

Abbreviations

Academic Degrees and Titles

Example 1:

- The prefixes Mr., Ms., Dr., and the suffixes Jr., MD., PhD can be shortened in **academic writing**.

Other professional or academic titles may be spelled out fully when only the last name is used.

Example 2:

- Rev. Bob Jones vs. Reverend Jones.

Example 3:

- Prof. Sally Reed vs. Professor Reed.

Depending on your field you may want to put the title before or after the name.

Example 4:

- Dr. John Smith or John Smith, PhD could both refer to the same person.

In order to see how your field writes certain titles, look for examples in its publications.

Acronyms

Acronyms are abbreviations that spell out words such as absent without leave or AWOL. Initial abbreviations are pronounced according to the initials such as dead on arrival or DOA. If you want to shorten a phrase to an acronym or abbreviation, make sure to spell out the full phrase the first time you refer to it and put the acronym or initials in parenthesis.

Example 1:

- Accounts payable (A/P) is the amount of money that is owed by a business to its suppliers.

After you include a sentence like the one above, you can refer to the term as A/P without including the full name.



With well-known acronyms or initials such as OPEC or DNA, it is unnecessary to spell out the full phrase.

Example 2:

- DNA is genetic material.

Abbreviations in Company Names

Only use abbreviations such as Co., Inc., Corp., if they are part of the company's official name.

Example 1:

- **Incorrect:** Tiffany & Co. is one of the premier jewelry co. in the world.
- **Correct:** Tiffany & Co. is one of the premier jewelry companies in the world.

Example 2:

- Time Inc. produces one of the bestselling magazines in the world.

The official name is Time Inc. (not Time Incorporated), so you must use the proper abbreviation when referring to the company.

Latin abbreviations

In academic writing, try to avoid the following Latin abbreviations **unless citing sources**.

e.g. (for example)

etc. (and so forth)

i.e. (that is)

You may use certain abbreviations in a works cited when referring to research that you wouldn't use in the body of a text.

p. (page)

ed. (edition)

ch. (chapters)

et al. (and others)