# **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	<b>:</b> ::	today
•••••	together	•••	tomorrow
	tonight	•• ••	itself
••••	its	••••	your
••••	yourself		yourselves
	themselves	•••	children
•	should	•••	thyself
	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".

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Said would be much fun.

## But:

#### Shortforms as part of longer words

*Note:* Longer words as described in Sections 10.9.2 to 10.9.5 may be ordinary words, proper names and artificial or contrived words.

- 10.9.2 Use the shortform within a longer word provided that the longer word is "standing alone" and that the longer word:
  - (a) appears on the Shortforms List given in Appendix 1; OR
  - (b) satisfies the provisions of Section 10.9.3, 10.9.4 or 10.9.5.

Examples:

I am brailling the newsletters' headlines.

#### But:

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

```
littler :·····
```

```
print/braille
```

```
unnecessary
```

```
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.]

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

#### Words not appearing on the Shortforms List

- 10.9.3 Use any of the ten shortforms listed below within a longer word that is not on the Shortforms List, provided the word is "standing alone" and that any restrictions for the shortform are met.
  - (a) "braille" or "great": Use the shortform wherever it occurs.
  - (b) "children": Use the shortform provided that it is not followed by a vowel or "y".
  - (c) "blind", "first", "friend", "good", "letter", "little" or "quick": Use the shortform if it begins the word and is not followed by a vowel or "y".

#### Examples

Ms Letterkenny's Littleport home. Quicksburg, Virginia But: Blindoc .... www.braillex.com Goodacre Littlearm Letterewe Estate Mr Linkletter of Portlittle **Bisquick Pancake Mix** Ted Makegood of Goodena Quick*braille* 

# Longer words which have an interior capitals indicator or capitals terminator

- 10.9.4 Use the shortform within a longer word which contains an interior capitals indicator or capitals terminator other than within the shortform itself, provided that the longer word is "standing alone" and:
  - (a) The longer word including the interior capitals indicator or capitals terminator specifically appears on the Shortforms List; OR

(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* 

## 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 : : : : : :
```

Our boyfriends mustn't miss tomorrow's afterdinner speaker!

But:

## Avoiding confusion with shortforms

*Note:* Use the most appropriate of the following rules to avoid confusion if a letters-sequence would otherwise be read as a shortform under Sections 10.9.1 to 10.9.5.

10.9.6 Do not use a groupsign if its use creates a word which would otherwise be read as a shortform or longer word containing a shortform under the rules of Sections 10.9.1 to 10.9.5.

Examples:

Children's Hospital]

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

 ab initio

 et al 

 ``:`

 Alt.: 3000 ft.

 : :`:`

 ``:'

 ``Hm, is this Al's CD?"

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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.

 But:

 Ilama

 Ilama

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:

ozbrl ::::: :: [Australian email list]

UNSD ::...::: [United Nations Statistics Division]