

Abbreviations

It is helpful to make yourself a key of abbreviations you commonly use and keep it in the front of your course notes. You can refer to the key, if necessary, to properly interpret your notes.

1. Symbols and graphics

= equals	* important	> greater than
≠ does not equal	** very important	< less than
& and	# number	\$ cost, money
w/ with	w/o without	vs versus, against
(), { }, [] = information that belongs together		Δ change

2. Abbreviations (don't worry about punctuation)

cf = compare	eg = for example	dept = department
NYC = New York City	mx = maximum	mn = minimum

3. Use only the first syllable of the word

pol = politics	dem = democracy	lib = liberal
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4. Use the first syllable and only the first letter of the second

subj = subject	cons = conservative
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5. Eliminate the final letters. Just use enough to recognize the abbreviation

assoc = association	biol = biology	rep = repetition
intro = introduction	concl = conclusion	info = information

6. Omit vowels from the middle to words

bkgrd = background	pprd = prepared	estmt = estimate
gvnr = governor	rdng = reading	orgnsm = organism

7. Use apostrophes

gov't = government	am't = amount	cont'd = continued
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8. Form a plural of a symbol by adding "s"

co-ops = cooperatives	libs = liberals	/s = ratios
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