Abbreviations

- an abbreviation is defined as the shortened form of a word or phrase.
- On the first use, write out the full term and follow up with the abbreviation.

General Rules

- Add “s” alone without apostrophe to form the plural of abbreviations.
  - never use on units of measurement (use "40 cm" to signify "forty centimeters," not "45 cms")
- Do not use periods or spaces in abbreviations of all capital letters unless it is a proper name or refers to an identity-concealed label.
  - Examples: F. Scott Fitzgerald, APA, HTML, FBI
- Use a period when:
  - abbreviating the United States as an adjective
    - Examples: U.S. Army, U.S. President
  - using the unity of measurement inch (in.)
- Use the abbreviation “et al.” (meaning “and others”) in both parenthetical and narrative in-text citations.
  - Parenthetical text: (as examined by Pak et al., 2020)
  - Narrative text: Pak et al. (2020) examined

Units of Measurement

- Numerical Value: use an abbreviation (80 ml)
- No Numerical Value: write out the full measurement unit (measured in kilometers)
- There is no need to add an s to an abbreviation to show a plural.
- When stating Fahrenheit or Celsius, place the abbreviation next to the degree symbol (40ºF or 40ºC)
- Examples:
  - cal → calorie      ft → feet     kg → kilogram     mm → millimeter   U → unit
  - C → Celsius        g → gram      L → liter        ng → nanogram      vol → volume
  - cm → centimeter    in. → inch    m → meter        oz → ounce         wt → weight
  - F → Fahrenheit     J → joule     ml → milliliter  qt → quart         yd → yard

Time

- Use the abbreviations below with a numeral:
  - hr → hour          s → second
  - min → minute       ms → milisecond

Dates

- Do not abbreviate days, weeks, months, or years even with numerals.

More on the next page →
Citations

- Use the following abbreviations within citations:
  - ed. → edition
  - Rev. ed. → revised edition
  - 2nd ed. → Second Edition
  - Ed. or Eds. → Editor(s)
  - Trans. → Translator(s)
  - n.d. → No date
  - p. or pp. → Page(s)
  - Vol. or Vols. → Volume(s)
  - No. → Number
  - Pt. → Part
  - Suppl. → Supplement

References


Purdue Owl Writing Lab. (2022). Abbreviations. Purdue University. https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide /apa_abbreviations.html