

i.e., id est (that is)
ill., illus., illust., illustrated
imp., impf., imperfect
in., inch(es)
inc., including, incomplete
inf., information
ins., insurance
Inst., Institute
instr., instructor, instrument
introd., introduction
inv., invoice
invt., inventory
IOU., I.O.U., I owe you
irreg., irregular

Jan., January
jct., jctn., junction
jour., journal
Jr., jr., junior
Jul., July

k., kilo-(thousand)
kilo., kilogram, kilometer
kt., carat
kw., kilowatt(s)

l., line (pl., ll.)
lab., laboratory
L/C., letter of credit
Lt., Lieut., Lieutenant
Ltd., limited

M., mas., masc, masculine
m., min., minute(s)
M.A., Master of Arts
Maj., Major
Mar., March
math., mathematics
max., maximum

mdse., merchandise
memo., mem., memorandum
mfg., manufacturing
mg., mgm., miligram(s)
Mgr., mgr., manager
min., minute(s), minimum
misc., miscellaneous
M.O., m.o. money order
mo., month(s)
Mon., Monday
Mr., Mister (pl., Messrs.)
Ms., MS., sm., manuscript
Mt., mt., mount, mountain
mtge., mortgage

N.N., n., north, northern
nat., natural
natt., national
N.B., n.b., nota bene (mark well)
neg., negative
No., no., number

o/c., overcharge
Oct., October
O.K., all correct
opp., opposite
oz., ounce (pl. ozs.)

p., page (pl., pp.)
P and L., profit and loss
pat., patent
pc., piece, price(s)
pd., paid
Ph.D., Philosophiae Doctor
(Doctor of Philosophy)
P.M., p.m., post meridiem
(afternoon)
P.O., Post Office
prés., present, presidency

