

Appendix A: Abbreviations

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

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

2. Acronyms, initialisms, etc. Establish demographic groups 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 an ampersand only when establishing a demographic group term that is based on a name heading and the name heading includes an ampersand (e.g., members of a political party, see L 650).

Spell out the word **and** when it is used to connect two elements in a qualifier. *Example:*

Yaka speakers (Angolan and Congolese (Democratic Republic) language)

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. *Example:*

Nurses
UF RNs (Registered nurses)

5. Geographic qualifiers. Do not abbreviate jurisdictions used as geographic qualifiers.

6. Mount; Mountain; Mountains. Spell out in full. If the word *Mount*, *Mountain*, or *Mountains* appears as the initial element of a term, provide a UF beginning with the abbreviation *Mt.* (or foreign equivalent) if the abbreviated form is found in reference sources.

7. 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.