



NOTEMAKING

Common Symbols & 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
min	minimum
max	maximum
temp	temperature

≈	approximately
=	equal to
≠	not equal to
>	greater than
<	less than
↑	increased
↓	decreased
\$	dollars, money, cost
%	percent
→	results in, leads to
↗	does not lead to
↔	linked, connected
ea	each

am	morning
pm	afternoon
sec.	second
hr	hour
wk	week
yr	year
C18	18 th century

+ OR &	and
e.g.	for example
etc.	and so on
i.e.	that is
∴	because
∴	therefore
incl	including
b/w	between
esp	especially
NB OR *	note, remember
!	important
?	question, unknown
w/o	without
Ltd	limited
re	about OR regarding

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

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

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

ppl	people
chn	children
♀	female, girl, woman
♂	male, boy, man

p.	page
pp.	pages
ch	chapter
bk	book

Making your own abbreviations

Abbreviations are great for words you use frequently. Use these tips to create your own:

- Use the first few letters
- Skip the vowels
- Skip the full-stops in abbreviations e.g. W.A. becomes WA
- Don't bother abbreviating short words

References

Monash University. (2007). *Common abbreviations*.

<http://www.monash.edu.au/lls/llonline/listening/notetaking/5.xml>

Lee, I. (2013). *Other abbreviations of time. A research guide for students*.

<http://www.aresearchguide.com/monthdayabb.html>

Mastin K.M. (n.d.). *Common abbreviations used in notetaking*. <http://English-zone.com/members/teach/abbrvtn.pdf>

Miller-Wilson, K. (n.d.). *Most effective note-taking abbreviations and symbols*.

<https://abbreviations.yourdictionary.com/articles/most-effective-note-taking-abbreviations-and-symbols.html>

University of Adelaide. (2014). *Note-taking abbreviations*.

<https://www.adelaide.edu.au/writingcentre/sites/default/files/docs/learningguide-notetakingabbreviations.pdf>