Appendix A: Abbreviations

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

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

2. Acronyms, initialisms, etc. Establish genres and forms 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.

For general guidelines on the use of punctuation within abbreviations, see Appendix D.

3. 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:

FAQs