Eight Ways to Abbreviate

1. **Symbols and graphics**
   - = equal
   - ≠ does not equal
   - ~ approximately
   - w/ with
   - ()}, {}, [], = information that belongs together
   
   * important
   . therefore
   # number
   w/o without

2. **Abbreviations** (don’t worry about punctuation)
   - cf = compare
   - ex = for example
   - dept = department
   - NYC = New York City
   - mx = maximum

3. Use only the first syllable of 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
   - bio = biology
   - rep = repetition
   - intro = introduction
   - concl = conclusion
   - info = information

6. **Omit vowels from the middle of words**
   - Bkgrd = background
   - Gov = governor
   - pprd = prepared
   - rdng = reading
   - estmt = estimate
   - 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