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 demographic group 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.

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