

Australian Style Guidelines on Using Abbreviations

	Definition	Rule	Examples
Abbreviations	Consist of the first letter of a word, usually some other letters, but not the last letter	Full stop after abbreviation Capitalised the same as the unabbreviated word Plurals usually formed by adding <i>s</i> , without an apostrophe, so that they then become contractions and lose the full stop (e.g. <i>paras</i> but <i>pp.</i>)	para., Apr., cont., Vic., Co., tel., Prof., p.
Contractions	Consist of the first and last letters of a word and sometimes other letters in between	No full stops Capitalised the same as the unabbreviated word Plurals usually formed by adding <i>s</i> , without an apostrophe	Mr, Dr, Qld, Bros, dept, St
Acronyms	Strings of initial letters pronounced as a word	No full stops Usually all capitals, but lower case for some familiar ones (with an initial capital if a proper name) Plurals usually formed by adding <i>s</i> , without an apostrophe	TAFE, ASEAN, Anzac, Qantas, sonar
Initialisms	Strings of initial letters (and sometimes other letters) not pronounced as a word	No full stops All capitalised Plurals usually formed by adding <i>s</i> , without an apostrophe	NGO, GDP, NSW, IQ
Latin		Present in roman type	e.g., et al., i.e., etc., v., NB, PS
Initials in proper names		No full stops or spaces between letters	PB Shelley, JS Mill, J-P Sartre
Units of measurement		No full stops Capitals only if it represents a proper name Do not add <i>s</i> to form plural	km, W, hr, min

Reference

Snooks & Co., 2003, *Style manual for authors, editors and printers*, 6th edn, repr. with corrections, John Wiley & Sons, Brisbane.