Appendix D: Punctuation

1. **Ending punctuation.** Place a period at the end of a genre/form term, unless the final element in the term is a closing parenthesis. *Examples:*

   Laments.
   Tall tales.
   Variations (Music)

2. **Spaces within abbreviations.**

   Note: For general guidelines on the use of abbreviations in subject headings, see Appendix A.

   a. **General rule.** Leave no space after any periods within an abbreviation.

   b. **Acronyms and initialisms.** Leave no space after letters within an acronym or initialism. *Example:*

      FAQs

   c. **Abbreviations consisting of more than a single letter.** Leave one space between preceding and succeeding initials if part of an abbreviation consists of more than a single letter.