

## **Letters used as words**

Single letters are capitalized when used as a word.

H-bomb; X-ray

## **1.7 Abbreviations**

### **Definitions**

An abbreviation is a short form of a word or phrase, made by leaving out some of the letters or by using only the first letter(s) of each word. Abbreviations therefore include both acronyms and initialisms, as well as other short forms such as Mr., Ltd. and St.

An acronym is a pronounceable word, such as FAC, NAFTA, CIDA or UNCTAD, formed from the first letter or letters of a series of other words.

An initialism, which is formed the same way, is not pronounceable as a word; examples are RCMP, OECD and PCO.

### **Use**

In the body of the text, spell out the name in full the first time it is used and place the short form in parentheses if it will be used again or if the short form is better known than the full form. If many acronyms or initialisms are used, it may be helpful to include an appendix listing them all and to repeat the full name (and short form in parentheses) at the beginning of each chapter or section.

(For abbreviations of departmental names, see Section 1.4.)

### **Well-known abbreviations**

New departmental editorial policy is not to adhere too slavishly to this rule. It is acceptable to use abbreviations that are well known by the target audience. For example, in a trade article it would not be necessary to spell out GATT. The following is a sample of short forms that may be used without definition:

**EU**

**G7** (to be used in economic contexts)

**G8** (to be used in political contexts)

**GDP**

**NATO**

**NAFTA**

**R&D**