Section 10: Contractions

Approved July 12, 2022

10.9 Shortforms

• :	about	• • •	above
• ••	according	• ••	across
• :•	after	• • • •	afternoon
• • • •	afterward	• ::	again
• • • •	against	• :	also
• • • •	almost	• : :-	already
• : :	altogether	• • •	although
• : •	always	::	blind
• • •	braille	••••	could
••••	declare	****	declaring
•••••	deceive	••••	deceiving
•••	either	:: :	friend
••••	first	:: *:	good
** ** **	great	•••	him
••••	himself	••••	herself
• • • •	immediate	::	little
: : ·	letter	• • •	myself
• •	much	•••	must
••••	necessary	: · · ·	neither

•••	paid	• • • • •	perceive
:::::::::::::::::::::::::::::::::::::::	perceiving	••••	perhaps
:: :	quick	••••	receive
	receiving	••••	rejoice
	rejoicing	: ::	said
:	such	:::	today
• • • •	together	:: :	tomorrow
	tonight	::	itself
	its	::-	your
••••	yourself		yourselves
	themselves	:::	children
•••	should	••••	thyself
•••••	ourselves	:: ::	would
: "	because	: :	before
: :-	behind	: :	below
: :	beneath	: :	beside
: :	between	: ::	beyond
•• ••	conceive		conceiving
• :• :•	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!"
(braille—first writing system for blind people)
: .:
According to him, neither Little Rock, Much Hadham nor Port
 Said would be much fun.
But:
to-night :: ...: ::
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

Friendly Islands

godchildren

goodafternoon

LetterMen

Quicker Delivery

suchlike

suchlike
```

Mr Letterman could've quickly rebrailled the AfterCare Newsletter.

I am brailling the newsletters' headlines.

But:

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

```
littler : :::: ::::
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.]
befriended : :::::::
              friendy ::::::
              abouts :::::
againe ...
              almosts ::::::
              hereinbefore .....
hims ···:
These words are not on the Shortforms List, and use of the
shortforms they would contain is not allowed under Section
10.9.3.]
Suchet .::.:
```

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 is it is it is it is it is it.

Marcillat-en-Combraille, France

Greatford Hall is it is it is it is it.

Greatgreatgreatgrandchildren is it is it is it.

Greatorex is it is it is it.

Blindcraft is it is it is it.

Firstchoice is it is it.

Goodcafé is it is it.

Mr Feelgreat from Goodge Street

Since is it.
```

```
Ms Letterkenny's Littleport home.
But:
www.braillex.com
Littlearm .: ·::: ·:::
Mr Linkletter of Portlittle
Bisquick Pancake Mix
Ted Makegood of Goodena
```

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.

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:

```
abouts almosts almosts
```

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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:

Use a grade 1 symbol indicator before a letters-sequence which 10.9.7 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:

```
et al— :: : : ...
"Hm, is this Al's CD?"
spelled "ei" or "ie"?
gd Inch. TM sd yu shd meet me b4 yr mtg 2 read Ir. wl b gk.
 18r.
```

Use a grade 1 symbol indicator before a letters-sequence at the 10.9.8 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:

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 :: . **: :: :: :: [town in Bosnia and Herzegovina]

ozbrl :::: :: [Australian email list]

UNSD ::...: [United Nations Statistics Division]