

Fall 1991

General Rules of Style: Abbreviations

Follow this and additional works at: <https://ir.law.fsu.edu/lr>



Part of the [Legal Writing and Research Commons](#)

Recommended Citation

General Rules of Style: Abbreviations, 19 Fla. St. U. L. Rev. 533 (1991) .
<https://ir.law.fsu.edu/lr/vol19/iss2/13>

This Article is brought to you for free and open access by Scholarship Repository. It has been accepted for inclusion in Florida State University Law Review by an authorized editor of Scholarship Repository. For more information, please contact efarrell@law.fsu.edu.

Word	Example
Speaker	
State	The State's position

2. ABBREVIATIONS

2.1 IN TEXT

Generally, do not abbreviate anything in the text or in a textual discussion in footnotes, except case names as provided by *Bluebook* Rule 10.2.1, and state agencies as provided in Rule 2.1.1 below.

The United States Supreme Court declined to rule on the constitutionality of punitive damages in *Aetna Life Insurance Co. v. Lavoie*.

Jack Overstreet, Staff Director of the House Committee on Governmental Operations, told the Chairman of the Senate Committee on Appropriations that the funding for House Bill 1288 should be as approved by the House.

1. Representative Hector, in explaining the development of the bill, told the House Committee on Governmental Operations that similar acts of Missouri, Texas, Oregon, and Massachusetts were considered by the Subcommittee on Administrative Procedures.

2.1.1 State Agencies

The following acronyms for certain state agencies and divisions may be used on second reference either in the text or in a textual discussion in the footnotes. The acronym should be identified after the first reference to the full title.

The public education campaign launched by the Department of Health and Rehabilitative Services (HRS) in 1988 educated elderly Floridians about services available to them.

Note that some of the acronyms are used by more than one agency. If two or more agencies with the same acronym are mentioned in the same article, do not use the acronym.

Agency	Text Abbreviation
Department of Administration	DOA
Department of Agriculture & Consumer Services	DACS

Agency	Text Abbreviation
Department of Banking & Finance	DBF
Department of Business Regulation	DBR
Department of Citrus	DOC
Department of Commerce	DOC
Department of Community Affairs	DCA
Department of Corrections	DOC
Department of Education	DOE
Department of Elder Affairs	DEA
Department of Environmental Regulation	DER
Department of General Services	DGS
Department of Health and Rehabilitative Services	HRS
Department of Highway Safety & Motor Vehicles	DHSMV
Department of Insurance	DOI
Department of Labor & Employment Security	DLES
Department of Law Enforcement	DLE
Department of Legal Affairs	DLA
Department of the Lottery	DOL
Department of Military Affairs	DMA
Department of Natural Resources	DNR
Department of Professional Regulation	DPR
Department of Revenue	DOR
Department of State	DOS
Department of Transportation	DOT
Department of Veterans' Affairs	DVA
Division of Administrative Hearings	DOAH
Game & Fresh Water Fish Commission	GFWFC
Health Care Cost Containment Board	HCCCB
Parole Commission	PC
Public Employees Relations Commission	PERC
Public Service Commission	PSC
State Board of Administration	BOA
State Board of Education	BOE
State Board of Regents	BOR

2.2 IN FOOTNOTES

The following abbreviations shall be used in citation sentences *only*, including any parentheticals in the citation sentence. In textual discus-

sions in footnotes, as in regular text, do not use these abbreviations. Otherwise follow *Bluebook* Rule 10.2.2.

2.2.1 General

Word	Abbreviation
annual	ann.
assistant	ass't
attorney	att'y
Attorney General	Att'y Gen.
chapter	ch.
Commission	Comm'n
Committee	Comm.
Constitution	Const.
Democrat	Dem.
Director	Dir.
Executive	Exec.
Florida	Fla.
Florida Supreme Court	Fla. Sup. Ct.
footnote	n. (when citing a particular footnote, e.g., n.7) note (when cross referencing, e.g., <i>supra</i> note 7)
Fort	Ft. (when used as a part of a city's name)
Governor	Gov.
Governor's	Gov.'s
Honorable	Hon.
House of Representatives	H.R.
legislative	legis.
Legislature	Legis.
Lieutenant Governor	Lt. Gov.
President	Pres.
report	rep.
Representative	Rep.
Republican	Repub.
Saint	St.
section	§
Senate	S.
Senator	Sen.
Statutes	Stat.
Subcommittee	Subcomm.

2.2.2 Legislative Committees

Senate Committees

Agriculture
 Appropriations
 Commerce
 Community Affairs
 Corrections, Probation & Parole
 Criminal Justice
 Education
 Executive Business, Ethics &
 Elections
 Finance, Taxation & Claims
 Governmental Operations
 Health & Rehabilitative Services
 Health & Rehabilitative Services
 Reorganization
 International Trade, Economic
 Development & Tourism
 Judiciary
 Natural Resources &
 Conservation
 Personnel, Retirement &
 Collective Bargaining
 Professional Regulation
 Reapportionment
 Rules & Calendar
 Transportation

Abbreviations

Agric.
 Approp.
 Com.
 Comm'y Aff.
 Correct., Probat. & Parole
 Crim. Just.
 Educ.

 Exec. Bus., Ethics & Elect.
 Fin., Tax'n & Claims
 Govtl. Ops.
 HRS

 HRS Reorg.
 Int'l Trade, Econ. Dev. &
 Tourism
 Judiciary

 Nat. Resources & Conser.

 Pers'l, Ret. & Coll. Barg.
 Prof. Reg.
 Reapp.
 Rules & Calen.
 Transp.

House Committees

Agriculture
 Appropriations
 Claims
 Commerce
 Community Affairs
 Corrections
 Criminal Justice
 Employee & Management
 Relations
 Ethics & Elections
 Finance & Taxation
 Governmental Operations
 Health & Rehabilitative Services

Abbreviations

Agric.
 Approp.
 Cl.
 Com.
 Comm'y Aff.
 Correct.
 Crim. Just.

 Empl. & Mgmt. Rel.
 Ethics & Elect.
 Fin. & Tax'n
 Govtl. Ops.
 HRS

House Committees

Health Care
 House Administration
 Insurance
 Judiciary
 Natural Resources
 Postsecondary Education
 Public Schools
 Reapportionment
 Regulated Industries
 Regulated Services &
 Technology
 Regulatory Reform
 Rules & Calendar
 Tourism, Hospitality &
 Economic Development
 Transportation
 Veterans & Military Affairs &
 Emergency Preparedness
 Vocational/Technical Education

**Joint Committees
(see also Rule 3.4)**

Administrative Procedures
 Advisory Council on
 Environmental Education
 Advisory Council on
 Intergovernmental Relations
 Legislative Auditing
 Legislative Information
 Technology Resource
 Legislative Management

2.2.3 Legislation

House Bill
 Senate Bill
 Committee Substitute for Senate
 Bill
 Committee Substitute for
 Committee Substitute for
 Senate Bill

Abbreviations

Health Care
 H. Admin.
 Ins.
 Judiciary
 Nat. Resources
 Postsec. Educ.
 Pub. Schs.
 Reapp.
 Reg'd Indus.

 Reg'd Servs. & Tech'y
 Reg'y Reform
 Rules & Calen.

 Tourism, Hosp'y & Econ. Dev.
 Transp.
 Vet. & Mil. Aff. & Emerg.
 Prep.
 Voc./Tech. Educ.

Abbreviations

Jt. Admin. Procs. Comm.
 Jt. Advis. Council on Env'tl.
 Educ.
 Jt. Advis. Council on
 Intergovtl. Rel.
 Jt. Legis. Audit. Comm.
 Jt. Legis. Info. Tech'y Resource
 Comm.
 Jt. Legis. Mgmt. Comm.

HB
 SB

 CS for SB

 CS for CS for SB

House Committee Substitute for Senate Bill	HCS for SB
Senate Committee Substitute for House Bill	SCS for HB
House Joint Resolution	HJR
Senate Joint Resolution	SJR
House Concurrent Resolution	HCR
Senate Concurrent Resolution	SCR
Proposed Committee Bill	PCB
Proposed Committee Substitute	PCS

2.2.4 State Agencies

The following abbreviations shall be used in citation sentences *only*, not in text or textual sentences in footnotes. However, do not abbreviate the first word of the name of a party in a citation. *See Bluebook* Rule 10.2.2.

Agency	Citation Abbreviation
Department of Administration	Dep't of Admin.
Department of Agriculture & Consumer Services	Dep't of Agric. & Consumer Servs.
Department of Banking & Finance	Dep't of Bank. & Fin.
Department of Business Regulation	Dep't of Bus. Reg.
Department of Citrus	Dep't of Citrus
Department of Commerce	Dep't of Com.
Department of Community Affairs	Dep't of Comm'y Aff.
Department of Corrections	Dep't of Correct.
Department of Education	Dep't of Educ.
Department of Elder Affairs	Dep't of Elder Aff.
Department of Environmental Regulation	Dep't of Env'tl. Reg.
Department of General Services	Dep't of Gen. Servs.
Department of Health & Rehabilitative Services	Dep't of HRS
Department of Highway Safety & Motor Vehicles	Dep't of High. Saf. & Motor Veh.
Department of Insurance	Dep't of Ins.
Department of Labor & Employment Security	Dep't of Labor & Employ. Sec.

Agency	Citation Abbreviation
Department of Law Enforcement	Dep't of Law. Enforce.
Department of Legal Affairs	Dep't of Legal Aff.
Department of the Lottery	Dep't of Lott.
Department of Military Affairs	Dep't of Mil. Aff.
Department of Professional Regulation	Dep't of Prof. Reg.
Department of Revenue	Dep't of Rev.
Department of State	Dep't of State
Department of Transportation	Dep't of Transp.
Department of Veterans' Affairs	Dep't of Vet. Aff.
Division of Administrative Hearings	Div. of Admin. Hearings
Game & Fresh Water Fish Commission	Game & Fresh Water Fish Comm'n
Health Care Cost Containment Board	Health Care Cost Contain. Bd.
Parole Commission	Parole Comm'n
Public Employees Relations Commission	Pub. Empls. Rels. Comm'n
Public Service Commission	Pub. Serv. Comm'n
State Board of Administration	State Bd. of Admin.
State Board of Education	State Bd. of Educ.
State Board of Regents	State Bd. of Regents

2.2.5 Rules

(a) Rules of court

FLA. PROBATE RULE 5.010
FLA. R. CIV. P. 1.180
FLA. R. CRIM. P. 3.850
FLA. R. PRACTICE P. TRAF. CT. 6.010
FLA. R. SUMM. P. 7.070
FLA. R. JUD. ADMIN. 2.085
FLA. R. JUV. P. 8.070
FLA. R. APP. P. 9.100
FLA. SMALL CLAIMS RULE 7.010
FLA. W.C.R.P. 8(b)
FLA. BAR CODE JUD. CONDUCT, CANON 5B
FLA. BAR CODE PROF. RESP. D.R. 1-101(A)
FLA. BAR R. PROF. CONDUCT 4-1.11(a)

FLA. BAR FOUND. BY-LAWS, art. 2.18(b)
 FLA. BAR FOUND. ART. OF INC., art. 3.4
 FLA. BAR R. DISC. 3-5.1
 FLA. BD. BAR EXAM. RULE III
 FLA. JUD. QUAL. COMM'N RULE 9
 FLA. STD. JURY INSTR. (CIV.) 6.4(c)
 FLA. STD. JURY INSTR. (CRIM.) 2.10(a)
 FLA. SUP. CT. BAR ADMISS. RULE, art. III

(b) Legislative Rules

FLA. H.R. RULE 1.6
 FLA. S. RULE 4.6

BASIC CITATION FORMS

3. LEGISLATIVE MATERIALS

TYPEFACE OF LEGISLATIVE MATERIALS

Whether the footnote citation of a legislative material appears in ordinary roman type or in large and small capital letters will depend upon the exact material being cited. Generally, published official legislative materials appear in large and small capital letters, while unpublished or unofficial materials (e.g., computer printouts, unofficial staff analyses, tape recordings, and transcripts) appear in ordinary roman type.

1. FLA. S. JOUR. 1397-98 (Reg. Sess. 1990).
2. Staff of Fla. S. Comm. on Com., CS for SB 1 (1985) Staff Analysis 2 (final June 10, 1985) (on file with comm.).
3. STAFF OF FLA. S. COMM. ON FIN., TAX'N & CLAIMS, HISTORY OF FLORIDA TAX STUDY COMMISSIONS 1911-1988, at 3 (1988) (available at Fla. Dep't of State, Div. of Archives, Tallahassee, Fla.)
4. Fla. H.R. Comm. on Govtl. Ops., Subcomm. on Governmental Effectiveness, unpaginated draft transcript of proceedings (Feb. 20, 1991) (on file with comm.).

3.1 FLORIDA LEGISLATIVE JOURNALS

3.1.1 In Text

Both the House and the Senate publish an official journal for each day that each house is in formal session. Specific references to the House or Senate journals should be italicized.