

APA Style Guidelines in Using Abbreviations

	Rule	Example	Exception
Units of measurement	Abbreviated when used with numerical values	'... weight in kilograms' 40 kg	
	No full stop after abbreviated unit	mm, Gb, kJ, lb, etc.	Put a full stop after abbreviating 'inch' (e.g., 12 in.) to avoid confusing it with 'in'.
Initialisms	No full stop or spaces between letters	WHO, IQ, DVD, HTML, MBA	Use full stop when using United States as an adjective (e.g., U.S. President, U.S. Navy).
Initials in proper names	Use full stop and spaces between letters	J. K. Rowling, J. F. Kennedy, George R. R. Martin	
Latin words	Use full stop	e.g., p.m., et al., etc.	
English words used in References	Use full stop	Vol., ed., Ed., No.	
Units of time	Same rules as other units of measurement	'... number of hours' 24 hr min, s, ms, ns	Do not abbreviate 'day', 'week', 'month' and 'year'.
Plural forms of abbreviated words	Add <i>s</i> (no apostrophe), and follow same rule as singular forms	DVDs, CDs, Eds., vols.	Do not add <i>s</i> to abbreviated units of measurements (e.g., 10 kg, 45 lb, 12 hr; NOT 10 kgs, 45 lbs, 12 hrs).

Reference

American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.