

## Common Abbreviations and Symbols

This new and updated document covers not only what the “symbol” is called, but also how the item should be read aloud in the text. Our previous version of this document had a mix of these two elements making for a bit of confusion. In order to resolve this issue, we’ve created two columns--the first for the Symbol/ Abbreviation and what that item is literally called. The second column is how that item should be read aloud. If you have more questions please reach out to staff in the project or staff Hangouts.

**To make suggestions for this conventions document, please fill out the [Conventions Suggestions Form](#).**

Symbol/Abbreviation Name	How to Read Aloud
<b>General</b>	
AD/ BC/ BCE/CE	In reference to dates or timelines: Please state these as their initials only. So “A-D”, “B-C”, “B-C-E” or “C-E”
& ampersand	“And”
* asterisk or star	If linked to a word or phrase in text simply state “Note”. In web addresses: “asterisk”
@ at	In emails or web addresses: “At”
b.	In reference to dates or timelines: “Born”
c. or ca.	In reference to dates or timelines: “Circa”
cf. compare	Read as initials: “Cee-eFf”
© copyright	These are ignored and not read aloud in text.
d.	In reference to dates or timelines: “Died”
† dagger ‡ double dagger	In primary text stated as “Note.”
do ditto	“Ditto”
e.g.	“Ee Gee”
et al.	“Et Ahl”

etc.	"Etcetera"-this one is expanded in full based on common usage in the English language.
et seq.	"Et Sek"
ex.	"example"
ff.	"Ef Ef"
° gloss note	Commonly found in literature or foreign language texts as source notes. Say "Note"
# hashtag or pound or number	Depending on context can be either "Pound," "Number," or in web addresses "Hashtag"
Ibid. or id.	"Ibid"
– or ~ (scansion for poetry)	"Ictus" or "non-ictus"
i.e.	"Eye Eee"
inc.	Usually "incorporated", but there may be exceptions for customary situations; ask staff if unsure
loc. cit.	"Loak Sit"
n. or nn.	"Note" or "Notes"
N/A [not available or not applicable]	"En A"
N.B. [take note]	"En Bee"
n.d. not dated	"En Dee"
n.p. [no page- commonly in source citations]	"En Pee"
op. cit.	"Op Cit"
p.or pp.	"Page" or "Pages"
¶ paragraph	"Paragraph"
Q.E.D.	"Q- E- Dee"
q.v.	"Q Vee"
r.	"Reign" or "Reigned" found typically in timelines
® registered trademark	These are ignored and not read aloud in text.
§ or §§ section or sections	"Section" or "Sections"
sic	"Sick"

/	slash	In web addresses: "slash", In math can represent fraction bar and math conventions should be reviewed.
™	trademark	These are ignored and not read aloud in text.
viz.		"Viz"
v. vs.	vee	"Vee" in law cases; in all other situations "versus" <b>UPDATED 1/22/2021</b>
w/		"With" <b>ADDED 1/22/2021</b>
x	(in measurements)	"By" <b>ADDED 1/22/2021</b>
<b>Weights and Measures</b>		
A		"Amp"
cal		"Calorie"
cd		"Candela"
FM	Frequency modulation	"Eff-Em"
Hz	Hertz	Like "Hurts"
J	Joule	"Joule"
Kw	kilowatt	"Kilowatt" Accept either "KILL-uh-watt" OR "kee-lo-watt"
lb	pound	"Pound"
N	Newton	"Newton"
Ω	Ohm	"Ohm"
oz	ounce	"Ounce"
Pa	Pascal	"Pascal"
V	volt	"Volt"
W	watt	"Watt"
<b>Metric Measurement</b>		
cm	centimeter	"Centimeter"
cm <sup>3</sup> or cc	cubic centimeter	"Cubic centimeter"
g	gram	"Gram"

ha	hectare	"Hectare"
kg	kilogram	"Kilogram" (KILL-uh-gram)
km	kilometer	"Kilometer" (Kill-AH-muh-ter)
l	liter	"Liter"
m	meter	"Meter"
μ	micron	"Micron"
mg	milligram	"Milligram"
ml	milliliter	"Milliliter"
mm	millimeter	"Millimeter"
mm <sup>3</sup>	cubic millimeter	"Cubic millimeter"
nm	nanometer	"Nanometer"
<a href="#">Wikipedia Metric Prefixes</a>		
<b>Temperature</b>		
°C		"Degrees Celsius" (NOT Centigrade)
°F		"Degrees Fahrenheit"
K		"Kelvin [no degrees]"
<b>Roman Numerals</b>		
I		"Roman one"
II		"Roman two"
III		"Roman three"
IV		"Roman four"
V		"Roman five"
VI		"Roman six"
VII		"Roman seven"
VIII		"Roman eight"
IX		"Roman nine"
X		"Roman ten"
XI		"Roman eleven"
XII		"Roman twelve"
XIII		"Roman thirteen"
XIV		"Roman fourteen"
XV		"Roman fifteen"
XX		"Roman twenty"
XXI		"Roman twenty-one"
XXV		"Roman twenty-five"
XXX		"Roman thirty"
XL		"Roman forty"

L LX C CC CD D CM M. $\bar{I}$ , or $\text{M}$ $\bar{V}$ or $\text{D}$ $\bar{X}$ or $\text{M}$ $\bar{C}$	"Roman fifty" "Roman sixty" "Roman one hundred" "Roman two hundred" "Roman four hundred" "Roman five hundred" "Roman nine hundred" "Roman one thousand" "Roman five thousand" "Roman ten thousand" "Roman one hundred thousand"
<b>Mathematical Symbols</b>	
$\neq$	"Not equal to"
$\therefore$	"Therefore"
$<$	"Less than" or depending on context "left angle bracket"
$>$	"Greater than" or depending on context "right angle bracket"
$\sigma$	"Standard deviation"
'	Depending on context: In math we have various uses including: feet (linear measurement) or minutes of arc (angular) or prime (pure numbers)
"	Depending on context: In math we have various uses including: inches (linear measurement) or seconds (angular) or double prime (number)
$\propto$	"Proportional to"
{ } braces	Depending on context, in math we refer to material inside the braces as "the quantity", but at times these can be called out as "left brace" or "right brace" , please refer to the <a href="#">Math Guidelines</a> for more information.
[ ] brackets	Depending on context, in math we refer to material inside the brackets as "the quantity", but at times these can be called out as "left bracket" or "right bracket" , please refer to the <a href="#">Math Guidelines</a> for more information.
$^\circ$ degree mark	"Degree" or "Degrees"

...	ellipsis, and continuing	In Math we use "dot, dot, dot" to show the continuation of a sequence. Please note this is a different context than other reading subjects. Please review the <a href="#">Conventions WIKI</a> for guide on general usage.
!	factorial	"factorial product"
$\infty$	infinity	"Infinity"
$\int$	integral	"Integral"
$\ln(y)$		"El n of Y"
$\log_x y$		"log base X Y"
( )	parentheses	Depending on context, in math we refer to material inside the parentheses as "the quantity", please refer to the <a href="#">Math Guidelines</a> for more information.
$\pm$	plus or minus	"Plus or minus"
+	plus	Depending on context, however in math stated as "plus". Check on context in Science texts, as "Positive" can be used if you are discussing "charge" or temperature.
$\Sigma$	Sigma	"Sum" or "Summation of"

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