal name with points are set without spaces. Abbreviations composed of contractions and initials or numbers, will retain space.

F.D.R.	i.e., e.g. (<i>but op. cit.</i>)
J.F.K.	B.S., LL.D., Ph.D., B.Sc.
L.B.J.	H.R. 116 (<i>but</i> S. 116, S. Con. Res. 116)
B.C. Forrest, D.D.S.	C.A.D.C. (<i>but</i> App. D.C.)
U.S.	<i>but</i>
U.N.	AT&T
U.S.C. (<i>but</i> Rev. Stat.)	Texas A&M
A.F. of L.-CIO (AFL-CIO preferred)	R&D
A.D., B.C.	

- 9.8.** Except as otherwise designated, points and spaces are omitted after initials used as shortened names of governmental agencies and of other organized bodies. “Other organized bodies” will be interpreted to mean organized bodies that have become popularly identified with a symbol, such as MIT (Massachusetts Institute of Technology), GM (General Motors), AFLAC (American Family Life Assurance Company), etc. (See also rule 9.61.) Symbols, when they appear in copy, may be used for acts of Congress. Example: ARA (Area Redevelopment Act).

VFW	TVA	ARC
NLRB	AFL-CIO	ASTM

Geographic terms

- 9.9.** *United States* must be spelled out when appearing in a sentence containing the name of another country. The abbreviation *U.S.* will be used when preceding the word *Government* or the name of a Government organization, except in formal writing (treaties, Executive orders, proclamations, etc.); congressional bills; legal citations and courtwork; and covers and title pages.

U.S. Government
 U.S. Congress
 U.S. Department of Health and Human Services
 U.S. district court
 U.S. Supreme Court (*but* Supreme Court of the United States)
 U.S. Army (*but* Army of the United States)
 U.S. monitor *Nantucket*

U.S.-NATO assistance

U.S. Government efforts to control inflation must be successful if the United States is to have a stable economy.

but British, French, and United States Governments; United States-British talks

- 9.10.** With the exceptions in the preceding rule, the abbreviation *U.S.* is used in the adjective position, but is spelled out when used as a noun.

U.S. foreign policy	United States Steel Corp.
U.S. farm-support program	(legal title)
U.S. attorney	Foreign policy of the
U.S. citizen	United States
United States Code (official title)	<i>not</i> Temperatures vary in the U.S.

- 9.11.** The names of foreign countries are not abbreviated, with the exception of the former U.S.S.R., which is abbreviated due to its length.

- 9.12.** In other than formal usage as defined in rule 9.9, all States of the United States, Puerto Rico, the Virgin Islands, and freely associated states are abbreviated immediately following any capitalized geographic term, including armory, arsenal, airbase, airport, barracks, depot, fort, Indian agency, military camp, national cemetery (also forest, historic site, memorial, seashore, monument, park), naval shipyard, proving ground, reservation (forest, Indian, or military), and reserve or station (military or naval).

Prince George's County, MD	Arlington National Cemetery, VA
Mount Rainier National Forest, WA	Aberdeen Proving Ground, MD Washington Dulles
Stone Mountain, GA	International Airport, VA
National Naval Medical Center, Bethesda, MD	Redstone Arsenal, AL
Mark Twain National Wildlife Refuge, IL-IA-MO (note use of hyphens here)	<i>but</i> Leavenworth freight yards, Kansas
Richmond, VA	Altoona sidetrack, Wisconsin

- 9.13.** The Postal Service style of two-letter State, Province, and freely associated State abbreviations is to be used.

United States

[Including freely associated States]

Alabama.....	AL	Kentucky.....	KY	Ohio.....	OH
Alaska.....	AK	Louisiana.....	LA	Oklahoma.....	OK
American Samoa.....	AS	Maine.....	ME	Oregon.....	OR
Arizona.....	AZ	Marshall Islands.....	MH	Palau.....	PW
Arkansas.....	AR	Maryland.....	MD	Pennsylvania.....	PA
California.....	CA	Massachusetts.....	MA	Puerto Rico.....	PR
Colorado.....	CO	Michigan.....	MI	Rhode Island.....	RI
Connecticut.....	CT	Minnesota.....	MN	South Carolina.....	SC
Delaware.....	DE	Mississippi.....	MS	South Dakota.....	SD
District of Columbia.....	DC	Missouri.....	MO	Tennessee.....	TN
Federated States of Micronesia.....	FM	Montana.....	MT	Texas.....	TX
Florida.....	FL	Nebraska.....	NE	Utah.....	UT
Georgia.....	GA	Nevada.....	NV	Vermont.....	VT
Guam.....	GU	New Hampshire.....	NH	Virgin Islands.....	VI
Hawaii.....	HI	New Jersey.....	NJ	Virginia.....	VA
Idaho.....	ID	New Mexico.....	NM	Washington.....	WA
Illinois.....	IL	New York.....	NY	West Virginia.....	WV
Indiana.....	IN	North Carolina.....	NC	Wisconsin.....	WI
Iowa.....	IA	North Dakota.....	ND	Wyoming.....	WY
Kansas.....	KS	Northern Mariana Islands.....	MP		

Canada

Alberta.....	AB	Northwest Territories.....	NT	Prince Edward Island.....	PE
British Columbia.....	BC	Nova Scotia.....	NS	Quebec.....	QC
Manitoba.....	MB	Nunavut.....	NU	Saskatchewan.....	SK
New Brunswick.....	NB	Ontario.....	ON	Yukon.....	YT
Newfoundland and Labrador.....	NL				

- 9.14.** The names of other insular possessions, trust territories, and *Long Island, Staten Island*, etc., are not abbreviated.
- 9.15.** The names of Canadian Provinces and other foreign political subdivisions are not abbreviated except as noted in rule 9.13.

Addresses

- 9.16.** Words such as *Street, Avenue, Place, Road, Square, Boulevard, Terrace, Drive, Court*, and *Building*, following a name or number, are abbreviated in footnotes, sidenotes, tables, leaderwork, and lists.
- 9.17.** In addresses, no period is used with the abbreviations *NW, SW, NE, SE* (indicating sectional divisions of cities) following name or number. *North, South, East*, and *West* are spelled out at all times.
- 9.18.** The word *Street* or *Avenue* as part of a name is not abbreviated even in parentheses, footnotes, sidenotes, tables, lists, or leaderwork.

14th Street Bridge

Ninth Avenue Bldg.

- 9.19. The words *County*, *Fort*, *Mount*, *Point*, and *Port* are not abbreviated. *Saint* (*St.*) and *Sainte* (*Ste.*) should be abbreviated.

Descriptions of tracts of land

- 9.20. In the description of tracts of public land the following abbreviations are used (periods are only used after compass directional abbreviations that describe township(s) (T./Tps.) and range(s) (R./Rs.)):

SE $\frac{1}{4}$ NW $\frac{1}{4}$ sec. 4, T. 12 S., R. 15 E., of the Boise Meridian
lot 6, NE $\frac{1}{4}$ sec. 4, T. 6 N., R. 1 W.
N $\frac{1}{2}$ sec. 20, T. 7 N., R. 2 W., sixth principal meridian
Tps. 9, 10, 11, and 12 S., Rs. 12 and 13 W.
T. 2 S., Rs. 8, 9, and 10 E., sec. 26
T. 3 S., R. 1 E., sec. 34, W $\frac{1}{2}$ E $\frac{1}{2}$, W $\frac{1}{2}$, and W $\frac{1}{2}$ SE $\frac{1}{4}$ SE $\frac{1}{4}$
sec. 32 (with or without a township number)

- 9.21. If fractions are spelled out in land descriptions, *half* and *quarter* are used (not *one-half* or *one-quarter*).

south half of T. 47 N., R. 64 E.

- 9.22. In case of an unavoidable break in a land-description symbol group at end of a line, use no hyphen and break after fraction.

Names and titles

- 9.23. The following forms are not always abbreviations, and copy should be followed as to periods:

Al	Ben	Fred	Walt
Alex	Ed	Sam	Will

- 9.24. In signatures, an effort should be made to retain the exact form used by the signer.

George Wythe

Geo. Taylor

- 9.25. In company and other formal names, if it is not necessary to preserve the full legal title, such forms as *Bro.*, *Bros.*, *Co.*, *Corp.*, *Inc.*, *Ltd.*, and *&* are used. *Association* and *Manufacturing* are not abbreviated.

Radio Corp. of America	Electronics Manufacturing Co.
Aluminum Co. of America	Texas College of Arts & Industries
Standard Oil Co. of New Jersey	Robert Wilson & Associates, Inc.
H.J. Baker & Bro.	U.S. News & World Report
Jones Bros. & Co.	Baltimore & Ohio Railroad
American Telephone & Telegraph Co.	Mine, Mill & Smelter Workers
Norton Enterprises, Inc.	
Maryland Steamship Co., Ltd.	<i>but</i>
Chesapeake & Delaware Canal	Little Theater Company
Fairmount Building & Loan Association	Senate Banking, Housing and Urban Affairs Committee

- 9.26.** *Company* and *Corporation* are not abbreviated in names of Federal Government units.

Commodity Credit Corporation
Federal Savings and Loan Insurance Corporation
Pension Benefit Guaranty Corporation

- 9.27.** In parentheses, footnotes, sidenotes, tables, and leaderwork, abbreviate the words *railroad* and *railway* (*RR* and *Ry.*), except in such names as “Washington Railway & Electric Co.” and “Florida Railroad & Navigation Corp.” *SS* for *steamship*, *MS* for *motorship*, etc., preceding name are used at all times.

- 9.28.** In the names of informal companionships the word *and* is spelled out.

Lennon and McCartney Currier and Ives

- 9.29.** In other than formal usage, a civil, military, or naval title preceding a name is abbreviated if followed by first or given name or initial; but *Mr.*, *Mrs.*, *Miss*, *Ms.*, *M.*, *MM.*, *Messrs.*, *Mlle.*, *Mme.*, and *Dr.* are abbreviated with or without first or given name or initial.

United States military titles and abbreviations

Officer rank

Officer ranks in the United States military consist of commissioned officers and warrant officers. The commissioned ranks are the highest in the military. These officers hold presidential commissions and are confirmed at their ranks by the Senate. Army, Air Force, and Marine Corps officers are called

company grade officers in the pay grades of O-1 to O-3, field grade officers in pay grades O-4 to O-6, and general officers in pay grades O-7 and higher. The equivalent officer groupings in the Navy are called junior grade, mid-grade, and flag.

Warrant officers hold warrants from their service secretary and are specialists and experts in certain military technologies or capabilities. The lowest ranking warrant officers serve under a warrant, but they receive commissions from the President upon promotion to chief warrant officer 2. These commissioned warrant officers are direct representatives of the President of the United States. They derive their authority from the same source as commissioned officers but remain specialists, in contrast to commissioned officers, who are generalists. There are no warrant officers in the Air Force.

	Army	Navy Coast Guard	Marines	Air Force
	General of the Army (Reserved for wartime only)	Fleet Admiral (Reserved for wartime only)		General of the Air Force (Reserved for wartime only)
O10	General GEN Army Chief of Staff	Admiral ADM Chief of Naval Operations and Commandant of the Coast Guard	General Gen. Commandant of the Marine Corps	General Gen. Air Force Chief of Staff
O9	Lieutenant General LTG	Vice Admiral VADM	Lieutenant General Lt. Gen.	Lieutenant General Lt. Gen.
O8	Major General MG	Rear Admiral Upper Half RADM	Major General Maj. Gen.	Major General Maj. Gen.
O7	Brigadier General BG	Rear Admiral Lower Half RDML	Brigadier General Brig. Gen.	Brigadier General Brig. Gen.
O6	Colonel COL	Captain CAPT	Colonel Col.	Colonel Col.
O5	Lieutenant Colonel LTC	Commander CDR	Lieutenant Colonel Lt. Col.	Lieutenant Colonel Lt. Col.
O4	Major MAJ	Lieutenant Commander LCDR	Major Maj.	Major Maj.
O3	Captain CPT	Lieutenant LT	Captain Capt.	Captain Capt.

	Army	Navy Coast Guard	Marines	Air Force
O2	First Lieutenant 1LT	Lieutenant Junior Grade LTJG	First Lieutenant 1st Lt.	First Lieutenant 1st Lt.
O1	Second Lieutenant 2LT	Ensign ENS	Second Lieutenant 2nd Lt.	Second Lieutenant 2nd Lt.
W5	Chief Warrant Officer CW5	Chief Warrant Officer CWO5	Chief Warrant Officer 5 CWO5	NO WARRANT
W4	Chief Warrant Officer 4 CW4	Chief Warrant Officer 4 CWO4	Chief Warrant Officer 4 CWO4	NO WARRANT
W3	Chief Warrant Officer 3 CW3	Chief Warrant Officer 3 CWO3	Chief Warrant Officer 3 CWO3	NO WARRANT
W2	Chief Warrant Officer 2 CW2	Chief Warrant Officer 2 CWO2	Chief Warrant Officer 2 CWO2	NO WARRANT
W1	Warrant Officer 1 WO1	Warrant Officer 1 WO1	Warrant Officer 1 WO	NO WARRANT

Source: <http://www.defense.gov/About-DoD/Insignias/Officers>.

Enlisted rank

Service members in pay grades E-1 through E-3 are usually either in some kind of training status or on their initial assignment. The training includes the basic training phase where recruits are immersed in military culture and values and are taught the core skills required by their service component.

Basic training is followed by a specialized or advanced training phase that provides recruits with a specific area of expertise or concentration. In the Army and Marines, this area is called a military occupational specialty; in the Navy it is known as a rate; and in the Air Force it is simply called an Air Force specialty.

Leadership responsibility significantly increases in the mid-level enlisted ranks. This responsibility is given formal recognition by use of the terms noncommissioned officer and petty officer. An Army sergeant, an Air Force staff sergeant, and a Marine corporal are considered NCO ranks. The Navy NCO equivalent, petty officer, is achieved at the rank of petty officer third class.

At the E-8 level, the Army, Marines, and Air Force have two positions at the same pay grade. Whether one is, for example, a senior master sergeant or a first sergeant in the Air Force depends on the person’s job. The same is true for the positions at the E-9 level. Marine Corps master gunnery sergeants and sergeants major receive the same pay but have different responsibilities. E-8s and E-9s have 15 to 30 years on the job, and are commanders’ senior advisers for enlisted matters.

A third E-9 element is the senior enlisted person of each service. The sergeant major of the Army, the sergeant major of the Marine Corps, the master chief petty officer of the Navy, and the chief master sergeant of the Air Force are the spokespersons of the enlisted force at the highest levels of their services.

	Army		Navy Coast Guard		Marines		Air Force		
E9	Sergeant Major of the Army (SMA)		Master Chief Petty Officer of the Navy (MCPON) and Coast Guard (MCPOCG)		Sergeant Major of the Marine Corps (SgtMajMC)		Chief Master Sergeant of the Air Force (CMSAF)		
E9	Sergeant Major (SGM)	Command Sergeant Major (CSM)	Master Chief Petty Officer (MCPO)	Fleet/Command Master Chief Petty Officer	Sergeant Major (SgtMaj)	Master Gunnery Sergeant (MGySgt)	Chief Master Sergeant (CMSgt)	First Sergeant	Command Chief Master Sergeant (CCM)
E8	Master Sergeant (MSG)	First Sergeant (1SG)	Senior Chief Petty Officer (SCPO)		Master Sergeant (MSgt)	First Sergeant	Senior Master Sergeant (SMSgt)	First Sergeant	
E7	Sergeant First Class (SFC)		Chief Petty Officer (CPO)		Gunnery Sergeant (GySgt)		Master Sergeant (MSgt)	First Sergeant	
E6	Staff Sergeant (SSG)		Petty Officer First Class (PO1)		Staff Sergeant (SSgt)		Technical Sergeant (TSgt)		
E5	Sergeant (SGT)		Petty Officer Second Class (PO2)		Sergeant (Sgt)		Staff Sergeant (SSgt)		
E4	Corporal (CPL)	Specialist (SPC)	Petty Officer Third Class (PO3)		Corporal (Cpl)		Senior Airman (SrA)		

	Army	Navy Coast Guard	Marines	Air Force
E3	Private First Class (PFC)	Seaman (SN)	Lance Corporal (LCpl)	Airman First Class (A1C)
E2	Private E-2 (PV2)	Seaman Apprentice (SA)	Private First Class (PFC)	Airman (Amn)
E1	Private	Seaman Recruit (SR)	Private	Airman Basic

Source: <http://www.defense.gov/About-DoD/Insignias/Enlisted>.

9.30. Spell out *Senator*, *Representative*, and *commandant*.

9.31. Unless preceded by *the*, abbreviate *Honorable*, *Reverend*, and *Monsignor* when followed by the first name, initials, or title.

Hon. John Kerry; the Honorable John Kerry; the Honorable Mr. Kerry

the Honorables John Roberts, Elena Kagan, and Ruth Bader Ginsberg

Rev. Martin Luther King, Jr.; the Reverend Dr. King; Rev. Dr. King; Reverend King (*not* Rev. King, *nor* the Reverend King)

Rt. Rev. James E. Freeman; the Right Reverend James E. Freeman; Very Rev. Henry Boyd; the Very Reverend Henry Boyd

Rt. Rev. Msgr. John Bird; the Right Reverend Monsignor John Bird

9.32. The following and similar forms are used after a name:

Esq., Jr., Sr.

2d, 3d (*or* II, III) (*not* preceded by comma)

Degrees: LL.D., M.A., Ph.D., etc.

Fellowships, orders, etc.: FSA Scot, F.R.S., K.C.B., C.P.A., etc.

9.33. The abbreviation *Esq.* and other titles such as *Mr.*, *Mrs.*, and *Dr.*, should not appear with any other title or with abbreviations indicating scholastic degrees.

John L. Smith, Esq., *not* Mr. John L. Smith, Esq., *nor* John L. Smith, Esq., A.M.; *but* James A. Jones, Jr., Esq.

Ford Maddox, A.B., Ph.D., *not* Mr. Ford Maddox, A.B., Ph.D.

George Gray, M.D., *not* Mr. George Gray, M.D., *nor* Dr. George Gray, M.D.

Dwight A. Bellinger, D.V.M., *but* Major John P. Pryor, M.D.

9.34. *Sr.* and *Jr.* should not be used without first or given name or initials, but may be used in combination with any title.

A.K. Jones, Jr., or Mr. Jones, Junior, *not* Jones, Jr., *nor* Jones, Junior

President J.B. Nelson, Jr.

- 9.35.** When name is followed by abbreviations designating religious and fraternal orders and scholastic and honorary degrees, their sequence is as follows: Orders, religious first; theological degrees; academic degrees earned in course; and honorary degrees in order of bestowal.

Henry L. Brown, D.D., A.M., D.Lit.
 T.E. Holt, C.S.C., S.T.Lr., LL.D., Ph.D.
 Samuel J. Deckelbaum, P.M.

- 9.36.** Academic degrees standing alone may be abbreviated.

John was graduated with a B.A. degree; *but* bachelor of arts degree (lowercase when spelled out).
 She earned her Ph.D. by hard work.

- 9.37.** In addresses, signatures, lists of names, and leaderwork but not in tables nor in centerheads, *Mr.*, *Mrs.*, and other titles preceding a name, and *Esq.*, *Ph.D.*, *Jr.*, and *Sr.* following a name, are set in roman caps and lowercase if the name is in caps and small caps. If the name is in caps, they are set in caps and small caps, if small caps are available—otherwise in caps and lowercase.

Parts of publications

- 9.38.** The following abbreviations are used for parts of publications mentioned in parentheses, brackets, footnotes, sidenotes, list of references, tables, and leaderwork, when followed by figures, letters, or Roman numerals.

app., apps. (appendix, appendixes)	pl., pls. (plate, plates)
art., arts. (article, articles)	pt., pts. (part, parts)
bull., bulls. (bulletin, bulletins)	sec., secs. (section, sections)
ch., chs. (chapter, chapters)	subch., subchs. (subchapter, subchapters)
col., cols. (column, columns)	subpar., subpars. (subparagraph, subparagraphs)
ed., eds. (edition, editions)	subpt., subpts. (subpart, subparts)
fig., figs. (figure, figures)	subsec., subsecs. (subsection, subsections)
fn., fns. (footnote, footnotes)	supp., supps. (supplement, supplements)
No., Nos. (number, numbers)	vol., vols. (volume, volumes)
p., pp. (page, pages)	
par., pars. (paragraph, paragraphs)	

- 9.39.** The word *article* and the word *section* are abbreviated when appearing at the beginning of a paragraph and set in caps and small caps followed by a period and an en space, except that the first of a series is spelled out.

ART. 2; SEC. 2; etc.; *but* ARTICLE 1; SECTION 1
ART. II; SEC. II; etc.; *but* ARTICLE I; SECTION I

- 9.40.** At the beginning of a legend, the word *figure* preceding the legend number is not abbreviated.

FIGURE 4.—Landscape.

Terms relating to Congress

- 9.41.** The words *Congress* and *session*, when accompanied by a numerical reference, are abbreviated in parentheses, brackets, and text footnotes. In sidenotes, lists of references, tables, leaderwork, and footnotes to tables and leaderwork, the following abbreviations are used:

106th Cong., 1st sess.	Public Law 84, 102d Cong.
1st sess., 106th Cong.	Private Law 68, 102d Cong.

- 9.42.** In references to bills, resolutions, documents and reports in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, the following abbreviations are used:

H.R. 416 (House bill)	H. Conf. Rept. 10 (House conference report)
S. 116 (Senate bill)	H. Doc. 35 (House document)
The examples above may be abbreviated or spelled out in text.	S. Doc. 62 (Senate document)
H. Res. 5 (House resolution)	H. Rept. 214 (House report)
H. Con. Res. 10 (House concurrent resolution)	S. Rept. 410 (Senate report)
H.J. Res. 21 (House joint resolution)	Ex. Doc. B (Executive document)
S. Res. 50 (Senate resolution)	Ex. F (92d Cong., 2d sess.)
S. Con. Res. 17 (Senate concurrent resolution)	Ex. Rept. 9 (92d Cong., 1st sess.)
S.J. Res. 45 (Senate joint resolution)	Misc. Doc. 16 (miscellaneous document)
	Public Res. 47

- 9.43.** References to statutes in parentheses, footnotes, sidenotes, tables, leaderwork, and congressional work are abbreviated.

Rev. Stat. (Revised Statutes); 43 Rev. Stat. 801; 18 U.S.C. 38

Supp. Rev. Stat. (Supplement to the Revised Statutes)

Stat. L. (Statutes at Large)

but Public Law 85–1; Private Law 68

Calendar divisions

- 9.44.** Names of months followed by the day, or day and year, are abbreviated in footnotes, tables, leaderwork, sidenotes, and in bibliographies. (See examples, rule 9.45.) *May*, *June*, and *July* are always spelled out. In narrow columns in tables, however, the names of months may be abbreviated even if standing alone. Preferred forms follow:

Jan.	Apr.	Oct.
Feb.	Aug.	Nov.
Mar.	Sept.	Dec.

- 9.45.** In text only, dates as part of a citation or reference within parentheses or brackets are also abbreviated.

(Op. Atty. Gen., Dec. 4, 2005)

(Congressional Record, Sept. 25, 2007)

[From the New York Times, Mar. 4, 2008]

[From the Mar. 4 issue]

On Jan. 25 (we had commenced on Dec. 26, 2005) the work was finished. (In footnotes, tables, leaderwork, and sidenotes)

On January 25, a decision was reached (Op. Atty. Gen., Dec. 4, 2006). (Text, but with citation in parentheses)

but On January 25 (we had commenced on December 26, 2008) the work was finished. (Not a citation or reference in text)

- 9.46.** Weekdays are not abbreviated, but the following forms are used, if necessary, in lists or in narrow columns in tables:

Sun.	Wed.	Fri.
Mon.	Thurs.	Sat.
Tues.		

Time zones

9.47. The following forms are to be used when abbreviating names of time zones:

AKDT—Alaska daylight time	GMAT—Greenwich mean astronomical time
AKST—Alaska standard time	GMT—Greenwich mean time
AKT—Alaska time (implies standard or daylight time)	HDT—Hawaii-Aleutian daylight time (not observed in HI)
AST—Atlantic standard time	HST—Hawaii-Aleutian standard time
AT—Atlantic time	LST—local standard time
CDT—central daylight time	MDT—mountain daylight time
CST—central standard time	MST—mountain standard time
CT—central time	MT—mountain time
ChST—Chamorro standard time (DST not observed)	PDT—Pacific daylight time
DST—daylight saving (no “s”) time	PST—Pacific standard time
EDT—eastern daylight time	PT—Pacific time
EST—eastern standard time	SST—Samoan standard time (DST not observed)
ET—eastern time	UTC—coordinated universal time
GCT—Greenwich civil time	

Acronyms and coined words

9.48. To obtain uniform treatment in the formation of acronyms and coined words, apply the formulas that follow:

Use all capital letters when only the first letter of each word or selected words is used to make up the symbol:

- APPR (Army package power reactor)
- EPCOT (Experimental Prototype Community of Tomorrow)
- MAG (Military Advisory Group)
- MIRV (multiple independently targetable reentry vehicle)
- SALT (strategic arms limitation talks); (*avoid* SALT talks)

Use all capital letters where first letters of prefixes and/or suffixes are utilized as part of established expressions:

- CPR (*cardiopulmonary resuscitation*)
- ESP (*extrasensory perception*)
- FLIR (*forward-looking infrared*)

Copy must be followed where an acronym or abbreviated form is copyrighted or established by law:

- ACTION (agency of Government; not an acronym)
- MARAD (*Maritime Administration*)
- NACo (National Association of Counties)
- MEDLARS (*Medical Literature Analysis and Retrieval System*)

Use caps and lowercase when proper names are used in shortened form, any word of which uses more than the first letter of each word:

- Conrail (Consolidated Rail Corporation)
- Pepco (Potomac Electric Power Co.)
- Inco (International Nickel Co.)
- Aramco (Arabian-American Oil Co.)
- Unprofor (United Nations Protection Force)

but USAJOBS

Use lowercase in common-noun combinations made up of more than the first letter of lowercased words:

- loran (*long-range navigation*)
- sonar (*sound navigation ranging*)
- secant (*separation control of aircraft by nonsynchronous techniques*)

9.49. The words *infra* and *supra* are not abbreviated.

Terms of measure

9.50. The only instance where a period is used with a compass direction abbreviation is in a land tract description with township(s) (T./Tps.) and range(s) (R./Rs.). (See rule 9.20.) Compass directionals are abbreviated as follows:

N	S	ESE
NE	NNW	10° N 25° W
E	W	<i>but</i>
NW by N ¼ W	SW	T. 2 S., R. 1 E.

9.51. The words *latitude* and *longitude*, followed by figures, are abbreviated in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, and the figures are always closed up.

lat. 52°33'05" N long. 13°21'10" E

9.52. Avoid breaking latitude and longitude figures at end of line; space out line instead. In case of an unavoidable break at end of line, use hyphen.

9.53. Temperature and gravity are expressed in figures. When the degree mark is used, it must appear closed up to the capital letter, not

against the figures. Note the following related abbreviations and letter symbols and their usages:

abs, absolute	API, American Petroleum
Bé, Baumé	Institute
°C, ¹ degree Celsius ²	Twad, Twaddell
°F, degree Fahrenheit	100 °C
°R, degree Rankine	212 °F ¹
K, kelvin; <i>but</i> Kelvin scale	671.67 °R
273.15 K	18 °API
°API	

9.54. References to meridian in statements of time are abbreviated as follows:

10 a.m. (<i>not</i> 10:00 a.m.)	12 p.m. (12 noon)
2:30 p.m.	12 a.m. (12 midnight)

9.55. The word *o'clock* is not used with abbreviations of time.

not 10 o'clock p.m.

9.56. Metric unit letter symbols are set lowercase roman unless the unit name has been derived from a proper name, in which case the first letter of the symbol is capitalized (for example Pa for pascal and W for watt). The exception is the letter L for liter. The same form is used for singular and plural. The preferred symbol for *cubic centimeter* is cm^3 ; use *cc* only when requested.

A space is used between a figure and a unit symbol except in the case of the symbols for degree, minute, and second of plane angle.

3 m	45 mm	25 °C	<i>but</i> 33°15'21"
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<i>Prefixes for multiples and submultiples</i>				<i>Metric units</i>	
Y	yotta (10^{24})	d	deci (10^{-1})	m	meter (for length)
Z	zetta (10^{21})	c	centi (10^{-2})	g	gram (for weight or mass)
E	exa (10^{18})	m	milli (10^{-3})	L	liter (for capacity)
P	peta (10^{15})	μ	micro (10^{-6})		
T	tera (10^{12})	n	nano (10^{-9})		
G	giga (10^9)	p	pico (10^{-12})		
M	mega (10^6)	f	femto (10^{-15})		
k	kilo (10^3)	a	atto (10^{-18})		
h	hecto (10^2)	z	zepto (10^{-21})		
da	deka (10)	y	yocto (10^{-24})		

¹Without figures preceding it, °C or °F should be used only in boxhead and over figure columns in tables.

²Preferred form (superseding Centigrade).

<i>Length</i>		<i>Area</i>		<i>Volume</i>	
km	kilometer	km ²	square kilometer	km ³	cubic kilometer
hm	hectometer	hm ²	square hectometer	hm ³	cubic hectometer
dam	decameter	dam ²	square decameter	dam ³	cubic dekameter
m	meter	m ²	square meter	m ³	cubic meter
dm	decimeter	dm ²	square decimeter	dm ³	cubic decimeter
cm	centimeter	cm ²	square centimeter	cm ³	cubic centimeter
mm	millimeter	mm ²	square millimeter	mm ³	cubic millimeter

<i>Weight</i>		<i>Land area</i>		<i>Capacity of containers</i>	
kg	kilogram	ha	hectare	kL	kiloliter
hg	hectogram	a	acre	hL	hectoliter
dag	dekagram			daL	dekaliter
g	gram			L	liter
dg	decigram			dL	deciliter
cg	centigram			cL	centiliter
mg	milligram			mL	milliliter
µg	microgram				

9.57. A similar form of abbreviation applies to any unit of the metric system.

A	ampere	V	volt	mF	millifarad
VA	voltampere	W	watt	mH	millihenry
F	farad	kc	kilocycle	µF	microfarad (one-millionth of a farad)
H	henry	kV	kilovolt		
Hz	hertz	kVA	kilovoltampere		
J	joule	kW	kilowatt		

9.58. The following forms are used when units of English weight and measure and units of time are abbreviated, the same form of abbreviation being used for both singular and plural:

<i>Length</i>		<i>Area and volume</i>	
in	inch	in ²	square inch
ft	foot	in ³	cubic inch
yd	yard	mi ²	square mile
mi	mile (statute)	ft ³	cubic foot

<i>Time</i>		<i>Weight</i>		<i>Capacity</i>	
yr	year	gr	grain	gill	(not abbreviated)
mo	month	dr	dram	pt	pint
d	day	oz	ounce	qt	quart
h	hour	lb	pound	gal	gallon
min	minute	cwt	hundredweight	pk	peck
s	second	dwt	pennyweight	bu	bushel
		ton(s)	(not abbreviated)	bbl	barrel
		<i>but t</i>	metric ton (tonne)		

- 9.59.** In astrophysical and similar scientific matter, magnitudes and units of time may be expressed as follows:

$5^h 3^m 9^s$

4.5^h

Money

- 9.60.** The following are some of the abbreviations and symbols used for indicating money:

(For the abbreviations of other terms indicating currency, see the table “Currency” in Chapter 17 “Useful Tables.”)

\$, dol (dollar)	Mex \$2,650
c, ct, ¢ (cent, cents)	₱ (peso)
TRL175 (Turkish)	£ (pound)
USD15,000	d (pence)
€ (euro)	

Use “USD” if omission would result in confusion.

Standard word abbreviations

- 9.61.** For a more complete list of Government acronyms visit the U.S. Government Manual: <https://www.govinfo.gov/content/pkg/GOVMAN-2015-07-01/pdf/GOVMAN-2015-07-01-Commonly-Used-Agency-Acronyms-105.pdf>. Use these forms if abbreviations are required:

2,4D (insecticide)	A1 (rating)
2d—second	A.A.—Alcoholics Anonymous
3d—third	AARP—American Association of Retired Persons
3D—three dimensional	abbr.—abbreviation
4°—quarto	abs.—abstract
8°—octavo	

- acct.—account
ACTH—adrenocorticotrophic hormone
A.D.—(anno Domini) in the year of our Lord (A.D. 937)
ADDH—attention deficit disorder with hyperactivity
ADHD—attention deficit hyperactivity disorder
AF—audiofrequency
AFB—Air Force Base
AFL-CIO—American Federation of Labor and Congress of Industrial Organizations
AIDS—acquired immunodeficiency syndrome
a.k.a.—also known as
A.L.R.—American Law Reports
ALS—amyotrophic lateral sclerosis
AM—amplitude modulation (no periods)
A.M.—(anno mundi) in the year of the world
A.M. or M.A.—master of arts
a.m.—(ante meridiem) before noon
Am. Repts.—American Reports
Amtrak—National Railroad Passenger Corporation
AMVETS—American Veterans; Amvet(s) (individual)
ANSI—American National Standards Institute
antilog—antilogarithm (no period)
AOA—Administration on Aging
APEC—Asia-Pacific Economic Cooperation
API—American Petroleum Institute
APO—Army post office (no periods)
App. D.C.—District of Columbia Appeal Cases
App. Div.—Appellate Division
approx.—approximately
ARC—American Red Cross
ARS—Agricultural Research Service
ASD—autism spectrum disorder
ASME—American Society of Mechanical Engineers
ASTM—American Society for Testing and Materials
ATM—automatic teller machine
Atl.—Atlantic Reporter; A.2d, Atlantic Reporter, second series
AUS—Army of the United States
Ave.—avenue
AWACS—airborne warning and control system
AWOL—absent without leave
B.A. or A.B.—bachelor of arts
BAC—billing address code
BBB—Better Business Bureau
B.C.—before Christ (1200 B.C.)
B.C.E.—Before Common Era
BCG—(bacillus Calmette-Guerin) antituberculosis vaccine
bf.—boldface
BGN—Board on (*not of*) Geographic Names
BIA—Bureau of Indian Affairs
BIS—Bank for International Settlements
Blatch. Pr. Cas.—Blatchford's Prize Cases
Bldg.—building
B.Lit(t). or Lit(t).B.—bachelor of literature
BLM—Bureau of Land Management
BLS—Bureau of Labor Statistics
Blvd.—boulevard
b.o.—buyer's option
B.S. or B.Sc.—bachelor of science
c. and s.c.—caps and small caps
ca.—(circa) about
ca—centiare

- CACM—Central American
Common Market
- CAD—computer-aided design
- CAP—Civil Air Patrol
- CAT scan—computerized axial
tomography
- C.C.A.—Circuit Court of Appeals
- CCC—Commodity Credit
Corporation
- C.Cls.—Court of Claims
- C.Cls.R.—Court of Claims Reports
- C.C.P.A.—Court of Customs and
Patents Appeals
- CCSDS—Consultative Committee
for Space Data Systems
- CDC—Centers for Disease Control
and Prevention
- C.E.—Common Era
- CEA—Council of Economic
Advisers
- cf.—(confer) compare or see
- CFR—Code of Federal Regulations
- CFR Supp.—Code of Federal
Regulations Supplement
- CHAMPUS—Civilian Health
and Medical Program of the
Uniformed Services
- CIA—Central Intelligence Agency
- C.J.—(corpus juris) body of law;
Chief Justice
- CMYK—cyan, magenta, yellow,
black
- CNN—Cable News Network
- CO—commanding officer
- Co.—company (commercial)
- c.o.d.—cash on delivery
- COLA—cost-of-living adjustment
- Comp. Dec.—Comptroller’s
Decisions (Treasury)
- Comp. Gen.—Comptroller
General Decisions
- con.—continued
- Conus—continental United States
- Corp.—corporation (commercial)
- cos—cosine (no period)
- cosh—hyperbolic cosine (no
period)
- cot—cotangent (no period)
- coth—hyperbolic cotangent (no
period)
- c.p.—chemically pure
- C.P.A.—certified public
accountant
- CPI—Consumer Price Index
- CPR—cardiopulmonary
resuscitation
- cr.—credit; creditor
- C-SPAN—Cable Satellite Public
Affairs Network
- csc—cosecant (no period)
- csch—hyperbolic cosecant (no
period)
- Ct.—court
- Dall.—Dallas (U.S. Supreme
Court Reports)
- DAR—Daughters of the American
Revolution
- d.b.a.—doing business as
- d.b.h.—diameter at breast height
- D.D.—doctor of divinity
- D.D.S.—doctor of dental surgery
- DDT—dichlorodiphenyl-
trichloroethane
- DHS—Department of Homeland
Security
- Dist. Ct.—District Court
- D.Lit(t). or Lit(t).D.—doctor of
literature
- DNC—Domestic Names
Committee (BGN)
- do.—(ditto) the same
- DOC—Department of Commerce
- DoD—Department of Defense
- DOE—Department of Energy
- DOI—Department of the Interior
- DOJ—Department of Justice

- DOL—Department of Labor
DoS—Department of State
DOT—Department of Transportation
DP—displaced person (no period)
D.P.H.—doctor of public health
D.P.Hy.—doctor of public hygiene
DPT—diphtheria, pertussis, tetanus inoculation
dr.—debit; debtor
Dr.—doctor; drive
DST—daylight saving (no “s”) time
D.V.M.—doctor of veterinary medicine
E—east
e-CFR—electronic Code of Federal Regulations
EDGAR—Electronic Data Gathering, Analysis and Retrieval (SEC)
EEOC—Equal Employment Opportunity Commission
EFTA—European Free Trade Association
EFTS—electronic funds transfer system
e.g.—(exempli gratia) for example
EHF—extremely high frequency
emcee—master of ceremony
e.o.m.—end of month
EOP—Executive Office of the President
EPA—Environmental Protection Agency
ESE—east-southeast
et al.—(et alii) and others
et seq.—(et sequentia) and the following
etc.—(et cetera) and so forth
EU—European Union
Euratom—European Atomic Energy Community
Euro—currency (common)
Eurodollars—U.S. dollars used to finance foreign trade
Ex. Doc. (with letter)—executive document
EXIM Bank—Export-Import Bank of the United States
f., ff.—and following page (pages)
FAA—Federal Aviation Administration
FACS—Faculty of the American College of Surgeons
Fannie Mae—Federal National Mortgage Association
FAO—Food and Agriculture Organization
FAQ—frequently asked question
FAR—Federal Acquisition Regulation
f.a.s.—free alongside ship
FAS—Foreign Agricultural Service
FBI—Federal Bureau of Investigation
FCA—Farm Credit Administration
FCC—Federal Communications Commission
FCIC—Federal Crop Insurance Corporation
FCSC—Foreign Claims Settlement Commission
FDA—Food and Drug Administration
FDIC—Federal Deposit Insurance Corporation
FDLP—Federal Depository Library Program
Fed.—Federal Reporter; F.3d, Federal Reporter, third series
FEOF—Foreign Exchange Operations Fund
FERC—Federal Energy Regulatory Commission

- FHA—Federal Housing Administration
- FHFA—Federal Housing Finance Agency
- FmHA—Farmers Home Administration
- FHWA—Federal Highway Administration
- FICA—Federal Insurance Contributions Act
- FLSA—Fair Labor Standards Act
- FM—frequency modulation
- FMC—Federal Maritime Commission
- FMCS—Federal Mediation and Conciliation Service
- FNS—Food and Nutrition Service
- f°—folio
- FOB—free on board
- FPO—fleet post office (no periods)
- FR—Federal Register (publication)
- FRG—Federal Republic of Germany
- FRS—Federal Reserve System
- FS—Forest Service
- FSLIC—Federal Savings and Loan Insurance Corporation
- F. Supp.—Federal Supplement
- FTC—Federal Trade Commission
- FWS—Fish and Wildlife Service
- GAO—Government Accountability Office
- GATT—General Agreement on Tariffs and Trade
- GDP—Gross Domestic Product
- GFE—government furnished equipment
- GFI—government furnished information
- GI—general issue; Government issue
- GIS—geographic information system
- G.M.&S.—general, medical, and surgical
- GNMA—Government National Mortgage Association (Ginnie Mae)
- Gov.—Governor
- GPO—Government Publishing Office
- GPS—Global Positioning System
- gr. wt.—gross weight
- GSA—General Services Administration
- GSE—Government-Sponsored Enterprise
- G7—Group of Seven
- H.C.—House of Commons
- H. Con. Res. (with number)—House concurrent resolution
- H. Doc. (with number)—House document
- hazmat—hazardous material
- HDTV—high definition television
- HE—high explosive (no periods)
- HF—high frequency (no periods)
- HHS—Health and Human Services (Department of)
- HIV—human immunodeficiency virus
- H.J. Res. (with number)—House joint resolution
- HMO—health-maintenance organization
- HOV—high-occupancy vehicle
- How.—Howard (U.S. Supreme Court Reports)
- H.R. (with number)—House bill
- H. Rept. (with number)—House report
- H. Res. (with number)—House resolution
- HUD—Housing and Urban Development (Department of)
- IADB—Inter-American Defense Board

- IAEA—International Atomic Energy Agency
ibid.—(ibidem) in the same place
ICBM—intercontinental ballistic missile
id.—(idem) the same
ID—Information Dissemination
IDA—International Development Association
IDE—integrated drive electronics
i.e.—(id est) that is
IEEE—Institute of Electrical and Electronic Engineers
IF—intermediate frequency (no periods)
IFC—International Finance Corporation
IMF—International Monetary Fund
Insp. Gen. (also IG)—inspector general
Interpol—International Criminal Police Organization
IOU—I owe you
IQ—intelligence quotient
IRA—individual retirement account
IRBM—intermediate range ballistic missile
IRE—Institute of Radio Engineers
IRS—Internal Revenue Service
ISIL—Islamic State of Iraq and the Levant (Intelligence Community standard)
ISIS—Islamic State of Iraq and Syria
ISO—International Organization for Standardization
ISS—International Space Station
ISSN—International Standard Serial Number
JAG—Judge Advocate General
jato—jet-assisted takeoff
J.D.—(jurum or juris doctor) doctor of laws
JOBS—Job Opportunities in the Business Sector
JIT—just in time
Jpn.—Japan or Japanese where necessary to abbreviate
Jr.—junior
Judge Adv. Gen.—Judge Advocate General
lat.—latitude
LC—Library of Congress
LCD—liquid crystal display
lc.—lowercase
L.Ed.—Lawyer’s edition (U.S. Supreme Court Reports)
LGBTQ—Lesbian, Gay, Bisexual, Transgender, and Questioning
liq.—liquid
lf.—lightface
LF—low frequency
LL.B.—bachelor of laws
LL.D.—doctor of laws
loc. cit.—(loco citato) in the place cited
log (no period)—logarithm
long.—longitude
loran (no periods)—long-range navigation
lox (no periods)—liquid oxygen
LPG—liquefied petroleum gas
Ltd.—limited
Lt. Gov.—lieutenant governor
M—money supply: M1, M2, etc.
M.—monsieur; MM., messieurs
m.—(meridies) noon
M—more
MAC—Military Airlift Command
MARAD—Maritime Administration
MC—Member of Congress (emcee, master of ceremonies)
M.D.—doctor of medicine
MDAP—Mutual Defense Assistance Program
Medi-Cal—Medicaid California

- memo—memorandum
 MF—medium frequency;
 microfiche
 MFN—most favored nation
 MIA—missing in action (plural
 MIAs)
 MIRV—multiple independently
 targetable reentry vehicle
 Misc. Doc. (with number)—
 miscellaneous document
 Mlle.—mademoiselle
 MMAR—Materials Management
 Acquisition Regulation
 Mme.—madam
 Mmes.—mesdames
 mo.—month
 MOS—military occupational
 specialty
 M.P.—Member of Parliament
 MP—military police
 Mr.—mister (plural Messrs.)
 MRI—magnetic resonance
 imaging
 Mrs.—mistress
 Ms.—feminine title (plural Mses.)
 M.S.—master of science
 MS.—MSS., manuscript,
 manuscripts
 MSC—Military Sealift Command
 Msgr.—monsignor
 m.s.l.—mean sea level
 MTN—multilateral trade
 negotiations
 N—north
 NA—not available; not applicable
 NACo.—National Association of
 Counties
 NAFTA—North American Free
 Trade Agreement
 NAS—National Academy of
 Sciences
 NASA—National Aeronautics and
 Space Administration
 NATO—North Atlantic Treaty
 Organization
 NCUA—National Credit Union
 Administration
 NE—northeast
 n.e.c.—not elsewhere classified
 n.e.s.—not elsewhere specified
 net wt.—net weight
 N.F.—National Formulary
 NFC—National Finance Center
 NIH—National Institutes of
 Health
 NIST—National Institute of
 Standards and Technology
 NGA—National Geospatial-
 Intelligence Agency
 n.l.—natural log or logarithm
 NLRB—National Labor Relations
 Board
 NNTP—Network News Transfer
 Protocol
 NNW—north-northwest
 No.—Nos., number, numbers
 NOAA—National Oceanic and
 Atmospheric Administration
 n.o.i.b.n.—not otherwise indexed
 by name
 n.o.p.—not otherwise provided
 (for)
 n.o.s.—not otherwise specified
 NPR—National Public Radio
 NPS—National Park Service
 NRC—Nuclear Regulatory
 Commission
 NS—nuclear ship
 NSA—National Security Agency
 NSC—National Security Council
 NSF—National Science
 Foundation
 n.s.k.—not specified by kind
 n.s.p.f.—not specifically provided
 for
 NW—northwest

- OAPEC—Organization of Arab Petroleum Exporting Countries
- OAS—Organization of American States
- OASDHI—Old-Age, Survivors, Disability, and Health Insurance Program
- OASI—Old-Age and Survivors Insurance
- OD—officer of the day
- OD—overdose; Odd, overdosed
- O.D.—doctor of optometry
- OK—Oked, Oking, Oks
- OMB—Office of Management and Budget
- Op. Atty. Gen.—Opinions of the Attorney General
- op. cit.—(opere citato) in the work cited
- OPEC—Organization of Petroleum Exporting Countries
- OSD—Office of the Secretary of Defense
- PA—public address system; physician assistant
- Pac.—Pacific Reporter; P.2d, Pacific Reporter, second series
- PAC—political action committee (plural PACs)
- PBS—Public Broadcasting Service; Public Buildings Service
- PCV—Peace Corps Volunteer
- Pet.—Peters (U.S. Supreme Court Reports)
- Ph—phenyl
- Phar.D.—doctor of pharmacy
- Ph.B. or B.Ph.—bachelor of philosophy
- Ph.D. or D.Ph.—doctor of philosophy
- Ph.G.—graduate in pharmacy
- PHS—Public Health Service
- PIN—personal identification number
- Pl.—place
- p.m.—(post meridiem) after noon
- P.O. Box (with number)—*but* post office box (in general sense)
- POP—Point of Presence; Post Office Protocol
- POW—prisoner of war (plural POWs)
- Private Res. (with number)—private resolution
- Prof.—professor
- pro tem—(pro tempore) temporarily
- P.S.—(post scriptum) postscript; public school (with number)
- PTA—parent-teachers' association
- PTSD—post-traumatic stress disorder
- Public Res. (with number)—public resolution
- PX—post exchange
- QT—on the quiet
- R.—Rs., range, ranges
- racon—radar beacon
- radar—radio detection and ranging
- R&D—research and development
- ratio—rocket-assisted takeoff
- Rd.—road
- RDT&E—research, development, testing, and evaluation
- Rev.—reverend
- Rev. Stat.—Revised Statutes
- RF—radio frequency
- R.F.D.—rural free delivery
- RGB—red, green, blue
- Rh—Rhesus (blood factor)
- RIF—reduction(s) in force; RIFed, RIFing, RIFs

- R.N.—registered nurse
 ROTC—Reserve Officers’
 Training Corps
 RR—railroad
 RRB—Railroad Retirement Board
 RSS—Really Simple Syndication
 Rt. Rev.—right reverend
 Ry.—railway
 S—south
 S.—Senate bill (with number)
 SAE—Society of Automotive
 Engineers
 S&L(s)—savings and loan(s)
 SALT—strategic arms limitation
 talks
 SAR—Sons of the American
 Revolution
 SBA—Small Business
 Administration
 sc.—(scilicet) namely (see also ss)
 s.c.—small caps
 S. Con. Res. (with number)—
 Senate concurrent resolution
 s.d.—(sine die) without date
 S. Doc. (with number)—Senate
 document
 SE—southeast
 SEATO—Southeast Asia Treaty
 Organization
 SEC—Securities and Exchange
 Commission
 sec—secant
 sech—hyperbolic secant
 2d—second
 SEO—Search Engine Optimization
 SHF—superhigh frequency
 shoran—short range (radio)
 SI—Système International d’Unités
 sic—thus
 sin—sine
 sinh—hyperbolic sine
 S.J. Res. (with number)—Senate
 joint resolution
 sonar—sound, navigation, and
 ranging (no period)
 SOP—standard operating
 procedure
 SOS—wireless distress signal
 SP—shore patrol
 SPA—simplified purchase
 agreement
 SPAR—Coast Guard Women’s
 Reserve (*semper paratus*—
 always ready)
 sp. gr.—specific gravity
 Sq.—square (street)
 Sr.—senior
 S. Rept. (with number)—Senate
 report
 S. Res. (with number)—Senate
 resolution
 SS—steamship
 ss—(scilicet) namely (in law) (see
 also sc.)
 SSA—Social Security
 Administration
 SSE—south-southeast
 SSS—Selective Service System
 St.—Ste., SS., Saint, Sainte, Saints
 St.—street
 Stat.—Statutes at Large
 STEAM—Science, Technology,
 Engineering, Art and
 Mathematics
 STEM—Science, Technology,
 Engineering and Mathematics
 STP—standard temperature and
 pressure
 Sup. Ct.—Supreme Court
 Reporter
 Supp. Rev. Stat.—Supplement to
 the Revised Statutes
 Supt.—superintendent
 Surg.—surgeon
 Surg. Gen.—Surgeon General
 SW—southwest

- S.W.2d—Southwestern Reporter, second series
- SWAT—special weapons and tactics (team)
- T.—Tps., township, townships
- tan—tangent
- tanh—hyperbolic tangent
- TB—tuberculosis
- T.D.—Treasury Decisions
- TDY—temporary duty
- Ter.—terrace
- 3d—third
- t.m.—true mean
- TNT—trinitrotoluol
- TPP—Trans-Pacific Partnership
- TV—television
- TVA—Tennessee Valley Authority
- uc.—uppercase
- UHF—ultrahigh frequency
- U.N.—United Nations
- UNESCO—United Nations Educational, Scientific, and Cultural Organization
- UNCHR—United Nations High Commissioner for Refugees
- UNICEF—United Nations Children's Fund
- U.S.—U.S. Supreme Court Reports
- U.S.A.—United States of America
- USA—U.S. Army
- USAF—U.S. Air Force
- USAID—U.S. Agency for International Development
- U.S.C.—United States Code
- U.S.C.A.—United States Code Annotated
- USCCR—U.S. Commission on Civil Rights
- U.S.C. Supp.—United States Code Supplement
- USCG—U.S. Coast Guard
- USDA—U.S. Department of Agriculture
- USES—U.S. Employment Service
- U.S. 61—U.S. No. 61, U.S. Highway No. 61
- USGS—U.S. Geological Survey
- USMC—U.S. Marine Corps
- USN—U.S. Navy
- USNR—U.S. Navy Reserve
- U.S.P.—United States Pharmacopeia
- USPS—U.S. Postal Service
- U.S.S.—U.S. Senate
- v. or vs.—(versus) against
- VA—Department of Veterans Affairs
- VAT—value added tax
- VCR—video cassette recorder
- VHF—very high frequency
- VIP—very important person
- viz—(videlicet) namely
- VLF—very low frequency
- VTR—video tape recording
- W—west
- w.a.e.—when actually employed
- Wall.—Wallace (U.S. Supreme Court Reports)
- wf—wrong font
- Wheat.—Wheaton (U.S. Supreme Court Reports)
- WHO—World Health Organization
- WIPO—World Intellectual Property Organization
- WNW—west-northwest
- w.o.p.—without pay
- Yale L.J.—Yale Law Journal
- ZIP Code—Zone Improvement Plan Code (Postal Service)
- ZIP+4—9-digit ZIP Code

Standard letter symbols for units of measure

9.62. The same form is used for singular and plural senses.

A—ampere	cd/m ² —candela per square meter
Å—angstrom	cg—centigram
a—are	cd•h—candela-hour
a—atto (prefix, one-quintillionth)	Ci—curie
aA—attoampere	cL—centiliter
abs—absolute (temperature and gravity)	cm—centimeter
ac—alternating current	c/m—cycles per minute
AF—audiofrequency	cm ² —square centimeter
Ah—ampere-hour	cm ³ —cubic centimeter
A/m—ampere per meter	cmil—circular mil
AM—amplitude modulation	cp—candlepower
asb—apostilb	cP—centipoise
At—ampere-turn	cSt—centistokes
at—atmosphere, technical	cwt—hundredweight
atm—atmosphere	D—darcy
at wt—atomic weight	d—day
au—astronomical units	d—deci (prefix, one-tenth)
avdp—avoirdupois	d—pence
b—barn	da—deka (prefix, 10)
B—bel	dag—dekagram
b—bit	daL—dekaliter
bbL—barrel	dam—dekameter
bbL/d—barrel per day	dam ² —square dekameter
Bd—baud	dam ³ —cubic dekameter
bd. ft.—board foot (obsolete); use fbm	dB—decibel
Bé—Baumé	dBu—decibel unit
Bev (obsolete); see GeV	dc—direct current
Bhn—Brinell hardness number	dg—decigram
bhp—brake horsepower	dL—deciliter
bm—board measure	dm—decimeter
bp—boiling point	dm ² —square decimeter
Btu—British thermal unit	dm ³ —cubic decimeter
bu—bushel	dol—dollar
c—¢, ct; cent(s)	doz—dozen
c—centi (prefix, one-hundredth)	dr—dram
C—coulomb	dwt—deadweight tons
°C—degree Celsius	dwt—pennyweight
cal—calorie (also: cal _{IT} , International Table; cal _{th} —thermochemical)	dyn—dyne
cd/in ² —candela per square inch	EHF—extremely high frequency
	emf—electromotive force
	emu—electromagnetic unit

erg—erg	hg—hectogram
esu—electrostatic unit	hL—hectoliter
eV—electronvolt	hm—hectometer
°F—degree Fahrenheit	hm ² —square hectometer
F—farad	hm ³ —cubic hectometer
f—femto (prefix, one-quadrillionth)	hp—horsepower
fbm—board foot; board foot measure	hph—horsepower-hour
fc—footcandle	Hz—hertz (cycles per second)
fL—footlambert	id—inside diameter
fm—fentometer	ihp—indicated horsepower
FM—frequency modulation	in—inch
ft—foot	in ² —square inch
ft ² —square foot	in ³ —cubic inch
ft ³ —cubic foot	in/h—inch per hour
ftH ₂ O—conventional foot of water	inH ₂ O—conventional inch of water
ft•lb—foot-pound	inHg—conventional inch of mercury
ft•lbf—foot-pound force	in-lb—inch-pound
ft/min—foot per minute	in/s—inch per second
ft ² /min—square foot per minute	J—joule
ft ³ /min—cubic foot per minute	J/K—joule per kelvin
ft-pdl—foot poundal	K—kayser
ft/s—foot per second	K—kelvin (use without degree symbol)
ft ² /s—square foot per second	k—kilo (prefix, 1,000)
ft ³ /s—cubic foot per second	k—thousand (7k=7,000)
ft/s ² —foot per second squared	kc—kilocycle; see also kHz (kilohertz), kilocycles per second
ft/s ³ —foot per second cubed	kcal—kilocalorie
G—gauss	keV—kiloelectronvolt
G—giga (prefix, 1 billion)	kG—kilogauss
g—gram; acceleration of gravity	kg—kilogram
Gal—gal cm/s ²	kgf—kilogram-force
gal—gallon	kHz—kilohertz (kilocycles per second)
gal/min—gallons per minute	kL—kiloliter
gal/s—gallons per second	klbf—kilopound-force
GB—gigabyte	km—kilometer
Gb—gilbert	km ² —square kilometer
g/cm ³ —gram per cubic centimeter	km ³ —cubic kilometer
GeV—gigaelectronvolt	km/h—kilometer per hour
GHz—gigahertz (gigacycle per second)	kn—knot (speed)
gr—grain; gross	kΩ—kilohm
h—hecto (prefix, 100)	kt—kiloton; carat
H—henry	kV—kilovolt
h—hour	kVA—kilovoltampere
ha—hectare	kvar—kilovar
HF—high frequency	

- kW—kilowatt
 kWh—kilowatthour
 L—lambert
 L—liter
 lb—pound
 lb ap—apothecary pound
 lb—avdp, avoirdupois pound
 lbf—pound-force
 lbf/ft—pound-force foot
 lbf/ft²—pound-force per square foot
 lbf/ft³—pound-force per cubic foot
 lbf/in²—pound-force per square inch
 (see psi)
 lb/ft—pound per foot
 lb/ft²—pound per square foot
 lb/ft³—pound per cubic foot
 lct—long calcined ton
 ldt—long dry ton
 LF—low frequency
 lin ft—linear foot
 l/m—lines per minute
 lm—lumen
 lm/ft²—lumen per square foot
 lm/m²—lumen per square meter
 lm•s—lumen second
 lm/W—lumen per watt
 l/s—lines per second
 L/s—liter per second
 lx—lux
 M—mega (prefix, 1 million)
 M—million (3 M=3 million)
 m—meter
 m—milli (prefix, one-thousandth)
 M1—monetary aggregate
 m²—square meter
 m³—cubic meter
 μ—micro (prefix, one-millionth)
 μm—micrometer
 mA—milliampere
 μA—microampere
 MB—megabyte
 mbar—millibar
 μbar—microbar
 Mc—megacycle; see also MHz
 (megahertz), megacycles per
 second
 mc—millicycle; see also mHz
 (millihertz), millicycles per
 second
 mD—millidarcy
 meq—milliequivalent
 MeV—megaelectronvolts
 mF—millifarad
 μF—microfarad
 mG—milligauss
 mg—milligram
 μg—microgram
 Mgal/d—million gallons per day
 mH—millihenry
 μH—microhenry
 MHz—megahertz
 mHz—millihertz
 mi—mile (statute)
 mi²—square mile
 mi/gal—mile(s) per gallon
 mi/h—mile(s) per hour
 mil—mil
 min—minute (time)
 μin—microinch
 mL—milliliter
 mm—millimeter
 mm²—square millimeter
 mm³—cubic millimeter
 μm²—square micrometer
 μm³—cubic micrometer
 μμ—micromicron (use of compound
 prefixes obsolete; use pm,
 picometer)
 μμf—micromicrofarad (use of
 compound prefixes obsolete; use
 pF)
 mmHg—conventional millimeter of
 mercury
 mΩ—megohm
 mo—month
 mol—mole (unit of substance)

mol wt—molecular weight	pW—picowatt
mp—melting point	qt—quart
ms—millisecond	quad—quadrillion (10^{15})
μ s—microsecond	R—rankine
Mt—megaton	R—roentgen (measurement of radiation)
mV—millivolt	$^{\circ}$ R—degree Rankine
μ V—microvolt	rad—radian
MW—megawatt	rd—rad (radiation-absorbed dose)
mW—milliwatt	rem—roentgen equivalent man
μ W—microwatt	r/min—revolutions per minute
MWd/t—megawatt-days per ton	rms—root mean square
Mx—maxwell	r/s—revolutions per second
n—nano (prefix, one-billionth)	s—second (time)
N—newton	s—shilling
nA—nanoampere	S—siemens
nF—nanofarad	sb—stilb
N•m—newton meter	scp—spherical candlepower
N/m^2 —newton per square meter	s•ft—second-foot
nmi—nautical mile	shp—shaft horsepower
Np—neper	slug—slug
ns—nanosecond	sr—steradian
$N\cdot s/m^2$ —newton second per square meter	sSf—standard saybolt fural
nt—nit	sSu—standard saybolt universal
od—outside diameter	stdft ³ —standard cubic foot (feet)
Oe—oersted (use of A/m, amperes per meter, preferred)	Sus—saybolt universal second(s)
oz—ounce (avoirdupois)	T—tera (prefix, 1 trillion)
p—pico (prefix, one-trillionth)	Tft ³ —trillion cubic feet
P—poise	T—tesla
Pa—pascal	t—tonne (metric ton)
pA—picoampere	tbsp—tablespoonful
pct—percent	thm—therm
pdl—poundal	ton—ton
pF—picofarad	tsp—teaspoonful
pF—water-holding energy	Twad—twaddell
pH—hydrogen-ion concentration	u—(unified) atomic mass unit
ph—phot; phase	UHF—ultrahigh frequency
pk—peck	V—volt
pm—picometer	VA—voltampere
p/m—parts per million	var—var
ps—picosecond	VHF—very high frequency
psi—pounds per square inch	V/m—volt per meter
pt—pint	W—watt
	Wb—weber

Wh—watthour
 W/(m•K)—watt per meter kelvin
 W/sr—watt per steradian
 W/(sr•m²)—watt per steradian square
 meter

x—unknown quantity (italic)
 yd—yard
 yd²—square yard
 yd³—cubic yard
 yr—year

Standard Latin abbreviations

9.63. When Latin abbreviations are used, follow this list.

a.—annus, year; ante, before
 A.A.C.—anno ante, Christum in the
 year before Christ
 A.A.S.—Academiae Americanae Socius,
 Fellow of the American Academy
 [Academy of Arts and Sciences]
 A.B.—artium baccalaureus, bachelor
 of arts
 ab init.—ab initio, from the beginning
 abs. re.—absente reo, the defendant
 being absent
 A.C.—ante Christum, before Christ
 A.D.—anno Domini, in the year of our
 Lord
 a.d.—ante diem, before the day
 ad fin.—ad finem, at the end, to one end
 ad h.l.—ad hunc locum, to this place,
 on this passage
 ad inf.—ad infinitum, to infinity
 ad init.—ad initium, at the beginning
 ad int.—ad interim, in the meantime
 ad lib.—ad libitum, at pleasure
 ad loc.—ad locum, at the place
 ad val.—ad valorem, according to
 A.I.—anno inventionis, in the year of
 the discovery
 al.—alia, alii, other things, other
 persons
 A.M.—anno mundi, in the year of the
 world; Annus mirabilis, the
 wonderful year [1666]
 a.m.—ante meridiem, before noon
 an.—anno, in the year; ante, before
 ann.—annales, annals; anni, years

A.R.S.S.—Antiquarium Regiae
 Societatis Socius, Fellow of the
 Royal Society of Antiquaries
 A.U.C.—anno urbis conditae, ab
 urbe conolita, in [the year from]
 the building of the City [Rome],
 753 B.C.
 B.A.—baccalaureus artium, bachelor
 of arts
 B.S. or B. Sc.—baccalaureus scientiae,
 bachelor of science
 C.—centum, a hundred; condemnno, I
 condemn, find guilty
 c.—circa, about
 cent.—centum, a hundred
 cf.—confer, compare
 C.M.—chirurgiae magister, master of
 surgery
 coch.—cochlear, a spoon, spoonful
 coch. amp.—cochlear amplum, a
 tablespoonful
 coch. mag.—cochlear magnum, a large
 spoonful
 coch. med.—cochlear medium, a
 dessert spoonful
 coch. parv.—cochlear parvum, a
 teaspoonful
 con.—contra, against; conjunx, wife
 C.P.S.—custos privati sigilli, keeper of
 the privy seal
 C.S.—custos sigilli, keeper of the seal
 cwt.—c. for centum, wt. for weight,
 hundredweight

- D.—Deus, God; Dominus, Lord; d., decretum, a decree; denarius, a penny; da, give
- D.D.—divinitatis doctor, doctor of divinity
- D.G.—Dei gratia, by the grace of God; Deo gratias, thanks to God
- D.N.—Dominus noster, our Lord
- D.S. or D. Sc.—doctor scientiae, doctor of science
- d.s.p.—decessit sine prole, died without issue
- D.V.—Deo volente, God willing
- dwt.—d. for denarius, wt. for weight pennyweight
- e.g.—exempli gratia, for example
- et al.—et alibi, and elsewhere; et alii, or aliae, and others
- etc.—et cetera, and others, and so forth
- et seq.—et sequentes, and those that follow
- et ux.—et uxor, and wife
- F.—filius, son
- f.—fiat, let it be made; forte, strong
- fac.—factum similis, facsimile, an exact copy
- fasc.—fasciculus, a bundle
- fl.—flores, flowers; floruit, flourished; fluidus, fluid
- f.r.—folio recto, right-hand page
- F.R.S.—Fraternitatis Regiae Socius, Fellow of the Royal Society
- f.v.—folio verso, on the back of the leaf
- guttat.—guttatim, by drops
- H.—hora, hour
- h.a.—hoc anno, in this year; hujus anni, this year's
- hab. corp.—habeas corpus, have the body—a writ
- h.e.—hic est, this is; hoc est, that is
- h.m.—hoc mense, in this month; huius mensis, this month's
- h.q.—hoc quaere, look for this
- H.R.I.P.—hic requiescat in pace, here rests in peace
- H.S.—hic sepultus, here is buried; hic situs, here lies; h.s., hoc sensu, in this sense
- H.S.S.—Historiae Societatis Socius, Fellow of the Historical Society
- h.t.—hoc tempore, at this time; hoc titulo, in or under this title
- I—Idus, the Ides; i., id, that; immortalis, immortal
- ib. or ibid.—ibidem, in the same place
- id.—idem, the same
- i.e.—id est, that is
- imp.—imprimatur, sanction, let it be printed
- I.N.D.—in nomine Dei, in the name of God
- in f.—in fine, at the end
- inf.—infra, below
- init.—initio, in the beginning
- in lim.—in limine, on the threshold, at the outset
- in loc.—in loco, in its place
- in loc. cit.—in loco citato, in the place cited
- in pr.—in principio, in the beginning
- in trans.—in transitu, on the way
- i.q.—idem quod, the same as
- i.q.e.d.—id quod erat demonstrandum, what was to be proved
- J.—judex, judge
- J.C.D.—juris civilis doctor, doctor of civil law
- J.D.—jurum or juris doctor, doctor of laws
- J.U.D.—juris utriusque doctor, doctor of both civil and canon law
- L.—liber, a book; locus, a place
- £—libra, pound; placed before figures thus £10; if l., to be placed after, as 40l.

- L.A.M.—liberalium artium magister, master of the liberal arts
- L.B.—baccalaureus literarum, bachelor of letters
- lb.—libra, pound (singular and plural)
- L.H.D.—literarum humaniorum doctor, doctor of the more humane letters
- Litt. D.—literarum doctor, doctor of letters
- LL.B.—legum baccalaureus, bachelor of laws
- LL.D.—legum doctor, doctor of laws
- LL.M.—legum magister, master of laws
- loc. cit.—loco citato, in the place cited
- loq.—loquitur, he, or she, speaks
- L.S.—locus sigilli, the place of the seal
- l.s.c.—loco supra citato, in the place above cited
- £ s. d.—librae, solidi, denarii, pounds, shillings, pence
- M.—magister, master; manipulus, handful; medicinae, of medicine; m., meridies, noon
- M.A.—magister artium, master of arts
- M.B.—medicinae baccalaureus, bachelor of medicine
- M. Ch.—magister chirurgiae, master of surgery
- M.D.—medicinae doctor, doctor of medicine
- m.m.—mutatis mutandis, with the necessary changes
- m.n.—mutato nomine, the name being changed
- MS.—manuscriptum, manuscript; MSS., manuscripta, manuscripts
- Mus. B.—musicae baccalaureus, bachelor of music
- Mus. D.—musicae doctor, doctor of music
- Mus. M.—musicae magister, master of music
- N.—Nepos, grandson; nomen, name; nomina, names; noster, our; n., natus, born; nocte, at night
- N.B.—nota bene, mark well
- ni. pri.—nisi prius, unless before
- nob.—nobis, for (or on) our part
- nol. pros.—nolle prosequi, will not prosecute
- non cul.—non culpabilis, not guilty
- n.l.—non licet, it is not permitted; non liquet, it is not clear; non longe, not far
- non obs.—non obstante, notwithstanding
- non pros.—non prosequitur, he does not prosecute
- non seq.—non sequitur, it does not follow logically
- O.—octarius, a pint
- ob.—obiit, he, or she, died; obiter, incidentally
- ob. s.p.—obiit sine prole, died without issue
- o.c.—opere citato, in the work cited
- op.—opus, work; opera, works
- op. cit.—opere citato, in the work cited
- P.—papa, pope; pater, father; pontifex, bishop; populus, people; p., partim, in part; per, by, for; pius, holy; pondere, by weight; post, after; primus, first; pro, for
- p.a.—or per ann., per annum, yearly; pro anno, for the year
- p. ae.—partes aequales, equal parts
- pass.—passim, everywhere
- percent.—per centum, by the hundred
- pil.—pilula, pill
- Ph. B.—philosophiae baccalaureus, bachelor of philosophy
- P.M.—post mortem, after death
- p.m.—post meridiem, afternoon
- pro tem.—pro tempore, for the time being
- prox.—proximo, in or of the next [month]

- P.S.—postscriptum, postscript; P.SS.,
postscripta, postscripts
- q.d.—quasi dicat, as if one should say;
quasi dictum, as if said; quasi
dixisset, as if he had said
- q.e.—quod est, which is
- Q.E.D.—quod erat demonstrandum,
which was to be demonstrated
- Q.E.F.—quod erat faciendum, which
was to be done
- Q.E.I.—quod erat inveniendum, which
was to be found out
- q.l.—quantum libet, as much as you
please
- q. pl.—quantum placet, as much as
seems good
- q.s.—quantum sufficit, sufficient
quantity
- q.v.—quantum vis, as much as you
will; quem, quam, quod vide,
which see; qq. v., quos, quas, or
quae vide, which see (plural)
- R.—regina, queen; recto, right-hand
page; respublica, commonwealth
- ℞—recipe, take
- R.I.P.—requiescat, or requiescant, in
pace, may he, she, or they, rest in
peace
- R.P.D.—rerum politicarum doctor,
doctor of political science
- R.S.S.—Regiae Societatis Sodalis,
Fellow of the Royal Society
- S.—sepultus, buried; situs, lies;
societas, society; socius or
sodalis, fellow; s., semi, half;
solidus, shilling
- s.a.—sine anno, without date;
secundum artem, according to
art
- S.A.S.—Societatis Antiquariorum
Socius, Fellow of the Society of
Antiquaries
- sc.—scilicet, namely; sculpsit, he, or
she, carved or engraved it
- S.B. or Sc. B.—scientiae baccalaureus,
bachelor of science
- S.D. or Sc. D.—scientiae doctor,
doctor of science
- S.D.—salutem dicit, sends greetings
- s.d.—sine die, indefinitely
- sec.—secundum, according to
- sec. leg.—secundum legem, according
to law
- sec. nat.—secundum naturam,
according to nature, or naturally
- sec. reg.—secundum regulam,
according to rule
- seq.—sequens, sequentes, sequentia,
the following
- S.H.S.—Societatis Historiae Socius,
Fellow of the Historical Society
- s.h.v.—sub hac voce or sub hoc verbo,
under this word
- s.l.a.n.—sine loco, anno, vel nomine,
without place, date, or name
- s.l.p.—sine legitima prole, without
lawful issue
- s.m.p.—sine mascula prole, without
male issue
- s.n.—sine nomine, without name
- s.p.—sine prole, without issue
- S.P.A.S.—Societatis Philosophiae
Americanae Socius, Fellow of the
American Philosophical Society
- s.p.s.—sine prole superstite, without
surviving issue
- S.R.S.—Societatis Regiae Socius or
Sodalis, Fellow of the Royal
Society
- ss—scilicet, namely (in law)
- S.S.C.—Societas Sanctae Crucis,
Society of the Holy Cross
- stat.—statim, immediately
- S.T.B.—sacrae theologiae
baccalaureus, bachelor of sacred
theology
- S.T.D.—sacrae theologiae doctor,
doctor of sacred theology

S.T.P.—sacrae theologiae professor,
 professor of sacred theology
 sub.—subaudi, understand, supply
 sup.—supra, above
 t. or temp.—tempore, in the time of
 tal. qual.—talis qualis, just as they
 come; average quality
 U.J.D.—utriusque juris doctor, doctor
 of both civil and canon law
 ult.—ultimo, last month (may be
 abbreviated in writing but should
 be spelled out in printing)
 ung.—unguentum, ointment
 u.s.—ubi supra, in the place above
 mentioned

ut dict.—ut dictum, as directed
 ut sup.—ut supra, as above
 ux.—uxor, wife
 v.—versus, against; vide, see; voce,
 voice, word
 v. — a., vixit — annos—lived [so
 many] years
 verb. sap.—verbum [satis] sapienti, a
 word to the wise suffices
 v.g.—verbi gratia, for example
 viz—videlicet, namely
 v.s.—vide supra, see above

Information technology acronyms and initialisms

9.64. Use these forms, if abbreviations are required:

3DES—Triple DES encryption
 3DM—Data Driven Decision Making
 ABLS—Automated Bid List System
 ACES—access certificates for
 electronic services
 ACID—Atomicity, Consistency,
 Isolation and Durability
 ACL—Access Control List
 ACP—Access Content Package
 AES—advanced Encryption Standard
 AI—Artificial Intelligence
 AIDC—Automatic identification and
 capture
 AIFF—audio interchange file format
 AIO—Asynchronous I/O
 AIP—Archival Information Package
 AJAX—Asynchronous JavaScript and
 XML
 ALPN—Application-Layer Protocol
 Negotiation
 API—Application Programming
 Interface
 ARK—archival resource key
 ARP—address resolution protocol
 ASCII—American Standard Code for
 Information Interchange

ASP—application service provider
 ATO—Authority to Operate
 AWS—Amazon Web Services
 BASE—Basically Available, Soft-State,
 Eventually Consistent
 BDA—Big Data Analytics
 BI—Business Intelligence
 BLOB —Binary Large Object
 BPEL—business process execution
 language
 BPI—business process information
 C&I—Cataloging and Indexing
 CA—certificate authority
 CAP—Consistency, Availability,
 Partition tolerance
 CBC—Cipher Block Chaining
 CD—compact disc
 CDM—Copy Data Management
 CDN—content delivery network
 CDR—critical design review
 CD-ROM—compact disc read only
 memory
 CE—content evaluator
 CentOS—Community Enterprise
 Operating System

- CERN—(European) Centre for Nuclear Research
- CGP—Catalog of U.S. Government Publications
- CI—Clustered Index
- CIM—Common Interface Model
- CISCAT—Center for Internet Security -Configuration Assessment Tool
- CISSP—Certified Information Systems Security Professional
- CK—Candidate Key
- CLOB—Character Large Object
- CMS—content management system
- CN—Canonical Name
- CO—content originator
- COG—Continuity of Government
- COOP—continuity of operations plan
- CP—content processor
- CPS—Certificate Practice Statement
- CRC—cyclic redundancy checks
- CRL—Certificate Revocation List
- CRM—Customer Relationship Management
- CRUD—Create, Read, Update, and Delete
- CSS—Cascading Style Sheets
- CSV—comma separated variable
- CTE—Common Table Expression
- CVS—Concurrent Versioning Services
- DaaS—Database as a Service
- DBA—Database Administrator
- DB—Database
- DBMS—database management system
- DCL—Data Control Language
- DDL—Data Definition Language
- DDoS—Distributed Denial of Service
- DES—data encryption standard
- DHCP—Dynamic Host Control Protocol
- DH—Diffie-Hellman (Exchange)
- DHE—Diffie-Hellman Ephemeral
- DHSL—Distributed Hadoop Storage Layer
- DIP—Dissemination Information Package
- DMD—Data Management Definition
- DMI—desktop management interface
- DML—Data Manipulation Language
- DMV—Dynamic Management Views
- DN—Distinguished Name
- DNS—domain name system
- DO—digital objects
- DOI—Digital Object Identifier
- DoS—denial of service
- DPI—dots per inch
- DR—Disaster Recovery
- DSL—digital subscriber line
- DSR—deployment system review
- DSSL—document style and semantics language
- DVD—digital versatile disc
- DW—Database Warehouse
- E_Port—Expansion port, also known as ISL
- EAC—estimate at completion
- EAD—encoded archival description
- EA—enterprise architecture
- EAP—enterprise application platform
- EBCDIC—Extended Binary Coded Decimal Interchange Code
- ECC—Elliptic Curve Cryptography
- ECDHE—Elliptic Curve Diffie-Hellman Key Exchange
- EPS—Encapsulated PostScript
- ERD—Entity Relationship Diagram
- ESXi—Elastic Sky X Integrated
- ETL—Extract, Transform, Load
- EV—Extended Validation
- FBCA—Federal Bridge Certificate Authority
- FC-AL—Fibre Channel Arbitrated Loop
- FCIA—Fibre Channel Industry Association
- FC-IP—Fibre Channel Over IP
- FCP—Fibre Channel Protocol
- FC-SW—Fibre Channel Switched

- FDDI—fiber distributed data interface
- FDsys—Federal Digital System
- FICC—Federal Identity Credentialing Committee
- FIFO—first in first out
- FIPNet—Federal Information Preservation Network
- FIPS—Federal Information Processing Standard
- FISMA—Federal Information Security Management Act of 2002
- FK—Foreign Key
- FOSI—format output specification instance
- FTP—file transfer protocol
- GBIC—Gigabit Interface Converter
- Gbps—Gigabits per second
- GDI—graphical device interface
- GGP—gateway-to-gateway protocol
- GIF—graphics interchange format
- GILS—Government Information Locator Service
- GUI—graphical user interface
- HBA—Host Bus Adapter
- HDFS—Hadoop Distributed File System
- HDTV—high definition television
- HMAC—key hashed message authentication code
- HPC—High-Performance Computing
- HSM—hardware security module
- HSM—Hierarchical Storage Management
- HSTS—HTTP Strict Transport Security
- HTML—hypertext markup language
- HTTP—hypertext transfer protocol
- HTTPS—HyperText Transfer Protocol Secure
- Hz—Hertz
- IaaS—Infrastructure as a Service
- IAM—Identity and Access Management
- ICMP—internet control message protocol
- IDD—interface design description
- IDE—Integrated Development Environment
- IDE—Integrated Drive Electronics
- IEEE—Institute of Electrical and Electronics Engineers
- IETF—Internet Engineering Task Force
- iFCP—Internet Fibre Channel Protocol
- ILS—Integrated Library System
- IOPS—I/O operations per second
- IOS—Apple Operating System
- IOT—Index Organized Table
- IoT—Internet of Things
- IP—internet protocol
- IPR—internal progress review
- IPSEC—internet protocol security
- IPS—Intrusion Prevention System
- ISAM—Indexed Sequential Access Method
- ISL—Inter switch link
- ISP—internet service provider
- IT—information technology
- ITU—International Telecommunications Union
- JBOD—Just a bunch of disks
- JDBC—Java Database Connectivity
- JDF—Job Definition Format
- JITS—Just-in-time storage
- JPEG—Joint Photographic Experts Group
- JS—JavaScript
- JSON—JavaScript Object Notation
- L_Port—Loop port
- LAMP—Linux, Apache, MySQL and PHP
- LAN—local area network
- LDAP—lightweight directory access protocol
- LHC—Large Hadron Collider

- LOB—Large Object
LPAR—Logical Partition
LPI—lines per inch
LRU—Last Recently Used (algorithm)
LUN—Logical Unit Number
MAC—message authentication code
MAN—Metropolitan area network
MARC—Machine Readable Cataloging
MDC—Multidimensional Clustering Table
METS—Metadata Encoding and Transmission Standard
MIME—multipurpose internet mail extensions
MIPS—millions of instructions per second
MODS—Metadata Object Descriptive Schema
MOOC—massive online open courses
MP3—MPEG-2 Audio Layer III
MPCF—marginally punched continuous forms
MVC—Model View Controller
MV—Materialized View
NAS—Network Attached Storage
NAT—network address translation
NDIIPP—National Digital Information Infrastructure and Preservation Program
NDLP—National Digital Library Program
NF—Normal Form
NNTP—network news transfer protocol
NOSQL—Not Only Structured Query Language
OAI—Open Archives Initiative
OAI-PMH—Open Archives Initiative Protocol for Metadata Harvesting
OAIS—open archival information system
OCLC—Online Computer Library Center
OCR—optical character recognition
OCSP—Online Certificate Status Protocol
ODBC—Open Database Connectivity
OLAP—Online Analytical Processing
OLTP—online transaction processing
OODBMS—Object-Oriented Database Management System
ORM—Object-Relational Mapping
PAAS—Platform as a service
PDF—Portable Document Format
PGP—Pretty Good Privacy
PHP—PHP Hypertext Preprocessor
PKI—Public Key Cryptography
PK—Primary Key
PL/pgSQL—Procedural Language/SQL
PL/SQL—Procedural Language/SQL
PNG—portable network graphics
PREMIS—Preservation Metadata: Implementation Strategies
PRONOM—Practical Online Compendium of File Formats
PTR—program tracking report
PURL—persistent uniform resource locator
QoS—Quality of service
QPS—Queries Per Second
RAC—Real Application Clusters (Oracle)
RAID—redundant array of inexpensive disks
RAM—random access memory
RC4—Rivest Cipher 4
RDA—Resource Description and Access
REGEX—Regular Expression
REST—Representational State Transfer
RFC—Request for Comments or Request for Change
RHEL—Red Hat Enterprise Linux
RI—representation information

- RMA—reliability, maintainability, availability
- RPC—remote procedure call
- RPM—RPM Package Manager
- RSA—Rivest, Shamir, and Adelman (public key cryptosystem)
- RTF—rich text format
- RVTM—requirements verification traceability matrix
- S4—Simple Scalable Streaming System
- SAAS—Software as a Service
- SAML—security assertion markup language
- SAN—Storage-area network
- SASL—Simple Authentication and Security Layer
- SASS—Syntactically Awesome Stylesheets
- SDD—System Design Diagram
- SDD—System Design Document
- SDK—Software Development Kit
- SDLC—software/system development lifecycle
- SDR—system design review
- Section 508—Section 508 of the Rehabilitation Act
- SFTP—Secure File Transfer Protocol
- SGML—standard generalized markup language
- SHA—Secure Hash Algorithm
- SIP—Submission Information Package
- SMTP—simple mail transfer protocol
- SNMP—simple network management protocol
- SOAP—Simple Object Access Protocol
- SOA—Service Oriented Architecture
- SQL—Structured Query Language
- SQL PL—SQL Procedure Language used for writing stored procedures. Also see PL/SQL
- SQL/XML—an extension of the SQL language used for querying XML
- SSD—Solid State Drive
- SSD—System Security Diagram
- SSH—Secure Shell
- SSL—Secure Sockets Layer
- SSP—system security plan
- SSR—software specification review
- SUSE—Software und System Entwicklung (Software and Systems Development)
- SVN—Subversion
- TDES—Triple Data Encryption Standard
- TFS—Team Foundation Server
- TIFF—tagged image file format
- TLS—transport layer security
- TPS—Transactions Per Second, a measurement of database performance
- UAT—User Acceptance Testing
- UDF—User Defined Function
- UDP—user datagram protocol
- UDT—User Defined Type
- UID—Unique Identifier
- URL—uniform resource locator
- URN—uniform resource name/number
- UUID—Universal Unique Identifier
- VC—Virtual Center
- VDC—Virtual Data Center
- VIP—Virtual Internet Protocol
- VI—Virtual Interface
- VLAN—virtual local area network
- VM—Virtual Machine
- VMW—Vmware
- VPN—virtual private network
- VSAN—Virtual Storage Area Network
- W3C—World Wide Web Consortium
- WAI-ARIA—Worldwide Accessibility Initiative - Accessible Rich Internet Applications
- WAIS—wide area information service
- WAN—Wide Area Network

WAP—wireless application protocol
WAV—waveform audio format
WCAG—Web Content Accessibility
Guidelines
Wi-Fi—wireless fidelity
WIP—work in process
WML—wireless markup language
www—world wide web
WYSIWYG—what you see is what
you get
XAML—Extensible Application
Markup Language
XDW—Extended Data Warehouse
XMLDsig—xml signature

XMLENC—xml encryption
XML—Extensible Markup Language
XPath—XML Path Language
XQUERY—XML Query
XSD—XML Schema Definition
XSL—Extensible Stylesheet Language
XSL-FO—XSL Formatting Objects
XSLT—Extensible Stylesheet Language
Transformations
YAML—Yet Another Markup
Language
YARN —Yet Another Resource
Negotiator