

JOURNALISM STYLE

Abbreviations and Acronyms

- In general, avoid any abbreviations or acronyms that readers would not immediately understand.
 - *Example:* The ABEA awarded Ms. Scott with a certificate of merit. (What is ABEA?)
- Always spell out the full term on first reference and then use the acronym on future references in the same story.
 - *Example:* The Future Business Leaders of America went to a national conference in March. FBLA members presented a workshop on team building skills.
- Do not follow an organization's full name with an abbreviation or acronym in parentheses or set off by dashes. If the abbreviation is not clear, do not use it.
- Do not use periods between letters of acronyms.
 - *Example:* FBLA will hold their meeting Friday. (not F.B.L.A.)
- Do not use school abbreviations at all – unless needed to make the story clear. Never use your school abbreviations in copy.
 - *Example:* BHS' prom will be Friday night. (Correct – The prom will be Friday night).
 - *Example:* Several of BHS' students will attend Benton High School's prom on Friday night. (In this case, the use of BHS for the local school name is approved to help make it clear those students will attend a different school's prom.)
- In the case of sports stories, use your mascot when you need to refer to your team.
 - *Example:* The Hornets gained 20 yards on the Benton fumble.
- Spell out all abbreviations (except Dr., Mr., Mrs., or Ms.) before a name when used in direct quotations.
 - *Example:* Wooldridge said, "Professor Sanders encouraged us to try our hardest."
- Abbreviate most titles when used before a full name outside a direct quotation.
 - *Example:* Smith said Prof. Plopper would give the test on Friday.
- Do not abbreviate any titles that do not follow before a name.
 - *Example:* The professor went to his class.
- Abbreviate months with five or more letters when used in dates.
 - *Example:* The band will perform on March 15.
 - *Example:* The football team won their last championship on Dec. 18, 1969.
- Abbreviate avenue, boulevard, and street when writing a specific address. Spell out all other words. Spell out all words if not used in a specific address.
 - *Example:* The dance will be held at 115 South Main St. but the after dance party will be at 178 North Windy Circle.
- Do not abbreviate units of measurements.
 - *Example:* The team only had six inches to go to get the touchdown.
- Do not use the abbreviation etc. in news stories.

Example: Members prepared spaghetti, bread, salad, etc. for the dinner. (Wrong. Instead write: Members prepared spaghetti, bread, salad and other items for the dinner.)

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**Abbreviations and Acronyms
Worksheet**

Directions: Correct each of the following sentences.

1. FHA will attend the state fair on October 18. (This is the first sentence in the story).
2. She turned 18 on January 23, 1989.
3. The murder happened at 5314 S Main Street.
4. Students will attend class, complete homework, write essays, etc. when they are in school.
5. The banner was six ft long.
6. Doctor Wyatt's office hours are Mon. – Thurs. 8-4.
7. Teachers of Tomorrow (TOT) attend conferences in Sept.
8. Students will test their knowledge of QEA. (hint: QEA = Quotient Equivalent Association).
9. Future Homemakers of America raise sheep for the contest. Other Future Homemakers of America members participate in the pork cook-off competition.
10. The F.B.I. investigated Harmon for counterfeiting.
11. FHS homecoming is September 18.
12. FHS linebacker Cory Sparks tackled PHS quarterback Mike Stevens during the third quarter. (FHS is the local school. FHS mascot is Panthers.)
13. Wagner said, "Rev. Marks really helped me achieve my goals."
14. Reverend Marks battled the blaze with his garden hose.
15. The Pres. lives at 1600 Penn. Avenue.
16. The town was 150 km away.
17. HHS seniors will graduate Fri. night at 100 Main Avenue. (HHS is the local school.)

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**Abbreviations and Acronyms
Worksheet Answers**

1. Future Homemakers of America will attend the state fair on Oct. 18.
2. She turned 18 on Jan. 23, 1989.
3. The murder happened at 5314 South Main St.
4. Students will attend class, complete homework, write essays (either end here or add 'among other tasks' or some version) when they are in school.
5. The banner was six feet long.
6. Dr. Wyatt's office hours are Monday thru Thursday 8 am – 4 pm.
7. Teachers of Tomorrow attended conferences in September.
8. Students will test their knowledge of quotient equivalent association.
9. Future Homemakers of America raise sheep for the contest. Other FHA members participate in the pork cook-off competition.
10. The FBI investigated Harmon for counterfeiting.
11. FHS homecoming is Sept. 18.
12. Linebacker Cory Sparks tackled PHS quarterback Mike Stevens during the third quarter.
(Optional....Panthers linebacker)
13. Wagner said, "Reverend Marks really helped me achieve my goals."
14. Rev. Marks battled the blaze with his garden hose.
15. The president lives at 1600 Pennsylvania Ave.
16. The town was 150 kilometers away.
17. Seniors will graduate Friday night at 100 Main Ave.