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

4. Use the first syllable and only the first letter of the second

subj = subject  cons = conservative

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

8. Form a plural of a symbol by adding “s”

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