

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*.

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.

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

- 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).

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, 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	Arlington National Cemetery, VA
Mount Rainier National Forest, WA	Aberdeen Proving Ground, MD
Stone Mountain, GA	Baltimore-Washington International Airport, MD
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, 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

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.** 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):

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)

- 9.22.** 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.

Gilbert and Sullivan 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.defenselink.mil/specials/insignias/officers.html>.

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.defenselink.mil/specials/insignias/enlisted.html>.

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)
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.

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.*, *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)	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)
No., Nos. (number, numbers)	supp., supps. (supplement, supplements)
p., pp. (page, pages)	vol., vols. (volume, volumes)
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
DST—daylight saving (no “s”) time	PDT—Pacific daylight time
EDT—eastern daylight time	PST—Pacific standard time
EST—eastern standard time	PT—Pacific time
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)
- 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:

N.	S.	ESE.
NE.	NNW.	10° N. 25° W.
E.	W.	NW. by N. ¼ W.
SW.		

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	671.67 °R
273.15 K	18 °API
°API	

¹Without figures preceding it, °C or °F should be used only in boxhead and over figure columns in tables.
²Preferred form (superseding Centigrade).

- 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>	
E	exa (10^{18})	d	deci (10^{-1})	m	meter (for length)
P	peta (10^{15})	c	centi (10^{-2})	g	gram (for weight or mass)
T	tera (10^{12})	m	milli (10^{-3})	L	liter (for capacity)
G	giga (10^9)	μ	micro (10^{-6})		
M	mega (10^6)	n	nano (10^{-9})		
k	kilo (10^3)	p	pico (10^{-12})		
h	hecto (10^2)	f	femto (10^{-15})		
da	deka (10)	a	atto (10^{-18})		
	<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 decameter
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)	P (peso)
TRL175 (Turkish)	£ (pound)
USD15,000	d (pence)
€ (euro)	

Use “USD” if omission would result in confusion.

Standard word abbreviations

9.61. If abbreviations are required, use these forms:

2,4D (insecticide)	AFL-CIO—American Federation of Labor and Congress of Industrial Organizations
3d—third	AID—Agency for International Development
4°—quarto	AIDS—acquired immunodeficiency syndrome
8°—octavo	a.k.a.—also known as
A1 (rating)	A.L.R.—American Law Reports
A.A.—Alcoholics Anonymous	AM—amplitude modulation (no periods)
AARP—American Association of Retired Persons	A.M.—(anno mundi) in the year of the world
abbr.—abbreviation	A.M. or M.A.—master of arts
abs.—abstract	a.m.—(ante meridiem) before noon
acct.—account	Am. Repts.—American Reports
ACDA—Arms Control and Disarmament Agency	Amtrak—National Railroad Passenger Corporation
ACTH—adrenocorticotrophic hormone	AMVETS—American Veterans of World War II; Amvet(s) (individual)
A.D.—(anno Domini) in the year of our Lord (A.D. 937)	antilog—antilogarithm (no period)
ADDH—attention deficit disorder with hyperactivity	AOA—Administration on Aging
ADHD—attention deficit hyperactivity disorder	API—American Petroleum Institute
AEF—American Expeditionary Forces	
AF—audiofrequency	
AFB—Air Force Base	

- APO—Army post office (no periods)
- App. D.C.—District of Columbia Appeal Cases
- App. Div.—Appellate Division
- APPR—Army package power reactor
- approx.—approximately
- ARC—American Red Cross
- ARS—Agricultural Research Service
- ASCS—Agricultural Stabilization and Conservation Service
- ASME—American Society of Mechanical Engineers
- A.S.N.—Army service number
- 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
- 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
- Bld.—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
- CARE—Cooperative for American Remittances to Everywhere, Inc.
- CAT scan—computerized axial tomography
- C.C.A.—Circuit Court of Appeals
- CCC—Commodity Credit Corporation
- CCITT—Consultative Committee for International Telegraphy and Telephony
- C.Cls.—Court of Claims
- C.Cls.R.—Court of Claims Reports
- C.C.P.A.—Court of Customs and Patents Appeals
- CCR—Commission on Civil Rights
- 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
- CIC—Counterintelligence Corps
- C.J.—(corpus juris) body of law; Chief Justice

- 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
 conelrad—control of
 electromagnetic radiation
 (civil defense)
 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
 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 innoculation
 dr.—debit; debtor
 Dr.—doctor; drive
 d.s.t.—daylight saving (no “s”) time
 D.V.M.—doctor of veterinary
 medicine
 E.—east
 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

- 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
 memo—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	n.s.p.f.—not specifically provided for
NASA—National Aeronautics and Space Administration	NW.—northwest
NATO—North Atlantic Treaty Organization	OAPEC—Organization of Arab Petroleum Exporting Countries
NCUA—National Credit Union Administration	OAS—Organization of American States
NE.—northeast	OASDHI—Old-Age, Survivors, Disability, and Health Insurance Program
n.e.c.—not elsewhere classified	OASI—Old-Age and Survivors Insurance
n.e.s.—not elsewhere specified	OCD—Office of Civil Defense
net wt.—net weight	OD—officer of the day
N.F.—National Formulary	OD—overdose; Odd, overdosed
NFAH—National Foundation on the Arts and the Humanities	O.D.—doctor of optometry
NIH—National Institutes of Health	OECD—Organization for Economic Cooperation and Development
NIST—National Institute of Standards and Technology	OK—Oked, Oking, Oks
n.l.—natural log or logarithm	OMB—Office of Management and Budget
NLRB—National Labor Relations Board	Op. Atty. Gen.—Opinions of the Attorney General
NNTP—Network News Transfer Protocol	op. cit.—(opere citato) in the work cited
No.—Nos., number, numbers	OPEC—Organization of Petroleum Exporting Countries
NOAA—National Oceanic and Atmospheric Administration	OSD—Office of the Secretary of Defense
n.o.i.b.n.—not otherwise indexed by name	OTC—Organization for Trade Cooperation
n.o.p.—not otherwise provided (for)	PA—public address system
n.o.s.—not otherwise specified	Pac.—Pacific Reporter; P.2d, Pacific Reporter, second series
NOVS—National Office of Vital Statistics	PAC—political action committee (plural PAC's)
NPS—National Park Service	Passed Asst. Surg.—passed assistant surgeon
NRC—Nuclear Regulatory Commission	PBS—Public Building Service
NS—nuclear ship	PCV—Peace Corps Volunteer
NSA—National Security Agency	
NSC—National Security Council	
NSF—National Science Foundation	
n.s.k.—not specified by kind	

- 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.—Ste., 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
 tann—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
 U.N.—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
 U.S.C.—United States Code
 U.S.C.A.—United States Code Annotated
 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. 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

USNR—U.S. Naval Reserve	w.a.e.—when actually employed
U.S.P.—United States Pharmacopeia	Wall.—Wallace (U.S. Supreme Court Reports)
USPS—U.S. Postal Service	wf—wrong font
U.S.S.—U.S. Senate	Wheat.—Wheaton (U.S. Supreme Court Reports)
v. or vs.—(versus) against	WHO—World Health Organization
VA—Department of Veterans Affairs	WIPO—World Intellectual Property Organization
VAT—value added tax	WMAL—WRC, etc., radio stations
VCR—video cassette recorder	w.o.p.—without pay
VHF—very high frequency	Yale L.J.—Yale Law Journal
VIP—very important person	ZIP Code—Zone Improvement Plan Code (Postal Service)
viz—(videlicet) namely	ZIP+4—9-digit ZIP Code
VLF—very low frequency	
VTR—video tape recording	
W.—west	

Standard letter symbols for units of measure

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

A—ampere	Bd—baud
Å—angstrom	bd. ft.—board foot (obsolete); use fbm
a—are	Bé—Baumé
a—atto (prefix, one-quintillionth)	Bev (obsolete); see GeV
aA—attoampere	Bhn—Brinell hardness number
abs—absolute (temperature and gravity)	bhp—brake horsepower
ac—alternating current	bm—board measure
AF—audiofrequency	bp—boiling point
Ah—ampere-hour	Btu—British thermal unit
A/m—ampere per meter	bu—bushel
AM—amplitude modulation	c—¢, ct; cent(s)
asb—apostilb	c—centi (prefix, one-hundredth)
At—ampere-turn	C—coulomb
at—atmosphere, technical	°C—degree Celsius
atm—atmosphere	cal—calorie (also: cal _{IT} , International Table; cal _{th} , thermochemical)
at wt—atomic weight	cd/in ² —candela per square inch
au—astronomical units	cd/m ² —candela per square meter
avdp—avoirdupois	cg—centigram
b—barn	cd•h—candela-hour
B—bel	Ci—curie
b—bit	cL—centiliter
bbl—barrel	cm—centimeter
bbl/d—barrel per day	c/m—cycles per minute

cm ² —square centimeter	FM—frequency modulation
cm ³ —cubic centimeter	ft—foot
cmil—circular mil	ft ² —square foot
cp—candlepower	ft ³ —cubic foot
cP—centipoise	ftH ₂ O—conventional foot of water
cSt—centistokes	ft•lb—foot-pound
cwt—hundredweight	ft•lbf—foot-pound force
D—darcy	ft/min—foot per minute
d—day	ft ² /min—square foot per minute
d—deci (prefix, one-tenth)	ft ³ /min—cubic foot per minute
d—pence	ft-pdl—foot poundal
da—deka (prefix, 10)	ft/s—foot per second
dag—dekagram	ft ² /s—square foot per second
daL—dekaliter	ft ³ /s—cubic foot per second
dam—dekameter	ft/s ² —foot per second squared
dam ² —square dekameter	ft/s ³ —foot per second cubed
dam ³ —cubic dekameter	G—gauss
dB—decibel	G—giga (prefix, 1 billion)
dBu—decibel unit	g—gram; acceleration of gravity
dc—direct current	Gal—gal cm/s ²
dg—decigram	gal—gallon
dL—deciliter	gal/min—gallons per minute
dm—decimeter	gal/s—gallons per second
dm ² —square decimeter	GB—gigabyte
dm ³ —cubic decimeter	Gb—gilbert
dol—dollar	g/cm ³ —gram per cubic centimeter
doz—dozen	GeV—gigaelectronvolt
dr—dram	GHz—gigahertz (gigacycle per second)
dwt—deadweight tons	gr—grain; gross
dwt—pennyweight	h—hecto (prefix, 100)
dyn—dyne	H—henry
EHF—extremely high frequency	h—hour
emf—electromotive force	ha—hectare
emu—electromagnetic unit	HF—high frequency
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

in—inch	lbf/ft ³ —pound-force per cubic foot
in ² —square inch	lbf/in ² —pound-force per square inch (see psi)
in ³ —cubic inch	lb/ft—pound per foot
in/h—inch per hour	lb/ft ² —pound per square foot
inH ₂ O—conventional inch of water	lb/ft ³ —pound per cubic foot
inHg—conventional inch of mercury	lct—long calcined ton
in-lb—inch-pound	ldt—long dry ton
in/s—inch per second	LF—low frequency
J—joule	lin ft—linear foot
J/K—joule per kelvin	l/m—lines per minute
K—kayser	lm—lumen
K—kelvin (use without degree symbol)	lm/ft ² —lumen per square foot
k—kilo (prefix, 1,000)	lm/m ² —lumen per square meter
k—thousand (7k=7,000)	lm•s—lumen second
kc—kilocycle; see also kHz (kilohertz), kilocycles per second	lm/W—lumen per watt
kcal—kilocalorie	l/s—lines per second
keV—kiloelectronvolt	L/s—liter per second
kG—kilogauss	lx—lux
kg—kilogram	M—mega (prefix, 1 million)
kgf—kilogram-force	M—million (3 M=3 million)
kHz—kilohertz (kilocycles per second)	m—meter
kL—kiloliter	m—milli (prefix, one-thousandth)
kLbf—kilopound-force	M1—monetary aggregate
km—kilometer	m ² —square meter
km ² —square kilometer	m ³ —cubic meter
km ³ —cubic kilometer	μ—micro (prefix, one-millionth)
km/h—kilometer per hour	μm—micrometer
kn—knot (speed)	mA—milliampere
kΩ—kilohm	μA—microampere
kt—kiloton; carat	MB—megabyte
kV—kilovolt	mbar—millibar
kVA—kilovoltampere	μbar—microbar
kvar—kilovar	Mc—megacycle; see also MHz (megahertz), megacycles per second
kW—kilowatt	mc—millicycle; see also mHz (millihertz), millicycles per second
kWh—kilowatthour	mD—millidarcy
L—lambert	meq—milliequivalent
L—liter	MeV—megaelectronvolts
lb—pound	mF—millifarad
lb ap—apothecary pound	μF—microfarad
lb—avdp, avoirdupois pound	
lbf—pound-force	
lbf/ft—pound-force foot	
lbf/ft ² —pound-force per square foot	

mG—milligauss	n—nano (prefix, one-billionth)
mg—milligram	N—newton
μg —microgram	nA—nanoampere
Mgal/d—million gallons per day	nF—nanofarad
mH—millihenry	N•m—newton meter
μH —microhenry	N/m^2 —newton per square meter
MHz—megahertz	nmi—nautical mile
mHz—millihertz	Np—neper
mi—mile (statute)	ns—nanosecond
mi^2 —square mile	$\text{N}\cdot\text{s}/\text{m}^2$ —newton second per square meter
mi/gal—mile(s) per gallon	nt—nit
mi/h—mile(s) per hour	od—outside diameter
mil—mil	Oe—oersted (use of A/m, amperes per meter, preferred)
min—minute (time)	oz—ounce (avoirdupois)
μin —microinch	p—pico (prefix, one-trillionth)
mL—milliliter	P—poise
mm—millimeter	Pa—pascal
mm^2 —square millimeter	pA—picoampere
mm^3 —cubic millimeter	pct—percent
μm^2 —square micrometer	pdl—poundal
μm^3 —cubic micrometer	pF—picofarad (micromicrofarad, obsolete)
$\mu\mu$ —micromicron (use of compound prefixes obsolete; use pm, picometer)	pF—water-holding energy
$\mu\mu\text{f}$ —micromicrofarad (use of compound prefixes obsolete; use pF)	pH—hydrogen-ion concentration
mmHg—conventional millimeter of mercury	ph—phot; phase
$\text{m}\Omega$ —megohm	pk—peck,
mo—month	p/m—parts per million
mol—mole (unit of substance)	ps—picosecond
mol wt—molecular weight	psi—pounds per square inch
mp—melting point	pt—pint
ms—millisecond	pW—picowatt
μs —microsecond	qt—quart
Mt—megaton	quad—quadrillion (10^{15})
mV—millivolt	$^{\circ}\text{R}$ —rankine
μV —microvolt	$^{\circ}\text{R}$ —roentgen
MW—megawatt	R—degree rankine
mW—milliwatt	R—degree reamur
μW —microwatt	rad—radian
MWd/t—megawatt-days per ton	rd—rad
Mx—maxwell	rem—roentgen equivalent man
	r/min—revolutions per minute
	rms—root mean square

r/s—revolutions per second	tsp—teaspoonful
s—second (time)	Twad—twaddell
s—shilling	u—(unified) atomic mass unit
S—siemens	UHF—ultrahigh frequency
sb—stilb	V—volt
scp—spherical candlepower	VA—voltampere
s•ft—second-foot	var—var
shp—shaft horsepower	VHF—very high frequency
slug—slug	V/m—volt per meter
sr—steradian	W—watt
sSf—standard saybolt fural	Wb—weber
sSu—standard saybolt universal	Wh—watthour
stdft ³ —standard cubic foot (feet)	W/(m•K)—watt per meter kelvin
Sus—saybolt universal second(s)	W/sr—watt per steradian
T—tera (prefix, 1 trillion)	W/(sr•m ²)—watt per steradian square meter
Tft ³ —trillion cubic feet	x—unknown quantity (<i>italic</i>)
T—tesla	yd—yard
t—tonne (metric ton)	yd ² —square yard
tbsp—tablespoonful	yd ³ —cubic yard
thm—therm	yr—year
ton—ton	

Standard Latin abbreviations

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

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

- 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. 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	VLAN—virtual local area network
SLIP—serial line internet protocol	VPN—virtual private network
SMP—storage management processor	VRML—virtual reality modeling language
SMS—storage management system	W3C—World Wide Web Consortium
SMTP—simple mail transfer protocol	WAIS—wide area information service
SNMP—simple network management protocol	WAN—wide area network
SPA—simplified purchase agreement	WAP—wireless application protocol
SSL—secure sockets layer	WAV—waveform audio format
SSP—system security plan	WIP—work in process
SSR—software specification review	WML—wireless markup language
TDES—Triple Data Encryption Standard	WMS—workflow management system
TIFF—tagged image file format	WWW—World Wide Web
TLS—transport layer security	WYSIWYG—what you see is what you get
UDP—user datagram protocol	XML—extensible markup language
URL—uniform resource locator	XMLDsig—xml signature
URN—uniform resource name/number	XMLENC—xml encryption