

Section 10: Contractions

Approved July 12, 2022

10.9 Shortforms

⠠⠠⠠	about	⠠⠠⠠⠠	above
⠠⠠⠠	according	⠠⠠⠠⠠	across
⠠⠠⠠	after	⠠⠠⠠⠠	afternoon
⠠⠠⠠⠠	afterward	⠠⠠⠠	again
⠠⠠⠠⠠	against	⠠⠠⠠	also
⠠⠠⠠⠠	almost	⠠⠠⠠⠠	already
⠠⠠⠠⠠	altogether	⠠⠠⠠⠠	although
⠠⠠⠠⠠	always	⠠⠠⠠	blind
⠠⠠⠠⠠	braille	⠠⠠⠠	could
⠠⠠⠠⠠	declare	⠠⠠⠠⠠⠠	declaring
⠠⠠⠠⠠	deceive	⠠⠠⠠⠠⠠	deceiving
⠠⠠⠠	either	⠠⠠⠠	friend
⠠⠠⠠	first	⠠⠠⠠	good
⠠⠠⠠⠠	great	⠠⠠⠠	him
⠠⠠⠠⠠	himself	⠠⠠⠠⠠	herself
⠠⠠⠠⠠	immediate	⠠⠠⠠	little
⠠⠠⠠	letter	⠠⠠⠠⠠	myself
⠠⠠⠠	much	⠠⠠⠠	must
⠠⠠⠠⠠	necessary	⠠⠠⠠⠠	neither

⠠⠏⠠⠢	paid	⠠⠏⠠⠑⠠⠑⠠⠑	perceive
⠠⠏⠠⠑⠠⠑⠠⠑⠠⠑	perceiving	⠠⠏⠠⠑⠠⠑	perhaps
⠠⠑⠠⠑	quick	⠠⠑⠠⠑⠠⠑	receive
⠠⠑⠠⠑⠠⠑⠠⠑	receiving	⠠⠑⠠⠑⠠⠑	rejoice
⠠⠑⠠⠑⠠⠑⠠⠑	rejoicing	⠠⠑⠠⠑	said
⠠⠑⠠⠑	such	⠠⠑⠠⠑	today
⠠⠑⠠⠑⠠⠑	together	⠠⠑⠠⠑	tomorrow
⠠⠑⠠⠑	tonight	⠠⠑⠠⠑	itself
⠠⠑⠠⠑	its	⠠⠑⠠⠑	your
⠠⠑⠠⠑⠠⠑	yourself	⠠⠑⠠⠑⠠⠑⠠⠑	yourselves
⠠⠑⠠⠑⠠⠑⠠⠑	themselves	⠠⠑⠠⠑	children
⠠⠑⠠⠑	should	⠠⠑⠠⠑⠠⠑	thymself
⠠⠑⠠⠑⠠⠑⠠⠑	ourselves	⠠⠑⠠⠑	would
⠠⠑⠠⠑	because	⠠⠑⠠⠑	before
⠠⠑⠠⠑	behind	⠠⠑⠠⠑	below
⠠⠑⠠⠑	beneath	⠠⠑⠠⠑	beside
⠠⠑⠠⠑	between	⠠⠑⠠⠑	beyond
⠠⠑⠠⠑⠠⠑	conceive	⠠⠑⠠⠑⠠⠑⠠⠑	conceiving
⠠⠑⠠⠑⠠⠑	oneself		

Shortforms as words

- 10.9.1 Use the shortform whenever the word it represents is “standing alone”, regardless of meaning or pronunciation, and regardless of whether the word is used as an ordinary word or as a proper name.

Refer to: Section 2.6, Terminology and General Rules, for the definition of “standing alone”.

But:

[Shortforms are not used in the following examples because the words they represent are not “standing alone”.]

littler ⠠⠠⠠⠠⠠⠠⠠⠠

print/braille ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

urnecessary ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

www.afterschool.gov ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

[These words are not included on the Shortforms List pursuant to rules 3–5 of the Rules for List Construction in Appendix 1.]

aftereffect ⠠⠠⠠⠠⠠⠠⠠⠠⠠

afterimage ⠠⠠⠠⠠⠠⠠⠠⠠⠠

blinded ⠠⠠⠠⠠⠠⠠

blinding ⠠⠠⠠⠠⠠⠠

befriended ⠠⠠⠠⠠⠠⠠⠠⠠

friendly ⠠⠠⠠⠠⠠⠠⠠

abouts ⠠⠠⠠⠠⠠⠠

acrosses ⠠⠠⠠⠠⠠⠠⠠⠠

again ⠠⠠⠠⠠⠠⠠

almosts ⠠⠠⠠⠠⠠⠠⠠

hims ⠠⠠⠠⠠⠠

hereinbefore ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

hereinbelow ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ inbetween ⠠⠠⠠⠠⠠⠠⠠⠠

misconceived ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

[These words are not on the Shortforms List, and use of the shortforms they would contain is not allowed under Section 10.9.3.]

“couldx” ⠠⠠⠠⠠⠠⠠⠠⠠

Himalayas ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

Suchet ⠠⠠⠠⠠⠠⠠⠠

Yourcenar ⠠⠠⠠⠠⠠⠠⠠⠠

(b) The longer word meets the provisions of Section 10.9.3.

Examples:

DeafBlind ⠠⠠⠠⠠⠠⠠⠠⠠

GREATgreatGrandChildren

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

BrailleResumés ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

LetterWriter ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

QuickTime ⠠⠠⠠⠠⠠⠠⠠

But:

PenFriend ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

FirstAmerica ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

ABOUTface! ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

AfterHours ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

Super*Braille* ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

GreatGrandChild ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

Adding "s" or apostrophe "s" to shortform words or longer words containing shortforms

- 10.9.5 When the letter "s" or apostrophe "s" is added to the end of any shortform word; longer word appearing on the Shortforms List, Appendix 1; or longer word which satisfies the provisions of Sections 10.9.3 or 10.9.4, use the shortform provided the word is "standing alone". There are three exceptions to this rule:

abouts ⠠⠠⠠⠠⠠⠠⠠ almosts ⠠⠠⠠⠠⠠⠠⠠

10.9.7 Use a grade 1 symbol indicator before a letters-sequence which is "standing alone" and would otherwise be read as a shortform word under the rules of Sections 10.9.1 or 10.9.5.

Examples:

ab initio ⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠

et al— ⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠

Alt.: 3000 ft. ⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠

"Hm, is this AI's CD?"

⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

spelled "ei" or "ie"?

⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠

gd Inch. TM sd yu shd meet me b4 yr mtg 2 read lr. wl b qk.

l8r.

⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠ ⠠⠠⠠⠠ ⠠⠠⠠⠠⠠

⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠ ⠠⠠⠠⠠⠠

⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ [text
message]

10.9.8 Use a grade 1 symbol indicator before a letters-sequence at the beginning of a word, which would otherwise be read as a longer word containing a shortform under the rules of Sections 10.9.2 to 10.9.5.

Examples:

Bldv ⠠⠠⠠⠠⠠⠠⠠⠠⠠

LLC ⠠⠠⠠⠠⠠⠠⠠⠠⠠ [Limited Liability Company]

Grtsamada ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ [Vedic Poet]

But:

llama ⠠⠠⠠⠠⠠⠠

Llanelli ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

- 10.9.9 Use a grade 1 word indicator before a longer sequence when a letters-sequence not at the beginning of a word would otherwise be read as a shortform under the rules of Sections 10.9.2 to 10.9.5. No other contractions may be used within the longer sequence.

Examples:

Dobrljin ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ [town in Bosnia and
Herzegovina]

ozbrl ⠠⠠⠠⠠⠠⠠⠠ [Australian email list]

UNSD ⠠⠠⠠⠠⠠⠠⠠⠠ [United Nations Statistics Division]