

APPENDIX 3

GENERAL ABBREVIATIONS

Abbreviations are an integral part of legal citation. This appendix contains the following types of abbreviations:

- (A) Calendar divisions (months and days);
- (B) United States geography (states and territories, major cities);
- (C) Subdivisions, such as sections and paragraphs;
- (D) Publishing terms, such as edition information; and
- (E) General abbreviations that can be used whenever a specific rule permits or requires words to be abbreviated.

Three other appendices also contain abbreviations. Appendix 4 contains abbreviations for various state and federal courts. Appendix 5 contains abbreviations for legal periodicals. In addition, a few abbreviations are listed in charts within the main text.

To form the plural of a listed abbreviation, simply add “s” to the end unless the entry indicates otherwise.

A. Calendar Divisions

Month	Abbrev.
January	Jan.
February	Feb.
March	Mar.
April	Apr.
May	May
June	June
July	July
August	Aug.
September	Sept.
October	Oct.
November	Nov.
December	Dec.

Day of the Week	Abbrev.
Monday	Mon.
Tuesday	Tues.
Wednesday	Wed.
Thursday	Th.
Friday	Fri.
Saturday	Sat.
Sunday	Sun.

B. United States Geography

States and Territories

State or Territory	Abbrev.
Alabama	Ala.
Alaska	Alaska
American Samoa	Am. Sam.
Arizona	Ariz.
Arkansas	Ark.
California	Cal.
Canal Zone	C.Z.
Colorado	Colo.
Connecticut	Conn.
Delaware	Del.
Florida	Fla.
Georgia	Ga.
Guam	Guam
Hawaii	Haw.
Idaho	Idaho
Illinois	Ill.
Indiana	Ind.
Iowa	Iowa
Kansas	Kan.
Kentucky	Ky.
Louisiana	La.
Maine	Me.
Maryland	Md.
Massachusetts	Mass.
Michigan	Mich.
Minnesota	Minn.
Mississippi	Miss.
Missouri	Mo.
Montana	Mont.
Nebraska	Neb.
Nevada	Nev.
New Hampshire	N.H.
New Jersey	N.J.
New Mexico	N.M.
New York	N.Y.
North Carolina	N.C.
North Dakota	N.D.
Northern Mariana Islands	N. Mar. I.
Ohio	Ohio
Oklahoma	Okla.
Oregon	Or.
Pennsylvania	Pa.
Puerto Rico	P.R.
Rhode Island	R.I.
South Carolina	S.C.
South Dakota	S.D.
Tennessee	Tenn.
Texas	Tex.
Utah	Utah
Vermont	Vt.
Virgin Islands	V.I.

State or Territory

Virginia
 Washington (state)
 West Virginia
 Wisconsin
 Wyoming

Abbrev.

Va.
 Wash.
 W. Va.
 Wis.
 Wyo.

Major Cities**City**

Baltimore
 Chicago
 Detroit
 Los Angeles
 New York City
 Philadelphia
 Pittsburgh, Pa.
 San Francisco
 Washington, D.C.

Abbrev.

Balt.
 Chi.
 Det.
 L.A.
 N.Y.C.
 Phila.
 Pitt.
 S.F.
 D.C.

C. Subdivisions**Subdivision**

amendment
 appendix
 article
 bibliography
 book
 chapter
 clause
 column
 comment
 division
 endnote(s)
 example
 figure
 folio
 footnote(s)
 graphic
 historical note(s)
 hypothetical
 illustration
 introduction
 line(s)
 note(s)
 number
 paragraph(s)
 alternative:
 part
 record
 reference
 reporter's note(s)
 schedule

Abbrev.

amend.
 app.
 art.
 bibliog.
 bk.
 ch.
 cl.
 col.
 cmt.
 div.
 n., nn.
 ex.
 fig.
 fol.
 n., nn.
 gr.
 hist. n., hist. nn.
 hypo.
 illus.
 intro.
 l., ll.
 n., nn.
 no.
 ¶, ¶¶
 para., paras.
 pt.
 rec.
 ref.
 rpt. n., rpt. nn.
 sched.

Subdivision

section(s)
 alternative:
 series
 subdivision
 subparagraph
 subsection
 supplement
 table
 title
 volume

Abbrev.

§, §§
 sec., secs.
 ser.
 subdiv.
 subpara.
 subsec.
 supp.
 tbl.
 tit.
 vol.

D. Publishing Terms**Term**

abridged, abridgement
 annotated
 anonymous
 compiled, compiler,
 compilation
 copyright
 draft
 edition, editor
 manuscript
 mimeograph
 new series
 no date
 no place
 no publisher
 old series
 printing
 replacement
 reprint, reprinted
 revision, revised
 special
 temporary
 tentative
 translator, translated,
 translation
 unabridged

Abbrev.

abr.
 ann.
 anon.

 comp.
 © or copy.
 dft.
 ed.
 ms.
 mimeo.
 n.s.
 n.d.
 n.p.
 n.p.
 o.s.
 prtng.
 repl.
 repr.
 rev.
 spec.
 temp.
 tent.

 trans.
 unabr.

E. General Abbreviations

Use these abbreviations in case names and in connection with other rules that require or permit abbreviations. To form the plural of a word, simply add “s” to the end unless the word listed indicates otherwise. For example, in “Admission(s),” the “(s)” means that the listed abbreviation is the same for the singular and plural.

Word/Term

Academy
 Accounting
 Acquisition
 Administrative
 Administrative Law Judge

Abbrev.

Acad.
 Acctg.
 Acq.
 Admin.
 A.L.J.

Word/Term	Abbrev.
Administrator	Adminstr.
Administratrix	Admx.
Admiralty	Admir.
Admission	Admis.
Advance(d)	Adv.
Advertising	Advert.
Advoca(te, cy)	Advoc.
Affidavit	Aff.
Agricultur(e, al)	Agric.
Air Force	A.F.
Alternative	Alt.
Alternative Dispute Resolution	ADR
Ambulance	Ambul.
Amend (ed, ment)	Amend.
Americ(a, an)	Am.
American Bar Association	ABA
American Law Institute	ALI
Amusement	Amuse.
And	&
Annotated	Ann.
Answer	Ans.
Apartment	Apt.
App(eal, ellate)	App.
Arbitrat(or, ion)	Arb.
Assistant	Asst.
Associate	Assoc.
Association	Assn.
Association of Legal Writing Directors	ALWD
Atlantic	A.
Attorney	Atty.
Authority	Auth.
Avenue	Ave.
Bankruptcy	Bankr.
Bar	B.
Benevolent	Benv.
Beverage	Bev.
Board	Bd.
Boulevard	Blvd.
Brief	Br.
Broadcast(ing)	Broad.
Brother	Bro.
Brotherhood	Bhd.
Building	Bldg.
Bulletin	Bull.
Business	Bus.
Casualty	Cas.
Cent(er, re)	Ctr.
Central	C.
Century	Cent.
Certiorari	Cert.

Word/Term	Abbrev.
Chancellor	Chan.
Chancery	Ch.
Chemical	Chem.
Chief Judge, Chief Justice	C.J.
Chronicle	Chron.
Circuit	Cir.
Civil	Civ.
Common, Commere(e, ial)	Com.
Commission	Commn.
Commissioner	Commr.
Committee	Comm.
Commonwealth	Cmmw.
Communication(s)	Commun.
Company	Co.
Comparative	Comp.
Compensation	Compen.
Compilation	Comp.
Complaint, Compliance	Compl.
Concurrent	Con.
Condemnation	Condemn.
Condominium	Condo.
Conference	Conf.
Congre(ss, ssional)	Cong.
Consolidated	Consol.
Constitution	Const.
Construction	Constr.
Continuing Legal Education	CLE
Continental	Contl.
Convention	Conv.
Cooperative	Coop.
Coordinator	Coord.
Copyright	Copy.
Corpora(te, tion)	Corp.
Court	Ct.
Criminal	Crim.
Cumulative	Cum.
Customs	Cust.
Decision	Dec.
Declaration	Decl.
Defendant	Def.
Defense	Def.
Demurrer	Demr.
Department	Dept.
Deposition	Depo.
Deputy	Dep.
Determination	Determ.
Development	Dev.
Digest	Dig.
Director	Dir.
Disciplin(e, ary)	Disc.
Distribut(ive, ion)	Distrib.
Distributing	Distribg.

Word/Term	Abbrev.
District	Dist.
District Attorney	D.A.
District Court [federal]	D.
Division	Div.
Docket	Dkt.
Doctor	Dr.
Document	Doc.
Domestic	Dom.
East(ern)	E.
Econom(ic, ical, y)	Econ.
Education(al)	Educ.
Electr(ical, icity, onic)	Elec.
Emergency	Emerg.
Employment	Empl.
Employment Retirement Income Security Act	ERISA
Encyclopedia	Ency.
Engineer(ing)	Engr.
England	Eng.
Enterprise	Enter.
Entertainment	Ent.
Environment	Env.
Environmental	Envtl.
Equality	Equal.
Equipment	Equip.
Equit(y, able)	Eq.
Esquire	Esq.
Establishment	Estab.
Estate	Est.
Evidence	Evid.
Examination	Exam.
Examiner	Examr.
Exchange	Exch.
Executive	Exec.
Executrix	Execx.
Exhibit	Ex.
Family	Fam.
Federal	F. or Fed.
Federal Savings Bank	F.S.B.
Federation	Fedn.
Fidelity	Fid.
Financ(e, ial)	Fin.
Foreign	For.
Fort	Ft.
Foundation	Found.
Franchis(e, ing)	Fran.
Gasoline	Gas.
Gazette	Gaz.
General	Gen.
Government	Govt.
Governmental	Govtl.
Governor	Gov.

Word/Term	Abbrev.
Guaranty	Guar.
Headquarters	H.Q.
Hearing	Hrg.
Highway	Hwy.
Honorable	Hon.
Hospital	Hosp.
House	H.
House of Representatives	H.R.
Housing	Hous.
Immigration	Immig.
Incorporated	Inc.
Indemnity	Indem.
Independen(t, ce)	Indep.
Industr(y, ial)	Indus.
Information	Info.
Injunction	Inj.
Institute	Inst.
Institution	Instn.
Instruction	Instr.
Insurance	Ins.
Intellectual	Intell.
Interdisciplinary	Interdisc.
Interior	Int.
Internal Revenue Service	IRS
International	Intl.
Interrogatory	Interrog.
Intramural	Intra.
Investment	Inv.
Joint	Jt.
Joint Appendix	Jt. App. or J.A.
Journal	J.
Judge, Judges	J., JJ.
Judge Advocate General's Corps	JAG
Judgment	Judm.
Judicia(l, ry)	Jud.
Juris Doctor	J.D.
Jurisdiction	Jxn.
Jurisprudence	Juris.
Justice, Justices	J., JJ.
Justice (other than a person)	Just.
Juvenile	Juv.
Labor	Lab.
Language	Lang.
Law	L.
Lawyer	Law.
Legal	Leg.
Legislat(ure, ive, ion)	Legis.
Letter	Ltr.
Liability	Liab.
Librarian	Libr.
Library	Lib.

Word/Term	Abbrev.
Limited	Ltd.
Limited Liability Company	L.L.C.
Limited Liability Partnership	LLP
Limited Partnership	LP
Litigat(ion, or)	Litig.
Local	Loc.
Machine(ry)	Mach.
Magazine	Mag.
Magistrate	Mag.
Maintenance	Maint.
Management	Mgt.
Manual	Man.
Manufacturer	Mfr.
Manufacturing	Mfg.
Maritime	Mar.
Market	Mkt.
Marketing	Mktg.
Mechani(cs, cal)	Mech.
Mediator	Med.
Medic(al, ine)	Med.
Medical Doctor	M.D.
Memorandum	Memo.
Memorial	Meml.
Metropolitan	Metro.
Military	Mil.
Miscellaneous	Misc.
Monthly	Mthly.
Morning	Morn.
Mortgage	Mortg.
Mortgagee	Mtgee.
Mortgagor	Mtgor.
Motion	Mot.
Mount(ain)	Mt.
Municipal	Mun.
Mutual	Mut.
National	Natl.
Natur(e, al)	Nat.
Navigation	Nav.
Negligence	Negl.
Negotiation	Negot.
Newsletter	Newsltr.
Newspaper	Newsp.
North(ern)	N.
North America	N.A.
Northeast(ern)	N.E.
Northwest(ern)	N.W.
Northwestern [Univ.]	Nw.
Number	No.
Occupation	Occ.
Offic(e, ial)	Off.
Opinion	Op.
Order	Or.

Word/Term	Abbrev.
Organization	Org.
Pacific	P.
Partial Summary Judgment	P.S.J.
Partnership	Partn.
Patent	Pat.
Performing	Perf.
Permanent	Perm.
Perspective	Persp.
Petition	Pet.
Petitioner	Petr.
Pharmacy; Pharmaceutical	Pharm.
Philosoph(ical, y)	Phil.
Photograph(y)	Photo.
Physician	Phys.
Plaintiff	Pl.
Planning	Plan.
Pleading	Pldg.
Politics	Pol.
Popular	Pop.
Practic(al, e)	Prac.
Practising Law Institute	P.L.I.
Practitioner	Pract.
Preliminary	Prelim.
Prepara(tion, tory)	Prep.
President(ial)	Pres.
Priva(te, cy)	Priv.
Probate	Prob.
Procedure; Proceeding	P. or Proc.
Proclamation	Procl.
Product(ion)	Prod.
Profess(or, ional)	Prof.
Professional Association	P.A.
Professional Corporation	P.C.
Property	Prop.
Protection	Protec.
Psychiatry	Psych.
Psycholog(y, ical)	Psychol.
Public	Pub.
Publishing	Publg.
Quarterly	Q.
Railroad	R.R.
Railway	Ry.
Record [on appeal]	R.
Record [other]	Rec.
Reference	Ref.
Regional	Regl.
Regul(ar, ation, atory)	Reg.
Rehabilitation	Rehab.
Relations	Rel.
Religious	Relig.
Reorganization	Reorg.
Report	Rpt. or Rep.

Word/Term	Abbrev.
Reporter	Rptr. or Rep.
Representative	Rep.
Reproduct(ion, ive)	Reprod.
Request	Req.
Resolution	Res.
Respondent	Respt.
Responsibility	Resp.
Restaurant	Rest.
Retirement	Ret.
Review	Rev.
Revis(ed, ion)	Rev.
Road	Rd.
Rule(s)	R.
Ruling	Rul.
Saint	St.
Savings	Sav.
Schedul(e, ing)	Sched.
School	Sch.
Scien(ce, tific)	Sci.
Secretary	Sec.
Section [other than a subdivision of a source]	Sec.
Security	Sec.
Selective	Sel.
Senat(e, or)	Sen.
Sentencing	Senten.
Service	Serv.
Session	Sess.
Settlement	Settle.
Shipping	Ship.
Social	Soc.
Society	Socy.
Solicitor	Sol.
South America	S.A.
South(ern) [other than Southern Reporter]	S.
Southern Reporter	So.
Southeast(ern)	S.E.
Southwest(ern)	S.W.
Southwestern [Univ.]	Sw.
Special	Spec.
Standard	Stand.
State	St.
Statement	State.
Statute(s)	Stat.
Steamship	S.S.
Stipulat(e, ion)	Stip.
Street	St.
Studies	Stud.
Subcommittee	Subcomm.
Subpoena	Subp.
Summary Judgment	S.J.

Word/Term	Abbrev.
Superior	Super.
Supplement [N.Y.]	S.
Supplement(al) [other]	Supp.
Supreme [other]	Sup.
Supreme Court [U.S. Supreme Court]	S. Ct.
Surety	Sur.
Surroga(te, cy)	Surrog.
System(s)	Sys.
Taxation	Taxn.
Technology	Tech.
Telecommunications	Telecomm.
Telephone	Tel.
Television	TV
Temporary	Temp.
Temporary Restraining Order	T.R.O.
Territorial	Terr.
Testimony	Test.
Transcontinental	Transcon.
Transcript	Transcr.
Transnational	Transnatl.
Transportation	Transp.
Treasur(er, y)	Treas.
Trial	Tr.
Tribun(e, al)	Trib.
Unauthorized	Unauth.
Unconsolidated	Unconsol.
Unemployment	Unempl.
Uniform	Unif.
Uniform Commercial Code	U.C.C.
United Nations	U.N.
United States	U.S.
University	U.
Urban	Urb.
Utility	Util.
Vehicle	Veh.
Versus, against [in case name]	v.
Volunteer	Vol.
Weekly	Wkly.
West(ern)	W.
Yearbook, Year Book	Y.B.