

### Abbreviations and Contractions

Abbreviations have the last few letters omitted and should be followed by a full stop to indicate the missing letters; contractions end with the last letter of the original word and have no full stop:

<i>ABBREVIATIONS</i>		<i>CONTRACTIONS</i>	
<i>ed.</i>	editor, edited by	<i>eds</i>	editors
<i>M.</i>	Monsieur	<i>Dr / Mr</i>	Doctor / Mister
<i>no.</i>	number	<i>nos</i>	numbers
<i>vol.</i>	volume	<i>vols</i>	volumes
<i>co.</i>	company	<i>ltd</i>	limited

With some words an apostrophe is used to replace the missing letters:

<i>cont'd</i>	<i>doesn't</i>	<i>wouldn't</i>
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Do not use ampersands (&) in general text; use 'and'. An ampersand may be used in charts and tables where space is tight, or where it's part of a journal's official name.

#### **Abbreviations of Latin**

Don't use italics. Use a comma before 'i.e.' and 'e.g.' Use a comma after 'etc.', except at the end of a sentence. Keep the 'v' in 'versus' lowercase; the preferred contraction is 'vs'.

### Acronyms

Acronyms are deprecated. Unmemorable acronyms are prohibited. Unless already well known, acronyms should be spelled out in full the first time they are used, with the acronym in brackets. Subsequent references should use the acronym only (unless it is not a common or well known acronym and a reminder is needed, or it could be confused with another one). Do not use full stops in acronyms: *ANZAC*, not *A.N.Z.A.C.*; *NSW*, not *N.S.W.*; *USA* not *U.S.A.*

In general, acronyms are to philosophical writing what pustules are to complexions. But they can be useful, even necessary. So here are some rules.

If you coin one, make it memorable. (Pronounceability helps.)

Do not add an apostrophe to make an acronym plural; just add *s*:

*There were seventeen CEOs in the room.*

Use an apostrophe to show the possessive case:

*The CEO's biggest regret was the third-quarter budget deficit.*

*The CEOs' mass suicide was witnessed by most of their staff.*

With an acronym, use the appropriate article for the way the term is spoken, not spelled:

<i>an FBI agent</i>	<i>a CEO</i>	<i>an RAF pilot</i>	<i>a URL</i>
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