

## **APPENDIX 3**

### **GENERAL ABBREVIATIONS**

Abbreviations are an integral part of legal citation. This appendix contains the following types of abbreviations:

- (A) Calendar divisions (months and days);
- (B) United States and world geography (states and territories, major United States cities, countries, and regions);
- (C) Subdivisions, such as sections and paragraphs;
- (D) Publishing terms, such as edition information; and
- (E) General abbreviations that can be used whenever a specific rule permits or requires words to be abbreviated.

Three other appendices also contain abbreviations. **Appendix 4** contains abbreviations for various state and federal courts. **Appendix 5** contains abbreviations for legal periodicals. In addition, a few abbreviations are listed in charts within the main text.

To form the plural of a listed abbreviation, simply add “s” to the end, unless the entry indicates otherwise.

#### **A. Calendar Divisions**

<b>Month</b>	<b>Abbreviation</b>	<b>Day of the Week</b>	<b>Abbreviation</b>
January	Jan.	Monday	Mon.
February	Feb.	Tuesday	Tues.
March	Mar.	Wednesday	Wed.
April	Apr.	Thursday	Th.
May	May	Friday	Fri.
June	June	Saturday	Sat.
July	July	Sunday	Sun.
August	Aug.		
September	Sept.		
October	Oct.		
November	Nov.		
December	Dec.		

## B. United States and World Geography

### States and Territories

State or Territory	Abbreviation	State or Territory	Abbreviation
Alabama	Ala.	Montana	Mont.
Alaska	Alaska	Nebraska	Neb.
American Samoa	Am. Sam.	Nevada	Nev.
Arizona	Ariz.	New Hampshire	N.H.
Arkansas	Ark.	New Jersey	N.J.
California	Cal.	New Mexico	N.M.
Canal Zone	C.Z.	New York	N.Y.
Colorado	Colo.	North Carolina	N.C.
Connecticut	Conn.	North Dakota	N.D.
Delaware	Del.	Northern Mariana Islands	N. Mar. Is.
Florida	Fla.	Ohio	Ohio
Georgia	Ga.	Oklahoma	Okla.
Guam	Guam	Oregon	Or.
Hawaii	Haw.	Pennsylvania	Pa.
Idaho	Idaho	Puerto Rico	P.R.
Illinois	Ill.	Rhode Island	R.I.
Indiana	Ind.	South Carolina	S.C.
Iowa	Iowa	South Dakota	S.D.
Kansas	Kan.	Tennessee	Tenn.
Kentucky	Ky.	Texas	Tex.
Louisiana	La.	Utah	Utah
Maine	Me.	Vermont	Vt.
Maryland	Md.	Virgin Islands	V.I.
Massachusetts	Mass.	Virginia	Va.
Michigan	Mich.	Washington (state)	Wash.
Minnesota	Minn.	West Virginia	W. Va.
Mississippi	Miss.	Wisconsin	Wis.
Missouri	Mo.	Wyoming	Wyo.

### Major United States Cities

City	Abbreviation	City	Abbreviation
Baltimore	Balt.	New York City	N.Y.C.
Boston	Bos.	Philadelphia	Phila.
Chicago	Chi.	Pittsburgh	Pitt.
Detroit	Det.	San Francisco	S.F.
Los Angeles	L.A.	Washington, D.C.	D.C.

### Countries and Regions

If a country or region does not appear on this list, spell out the word or words, or abbreviate the words using **Appendix 3(E)**.

Country or Region	Abbreviation	Country or Region	Abbreviation
Afghanistan	Afg.	Algeria	Alg.
Africa	Afr.	America	Am.
Albania	Alb.	[use "U.S." when referring to United States of America]	
Alberta [when used with Canada]	Alb.	Andorra	And.

<b>Country or Region</b>	<b>Abbreviation</b>	<b>Country or Region</b>	<b>Abbreviation</b>
Angola	Angl.	Gambia	Gam.
Antarctica	Ata.	Georgia	Geor.
Antigua and Barbuda	Ant. & Barb.	[Use "Ga." for the U.S. state of Georgia]	
Argentina	Arg.	Germany	Ger.
Armenia	Arm.	Gibraltar	Gib.
Australia	Austrl.	Great Britain	Gr. Brit.
Azerbaijan	Azer.	Greenland	Green.
Bahrain	Bhar.	Grenada	Gren.
Bangladesh	Bangl.	Guadeloupe	Guad.
Barbados	Barb.	Guatemala	Guat.
Belarus	Belr.	Guinea	Gin.
Belgium	Belg.	Guinea-Bissau	Gin.-Bis.
Bermuda	Berm.	Guyana	Guy.
Bolivia	Bol.	Heard & McDonald Islands	H. & McD. Is.
Bosnia and Herzegovina	Bosn. & Herz.	Holland	Hol.
Botswana	Bots.	Honduras	Hond.
Brazil	Braz.	Hong Kong	H.K.
British Columbia	Brit. Colum.	Hrvatska	Hrv.
Bulgaria	Bulg.	Hungary	Hun.
Burkina Faso	Burk. Faso	Iceland	Ice.
Cambodia	Camb.	Indonesia	Indon.
Cameroon	Camer.	Ireland	Ir.
Canada	Can.	Israel	Isr.
Cayman Islands	Cay. Is.	Jamaica	Jam.
Central African Republic	C. Afr. Rep.	Jordan	Jor.
Ceskoslovensko	Cesk.	Kazakhstan	Kaz.
Channel Islands	Channel Is.	Korea, North	N. Kor.
China, People's Republic of	P.R.C.	Korea, South	S. Kor.
Christmas Island	Christ. Is.	Kyrgyzstan	Kyrg.
Colombia	Colom.	Labrador	Labr.
Cook Islands	Cook Is.	Latvia	Lat.
Croatia	Croat.	Lebanon	Leb.
Czech Republic	Czech Rep.	Lesotho	Les.
Czechoslovakia	Czech.	Liechtenstein	Liech.
Denmark	Den.	Lithuania	Lith.
Djibouti	Djib.	Luxembourg	Lux.
Dominican Republic	Dom. Rep.	Macedonia	Maced.
East Timor	E. Timor	Madagascar	Madag.
Ecuador	Ecu.	Malaysia	Malay.
Egypt	Egy.	Manitoba	Man.
El Salvador	El. Sal.	Marshall Islands	Marshall Is.
England	Eng.	Martinique	Mart.
Equatorial Guinea	Eq. Guin.	Mayotte	May.
Eritrea	Eri.	Mexico	Mex.
Estonia	Est.	Micronesia	Micr.
Ethiopia	Eth.	Moldova	Mol.
Europe	Eur.	Mongolia	Mong.
Falkland Islands	Falk. Is.	Montenegro	Monten.
Finland	Fin.	Morocco	Mor.
France	Fr.		

<b>Country or Region</b>	<b>Abbreviation</b>	<b>Country or Region</b>	<b>Abbreviation</b>
Mozambique	Mozam.	São Tomé and Príncipe	São Tomé & Príncipe
Myanmar	Myan.		
Namibia	Nam.	Saskatchewan	Sask.
Netherlands	Neth.	Scotland	Scot.
Netherlands Antilles	Neth. Ant.	Serbia	Serb.
New Brunswick	N. Bruns.	Seychelles	Sey.
New Caledonia	N. Caled.	Singapore	Sing.
New Zealand	N.Z.	Slovakia	Slovk.
Newfoundland	Newfl.	Slovenia	Slovn.
Nicaragua	Nicar.	Solomon Islands	Sol. Is.
Northern Ireland	N. Ir.	Somalia	Som.
Norway	Nor.	South Africa	S. Afr.
Nova Scotia	N. Sco.	Soviet Union	U.S.S.R.
Ontario	Ont.	Suriname	Surin.
Pakistan	Pak.	Swaziland	Swaz.
Panama	Pan.	Sweden	Swed.
Papua New Guinea	Papua N. Guin.	Switzerland	Switz.
Paraguay	Parag.	Tajikistan	Taj.
Philippines	Philip.	Tanzania	Tanz.
Pitcairn Island	Pitcairn Is.	Thailand	Thai.
Poland	Pol.	Trinidad and Tobago	Trin. & Tob.
Portugal	Port.	Tunisia	Tun.
Quebec	Que.	Turkey	Turk.
Romania	Rom.	Turkmenistan	Turkm.
Russia	Rus.	Ukraine	Ukr.
Rwanda	Rwa.	United Arab Emirates	U.A.E.
Saint Helena	St. Helena	United Kingdom	U.K.
Saint Kitts and Nevis	St. Kitts & Nevis	Uruguay	Uru.
Saint Lucia	St. Lucia	Uzbekistan	Uzb.
Saint Pierre and Miquelon	St. Pierre & Miquelon	Venezuela	Venz.
Saint Vincent and The Grenadines	St. Vincent	Yugoslavia	Yugo.
		Yukon Territory	Yukon Ter.
		Zimbabwe	Zim.

### C. Subdivisions

<b>Subdivision</b>	<b>Abbreviation</b>	<b>Subdivision</b>	<b>Abbreviation</b>
amendment	amend.	folio	fol.
appendix	app.	footnote(s)	n., nn.
article	art.	graphic	gr.
bibliography	bibliog.	historical note(s)	hist. n., hist. nn.
book	bk.	hypothetical	hypo.
chapter	ch.	illustration	illus.
clause	cl.	introduction	intro.
column	col.	line(s)	l., ll.
comment	cmt.	note(s)	n., nn.
division	div.	number	no.
endnote(s)	n., nn.	paragraph(s)	¶, ¶¶
example	ex.	alternative:	para., paras.
figure	fig.	part	pt.

<b>Subdivision</b>	<b>Abbreviation</b>	<b>Subdivision</b>	<b>Abbreviation</b>
record	rec.	subdivision	subdiv.
reference	ref.	subparagraph	subpara.
reporter's note(s)	rptr. n., rptr. nn.	subsection	subsec.
schedule	sched.	supplement	supp.
section(s)	§, §§	table	tbl.
alternative:	sec., secs.	title	tit.
series	ser.	volume	vol.

## D. Publishing Terms

<b>Term</b>	<b>Abbreviation</b>	<b>Term</b>	<b>Abbreviation</b>
abridged, abridgement	abr.	no publisher	n.p.
annotated	ann.	old series	o.s.
anonymous	anon.	printing	prtg.
compiled, compiler, compilation	comp.	replacement	repl.
copyright	© or copy.	reprint, reprinted	repr.
draft	dft.	revision, revised	rev.
edition, editor	ed.	special	spec.
manuscript	ms.	temporary	temp.
mimeograph	mimeo.	tentative	tent.
new series	n.s.	translator, translated, translation	trans.
no date	n.d.	unabridged	unabr.
no place	n.p.		

## E. General Abbreviations

Use these abbreviations in case names and statutory abbreviations, and in connection with other rules that require or permit abbreviations. To form the plural of a word, simply add “s” to the end unless the word listed indicates otherwise. For example, in “Admission(s),” the “(s)” means that the listed abbreviation is the same for the singular and plural.

<b>Word/Term</b>	<b>Abbreviation</b>	<b>Word/Term</b>	<b>Abbreviation</b>
Academy	Acad.	Alternative Dispute Resolution	ADR
Accounting	Acctg.	Ambulance	Ambul.
Acquisition	Acq.	Amend (ed, ment)	Amend.
Administrative	Admin.	Americ(a, an)	Am.
Administrative Law Judge	A.L.J.	American Bar Association	ABA
Administrator	Adminstr.	American Law Institute	ALI
Administratrix	Admx.	Amusement	Amuse.
Admiralty	Admir.	And	&
Admission	Admis.	Annotated	Ann.
Advance(d)	Adv.	Answer(s)	Ans.
Advertising	Advert.	Apartment	Apt.
Advoca(te, cy)	Advoc.	App(eal, ellate)	App.
Affidavit	Aff.	Arbitrat(or, ion)	Arb.
Agricultur(e, al)	Agric.	Assistant	Asst.
Air Force	A.F.	Associate	Assoc.
Alcoholic Beverage	Alcoh. Bev.	Association	Assn.
Alternative	Alt.		

APPENDIX 3: GENERAL ABBREVIATIONS

<b>Word/Term</b>	<b>Abbreviation</b>	<b>Word/Term</b>	<b>Abbreviation</b>
Association of Legal Writing Directors	ALWD	Consolidated	Consol.
Atlantic	A.	Constitution	Const.
Attorney	Atty.	Construction	Constr.
Authority	Auth.	Continental	Contl.
Avenue	Ave.	Continuing Legal Education	CLE
Bankruptcy	Bankr.	Convention	Conv.
Bar	B.	Cooperative	Coop.
Benevolent	Benv.	Coordinator	Coord.
Beverage	Bev.	Copyright	Copy.
Board	Bd.	Corpora(te, tion)	Corp.
Book	Bk.	Correction	Correct.
Boulevard	Blvd.	County	Co.
Brief	Br.	Court	Ct.
Broadcast(ing)	Broad.	Criminal	Crim.
Brother	Bro.	Cumulative	Cum.
Brotherhood	Bhd.	Customs	Cust.
Building	Bldg.	Decision	Dec.
Bulletin	Bull.	Declaration	Decl.
Business	Bus.	Defendant	Def.
Casualty	Cas.	Defense	Def.
Cent(er, re)	Ctr.	Demurrer	Demr.
Central	C.	Department	Dept.
Century	Cent.	Deposition	Depo.
Certiorari	Cert.	Deputy	Dep.
Chancellor	Chan.	Determination	Determ.
Chancery	Ch.	Development	Dev.
Chemical	Chem.	Digest	Dig.
Chief Judge, Chief Justice	C.J.	Director	Dir.
Chronicle	Chron.	Disciplin(e, ary)	Disc.
Circuit	Cir.	Distribut(ive, ion)	Distrib.
Civil	Civ.	Distributing	Distribg.
Common, Commer(c, e, ial)	Com.	District	Dist.
Commission	Commn.	District Attorney	D.A.
Commissioner	Commr.	District Court [federal]	D.
Committee	Comm.	Division	Div.
Commonwealth	Cmmw.	Docket	Dkt.
Communication(s)	Commun.	Doctor	Dr.
Company	Co.	Document	Doc.
Comparative	Comp.	Domestic	Dom.
Compensation	Compen.	East(ern)	E.
Compilation	Comp.	Econom(ic, ics, ical, y)	Econ.
Complaint, Compliance	Compl.	Education(al)	Educ.
Concurrent	Con.	Electr(ical, icity, onic)	Elec.
Condemnation	Condemn.	Emergency	Emerg.
Condominium	Condo.	Eminent Domain	Em. Dom.
Conference	Conf.	Employment	Empl.
Congre(ss, sssional)	Cong.	Employment Retirement Income Security Act	ERISA
Conservation	Conserv.	Encyclopedia	Ency.
		Engineer(ing)	Engr.

<b>Word/Term</b>	<b>Abbreviation</b>	<b>Word/Term</b>	<b>Abbreviation</b>
Enterprise	Enter.	Institution	Instn.
Entertainment	Ent.	Instruction	Instr.
Environment	Env.	Insurance	Ins.
Environmental	Envtl.	Intellectual	Intell.
Equality	Equal.	Interdisciplinary	Interdisc.
Equipment	Equip.	Interior	Int.
Equit(y, able)	Eq.	Internal Revenue Service	IRS
Esquire	Esq.	International	Intl.
Establishment	Estab.	Interrogatory	Interrog.
Estate	Est.	Intramural	Intra.
Evidence	Evid.	Investment	Inv.
Examination	Exam.	Island(s)	Is.
Examiner	Examr.	Joint	Jt.
Exchange	Exch.	Joint Appendix	Jt. App. or J.A.
Executive	Exec.	Journal	J.
Executrix	Execx.	Judge, Judges	J., JJ.
Exhibit	Ex.	Judge Advocate General's Corps	JAG
Family	Fam.	Judgment	Judm.
Federal	F. or Fed.	Judicial(ly)	Jud.
Federal Savings Bank	F.S.B.	Juris Doctor	J.D.
Federation	Fedn.	Jurisdiction	Jxn.
Fidelity	Fid.	Jurisprudence	Jur.
Financ(e, ial)	Fin.	Justice, Justices	J., JJ.
Foreign	For.	Justice (other than a person)	Just.
Fort	Ft.	Juvenile	Juv.
Foundation	Found.	Labor	Lab.
Franchis(e, ing)	Fran.	Language	Lang.
Gasoline	Gas.	Law	L.
Gazette	Gaz.	Lawyer	Law.
General	Gen.	Legal	Leg.
Government	Govt.	Legislat(ure, ive, ion)	Legis.
Governmental	Govtl.	Letter	Ltr.
Governor	Gov.	Liability	Liab.
Guaranty	Guar.	Librarian	Libr.
Headquarters	H.Q.	Library	Lib.
Hearing	Hrg.	Limited	Ltd.
Highway	Hwy.	Limited Liability Company	LLC
Honorable	Hon.	Limited Liability Partnership	LLP
Hospital	Hosp.	Limited Partnership	LP
House	H.	Litigat(ion, or)	Litig.
House of Representatives	H.R.	Local	Loc.
Housing	Hous.	Machine(ry)	Mach.
Human Resources	Hum. Res.	Magazine	Mag.
Immigration	Immig.	Magistrate	Mag.
Incorporated	Inc.	Maintenance	Maint.
Indemnity	Indem.	Management	Mgt.
Independen(t, ce)	Indep.	Manual	Man.
Industr(y, ial, ies)	Indus.		
Information	Info.		
Injunction	Inj.		
Institute	Inst.		

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<b>Word/Term</b>	<b>Abbreviation</b>	<b>Word/Term</b>	<b>Abbreviation</b>
Manufacturer	Mfr.	Petition	Pet.
Manufacturing	Mfg.	Petitioner	Petr.
Maritime	Mar.	Pharmacy;	
Market	Mkt.	Pharmaceutical	Pharm.
Marketing	Mktg.	Philosoph(ical, y)	Phil.
Mechani(cs, cal)	Mech.	Photograph(y)	Photo.
Mediator	Med.	Physician(s)	Phys.
Medic(al, ine)	Med.	Plaintiff	Pl.
Medical Doctor	M.D.	Planning	Plan.
Memorandum	Memo.	Pleading	Pldg.
Memorial	Meml.	Politics	Pol.
Metropolitan	Metro.	Popular	Pop.
Military	Mil.	Practic(al, e)	Prac.
Miscellaneous	Misc.	Practising Law Institute	P.L.I.
Monthly	Mthly.	Practitioner	Pract.
Morning	Morn.	Preliminary	Prelim.
Mortgage	Mortg.	Prepara(tion, tory)	Prep.
Mortgagee	Mtgee.	President(ial)	Pres.
Mortgagor	Mtgor.	Priva(te, cy)	Priv.
Motion	Mot.	Probate	Prob.
Mount(ain)	Mt.	Procedure; Proceeding	P. or Proc.
Municipal	Mun.	Proclamation	Procl.
Mutual	Mut.	Procurement	Procure.
National	Natl.	Product(ion)	Prod.
Natur(e, al)	Nat.	Profess(or, ional)	Prof.
Navigation	Nav.	Professional Association	P.A.
Negligence	Negl.	Professional Corporation	P.C.
Negotiation	Negot.	Property	Prop.
Newsletter	Newsltr.	Protection	Protec.
Newspaper	Newsp.	Psychiatry	Psych.
North(ern)	N.	Psychology(y, ical)	Psychol.
North America	N.A.	Public	Pub.
Northeast(ern)	N.E.	Publishing	Publg.
Northwest(ern)	N.W.	Quarterly	Q.
Northwestern [Univ.]	Nw.	Railroad	R.R.
Number	No.	Railway	Ry.
Obligation(s)	Oblig.	Record [on appeal]	R.
Occupation(s)	Occ.	Record [other]	Rec.
Offic(e, ial)	Off.	Reference	Ref.
Opinion	Op.	Regional	Regl.
Order	Or.	Regul(ar, ation, atory)	Reg.
Ordinance	Ord.	Rehabilitation	Rehab.
Organization	Org.	Relations	Rel.
Pacific	P.	Religious	Relig.
Partial Summary		Remed(y, ies)	Rem.
Judgment	P.S.J.	Reorganization	Reorg.
Partnership	Partnr.	Report	Rpt. or Rep.
Patent	Pat.	Reporter	Rptr. or Rep.
Pension	Pen.	Representative	Rep.
Performing	Perf.	Reproduct(ion, ive)	Reprod.
Permanent	Perm.	Request	Req.
Perspective	Persp.	Resolution(s)	Res.

<b>Word/Term</b>	<b>Abbreviation</b>	<b>Word/Term</b>	<b>Abbreviation</b>
Respondent	Resp.	Superior	Super.
Responsibility	Resp.	Supplement [N.Y.]	S.
Restaurant	Rest.	Supplement(al) [other]	Supp.
Retirement	Ret.	Supreme [other]	Sup.
Review	Rev.	Supreme Court [U.S. Supreme Court]	S. Ct.
Revis(ed, ion)	Rev.	Surety	Sur.
Road	Rd.	Surroga(te, cy)	Surrog.
Rule(s)	R.	System(s)	Sys.
Ruling	Rul.	Taxation	Taxn.
Saint	St.	Technology	Tech.
Savings	Sav.	Telecommunications	Telecomm.
Schedul(e, ing)	Sched.	Telephone	Tel.
School	Sch.	Television	TV
Scien(ce, ces, tific)	Sci.	Temporary	Temp.
Secretary	Sec.	Temporary Restraining Order	T.R.O.
Section [other than a subdivision of a source]	Sec.	Territorial	Terr.
Security	Sec.	Testimony	Test.
Selective	Sel.	Transcontinental	Transcon.
Senat(e, or)	Sen.	Transcript	Transcr.
Sentencing	Senten.	Transnational	Transnatl.
Service	Serv.	Transportation	Transp.
Session	Sess.	Treasur(er, y)	Treas.
Settlement	Settle.	Trial	Tr.
Shipping	Ship.	Tribun(e, al)	Trib.
Social	Soc.	Unauthorized	Unauth.
Society	Soc'y.	Unconsolidated	Unconsol.
Solicitor	Sol.	Unemployment	Unempl.
South(ern) [other than Southern Reporter]	S.	Uniform	Unif.
South America	S.A.	Uniform Commercial Code	U.C.C.
Southeast(ern)	S.E.	Uniform Laws Annotated	U.L.A.
Southern Reporter	So.	United Nations	UN
Southwest(ern)	S.W.	United States	U.S.
Southwestern [Univ.]	Sw.	University	U.
Special	Spec.	Urban	Urb.
Standard	Stand.	Utility	Util.
State	St.	Vehicle	Veh.
Statement	State.	Versus, against [in case name]	v.
Statute(s)	Stat.	Veteran	Vet.
Steamship	S.S.	Vice President	V.P.
Stipulat(e, ion)	Stip.	Volunteer	Vol.
Street	St.	Weekly	Wkly.
Studies	Stud.	West(ern)	W.
Subcommittee	Subcomm.	Yearbook, Year Book	Y.B.
Subpoena	Subp.		
Summary Judgment	S.J.		

