7th Edition
Abbreviations Guide

Abbreviations

see *Publication Manual* Sections 6.24–6.26 on using and defning abbreviations

- An abbreviation is a shortened form of a word or phrase. Use abbreviations sparingly and only when they are well-defned, are familiar to readers, and make your writing clearer.

- Abbreviations listed as words in the dictionary (without the label "abbr.") do not need to be defned in the text.

- Defne all other abbreviations.

- On frst use, write out the full term (or group author name) and follow with the abbreviation.
  - For a term in the narrative, put the abbreviation in parentheses after the term: response time (RT)
  - For a term in parentheses, put the abbreviation in brackets after the term: (response time [RT])

- Group author names may be abbreviated in the text (e.g., American Psychological Association [APA]), but should not be abbreviated in references.

- In general, if you abbreviate a term, use the abbreviation at least tby aies mn t   bor   . However, a standard abbreviation for a long, familiar term may be clearer and more concise even if used fewer than three times.

- Use abbreviations consistently. Do not switch between an abbreviation and its spelled-out version.

Units of Measurement

see *Publication Manual* Section 6.27 on unit of measurement abbreviations

- Abbreviate a unit of measurement when it appears with a numerical value (e.g., 80 m). See the table for common abbreviations.

- Write out a measurement unit when it appears without a numerical value (e.g., measured in meters).

- When writing unit of measurement abbreviations, do not
  - place a period after the abbreviation (except "in." for inch or inches)
  - add an "s" to make the abbreviation plural (e.g., use 90 m for 90 meters, not 90 ms, which means 90 milliseconds)
  - repeat units when expressing ranges or multiple amounts (e.g., 16–30 kHz; 0.3, 1.5, and 3.0 mg/dl)

Abbreviation	Meaning
	centimeter
	feet

Time

- Use the time abbreviations shown in the table when they appear with a numeral.

- However, do not abbreviate the following larger units of time, even with numerals:

  - days
  - weeks
  - months
  - years

Abbreviation	Meaning
	hour