

# ABBREVIATIONS

**Abbreviations are useful to help the reader quickly read your text. However, you should avoid an excessive use of uncommon abbreviations.**

Commonly used abbreviations are, for instance, metric units. These are standardized by the International System of Units (SI) and therefore should be familiar to readers.

You should abbreviate longer terms that are repeated several times in your article. This helps the reader to go through your manuscript faster.

**Introduce the term using the full wording and place the abbreviation in brackets.** For subsequent uses only use the abbreviation.

*Abbreviations used in your abstract or in the title, will need to be defined again in the main body.*

## Examples

**First time:** The study was criticized for focusing on Western, educated, industrialized, rich and democratic (WEIRD) societies.

**Rest of the article:** Among criticisms, the focus on WEIRD societies was mentioned...

**First time:** The research was conducted at the University of Lagos (UNILAG).

**Rest of the article:** Many UNILAG students were surveyed for this research.

**First time:** We analyzed the results of the computational fluid dynamics (CFD) simulations to determine fluid flow and to detect cavitation in centrifugal pumps.

**Rest of the article:** CFD simulations are particularly accurate when researching...

## How to pluralize

If you want to pluralize an acronym you only have to add a lower-case s to the end.

**Incorrect:** *All the COO's were taken to court*

**Correct:** *All the COOs were taken to court.*

## Writing tip

If you have numerous abbreviations in your text, and they are all necessary, consider adding a list at the end of the document.

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