

## 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.