

AN ADAPTATION OF:

MILITARY STANDARD

MIL. STD-12

ABBREVIATIONS FOR USE ON SOFTWARE  
REQUIREMENTS SPECIFICATIONS,  
DATA SPECIFICATIONS STANDARDS, DATABASES,  
SOFTWARE COMPONENTS, AND OTHER TECHNICAL  
DOCUMENTATION

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### ABBREVIATIONS FOR USE ON SOFTWARE REQUIREMENTS SPECIFICATIONS, DATA SPECIFICATIONS STANDARDS, DATABASES, SOFTWARE COMPONENTS, AND OTHER TECHNICAL DOCUMENTATION

#### 1. SCOPE

- 1.1. Scope. The terms and abbreviations in this standard are limited to those commonly used in software requirements specifications, data specifications standards, databases, software components, and other technical documentation.
- 1.2. Application. This standard provides a list of abbreviations authorized for the use on all data, software, and technical documentation.
- 1.3. Short Words. Abbreviations of words having five (5) or fewer letters are usually not abbreviated except those established by longstanding practice such as Class Words.
- 1.4. Combining Words. Where the abbreviations of different words are the same, and to be combined in the same data name. The second word abbreviation should be changed. In the case of Class Words, the abbreviation for the class word shall remain unchanged, and the subject or modifier changes.

#### 2. SUPPORTING DOCUMENT SOURCES

ANSI	American National Standards Institute
ASTM	American Society for Testing and Materials
IEEE	The Institute of Electrical and Electronics Engineers, Inc.

#### 3. DEFINITIONS

- 3.1. Abbreviations. An abbreviation is a shortened form or abridgement of a word, expression or phrase used to conserve space and time.

#### 4. GENERAL REQUIREMENTS

- 4.1. Clarity. Abbreviations shall be used only when their meanings are unquestionably clear to the intended reader. *When In Doubt, Spell It Out.* Abbreviations that are not in common use and are to be used frequently in a document or where there is doubt that the reader will understand their meanings, should be clarified when first used. This is done by spelling out the word or complete phrase followed by the abbreviation in parentheses.

- 4.2. Word Combinations. Portions of an abbreviation for a word combination shall not be separated for single use. Single abbreviations may be combined when necessary if there is no existing abbreviation for the combination.
- 4.3. Syntax. The same abbreviation should be used for all tenses of the word. (i.e., the possessive case, participle endings, singular or plural, and the noun and modifying forms of a word/term.)
- 4.4. Capitalization. Abbreviations, as well as full words and terms, in data element names should be mix-case capitalized (e.g., Tax\_Payer\_Last\_Nm or TaxPayerLastNm). Abbreviations in technical documents should be capitalized according to standard English language rules.
- 4.5. Punctuation. Punctuation marks shall not be used in data naming except for the underscore (e.g., \_).
- 4.6. Symbols. Symbols shall not be used in data naming.