Abbreviations

In order to save space and avoid repetition, many words and phrases can be **abbreviated**. Often, the full term should be introduced once, and an abbreviation can be used afterward.

The Food and Drug Administration (FDA) works to keep unsafe drugs off the shelves. The FDA also labels many types of food.

Other more common abbreviations can be used without introduction, but special attention must be paid to their **capitalization** and **punctuation**.

<table>
<thead>
<tr>
<th>Before Proper Names:</th>
<th>After Proper Names:</th>
<th>Places and Groups:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. = Doctor</td>
<td>B.A. = Bachelor of Arts</td>
<td>Ave. = Avenue</td>
</tr>
<tr>
<td>Gen. = General</td>
<td>B.S. = Bachelor of Science</td>
<td>Co. = Company</td>
</tr>
<tr>
<td>Hon. = Honorable (for a judge)</td>
<td>CEO = central executive officer</td>
<td>D.C. = District of Columbia</td>
</tr>
<tr>
<td>Mr. = Mister (for a man)</td>
<td>CPA = certified public accountant</td>
<td>Dr. = Drive</td>
</tr>
<tr>
<td>Mrs. = Missus (for a married woman)</td>
<td>D.D.S. = Doctor of Dental Surgery</td>
<td>EU = European Union</td>
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<tr>
<td>Ms. = “Mizz” (for a woman)</td>
<td>Jr. = Junior</td>
<td>Inc. = Incorporated</td>
</tr>
<tr>
<td>Pres. = President</td>
<td>Ph.D. = Doctor of Philosophy</td>
<td>Ltd. = Limited</td>
</tr>
<tr>
<td>Prof. = Professor</td>
<td>M.A. = Master of Arts</td>
<td>St. = Street</td>
</tr>
<tr>
<td>Rep. = Representative</td>
<td>M.D. = Doctor of Medicine</td>
<td>UK = United Kingdom</td>
</tr>
<tr>
<td>Rev. = Reverend (for a minister)</td>
<td>M.S. = Master of Science</td>
<td>UN = United Nations</td>
</tr>
<tr>
<td>Sen. = Senator</td>
<td>RN = registered nurse</td>
<td>U.S. = United States</td>
</tr>
<tr>
<td>St. = Saint</td>
<td>Sr. = Senior</td>
<td>USA = United States of America</td>
</tr>
</tbody>
</table>

**Terms from Latin:**
- a.m. = *ante meridiem*, "before noon"
- c. = *circa*, "around" (used with dates)
- cf. = *confer*, "compare to"
- e.g. = *exempli gratia*, "for example"
- et al. = *et alii*, "and others"
- etc. = *et cetera*, "and so forth"
- i.e. = *id est*, "that is" (used to restate)
- ibid. = *ibidem*, "the same place" (in citations)
- p.m. = *post meridiem*, "after noon"
- v. = versus (used in court cases)
- viz. = *videlicet*, "namely," "that is to say"
- vs. = versus (used in sports)

**Measurements:**
- mm = millimeter(s)
- cm = centimeter(s)
- m = meter(s)
- km = kilometer(s)
- mg = milligram(s)
- g = gram(s)
- L = liter(s)
- C = Celsius
- KB = kilobyte(s)
- MB = megabyte(s)
- GB = gigabyte(s)
- W = watt(s)

- in. = inch(es)
- ft. = foot/feet
- yd. = yard(s)
- mi. = mile(s)
- oz. = ounce(s)
- lb. = pound(s)
- fl. oz. = fluid ounce(s)
- F = Fahrenheit
- rpm = revolutions per minute
- mph = miles per hour

The most common type of abbreviation may be the use of **numerals** in place of spelled-out numbers. A good general rule is to **spell out one-digit numbers** unless they appear alongside larger numbers.

Five of the employees are under 21, so we’ll need either 8 or 13 glasses.