

Eight Ways to Abbreviate

1. Symbols and graphics

= equal	* important	> greater than
≠ does not equal	∴ therefore	< less than
~ approximately	# number	\$ cost, money
Δ change	° degree	% percent
→ implies, suggests	w/ with	w/o without
vs. versus, against	b/c because	+ and
(), {}, [], = information that belongs together		

2. Abbreviations (don't worry about punctuation)

cf = compare	ex = for example	dept = department
NYC = New York City	mx = maximum	mn = minimum

3. Use only the first syllable of word

pol = politics	dem = democracy	lib = liberal
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4. Use the first syllable and only the first letter of the second

subj = subject	cons = conservative
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5. Eliminate the final letters; just use enough to recognize the abbreviation

assoc = association	bio = biology	rep = repetition
intro = introduction	concl = conclusion	info = information

6. Omit vowels from the middle of words

Bkgrd = background	pprd = prepared	estmt = estimate
Gov = governor	rdng = reading	orgnsm = organism

7. Use apostrophes

Gov't = government	am't = amount	cont'd = continued
p's = people		

8. Form a plural of a symbol by adding "s"

Co-ops = cooperatives	libs = liberals	/s = ratios
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Adapted from: Pauk, W. (1984). How to study in college. Boston: Houghton Mifflin Company.

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