



# NOTEMAKING



## Common Symbols and Abbreviations

These are only a handful of symbols and abbreviations that can be used for notes. If you use a word frequently, and it's not part of this list, you can always create your own symbol or abbreviation for it.

amt	amount
no. or #	number
vol	volume
max	maximum
min	minimum
temp	temperature

am	morning
pm	afternoon
sec.	second
hr	hour
wk	week
yr	year
C18 <sup>or</sup> 18 <sup>th</sup>	18 <sup>th</sup> century

sd	should
cd	could
wd	would
s/thing	something
u/stand	understand
rec'd	received
def	definition
vs.	versus

+ or &	and
e.g.	for example
etc	and so on
i.e.	that is
::	because
∴	therefore
incl	including
esp	especially
nb	note
w/o	without
re	about, regarding

≈	approximately
=	equal to
≠	not equal to
>	greater than
<	less than
↑	increased
↓	decreased
\$	money, cost
%	percent
→	results in, leads to

ref.	reference
fx	function
est.	established
cont.	continued
info	information
avail.	available
@	at

rev'n	revolution
inds	industry
Pop.	population
govt	government
sch	school
assoc.	association
dept.	department

chn	children
♀	Female, girl, woman
♂	Male, boy, man

p.	page
pp.	pages
ch	chapter

#### References

Monash University. (2007). *Common abbreviations*. Retrieved March 14, 2014, from <http://www.monash.edu.au/lls/llonline/listening/notetaking/5.xml>

Lee, I. (2013). Other abbreviations of time. *A research guide for students*. Retrieved April 11, 2014, from <http://www.aresearchguide.com/monthdayabb.html>

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