

Abbreviations

AP Style

TODAY

We will learn **how and
when to use
abbreviations.**

I will **copy edit publication
copy for proper
abbreviations.**

ON YOUR OWN

Edit the sentence on the right to correct it. There are four errors.

Their teacher graduated early from the University of Missouri in Columbia, Mo. on Tues., Mar. 30, 1984 with an intelligence quotient of 167.

ON YOUR OWN

Corrected sentence.

*Their teacher graduated
early from the University
of Missouri in Columbia,
**Missouri on Tuesday,
March 30, 1984 with an
IQ of 167.***

YOU SHOULD HAVE LEARNED

- 1. Acronyms usually come after spelling out on first reference but not always.*
- 2. Four political titles are abbreviated before a name; avoid courtesy titles except Dr., look up military and police titles when before names.*
- 3. Only three street types are abbreviated only with a numbered address; use No. 1 with ranks.*
- 4. Avoid filling a sentence with acronyms, especially ones that aren't well known to avoid a confusing alphabet soup.*