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 \( \text{in} \) (inch) mistaken for the preposition \( \text{in} \), 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.

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.

\[ \text{c.o.d.} \quad \text{St.} \quad \text{but ft•lb} \]
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.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.S.T.</td>
<td>B.S., LL.D., Ph.D., B.Sc.</td>
</tr>
<tr>
<td>L.B.J.</td>
<td>C.A.D.C. (but App. D.C.)</td>
</tr>
<tr>
<td>U.S.</td>
<td>A.B. Secrest, D.D.S.</td>
</tr>
<tr>
<td>A.F. of L.-CIO (AFL–CIO preferred)</td>
<td>but</td>
</tr>
<tr>
<td>A.D., B.C.</td>
<td>AT&amp;T</td>
</tr>
<tr>
<td>e.s.t.</td>
<td>Texas A&amp;M</td>
</tr>
<tr>
<td>i.e., e.g. (but op. cit.)</td>
<td>R&amp;D</td>
</tr>
</tbody>
</table>

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” shall be interpreted to mean organized bodies that have become popularly identified with a symbol, such as MIT (Massachusetts Institute of Technology), GM (General Motors), GMAC (General Motors Acceptance Corp.), etc. (See “List of Abbreviations.”) Symbols, when they appear in copy, may be used for acts of Congress. Example: ARA (Area Redevelopment Act).

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VFW</td>
<td>TVA</td>
</tr>
<tr>
<td>NLRB</td>
<td>AFL–CIO</td>
</tr>
<tr>
<td></td>
<td>ASTM</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Government</td>
<td></td>
</tr>
<tr>
<td>U.S. Congress</td>
<td></td>
</tr>
<tr>
<td>U.S. Department of Health and Human Services</td>
<td></td>
</tr>
<tr>
<td>U.S. district court</td>
<td></td>
</tr>
<tr>
<td>U.S. Supreme Court (but Supreme Court of the United States)</td>
<td></td>
</tr>
<tr>
<td>U.S. Army (but Army of the United States)</td>
<td></td>
</tr>
</tbody>
</table>
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
- U.S. farm-support program
- U.S. attorney
- U.S. citizen
- United States Code (official title)

**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, and the Virgin Islands 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
- Mount Rainier National Forest, WA
- Stone Mountain, GA
- National Naval Medical Center, Bethesda, MD
- Mark Twain National Wildlife Refuge, IL-IA-MO (note use of hyphens here)
- Richmond, VA

- Arlington National Cemetery, VA
- Aberdeen Proving Ground, MD
- Baltimore-Washington International Airport, MD
- Redstone Arsenal, AL
- Leavenworth freight yards, Kansas
- Altoona sidetrack, Wisconsin

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

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. 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.

9.21. In the description of tracts of public land the following abbreviations are used (periods are omitted after abbreviated compass directions that immediately precede and close up on figures):

- SE¼NW¼ sec. 4, T. 12 S., R. 15 E., of the Boise Meridian
- lot 6, NE¼ sec. 4, T. 6 N., R. 1 W.
- N½ 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, W½E½, W½, and W½SE¼SE¼
- sec. 32 (with or without a township number)

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:

<table>
<thead>
<tr>
<th>Al</th>
<th>Ben</th>
<th>Fred</th>
<th>Walt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alex</td>
<td>Ed</td>
<td>Sam</td>
<td>Will</td>
</tr>
</tbody>
</table>

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.
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

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.

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

Gilbert and Sullivan
Currier and Ives

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.

<table>
<thead>
<tr>
<th>Army</th>
<th>Navy</th>
<th>Marines</th>
<th>Air Force</th>
</tr>
</thead>
<tbody>
<tr>
<td>General of the Army (Reserved for wartime only)</td>
<td>Admiral ADM Chief of Naval Operations and Commandant of the Coast Guard</td>
<td>General Gen. Commandant of the Marine Corps</td>
<td>General Gen. Air Force Chief of Staff</td>
</tr>
<tr>
<td>O10</td>
<td>General GEN Army Chief of Staff</td>
<td>Lieutenant General LTG</td>
<td>Lieutenant General Lt. Gen.</td>
</tr>
<tr>
<td>O9</td>
<td>Vice Admiral VADM</td>
<td>Rear Admiral Upper Half RDML</td>
<td>Major General Maj. Gen.</td>
</tr>
<tr>
<td>O7</td>
<td>Brigadier General BG</td>
<td>Lieutenant Colonel LTC</td>
<td>Lieutenant Colonel Lt. Col.</td>
</tr>
<tr>
<td>O6</td>
<td>Captain CPT</td>
<td>Commander CDR</td>
<td>Lieutenant Colonel Lt. Col.</td>
</tr>
<tr>
<td>O5</td>
<td>Major MAJ</td>
<td>Lieutenant Commander LCDR</td>
<td>Major Maj.</td>
</tr>
<tr>
<td>O4</td>
<td>Captain CPT</td>
<td>Lieutenant LT</td>
<td>Captain Capt.</td>
</tr>
</tbody>
</table>

[Chart showing military ranks and equivalents]
### 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.

<table>
<thead>
<tr>
<th>Army</th>
<th>Navy Coast Guard</th>
<th>Marines</th>
<th>Air Force</th>
</tr>
</thead>
<tbody>
<tr>
<td>O2</td>
<td>First Lieutenant</td>
<td>Lieutenant Junior Grade</td>
<td>First Lieutenant</td>
</tr>
<tr>
<td></td>
<td>1LT</td>
<td>LTJG</td>
<td>1st Lt.</td>
</tr>
<tr>
<td>O1</td>
<td>Second Lieutenant</td>
<td>Ensign</td>
<td>Second Lieutenant</td>
</tr>
<tr>
<td></td>
<td>2LT</td>
<td>ENS</td>
<td>2nd Lt.</td>
</tr>
<tr>
<td>W5</td>
<td>Chief Warrant Officer</td>
<td>Chief Warrant Officer</td>
<td>Chief Warrant Officer</td>
</tr>
<tr>
<td></td>
<td>CW5</td>
<td>CWO5</td>
<td>CWO5</td>
</tr>
<tr>
<td>W4</td>
<td>Chief Warrant Officer</td>
<td>Chief Warrant Officer</td>
<td>Chief Warrant Officer</td>
</tr>
<tr>
<td></td>
<td>CW4</td>
<td>CWO4</td>
<td>CWO4</td>
</tr>
<tr>
<td>W3</td>
<td>Chief Warrant Officer</td>
<td>Chief Warrant Officer</td>
<td>Chief Warrant Officer</td>
</tr>
<tr>
<td></td>
<td>CW3</td>
<td>CWO3</td>
<td>CWO3</td>
</tr>
<tr>
<td>W2</td>
<td>Chief Warrant Officer</td>
<td>Chief Warrant Officer</td>
<td>Chief Warrant Officer</td>
</tr>
<tr>
<td></td>
<td>CW2</td>
<td>CWO2</td>
<td>CWO2</td>
</tr>
<tr>
<td>W1</td>
<td>Warrant Officer 1</td>
<td>Warrant Officer 1</td>
<td>Warrant Officer 1</td>
</tr>
<tr>
<td></td>
<td>WO1</td>
<td>WO1</td>
<td>WO1</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th></th>
<th>Army</th>
<th>Navy Coast Guard</th>
<th>Marines</th>
<th>Air Force</th>
</tr>
</thead>
<tbody>
<tr>
<td>E9</td>
<td>Sergeant Major of the Army (SMA)</td>
<td>Master Chief Petty Officer of the Navy (MCPON)</td>
<td>Sergeant Major of the Marine Corps (SgtMajMC)</td>
<td>Chief Master Sergeant of the Air Force (CMSAF)</td>
</tr>
<tr>
<td>E9</td>
<td>Sergeant Major (SGM)</td>
<td>Command Sergeant Major (CSM)</td>
<td>Fleet/Command Master Chief Petty Officer (SgtMaj)</td>
<td>First Sergeant</td>
</tr>
<tr>
<td></td>
<td>Command Sergeant Major (CSM)</td>
<td>Master Chief Petty Officer (MCPO)</td>
<td>Master Sergeant (MSgt)</td>
<td>First Sergeant</td>
</tr>
<tr>
<td>E8</td>
<td>Master Sergeant (MSG)</td>
<td>First Sergeant (1SG)</td>
<td>Senior Chief Petty Officer (SCPO)</td>
<td>Senior Chief Sergeant (SMSgt)</td>
</tr>
<tr>
<td></td>
<td>First Sergeant (1SG)</td>
<td></td>
<td>Master Sergeant (MSgt)</td>
<td>First Sergeant</td>
</tr>
<tr>
<td>E7</td>
<td>Sergeant First Class (SFC)</td>
<td>Chief Petty Officer (CPO)</td>
<td>Gunner Sergeant (GySgt)</td>
<td>Master Sergeant (MSgt)</td>
</tr>
<tr>
<td></td>
<td>Chief Petty Officer (CPO)</td>
<td></td>
<td>Gunner Sergeant (GySgt)</td>
<td>First Sergeant</td>
</tr>
<tr>
<td>E6</td>
<td>Staff Sergeant (SSG)</td>
<td>Petty Officer First Class (PO1)</td>
<td>Staff Sergeant (SSgt)</td>
<td>Technical Sergeant (T Sgt)</td>
</tr>
<tr>
<td></td>
<td>Petty Officer First Class (PO1)</td>
<td></td>
<td>Staff Sergeant (SSgt)</td>
<td>First Sergeant</td>
</tr>
<tr>
<td>E5</td>
<td>Sergeant (SGT)</td>
<td>Petty Officer Second Class (PO2)</td>
<td>Sergeant (Sgt)</td>
<td>Staff Sergeant (SSgt)</td>
</tr>
<tr>
<td></td>
<td>Petty Officer Second Class (PO2)</td>
<td></td>
<td>Sergeant (Sgt)</td>
<td>First Sergeant</td>
</tr>
<tr>
<td>E4</td>
<td>Corporal (CPL)</td>
<td>Specialist (SPC)</td>
<td>Corporal (Cpl)</td>
<td>Senior Airman (SrA)</td>
</tr>
<tr>
<td></td>
<td>Senior Airman (SrA)</td>
<td></td>
<td>Corporal (Cpl)</td>
<td>First Sergeant</td>
</tr>
<tr>
<td></td>
<td>Army</td>
<td>Navy Coast Guard</td>
<td>Marines</td>
<td>Air Force</td>
</tr>
<tr>
<td>-----</td>
<td>---------------</td>
<td>------------------</td>
<td>----------------</td>
<td>------------------</td>
</tr>
<tr>
<td>E3</td>
<td>Private First Class (PFC)</td>
<td>Seaman (SN)</td>
<td>Lance Corporal (LCpl)</td>
<td>Airman First Class (AIC)</td>
</tr>
<tr>
<td>E2</td>
<td>Private E–2 (PV2)</td>
<td>Seaman Apprentice (SA)</td>
<td>Private First Class (PFC)</td>
<td>Airman (Amn)</td>
</tr>
<tr>
<td>E1</td>
<td>Private</td>
<td>Seaman Recruit (SR)</td>
<td>Private</td>
<td>Airman Basic</td>
</tr>
</tbody>
</table>


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. Elihu Root; the Honorable Elihu Root; the Honorable Mr. Root the Honorables John Roberts, John Paul Stevens, 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)

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.

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.

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.

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., Jr., Sr., 2d, and 3d 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)
art., arts. (article, articles)
bull., bulls. (bulletin, bulletins)
ch., chs. (chapter, chapters)
col., cols. (column, columns)
ed., eds. (edition, editions)
fig., figs. (figure, figures)
No., Nos. (number, numbers)
p., pp. (page, pages)
par., pars. (paragraph, paragraphs)
pl., pls. (plate, plates)
pt., pts. (part, parts)
sec., secs. (section, sections)
subch., subchs. (subchapter, subchapters)
subpar., subpars. (subparagraph, subparagraphs)
subpt., subpts. (subpart, subparts)
subsec., subsecs. (subsection, subsections)
supp., supps. (supplement, supplements)
vol., vols. (volume, volumes)
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. \(\rightarrow\) Public Law 84, 102d Cong.
1st sess., 106th Cong. \(\rightarrow\) 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)
- S. 116 (Senate bill)
- The examples above may be abbreviated or spelled out in text.
- H. Res. 5 (House resolution)
- H. Con. Res. 10 (House concurrent resolution)
- H.J. Res. 21 (House joint resolution)
- S. Res. 50 (Senate resolution)
- S. Con. Res. 17 (Senate concurrent resolution)
- S.J. Res. 45 (Senate joint resolution)
- H. Conf. Rept. 10 (House conference report)
- H. Doc. 35 (House document)
- S. Doc. 62 (Senate document)
- H. Rept. 214 (House report)
- S. Rept. 410 (Senate report)
- Ex. Doc. B (Executive document)
- Ex. F (92d Cong., 2d sess.)
- Ex. Rept. 9 (92d Cong., 1st sess.)
- Misc. Doc. 16 (miscellaneous document)
- Public Res. 47
9.43. References to statutes in parentheses, footnotes, sidenotes, tables, leaderwork, and congressional work are abbreviated.

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:

|------|------|------|

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

(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:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon.</td>
<td>Thurs.</td>
<td>Sat.</td>
</tr>
<tr>
<td>Tues.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Time zones

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

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

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)

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. **Compass directions** are abbreviated as follows:

<table>
<thead>
<tr>
<th>Direction</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>N.</td>
<td>S.</td>
</tr>
<tr>
<td>NE.</td>
<td>NNW.</td>
</tr>
<tr>
<td>E.</td>
<td>W.</td>
</tr>
<tr>
<td>SW.</td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>abs</td>
<td>absolute</td>
</tr>
<tr>
<td>Bé, Baumé</td>
<td>Institute</td>
</tr>
<tr>
<td>°C,¹</td>
<td>degree Celsius¹</td>
</tr>
<tr>
<td>°F,</td>
<td>degree Fahrenheit</td>
</tr>
<tr>
<td>°R,</td>
<td>degree Rankine</td>
</tr>
<tr>
<td>K,</td>
<td>kelvin</td>
</tr>
<tr>
<td>273.15 K</td>
<td></td>
</tr>
<tr>
<td>°API</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

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

² Preferred form (superseding Centigrade).
9.54. References to meridian in statements of time are abbreviated as follows:

- 10 a.m. (not 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.

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.

<table>
<thead>
<tr>
<th>3 m</th>
<th>45 mm</th>
<th>25 °C</th>
<th>but 33°15′21″</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefixes for multiples and submultiples</td>
<td>Metric units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>exa (10(^{18}))</td>
<td>d</td>
<td>deci (10(^{-1}))</td>
</tr>
<tr>
<td>P</td>
<td>peta (10(^{15}))</td>
<td>c</td>
<td>centi (10(^{-2}))</td>
</tr>
<tr>
<td>T</td>
<td>tera (10(^{12}))</td>
<td>m</td>
<td>milli (10(^{-3}))</td>
</tr>
<tr>
<td>G</td>
<td>giga (10(^{9}))</td>
<td>μ</td>
<td>micro (10(^{-6}))</td>
</tr>
<tr>
<td>M</td>
<td>mega (10(^{6}))</td>
<td>n</td>
<td>nano (10(^{-9}))</td>
</tr>
<tr>
<td>k</td>
<td>kilo (10(^{3}))</td>
<td>p</td>
<td>pico (10(^{-12}))</td>
</tr>
<tr>
<td>h</td>
<td>hecto (10(^{2}))</td>
<td>f</td>
<td>femto (10(^{-15}))</td>
</tr>
<tr>
<td>da</td>
<td>deka (10)</td>
<td>a</td>
<td>atto (10(^{-18}))</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prefixes for multiples and submultiples</th>
<th>Prefixes for multiples and submultiples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>Area</td>
</tr>
<tr>
<td>km</td>
<td>km(^2)</td>
</tr>
<tr>
<td>hm</td>
<td>hm(^2)</td>
</tr>
<tr>
<td>dam</td>
<td>dam(^2)</td>
</tr>
<tr>
<td>m</td>
<td>m(^2)</td>
</tr>
<tr>
<td>dm</td>
<td>dm(^2)</td>
</tr>
<tr>
<td>cm</td>
<td>cm(^2)</td>
</tr>
<tr>
<td>mm</td>
<td>mm(^2)</td>
</tr>
</tbody>
</table>
Abbreviations and Letter Symbols

<table>
<thead>
<tr>
<th>Weight</th>
<th>Land area</th>
<th>Capacity of containers</th>
</tr>
</thead>
<tbody>
<tr>
<td>kg</td>
<td>ha</td>
<td>kL kiloliter</td>
</tr>
<tr>
<td>hg</td>
<td>a</td>
<td>hL hectoliter</td>
</tr>
<tr>
<td>dag</td>
<td>acre</td>
<td>daL dekaliter</td>
</tr>
<tr>
<td>g</td>
<td></td>
<td>L liter</td>
</tr>
<tr>
<td>dg</td>
<td></td>
<td>dL deciliter</td>
</tr>
<tr>
<td>cg</td>
<td></td>
<td>cL centiliter</td>
</tr>
<tr>
<td>mg</td>
<td></td>
<td>mL milliliter</td>
</tr>
<tr>
<td>μg</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>A</th>
<th>V</th>
<th>mF</th>
</tr>
</thead>
<tbody>
<tr>
<td>ampere</td>
<td>volt</td>
<td>millifarad</td>
</tr>
<tr>
<td>VA</td>
<td>W</td>
<td>mH</td>
</tr>
<tr>
<td>voltamperes</td>
<td>watt</td>
<td>millihenry</td>
</tr>
<tr>
<td>F</td>
<td>kc</td>
<td>μF</td>
</tr>
</tbody>
</table>
| farad  | kilocycle | microfarad (one-
|        |         | millionth of a farad) |
| H      | kV     |     |
| Henry  | kilovolt |     |
| Hz     | kVA    |     |
| Hertz  | kilovoltamperes |     |
| J      | kW     |     |
| joule  | 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:

<table>
<thead>
<tr>
<th>Length</th>
<th>Area and volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>in</td>
<td>inch</td>
</tr>
<tr>
<td>ft</td>
<td>foot</td>
</tr>
<tr>
<td>yd</td>
<td>yard</td>
</tr>
<tr>
<td>mi</td>
<td>mile (statute)</td>
</tr>
<tr>
<td>in²</td>
<td>square inch</td>
</tr>
<tr>
<td>in³</td>
<td>cubic inch</td>
</tr>
<tr>
<td>mi²</td>
<td>square mile</td>
</tr>
<tr>
<td>ft³</td>
<td>cubic foot</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Weight</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>yr</td>
<td>gr</td>
<td>gill</td>
</tr>
<tr>
<td>mo</td>
<td>dr</td>
<td>pt</td>
</tr>
<tr>
<td>d</td>
<td>oz</td>
<td>qt</td>
</tr>
<tr>
<td>h</td>
<td>lb</td>
<td>gal</td>
</tr>
<tr>
<td>min</td>
<td>cwt</td>
<td>gal</td>
</tr>
<tr>
<td>s</td>
<td>dwt</td>
<td>bu</td>
</tr>
<tr>
<td></td>
<td>hundredweight</td>
<td>peck</td>
</tr>
<tr>
<td></td>
<td>pound weight</td>
<td></td>
</tr>
<tr>
<td>but t</td>
<td>metric ton</td>
<td>bbl</td>
</tr>
</tbody>
</table>

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

5<br>3<sup>m</sup>9<sup>s</sup> 4.5<sup>h</sup>
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.”)

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>$, dol (dollar)</td>
<td>Mex $2,650</td>
</tr>
<tr>
<td>c, ct, ¢ (cent, cents)</td>
<td>¢ (peso)</td>
</tr>
<tr>
<td>TRL175 (Turkish)</td>
<td>£ (pound)</td>
</tr>
<tr>
<td>USD15,000</td>
<td>d (pence)</td>
</tr>
<tr>
<td>€ (euro)</td>
<td></td>
</tr>
</tbody>
</table>

Use “USD” if omission would result in confusion.

Standard word abbreviations

9.61. If abbreviations are required, use these forms:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,4D (insecticide)</td>
<td>2,4-Dichlorophenoxyacetic acid</td>
</tr>
<tr>
<td>3d—third</td>
<td></td>
</tr>
<tr>
<td>4°—quarto</td>
<td></td>
</tr>
<tr>
<td>8°—octavo</td>
<td></td>
</tr>
<tr>
<td>A1 (rating)</td>
<td></td>
</tr>
<tr>
<td>A.A.—Alcoholics Anonymous</td>
<td></td>
</tr>
<tr>
<td>AARP—American Association of Retired Persons</td>
<td></td>
</tr>
<tr>
<td>abbr.—abbreviation</td>
<td></td>
</tr>
<tr>
<td>abs.—abstract</td>
<td></td>
</tr>
<tr>
<td>acct.—account</td>
<td></td>
</tr>
<tr>
<td>ACDA—Arms Control and Disarmament Agency</td>
<td></td>
</tr>
<tr>
<td>ACTH—adrenocorticotropic hormone</td>
<td></td>
</tr>
<tr>
<td>A.D.—(anno Domini) in the year of our Lord (A.D. 937)</td>
<td></td>
</tr>
<tr>
<td>ADDH—attention deficit disorder with hyperactivity</td>
<td></td>
</tr>
<tr>
<td>ADHD—attention deficit hyperactivity disorder</td>
<td></td>
</tr>
<tr>
<td>AEF—American Expeditionary Forces</td>
<td></td>
</tr>
<tr>
<td>AF—audiofrequency</td>
<td></td>
</tr>
<tr>
<td>AFB—Air Force Base</td>
<td></td>
</tr>
<tr>
<td>AFL–CIO—American Federation of Labor and Congress of Industrial Organizations</td>
<td></td>
</tr>
<tr>
<td>AID—Agency for International Development</td>
<td></td>
</tr>
<tr>
<td>AIDS—acquired immunodeficiency syndrome</td>
<td></td>
</tr>
<tr>
<td>a.k.a.—also known as</td>
<td></td>
</tr>
<tr>
<td>A.L.R.—American Law Reports</td>
<td></td>
</tr>
<tr>
<td>AM—amplitude modulation (no periods)</td>
<td></td>
</tr>
<tr>
<td>A.M.—(anno mundi) in the year of the world</td>
<td></td>
</tr>
<tr>
<td>A.M. or M.A.—master of arts</td>
<td></td>
</tr>
<tr>
<td>a.m.—(ante meridiem) before noon</td>
<td></td>
</tr>
<tr>
<td>Am. Repts.—American Reports</td>
<td></td>
</tr>
<tr>
<td>Amtrak—National Railroad Passenger Corporation</td>
<td></td>
</tr>
<tr>
<td>AMVETS—American Veterans of World War II; Amvet(s) (individual)</td>
<td></td>
</tr>
<tr>
<td>antilog—antilogarithm (no period)</td>
<td></td>
</tr>
<tr>
<td>AOA—Administration on Aging</td>
<td></td>
</tr>
<tr>
<td>API—American Petroleum Institute</td>
<td></td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>APO</td>
<td>Army post office (no periods)</td>
</tr>
<tr>
<td>App. D.C.</td>
<td>District of Columbia Appeal Cases</td>
</tr>
<tr>
<td>App. Div.</td>
<td>Appellate Division</td>
</tr>
<tr>
<td>APPR</td>
<td>Army package power reactor</td>
</tr>
<tr>
<td>approx.</td>
<td>approximately</td>
</tr>
<tr>
<td>ARC</td>
<td>American Red Cross</td>
</tr>
<tr>
<td>ARS</td>
<td>Agricultural Research Service</td>
</tr>
<tr>
<td>ASCS</td>
<td>Agricultural Stabilization and Conservation Service</td>
</tr>
<tr>
<td>ASME</td>
<td>American Society of Mechanical Engineers</td>
</tr>
<tr>
<td>A.S.N.</td>
<td>Army service number</td>
</tr>
<tr>
<td>ASTM</td>
<td>American Society for Testing and Materials</td>
</tr>
<tr>
<td>ATM</td>
<td>automatic teller machine</td>
</tr>
<tr>
<td>Atl.</td>
<td>Atlantic Reporter; A.2d, Atlantic Reporter, second series</td>
</tr>
<tr>
<td>AUS</td>
<td>Army of the United States Ave. — avenue</td>
</tr>
<tr>
<td>AWACS</td>
<td>airborne warning and control system</td>
</tr>
<tr>
<td>AWOL</td>
<td>absent without leave</td>
</tr>
<tr>
<td>B.A. or A.B.</td>
<td>bachelor of arts</td>
</tr>
<tr>
<td>BBB</td>
<td>Better Business Bureau</td>
</tr>
<tr>
<td>B.C.</td>
<td>before Christ (1200 B.C.)</td>
</tr>
<tr>
<td>B.C.E.</td>
<td>Before Common Era</td>
</tr>
<tr>
<td>BCG</td>
<td>(bacillus Calmette-Guerin) antituberculosis vaccine</td>
</tr>
<tr>
<td>bf.</td>
<td>boldface</td>
</tr>
<tr>
<td>BGN</td>
<td>Board on (not of) Geographic Names</td>
</tr>
<tr>
<td>BIA</td>
<td>Bureau of Indian Affairs</td>
</tr>
<tr>
<td>BIS</td>
<td>Bank for International Settlements</td>
</tr>
<tr>
<td>Blatch. Pr. Cas.</td>
<td>Blatchford’s Prize Cases</td>
</tr>
<tr>
<td>Bldg.</td>
<td>building</td>
</tr>
<tr>
<td>B. Lit(t). or Lit(t).B.</td>
<td>bachelor of literature</td>
</tr>
<tr>
<td>BLM</td>
<td>Bureau of Land Management</td>
</tr>
<tr>
<td>BLS</td>
<td>Bureau of Labor Statistics</td>
</tr>
<tr>
<td>Blvd.</td>
<td>boulevard</td>
</tr>
<tr>
<td>b.o.</td>
<td>buyer’s option</td>
</tr>
<tr>
<td>B.S. or B.Sc.</td>
<td>bachelor of science</td>
</tr>
<tr>
<td>c. and s.c.</td>
<td>caps and small caps</td>
</tr>
<tr>
<td>ca.</td>
<td>(circa) about</td>
</tr>
<tr>
<td>ca.</td>
<td>centiare</td>
</tr>
<tr>
<td>CACM</td>
<td>Central American Common Market</td>
</tr>
<tr>
<td>CAD</td>
<td>computer-aided design</td>
</tr>
<tr>
<td>CAP</td>
<td>Civil Air Patrol</td>
</tr>
<tr>
<td>CARE</td>
<td>Cooperative for American Remittances to Everywhere, Inc.</td>
</tr>
<tr>
<td>CAT scan</td>
<td>computerized axial tomography</td>
</tr>
<tr>
<td>C.C.A.</td>
<td>Circuit Court of Appeals</td>
</tr>
<tr>
<td>CCC</td>
<td>Commodity Credit Corporation</td>
</tr>
<tr>
<td>CCITT</td>
<td>Consultative Committee for International Telegraphy and Telephony</td>
</tr>
<tr>
<td>C.Cls.—</td>
<td>Court of Claims</td>
</tr>
<tr>
<td>C.Cls.R.—</td>
<td>Court of Claims Reports</td>
</tr>
<tr>
<td>C.C.P.A.—</td>
<td>Court of Customs and Patents Appeals</td>
</tr>
<tr>
<td>CCR</td>
<td>Commission on Civil Rights</td>
</tr>
<tr>
<td>CDC</td>
<td>Centers for Disease Control and Prevention</td>
</tr>
<tr>
<td>C.E.</td>
<td>Common Era</td>
</tr>
<tr>
<td>CEA</td>
<td>Council of Economic Advisers</td>
</tr>
<tr>
<td>cf.</td>
<td>(confer) compare or see</td>
</tr>
<tr>
<td>CFR</td>
<td>Code of Federal Regulations</td>
</tr>
<tr>
<td>CHAMPUS</td>
<td>Civilian Health and Medical Program of the Uniformed Services</td>
</tr>
<tr>
<td>CIA</td>
<td>Central Intelligence Agency</td>
</tr>
<tr>
<td>CIC</td>
<td>Counterintelligence Corps</td>
</tr>
<tr>
<td>C.J.</td>
<td>(corpus juris) body of law; Chief Justice</td>
</tr>
</tbody>
</table>
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
Ex-Im 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
FAO—Food and Agriculture Organization
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
FHA—Federal Housing Administration
FmHA—Farmers Home Administration
FHLBB—Federal Home Loan Bank Board
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
FNMA—Federal National Mortgage Association (Fannie Mae)
FNS—Food and Nutrition Service
f°—folio
f.o.b.—free on board
FPC—Federal Power Commission
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
FSS—Federal Supply Service
F.Supp.—Federal Supplement
FTC—Federal Trade Commission
FWS—Fish and Wildlife Service
GAO—Government Accountability Office
GATT—General Agreement on Tariffs and Trade
GDR—German Democratic Republic
GI—general issue; Government issue
GIS—Geographic Information System
G.M.&S.—general, medical, and surgical
GNMA—Government National Mortgage Association (Ginnie Mae)
GNP—gross national product
Gov.—Governor
GPO—Government Printing Office
GPS—Global Positioning System
gr. wt.—gross weight
GSA—General Services Administration
GSE—Government-Sponsored Enterprise
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
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
IMCO—Intergovernmental Maritime Consultative Organization
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
IRO—International Refugee Organization
IRS—Internal Revenue Service
ISO—International Standards Organization
ITO—International Trade Organization
ITU—International Telecommunications Union
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
LAFTA—Latin American Free
Trade Association
lat.—latitude
LC—Library of Congress
LCD—liquid crystal display
lc.—lowercase
L.Ed.—Lawyer’s edition (U.S.
Supreme Court Reports)
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
MAG—Military Advisory Group
MarAd—Maritime
Administration
MC—Member of Congress
(emcee, master of ceremonies)
M.D.—doctor of medicine
MDAP—Mutual Defense
Assistance Program
MediCal—Medicaid California
memorandum
MF—medium frequency;
microfiche
MFN—most favored nation
MIA—missing in action (plural
MIA’s)
MIRV—multiple independently
targetable reentry vehicle
Misc. Doc. (with number)—
miscellaneous document
Mlle.—mademoiselle
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
MSNBC—Microsoft National
Broadcasting Co.
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
NFAH—National Foundation on the Arts and the Humanities
NIH—National Institutes of Health
NIST—National Institute of Standards and Technology
n.l.—natural log or logarithm
NLRB—National Labor Relations Board
NNTP—Network News Transfer Protocol
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
NOVS—National Office of Vital Statistics
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.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
OCD—Office of Civil Defense
OD—officer of the day
OD—overdose; Odd, overdosed
O.D.—doctor of optometry
OECD—Organization for Economic Cooperation and Development
OK—Oked, Oking, Oks
OMB—Office of Management and Budget
op. cit.—(opere citato) in the work cited
OPEC—Organization of Petroleum Exporting Countries
OSD—Office of the Secretary of Defense
OTC—Organization for Trade Cooperation
PA—public address system
Pac.—Pacific Reporter; P.2d, Pacific Reporter, second series
PAC—political action committee (plural PAC’s)
Passed Asst. Surg.—passed assistant surgeon
PBS—Public Building Service
PCV—Peace Corps Volunteer
Abbreviations and Letter Symbols

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)
PTSD—post-traumatic-stress disorder
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
Public Res. (with number)—public resolution
PX—post exchange
QT—on the quiet
racon—radar beacon
radar—radio detection and ranging
R&D—research and development
rato—rocket-assisted takeoff
Rd.—road
RDT&E—research, development, testing, and evaluation
REA—Rural Electrification Administration
Rev.—reverend
Rev. Stat.—Revised Statutes
RF—radiofrequency
R.F.D.—rural free delivery
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
Rt. Rev.—right reverend
Ry.—railway
S.—south; Senate bill (with number)
SAC—Strategic Air Command
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
SDI—Strategic Defense Initiative
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
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
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
SSS—Selective Service System
St.—St., SS., Saint, Sainte, Saints
St.—street
Stat.—Statutes at Large
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
t.m.—true mean
TNT—trinitrotoluol
TV—television
TVA—Tennessee Valley Authority
uc.—uppercase
UHF—ultrahigh frequency
UMTA—Urban Mass Transportation Administration
UN—United Nations
UNESCO—United Nations Educational, Scientific, and Cultural Organization
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
USCG—U.S. Coast Guard
USDA—U.S. Department of Agriculture
USES—U.S. Employment Service
U.S. 40—U.S. No. 40, U.S. Highway No. 40
USGS—U.S. Geological Survey
USIA—U.S. Information Agency
USMC—U.S. Marine Corps
USN—U.S. Navy
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>USNFR—U.S. Naval Reserve</td>
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<tr>
<td>U.S.P.—United States Pharmacopeia</td>
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<tr>
<td>USPS—U.S. Postal Service</td>
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<tr>
<td>U.S.S.—U.S. Senate</td>
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</tr>
<tr>
<td>v. or vs.—(versus) against</td>
<td></td>
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<tr>
<td>VA—Department of Veterans Affairs</td>
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<td>VAT—value added tax</td>
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<tr>
<td>VCR—video cassette recorder</td>
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<tr>
<td>VHF—very high frequency</td>
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<tr>
<td>VIP—very important person</td>
<td></td>
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<tr>
<td>viz—(videlicet) namely</td>
<td></td>
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<tr>
<td>VLF—very low frequency</td>
<td></td>
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<tr>
<td>VTR—video tape recording</td>
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<td>W.—west</td>
<td></td>
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<td>Wall.—Wallace (U.S. Supreme Court Reports)</td>
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<td>w.f.—wrong font</td>
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<tr>
<td>Wheat.—Wheaton (U.S. Supreme Court Reports)</td>
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<tr>
<td>WHO—World Health Organization</td>
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<tr>
<td>WIPO—World Intellectual Property Organization</td>
<td></td>
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<tr>
<td>WMAL—WRC, etc., radio stations</td>
<td></td>
</tr>
<tr>
<td>w.o.p.—without pay</td>
<td></td>
</tr>
<tr>
<td>Yale L.J.—Yale Law Journal</td>
<td></td>
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<tr>
<td>ZIP Code—Zone Improvement Plan Code (Postal Service)</td>
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<tr>
<td>ZIP+4—9-digit ZIP Code</td>
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**Standard letter symbols for units of measure**

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

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Unit</th>
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<td>A</td>
<td>ampere</td>
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<tr>
<td>Å</td>
<td>angstrom</td>
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<tr>
<td>a</td>
<td>are</td>
</tr>
<tr>
<td>a</td>
<td>atto (prefix, one-quintillionth)</td>
</tr>
<tr>
<td>aA</td>
<td>attoampere</td>
</tr>
<tr>
<td>abs</td>
<td>absolute (temperature and gravity)</td>
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<tr>
<td>ac</td>
<td>alternating current</td>
</tr>
<tr>
<td>AF</td>
<td>audiofrequency</td>
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<tr>
<td>Ah</td>
<td>ampere-hour</td>
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<tr>
<td>A/m</td>
<td>ampere per meter</td>
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<td>AM</td>
<td>amplitude modulation</td>
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<tr>
<td>asb</td>
<td>apostilb</td>
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<tr>
<td>At</td>
<td>ampere-turn</td>
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<tr>
<td>at</td>
<td>atmosphere, technical</td>
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<tr>
<td>atm</td>
<td>atmosphere</td>
</tr>
<tr>
<td>at wt</td>
<td>atomic weight</td>
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<tr>
<td>au</td>
<td>astronomical units</td>
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<tr>
<td>avdp</td>
<td>avoirdupois</td>
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<tr>
<td>b</td>
<td>barn</td>
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<td>B</td>
<td>bel</td>
</tr>
<tr>
<td>b</td>
<td>bit</td>
</tr>
<tr>
<td>bbl</td>
<td>barrel</td>
</tr>
<tr>
<td>bbl/d</td>
<td>barrel per day</td>
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<tr>
<td>Bd</td>
<td>baud</td>
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<tr>
<td>bd. ft.</td>
<td>board foot (obsolete); use fbm</td>
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<tr>
<td>Bé</td>
<td>Baumé</td>
</tr>
<tr>
<td>Bev</td>
<td>(obsolete); see GeV</td>
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<tr>
<td>Bhn</td>
<td>Brinell hardness number</td>
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<tr>
<td>bhp</td>
<td>brake horsepower</td>
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<tr>
<td>bm</td>
<td>board measure</td>
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<tr>
<td>bp</td>
<td>boiling point</td>
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<tr>
<td>Btu</td>
<td>British thermal unit</td>
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<tr>
<td>bu</td>
<td>bushel</td>
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<tr>
<td>c</td>
<td>¢, ct; cent(s)</td>
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<tr>
<td>c</td>
<td>centi (prefix, one-hundredth)</td>
</tr>
<tr>
<td>C</td>
<td>coulomb</td>
</tr>
<tr>
<td>°C</td>
<td>degree Celsius</td>
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<tr>
<td>cal</td>
<td>calorie (also: cal\textsubscript{IT}, International Table; cal\textsubscript{th}, thermochemical)</td>
</tr>
<tr>
<td>cd/in\textsuperscript{2}</td>
<td>candela per square inch</td>
</tr>
<tr>
<td>cd/m\textsuperscript{2}</td>
<td>candela per square meter</td>
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<tr>
<td>cg</td>
<td>centigram</td>
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<tr>
<td>cd•h</td>
<td>candela-hour</td>
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<tr>
<td>Ci</td>
<td>curie</td>
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<tr>
<td>cL</td>
<td>centiliter</td>
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<tr>
<td>cm</td>
<td>centimeter</td>
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<tr>
<td>c/m</td>
<td>cycles per minute</td>
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<tr>
<td>Unit</td>
<td>Equivalent</td>
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<td>------</td>
<td>------------</td>
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<tr>
<td>cm²</td>
<td>square centimeter</td>
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<tr>
<td>cm³</td>
<td>cubic centimeter</td>
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<tr>
<td>cmil</td>
<td>circular mil</td>
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<tr>
<td>cp</td>
<td>candlepower</td>
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<td>cP</td>
<td>centipoise</td>
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<td>cSt</td>
<td>centistokes</td>
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<tr>
<td>cwt</td>
<td>hundredweight</td>
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<tr>
<td>D</td>
<td>darcy</td>
</tr>
<tr>
<td>d</td>
<td>day</td>
</tr>
<tr>
<td>d</td>
<td>deci (prefix, one-tenth)</td>
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<tr>
<td>da</td>
<td>deka (prefix, 10)</td>
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<tr>
<td>dag</td>
<td>dekagram</td>
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<td>daL</td>
<td>dekaliter</td>
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<tr>
<td>dam</td>
<td>dekameter</td>
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<td>dam²</td>
<td>square dekameter</td>
</tr>
<tr>
<td>dam³</td>
<td>cubic dekameter</td>
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<tr>
<td>dB</td>
<td>decibel</td>
</tr>
<tr>
<td>dBu</td>
<td>decibel unit</td>
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<tr>
<td>dc</td>
<td>direct current</td>
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<tr>
<td>dg</td>
<td>decigram</td>
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<tr>
<td>dL</td>
<td>deciliter</td>
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<td>dr</td>
<td>dram</td>
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<td>dwt</td>
<td>deadweight tons</td>
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<td>dwt</td>
<td>pennyweight</td>
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<td>dyne</td>
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<td>EHF</td>
<td>extremely high frequency</td>
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<td>emf</td>
<td>electromotive force</td>
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<td>emu</td>
<td>electromagnetic unit</td>
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<td>erg</td>
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<tr>
<td>esu</td>
<td>electrostatic unit</td>
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<tr>
<td>eV</td>
<td>electronvolt</td>
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<td>°F</td>
<td>degree Fahrenheit</td>
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<td>F</td>
<td>farad</td>
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<tr>
<td>f</td>
<td>femto (prefix, one-quadrillionth)</td>
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<td>fbm</td>
<td>board foot; board foot measure</td>
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<td>fc</td>
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<td>footlambert</td>
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<td>fm</td>
<td>fentometer</td>
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<td>FM</td>
<td>frequency modulation</td>
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<tr>
<td>ft</td>
<td>foot</td>
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<td>ft²</td>
<td>square foot</td>
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<tr>
<td>ft³</td>
<td>cubic foot</td>
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<tr>
<td>ftH₂O</td>
<td>conventional foot of water</td>
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<tr>
<td>ft•lb</td>
<td>foot-pound</td>
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<td>ft•lbf</td>
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<td>ft²/min</td>
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<td>ft²/min</td>
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<td>ft-pdl</td>
<td>foot poundal</td>
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<td>ft/s</td>
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<td>ft²/s</td>
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<td>ft³/s</td>
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<td>ft/s²</td>
<td>foot per second squared</td>
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<td>ft/s³</td>
<td>foot per second cubed</td>
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<tr>
<td>G</td>
<td>gauss</td>
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<tr>
<td>G</td>
<td>giga (prefix, 1 billion)</td>
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<tr>
<td>g</td>
<td>gram; acceleration of gravity</td>
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<td>Gal</td>
<td>gal cm/s²</td>
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<td>gal</td>
<td>gallon</td>
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<td>gibert</td>
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<td>g/cm³</td>
<td>gram per cubic centimeter</td>
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<tr>
<td>GeV</td>
<td>gigaelectronvolt</td>
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<td>GHz</td>
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<tr>
<td>gr</td>
<td>grain; gross</td>
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<td>h</td>
<td>hecto (prefix, 100)</td>
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<td>henry</td>
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<td>h</td>
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<td>HF</td>
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<td>hp</td>
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<td>hph</td>
<td>horsepower-hour</td>
</tr>
<tr>
<td>Hz</td>
<td>hertz (cycles per second)</td>
</tr>
<tr>
<td>id</td>
<td>inside diameter</td>
</tr>
<tr>
<td>ihp</td>
<td>indicated horsepower</td>
</tr>
</tbody>
</table>
Abbreviations and Letter Symbols

- **in**—inch
- **in²**—square inch
- **in³**—cubic inch
- **in/h**—inch per hour
- **inH₂O**—conventional inch of water
- **inHg**—conventional inch of mercury
- **in-lb**—inch-pound
- **in/s**—inch per second
- **J**—joule
- **J/K**—joule per kelvin
- **K**—kayser
- **K**—kelvin (use without degree symbol)
- **k**—kilo (prefix, 1,000)
- **k**—thousand (7k=7,000)
- **kc**—kilocycle; see also kHz (kilohertz), kilocycles per second
- **kcal**—kilocalorie
- **keV**—kiloelectronvolt
- **kJ**—kilojoule
- **kL**—kiloliter
- **klbf**—kilopound-force
- **km**—kilometer
- **km²**—square kilometer
- **km³**—cubic kilometer
- **km/h**—kilometer per hour
- **kn**—knot (speed)
- **kΩ**—kilohm
- **kt**—kiloton; carat
- **kV**—kilovolt
- **kVA**—kilovoltampere
- **kvar**—kilovar
- **kW**—kilowatt
- **kWh**—kilowatt hour
- **L**—liter
- **lb**—pound
- **lb ap**—apothecary pound
- **lb—avoirdupois pound**
- **lbf**—pound-force
- **lbf/ft**—pound-force foot
- **lbf/ft²**—pound-force per square 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
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.—Antiquariorum 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. Sc.—baccalaureus scientiae, bachelor of science
C.—centum, a hundred; condemno, 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. 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.—fiores, 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
Abbreviations and Letter Symbols

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 401.
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
L. L. B.—legum baccalaureus, bachelor of laws
L. L. D.—legum doctor, doctor of laws
L. L. 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.—meridies, noon
M.—magister, master; manipulus, handful; medicinae, of medicine;
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
M. S.—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
n. pri.—nisi prius, unless before
n. ob.—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 dicit, 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
R.—recipe, take
R.I.P.—requiescat, or requiescant, in pace, may he, she, or they, rest in peace
R.P.D.—rerum politiarum 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
Sc. B.—scientiae baccalaureus, bachelor of science
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
Abbreviations and Letter Symbols

Information technology acronyms and initialisms

9.64. If abbreviations are required, use these forms:

AARP—Apple Address Resolution Protocol
ABLS—Automated Bid List System
ABM—asynchronous balanced mode
ACES—access certificates for electronic services
ACP—Access Content Package
ACS—Access Content Storage
ACSIS—Acquisition, Classification, and Shipment Information System

AES—advanced encryption standard
AIFF—audio interchange file format
AIP—Archival Information Package
AIS—Archival Information Storage
ANSI—American National Standards Institute
AP—access processor
ARK—archival resource key
ARP—address resolution protocol
ASCII—American Standard Code for Information Interchange
ASP—application service provider
BAC—billing address code
BBS—bulletin board service
BPEL—business process execution language
BPI—business process information
BPS—business process storage
CA—certification authority
CCSDS—Consultative Committee for Space Data Systems
CD—compact disk
CDN—content delivery network
CDR—critical design review
CD–ROM—compact disk read only memory
CE—content evaluator
CFR—Code of Federal Regulations
CGP—Catalog of U.S. Government Publications
CMS—content management system
CMYK—cyan, magenta, yellow, black
CO—content originator
COOP—continuity of operations plan
CP—content processor
CPI—content packet information
CRC—cyclic redundancy checks
CSV—comma separated variable
DBMS—database management system
DES—data encryption standard
DIP—Dissemination Information Package
DMI—desktop management interface
DNS—domain name system
DO—digital objects
DOI—Digital Object Identifier
DoS—denial of service
DPI—dots per inch
DSR—deployment system review
DSSL—document style and semantics language
DVD—digital versatile disc
EA—enterprise architecture
EAD—encoded archival description
EAC—estimate at completion
EAP—enterprise application platform
EBCDIC—Extended Binary Coded Decimal Interchange Code
ePub—Electronic Publishing Section
FAQ—frequently asked question
FBCA—Federal Bridge Certificate Authority
FDDI—fiber distributed data interface
FDLP—Federal Depository Library Program
FDSys—Federal Digital System
FICC—Federal Identity Credentialing Committee
FIFO—first in first out
FIPS—Federal Information Processing Standard
FOB—free on board
FOSI—format output specification instance
FTP—file transfer protocol
GAP—GPO Access Package
GDI—graphical device interface
GFE—government furnished equipment
GFI—government furnished information
GGP—gateway-to-gateway protocol
GIF—graphics interchange format
GILS—Government Information Locator Service
GUI—graphical user interface
HDTV—high definition television
HMAC—key hashed message authentication code
HSM—hardware security module
HTML—hypertext markup language
HTTP—hypertext transfer protocol
Hz—Hertz
ICMP—internet control message protocol
ID—Information Dissemination
IDD—interface design description
IEEE—Institute of Electronics and Electrical Engineers
IETF—Internet Engineering Task Force
ILS—Integrated Library System
IP—internet protocol
IPR—internal progress review
IPSEC—internet protocol security
ISO—International Organization for Standardization
ISP—internet service provider
ISSN—International Standard Serial Number
IT—information technology
ITU—International Telecommunications Union
JDF—Job Definition Format
JPEG—Joint Photographic Experts Group
LAN—local area network
LDAP—lightweight directory access protocol
LPI—lines per inch
MAC—message authentication code
MARC—Machine Readable Cataloging
METS—Metadata Encoding and Transmission Standard
MHz—megahertz
MIME—multipurpose internet mail extensions
MIPS—millions of instructions per second
MMAR—Materials Management Procurement Regulation
MODS—Metadata Object Descriptive Schema
MPCF—marginally punched continuous forms
NAT—network address translation
NDIIPP—National Digital Information Infrastructure and Preservation Program
NFC—National Finance Center
NIST—National Institute of Standards and Technology
NNTP—network news transfer protocol
OAI—Open Archives Initiative
OAI–PMH—Open Archives Initiative Protocol for Metadata Harvesting
OAIS—Open Archival Information Systems
OCLC—Online Computer Library Center
OCR—optical character recognition
OLTP—online transaction processing
PRONOM—Practical Online Compendium of File Formats
PTR—program tracking report
PURL—persistent uniform resource locator
RAID—redundant array of inexpensive disks
RAM—random access memory
RFC—request for comments
RGB—red, green, blue
RI—representation information
RMA—reliability, maintainability, availability
RPC—remote procedure call
RSA—Rivest, Shamir, Adleman (public key decryption algorithm)
RTF—rich text format
RVTM—requirements verification traceability matrix
SAML—security assertion markup language
SDLC—software/system development life cycle
SDR—system design review
Section 508—Section 508 of the Rehabilitation Act
SGML—standard generalized markup language
SHA—secure hash algorithm
SIP—Submission Information Package
SLIP—serial line internet protocol
SMP—storage management processor
SMS—storage management system
SMTP—simple mail transfer protocol
SNMP—simple network management protocol
SPA—simplified purchase agreement
SSL—secure sockets layer
SSP—system security plan
SSR—software specification review
TDES—Triple Data Encryption Standard
TIFF—tagged image file format
TLS—transport layer security
UDP—user datagram protocol
URL—uniform resource locator
URN—uniform resource name/number
VLAN—virtual local area network
VPN—virtual private network
VRML—virtual reality modeling language
W3C—World Wide Web Consortium
WAIS—wide area information service
WAN—wide area network
WAP—wireless application protocol
WAV—waveform audio format
WIP—work in process
WML—wireless markup language
WMS—workflow management system
WWW—World Wide Web
WYSIWYG—what you see is what you get
XML—extensible markup language
XMLDSig—XML signature
XMLENC—XML encryption