

## Appendix A: Abbreviations

**BACKGROUND:** *This instruction sheet describes the present status of abbreviations in genre/form term practice. For guidelines on punctuation and spacing of abbreviations, see Appendix D.*

**1. Policy for established demographic group terms.** Generally, do not include abbreviations when establishing new genre/form terms, except when specifically authorized in this instruction sheet.

**2. Acronyms, initialisms, etc.** Establish genres and forms that are known primarily in an abbreviated form as such. Use the form of the abbreviation, acronym, etc., preferred in reference sources. Add a UF reference with the spelled out form.

**3. Coined plurals.** Form the plurals of letters and acronyms by adding the lowercase letter s without an apostrophe, provided that the resulting construction is clear and unambiguous.

*Example:*

FAQs