

## ABBREVIATION

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- 1.1\* The names of all months when followed by the date except March, April, May, June and July. Abbreviations: Jan., Feb., Aug., Sept., Oct., Nov. and Dec.

Schools will reopen Sept. 9, 1952.

The school year ended June 4, 1923.

- 1.2 The titles *Mr.*, *Mrs.* and *Dr.*

- 1.3 Titles which precede a full name. *Exceptions:* President of the United States and Cabinet members. (See Section 1.15). When last name only is used, title is written out.

Gov. H. D. Greene

Governor Greene

- 1.4 *Junior* or *senior* when either follows a surname.

Harry Meachem, Jr., was an outstanding college athlete.

- 1.5 Abbreviate *number* when it is followed by a numeral except when it begins a sentence.

She was No. 5 on the list.

Number 13 is considered unlucky by many persons.

- 1.6 The names of states when they follow the names of cities, towns or villages.

Take the highway to the left at Bethany, Mo.

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\* This method of numbering is adopted for the convenience of students and instructors. Style errors on papers can be underlined and rule number cited in margin.

## Abbreviations for states:

Ala.	Iowa	N. C.	R. I.
Ariz.	Kan.	N. D.	S. C.
Ark.	Ky.	Neb.	S. D.
Calif.	La.	Nev.	Tenn.
Colo.	Mass.	N. H.	Tex.
Conn.	Md.	N. J.	Utah
Del.	Me.	N. M.	Va.
Fla.	Mich.	N. Y.	Vt.
Ga.	Minn.	Ohio	Wash.
Idaho	Miss.	Okla.	Wis.
Ill.	Mo.	Ore.	W. Va.
Ind.	Mont.	Pa.	Wyo.

*Note:* Idaho, Iowa, Ohio and Utah are not abbreviated.

1.7 *Saint* or *Saints* preceding a name.

St. Paul  
St. Michael's College  
SS. Peter and Paul

## 1.8 The common term for weight or measure when it follows a numeral.

2 lbs.      1 gal.      7 mm.

**WRITE OUT—**

## 1.9 The names of all organizations at first reference except those whose abbreviations are readily recognized. The abbreviated form may be used on subsequent reference. Omit periods and close up space in initialed abbreviations of

government agencies and easily recognized organizations.

Security Exchange Commission—SEC  
National League of American Pen Women—N.L.A.P.W.  
Delegates to the United Nations today expressed confidence  
that the UN talks would bring about . . . .

1.10 All Christian names.

Thomas Mann not Thos. Mann.

1.11 *United States* at all times except when referring to highways or recognized federal agencies.

The nations of Europe look to the United States for economic assistance.

We drove along U. S. 30 until we reached Boone.

1.12 *Percent* except in tabulations.

Success is 90 percent hard work.

5% . . . . 8% . . . . 12% . . . . 22%

1.13 The names of thoroughfares (avenue, road, place, boulevard) except in tabular matter and lists of addresses.

She lives at 1058 Ash Avenue.

1.14 *Mount, Fort* and *Point* in place names.

Mount Vernon, Fort Sumner, Point Pleasant

1.15 The titles *President* and *Secretary* when referring to the President of the United States or members of the Cabinet.