## Section 10: Contractions

**Approved July 12, 2022**

### 10.9 Shortforms

<table>
<thead>
<tr>
<th>Shortform</th>
<th>Definition</th>
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<td>ac</td>
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<td>ag/</td>
<td>against</td>
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<td>deceive</td>
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<td>ei</td>
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<td>f</td>
<td>first</td>
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<td>gh</td>
<td>great</td>
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<td>hmf</td>
<td>himself</td>
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<td>imm</td>
<td>immediate</td>
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<td>l</td>
<td>letter</td>
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<td>m*</td>
<td>much</td>
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<td>nec</td>
<td>necessary</td>
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<tr>
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<td>above</td>
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<td>afternoon</td>
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<td>much</td>
<td>must</td>
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<tr>
<td>necessary</td>
<td>neither</td>
</tr>
</tbody>
</table>
Rules of UEB 10.9 Shortforms

| pd | paid   | perceive |
| pd | perceiving | perhaps |
| qk | quick   | receive  |
| rcv | receiving | rejoice |
| rcvg | rejoicing | said |
| qk | such    | today   |
| qk | together | tomorrow |
| qk | tonight | itself |
| qk | its      | your   |
| qk | yourself | yourselves |
| qk | ourselves | yourselves |
| qk | should | thyself |
| qk | would |
| qk | because | before |
| qk | behind | below |
| qk | beneath | beside |
| qk | between | beyond |
| qk | conceive | conceiving |
| qk | 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”.

Examples:
You should receive your letter tomorrow afternoon.

an about-face from the quick-witted go-between

“Good-bye, Miss Little-Smythe!”

According to him, neither Little Rock, Much Hadham nor Port Said would be much fun.

But:

to-night

above/below

PRINT/BRAILLE

friend@rogers.com

www.living.beyond.myself.org
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:*

aboveground  `aboveground`

Friendly Islands  `frly Islands`

godchildren  `god*i*`  goodafternoon  `goodaf*n`

LetterMen  `LtrMn`

Quicker Delivery  `qk dlvry`

repaid  `repd`

suchlike  `s*like`

Mr Letterman could’ve quickly rebrailled the Aftercare Newsletter.

`Mr Letterman cd've qkly rbrld`  `Aftercare Newsletter`

I am brailling the newsletters' headlines.

`I am braillng `newslrs'`  `h1dl9es4`
But:

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

littler \[\text{littel}\]

print/braille \[\text{print//braille}\]

unnecessary \[\text{unnecessary}\]

www.afterschool.gov \[\text{www.afterschool.gov}\]

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

aftereffect \[\text{after\_effect}\]

afterimage \[\text{after\_image}\]

blinded \[\text{blind}\]

blinding \[\text{blindx}\]

befriended \[\text{friend}\]

friendly \[\text{friendy}\]

abouts \[\text{across}\]

acrosses \[\text{acrosses}\]

againe \[\text{almost}\]

almosts \[\text{almosts}\]

hims \[\text{hims}\]

hereinbefore \[\text{here before}\]

hereinbelow \[\text{here below}\]

inbetween \[\text{between}\]

misconceived \[\text{misconceived}\]

[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” \[\text{couldx}\]

Himalayas \[\text{Himalayas}\]

Suchet \[\text{Suchet}\]

Yourcenar \[\text{Yourcenar}\]
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

Braillette board ブライレットボード
Marcillat-en-Combraille, France マルシラート・エン・コムブラル, フランス
Greatford Hall グレイトフォードホール
greatgreatgreatgrandchildren グレートグレートグレートグレートグランダンジュ
Greatorex グレイトオレックス
Blindcraft ブラインドクラフト
Blindheim ブラインドハイム
Firstchoice ファーストチョイス
Goodcafé グッドカフェ
“goodz” グッドズ
Mr Feelgreat from Goodge Street マー・フィールグレート・フロム・ゴードジ・ストリート
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

Quickbraille

**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  
SuperBraille  
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:

about   almosts
hims hims

Examples:
belowdecks belowdecks hereabouts hereabouts
GodChildren's GodChildren's
Our boyfriends mustn't miss tomorrow's afterdinner speaker!
Our boyfriends mustn't miss tomorrow's afterdinner speaker!

But:

friend(s) frien(d)s

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:
Herf gun herf gun [high energy radio frequency]
"mst" files mst files
SOMESCH RIVER somesch river

But:

www.sch.edu.au www.sch.edu.au [website for Sydney 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  

et al—

Alt.: 3000 ft.  

“Hm, is this Al's CD?”

spelled “ei” or “ie”?  

gd lnch. TM sd yu shd meet me b4 yr mtg 2 read lr. wl b qk. l8r.

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:

Blvd  

LLC  [Limited Liability Company]  

Grtsamada  [Vedic Poet]
But:

llama Llama Llanelli 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 Dobrljin [town in Bosnia and Herzegovina]

ozbrl ozbrl [Australian email list]

UNSD UNSD [United Nations Statistics Division]