

UN
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WTO

Standard abbreviations (a.m., p.m., CBC, DNA, e.g., i.e., ESP, MP, TV), abbreviations that are often encountered in the news (AIDS, HIV, PCBs, RCMP) and certain short forms of words (flu, lab, memo, phone, photo) do not have to be spelled out in full.

Notes:

- Do not burden your text with abbreviations. Always keep the intended audience in mind.
- Try not to use abbreviations in headings or subheadings, and never use them in a heading or subheading unless they have already been spelled out in full.

Periods in abbreviations

Use a period

- For abbreviations of a person's given name: J.P. Jones (note there is no space between the initials).
- For Latin abbreviations:
 - i.e. (*id est*)
 - e.g. (*exempli gratia*)
 - et al. (*et alia*)

Note: i.e. and e.g. are overused and should often be replaced with "that is" and "for example."
- For geographic names (except for the two-character symbols that Canada Post recommends for postal addresses):
 - B.C.
 - P.E.I.
 - U.K.
 - U.S. and U.S.A.

The U.S. dollar is the legal tender of the United States.

- For titles, orders and decorations:
 - Mr., Ms., Dr.
 - Rt. Hon.
 - Gen., Lt.-Gen., Maj., Lieut.

Notes:

- Do not use abbreviations of military titles if only the surname is given:
Gen. Lewis MacKenzie **but** General MacKenzie