

## APA Style 7<sup>th</sup> Guide - Appendices

### APSU Writing Center Handout

An abbreviation is a shortened form of a word or phrase.

On the first use, write out the full term followed by the abbreviation in parentheses. After that, use the abbreviation consistently.

#### Abbreviation Rules

##### 1. Plural Forms

Add “s” (no apostrophe) to form the plural of most abbreviations.

- **Examples:** CDs, URLs, PhDs

Do not add an “s” to abbreviations for units of measurement.

- **Examples:** 5 cm (not 5 cms) or 10 kg (not 10 kgs)

##### 2. Periods in Abbreviations

Do not use periods in abbreviations that are written in all capital letters.

- **Examples:** APA, HTML, FBI

Use periods in proper names that are conventionally written with them.

- **Example:** F. Scott Fitzgerald

Use periods when abbreviating United States as an adjective.

- **Examples:** U.S. Army and U.S. President

Use a period when abbreviating inches.

- **Example:** in.

### 3. Use of “et al.”

Use the abbreviation et al. (meaning “and others”) in both parenthetical and narrative citations.

- **Parenthetical citation:** (Pak et al., 2020)
- **Narrative citation:** Pak et al. (2020) examined...

### 4. Units of Measurement

Use the abbreviated form with a numeral.

- **Examples:** 80 mL, 25 km, and 5 hr

Spell out the unity of measurement without a numeral.

- **Examples:** measured in kilometers and recorded in milliliters

Do not add an “s” to abbreviated units.

- **Example:** 10 cm (not 10 cms)

### 5. Temperature

Place the abbreviation immediately after the degree symbol.

- **Examples:** 40°F and 40°C

### 6. Time

Use the following abbreviations with numerals:

hr (hour)

min (minute)

### 7. Dates

Do not abbreviate days, weeks, months, or years in running text.

- **Correct Examples:** January 5, 2025, three weeks, and four years

## 8. Citations

Use the following abbreviations within citations:

**ed.** → edition

**Rev. ed.** → revised edition

**2nd ed.** → second Edition

**Ed. or Eds.** → editor(s)

**n.d.** → no date

**p. or pp.** → page(s)

**Vol. or Vols.** → volume(s)

**No.** → number

**Pt.** → part

**Tech. Rep.** → technical report

### Practice Rewriting Sentences with Abbreviations

Rewrite the sentences below correcting the incorrect plural abbreviation.

1. She bought three CD's.
2. The lab measured 15 cms of wire.
3. The company hired two CEO's.
4. The recipe calls for 250 mls of water.
5. She ran 10 kms yesterday.

## References

American Psychological Association. (2022). APA Style abbreviations guide.

<https://apastyle.apa.org/instructional aids/abbreviations-guide.pdf>

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](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_abbreviations.html)