

## Appendix A: Abbreviations

**BACKGROUND:** This instruction sheet describes the present status of abbreviations in demographic group 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 demographic group terms, except when specifically authorized in this instruction sheet.

**2. Acronyms, initialisms, etc.** Establish demographic groups 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 an ampersand only when establishing a demographic group term that is based on a name heading and the name heading includes an ampersand (e.g., members of a political party, see L 540 - Social Category).

Spell out the word **and** when it is used to connect two elements in a qualifier. *Example:*

Yaka speakers (Angolan and Congolese (Democratic Republic) language)

**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. *Example:*

Nurses

UF RNs (Registered nurses)

**5. Geographic qualifiers.** Do not abbreviate jurisdictions used as geographic qualifiers.

**6. Mount; Mountain; Mountains.** Spell out in full. If the word *Mount*, *Mountain*, or *Mountains* appears as the initial element of a term, provide a UF beginning with the abbreviation *Mt.* (or foreign equivalent) if the abbreviated form is found in reference sources.

**7. 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.