Appendix A: Abbreviations

BACKGROUND: This instruction sheet describes the present status of abbreviations in medium of performance term practice. For guidelines on punctuation and spacing of abbreviations, see Appendix D.

1. Policy for established medium of performance terms. Generally, do not include abbreviations when establishing new medium of performance terms, except when specifically authorized in this instruction sheet.

2. Acronyms, initialisms, etc. Establish mediums of performance that are known primarily in an abbreviated form as such. Use the form of the abbreviation, acronym, etc., preferred in reference sources. Add a UF reference with the spelled out form.

3. Ampersands. Use ampersands in the following situations.

   a. Medium of performance terms for named entities. When establishing a medium of performance term for a proper-named entity, establish it using an ampersand if the name is found only in that form in all sources consulted. Add a UF with the ampersand spelled out as and. If the name is found in both a form that uses the ampersand and a form where and is spelled out, establish the term using the spelled out form. Add a UF using the ampersand form.

   b. Medium of performance terms based on name headings. When establishing a medium of performance that is based on a name heading that includes an ampersand, retain the ampersand.

4. Coined plurals. Form the plurals of letters and acronyms by adding the lowercase letter s without an apostrophe, provided that the resulting construction is clear and unambiguous.

5. Saint (including foreign equivalents). Spell out in full. If the word Saint appears as the initial element of a term, provide a UF beginning with the abbreviation St. (or foreign equivalent) if the abbreviated form is found in reference sources.