

## 1 Abbreviations: when to avoid them

### ■ Abbreviation of a concept or organisation in another language

English	French	Dutch
European Union (EU)	Union Européenne (UE)	Europese Unie (EU)
North Atlantic Treaty Organisation (NATO)	Organisation du Traité de l'Atlantique Nord (OTAN)	Noord Atlantische Verdragsorganisatie (NAVO)
United Nations (UN)	Nations Unies (NU)	Verenigde Naties (VN)

### Different types of abbreviations

Type of Abbreviation	Good spelling (in scientific text)	Wrong spelling (in scientific text)
One word	Query	Qy.
One word	Miss	Ms.
One word	Table, figure, percentage	Tab., Fig. Per cent (%)
Common expression	Pay on delivery	p.o.d.
Common expression	S'il vous plaît	s.v.p.
Foreign name	Saint	St.

### ■ Contracted form

Good spelling (in scientific text)	Wrong spelling (in scientific text)
I am	I'm
She has	She's
He had not	He hadn't

### ■ Latin expressions

Latin expression	Meaning
e.g.	For example
cf.	See (cf. Porter, 1980, pp. 45-67)
Op.cit	Quoted work

## 2 Abbreviations: how to use them correctly

### ■ Abbreviated job titles

Some of the most common titles are:

Abbreviation	Meaning
Prof.	Professor
M.Phil	Master of Philosophy
M.Sc.	Master of Science
Ph.D.	Doctor of Philosophy
B.Phil.	Bachelor of Philosophy
M.A.	Master of Arts
M.B.A.	Master of Business Administration

English and German	French	Dutch
Prof.	prof	prof.

### ■ International system of measurement

Abbreviation	Meaning
Kg	kilogram
M	meter
A	Ampère
KWh	kilo Watt hour
Hz	Hertz

### ■ Currency indications

Example	Good spelling	Wrong spelling
A	euro 500, yen 10.000	500 euro, 10.000 yen
B	\$100, £300	\$ 100, £ 300

### ■ Nationally used abbreviations

Country	Abbreviation
The United States	Inc. (Incorporated)
The United Kingdom	Ltd. (Limited)
Germany	AG (Aktiengesellschaft)
The Netherlands	N.V. (Naamloze Vennootschap)

### ■ Abbreviation with or without full stop

Abbreviation (singular)	Abbreviation (plural)	Meaning
Ed.	Eds	Editor(s)
Ch.	Chs	Chapter(s)
Vol.	Vols	Volume(s)
No.	Nos	Number(s)
Ibid.	Does not exist	The same
Et al.	Does not exist	And others (Latin: et alii)