**STANDARD WEBSITE ABBREVIATIONS 210824**

The following abbreviations should be used for all naming purposes including process coding, database table names and column names, and for the SFF website variables.

1. addr – address.
2. cpt – complete, completion.
3. cv – curriculum vitae.
4. desc – description.
5. dest – destination.
6. hist – history or historical
7. in – incoming.
8. info – information.
9. IRS – The Internal Revenue Service. This abbreviation need not be spelled out as it is commonly understood by U.S. readers.
10. mi – middle initial
11. msg – message.
12. num – deprecated. see nr.
13. nr – number. note: the old abbreviation for number was num. for all new tasks the current ‘nr’ abbreviation should be used. the old ‘num’ abbreviation should be eliminated wherever convenient.
14. org – organization.
15. out – outgoing.
16. para – paragraph.
17. PI – principal investigator. This abbreviation is so commonly used that it may not need to be spelled out except where used for lay people (mostly not this project).
18. prelim – preliminary.
19. proj – project.
20. que – queue.
21. repo – A GitHub repository.
22. req – requested.
23. std – standard.
24. subj – subject, as in message subject.
25. tele – telephone
26. vis- website visitor. These are people who may not have registered as website users but who have sent SFF a message through the website message system.