

ABBREVIATIONS

1. Do not use nonstandard abbreviations in formal writing.
2. You may abbreviate personal titles when they are used before a person's name, but never when they are used alone.

Dr. Jones Mom called the doctor.

3. You may abbreviate academic degrees.
Ph.D. M.D. R.N. D.D.

4. Titles after proper names are usually abbreviated.
John James, Jr. Mark Simeon, Esq.

5. Dates, times, and numerals can be abbreviated when they are specific.
B.C. A.D. a.m. or A.M. p.m. or P.M. No.

6. Places are commonly abbreviated when used with a city or town, but spelled out when used alone.
She flew to Kansas City, Mo.
Missouri is Tricia's home state.

7. List of commonly used Latin abbreviations:

i.e.—that is	e.g.—for example
etc.—and so forth	n.d.—no date
loc.cit.—in the place cited	op.cit.—in the place cited
ibid.—in the same place	ed.—edition
ca.—about	B.C.E.—Before Common Era
C.E.—Common Era	et.al.—and others

8. Do not use etc. in literary works or student compositions.
9. Names of many commonly known organizations are abbreviated. However, if the reader may be unfamiliar with the organization, the name should be spelled out the first time it is used.

10. Spell out the names of people, countries, states, days, months, holidays, and courses of instruction.
Elizabeth, a student from Arizona who enrolled in our chemistry class Friday, will fly home for Christmas.

11. In endnotes or footnotes for research papers, you may abbreviate the following:
 - a. The month (except March, April, May, June, and July)
 - b. The word university (Yale Univ. Press)
 - c. The names of states, if cited (Boston, Mass.)
 - d. The words page (p.) and pages (pp.)