

# Shortened forms of words

## Contractions

A contraction is a shortened form of a word that begins and ends with the same letters as the original word and does not have a full-stop.

govt                  St                  Dr

## Abbreviations

An abbreviation is a shortened form of a word that does not end in the same letter as the original word. Generally, full-stops are used.

Sept.                  Vic.                  rev.                  et al.

However, abbreviations with capital letters do not have full-stops.

UNE                  NSW                  NRMA

When using a shortened form of words in the text, give the full name on the first occurrence followed by the shortened form in parentheses. Do not give the shortened form if it is not used subsequently in the text.

The University of New England (UNE) reported ...

## Acronyms

Acronyms are shortened forms of words that are pronounced as words in themselves. Full-stops are not used.

Telstra                  AIDS                  NATO

## Ampersand (&)

Use an ampersand (&) to replace 'and' when listing two or more authors in parentheses.

(Mulvaney & Golson 1971)  
(Hulshof, Willems & van Hout 1993)

However, use the word 'and' when referring to two or more authors in the text.

Mulvaney and Golson (1971) claimed ...  
Hulshof, Willems and van Hout (1993) have found that ...

## **For example (e.g.), that is (i.e.)**

Use the abbreviations 'e.g.' and 'i.e.' for statements in parentheses and spell out the words 'for example' and 'that is' when they are used in the text.

The estimates indicate that, to produce the GDP increase, an increase of 0.6 per cent in the labour force and 7.2 per cent in the capital stock (i.e. over \$70 billion) would be required.

There may be distortions at several links in the chain, and improving matters at one link may not improve matters overall. For example, making rail transport to a port more efficient may be of little benefit if the gains result in higher port charges.