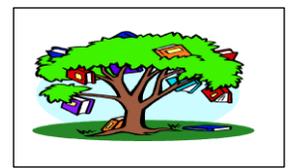


Toward Better Literacy: Reference Outlines



Abbreviations

In order to save space and avoid repetition, many words and phrases can be **abbreviated**. Often, the full term should be introduced once, and an abbreviation can be used afterward.

The Food and Drug Administration (FDA) keeps unsafe drugs off the shelves. The FDA also labels types of food.

Other more common abbreviations can be used without introduction, but special attention must be paid to their **capitalization** and **punctuation**.

Before Proper Names: Groups:

Dr. = Doctor
Gen. = General
Hon. = Honorable (for a judge)

Mr. = Mister (for a man)
Mrs. = Missus (for a married woman)
Ms. = "Mizz" (for a woman)
Pres. = President
Prof. = Professor
Rep. = Representative

Rev. = Reverend (for a minister)
Sen. = Senator
St. = Saint

After Proper Names:

B.A. = Bachelor of Arts
B.S. = Bachelor of Science
CEO = Chief executive officer

CPA = certified public accountant
D.D.S. = Doctor of Dental Surgery
Jr. = Junior
Ph.D. = Doctor of Philosophy
M.A. = Master of Arts
M.D. = Doctor of Medicine

M.S. = Master of Science
RN = registered nurse
Sr. = Senior

Places and

Ave. = Avenue
Co. = Company
D.C. = District of
Columbia
Dr. = Drive
EU = European Union
Inc. = Incorporated
Ltd. = Limited
St. = Street
UK = United
Kingdom
UN = United Nations
U.S. = United States
USA = United States
of America

Terms from Latin:

a.m. = *ante meridiem*, "before noon"
c. = *circa*, "around" (used with dates)
cf. = *confer*, "compare to"
e.g. = *exempli gratia*, "for example"
et al. = *et alii*, "and others"
etc. = *et cetera*, "and so forth"
i.e. = *id est*, "that is" (used to restate)

ibid. = *ibidem*, "the same place" (in citations)
p.m. = *post meridiem*, "after noon"

v. = versus (used in court cases)

viz. = *videlicet*, "namely," "that is to say"
vs. = versus (used in sports)

Measurements:

mm = millimeter(s)
cm = centimeter(s)
m = meter(s)
km = kilometer(s)
mg = milligram(s)
g = gram(s)
L = liter(s)

C = Celsius
KB = kilobyte(s)

MB = megabyte(s)

GB = gigabyte(s)
W = watt(s)

in. = inch(es)
ft. = foot/feet
yd. = yard(s)
mi. = mile(s)
oz. = ounce(s)
lb. = pound(s)
fl. oz. = fluid
ounce(s)
F = Fahrenheit
rpm =
revolutions per
minute
mph = miles per
hour

The most common type of abbreviation may be the use of **numerals** in place of spelled-out numbers. A good general rule is to **spell out one-digit numbers** unless they appear alongside larger numbers.

Five of the employees are under 21, so we'll need either 8 or 13 glasses.