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However, we are always looking for dedicated and intelligent people to join our team. So, if you think it fits the role, we would like to hear from you. Our talented publishers are the lifeblood of our company. And while our team includes individuals of all kinds of background, we are united by a love for writing and editing. So, if you are passionate about language and love help people improve their written work, fit well to Proofed! Learn more about the benefits of working with us below. In academic writing, you may need to use acronyms and initialisms. However, these are easy to abuse, especially when it introduces them into an essay. So, how do you use exactly acronyms and initialisms in academic writing? And how to avoid using them incorrectly? Let’s take a look. What’s an Acronym? Acronyms and initialisms are abbreviations formed by the first letters of words in a sentence or the name of an organization: Acronyms are pronounced as a word (e.g. UNICEF). Each letter in an initialism is pronounced separately (e.g. BBC). We use these abbreviations instead of the complete terminology to save space or avoid repetitions. For example, UNESCO is much shorter than the United Nations Education, Science and Culture Organization. People sometimes think that there is no need to introduce a known acronym or initialism. However, since many have more than one meaning, this can be confused (such as the World Wildlife Fund and the World Wrestling Federation have demonstrated for many years). Similarly, even if you are familiar with an acronym, other people may not be, especially if it is specific to your subject. As such, you should make the effort to define acronyms clearly when introducing them. An essay, How to introduce acronyms and primays when writing an essay, you must assume that the public will not understand the abbreviations that are used unless it has been said otherwise. The first time that one, write the complete terminology with the acronym/initial in parentheses after, so: The United Nations Educational, Scientific and Cultural Organization (UNESCO) was established for the first time... You can then continue to refer to it as “UNESCO” during your essay. The only exception here is when the acronym/initial is more common than the real name. Most people know the parcel delivery company United Parcel Service, for example, as UPS. In cases like this, sometimes you can give the abbreviated version first and full terminology in parentheses: The delivery company UPS (United Parcel Service) is known for its... After introducing the term like this, you can use the abbreviated version throughout the rest of your essay. Capitalizing Acronyms and Initialisms (i.e. abbreviations pronounced by letter) are almost always written in every chapter (e.g. BBC, FBI, WWF). There are some exceptions to this, such as when ‘transport to London’ is abbreviated to ‘TfL’. In most cases, however, you need to capitalize every letter in an initialism. This varies a bit more for acronyms (i.e. abbreviations pronounced as a single word). Some English-style guides only recommend capitalizing on the first letter of these terms (e.g. Unesco or Unicef). If you are using a style guide, then it is worth checking it out for tips on how to write acronyms. Otherwise, this is simply a matter of preference (just make sure you use a consistent capitalization style while writing). Also, there are some common words that began as acronyms. These include “radar” (patent for “radio detection and range”) and “laser” (patent for “light amplification by means of stimulated radiation emission”). However, most people don’t even realize that these words were originally abbreviations, and are always written in lower case letters. Be sure to check the first degree of the acronym! Many people modify and restructure their essays at the last minute. This way, they may accidentally use an acronym somewhere before they defined it in the first draft, making it harder to understand. To avoid this, however, you can use the “Finance” feature in MS Word. Open the search bar in MS Word (for example, press Ctrl+F in Word for Windows). Type the initialism you want to check in the search bar. Find the first use in the document. If the first use of each abbreviation comes with the complete terminology, all is well. Otherwise, find the place you defined it and move the complete terminology. Creating a List of Abbreviations If your work contains a large number of acronyms, you may want to create a list of abbreviations. Typically, this is a list at the beginning of Document that defines all initialisms, acronyms and other abbreviations. The reader can then check this list if they need to know the meaning of abbreviation. This can be particularly useful in the longer documents, as it allows the reader to find where where where is used and defined for the first time. Punctuation Most acronyms and abbreviations are written without punctuation, as shown in the examples above. However, it is common to use full stops in lowercase abbreviations, such as âa.m.â, âp.m.â, âe.eâ. And some style guides (mostly those that focus on American English) recommend using a full stop between the letters in short initials, such as ‘U.S.A.’ and ‘U.K.’ Unless you are using a style guide that suggests adding periods to certain abbreviations, this is usually a matter of preference. But make sure you apply a consistent style! For example, one of the following would be acceptable: He was born in the United Kingdom, but now lives in the United States. â Was born in the United Kingdom, but now lives in the United States. â But mixing these punctuation styles would be wrong: He was born in the United Kingdom, but now lives in the United States. â Make sure you think about how to punctuation abbreviate them in your handwriting. Expert Testing Services The rules for using acronyms may vary slightly. As such, if you use a style guide, you should check what it says about abbreviations and acronyms. Whatever style you are using, however, our expert editors can help! Make sure the writing is always error-free by having it checked with Proofed. Upload a free trial document today to learn more. Help for drivers over 65 years of age and overWELFARE: Taxi drivers and motorcycle taxi drivers over 65 years of age without social security member have until Nov 5 to apply in person to receive 10,000 baht in Covid-19 rescue. Government spokesman Thanakorn Wangboonkongchana said relief is being offered to taxi drivers and motorcycleists in 29 provinces that have been classified as “dangerous red zone”, most severely affected by the pandemic. Meanwhile, drivers working in 16 provinces that have been labeled “red zone” that are not covered by the Social Security Fund will be eligible to receive an output of 5000-baht, he said. The government spokesman said about 7,000 pilots have registered online so far. Payments will be made between Nov 8-26. New curls for fine dust emitters City Hall has issued a guideline for crematoria, sanctuaries and barbecue heaters to help reduce fine dust pollution in Bangkok, which tends to get worse during the cooling months. All 308 crematories in Bangkok were asked to keep their incinerators in good working order. Ceremonial paper coated with chemicals should not be placed inside the coffins together with the cremates. Also, no ceremonial newspaper should be burned at shrines during the New Year or Chinese New Year events. The added that barbeque restaurants, restaurants and street benches will be encouraged to use a smoke-free grill where possible. Police arrested two of the three men accused of raping a woman they hired to entertain them in a house in Sattahip District last week. Two men, identified by police only as Channarong Channarong Krissada, were arrested in the district, according to Pol Col Panda Damlek, head of the police of Sattahip. A third man still is still free. Channarong would have admitted that he and friends of him had taken on a 27-year-old woman for 400 baht to entertain them in a house in Tambon Bang Sarey. The woman said she was paid 150 baht at the time for the service. The men were drinking and taking illegal drugs when she arrived, the police said. Chiang Mai: seven young people suspected of belonging to a band of small thieves, were accused of attacking a group of teenagers and to have stolen their cell phones in the San Pa Tong district. The details of the seven robbers, including Patipan Simthiam, head of the band â«Hurricaneâ», were provided yesterday by the provincial police commissioner 5 Piya Tavichai. He said the band, whose members have an ages between 13 and 16, had operated along the roads linking Lamphun and Chiang Mai. A complaint from a teenage victim led to their arrest, he said. Pheu Thai swinging support in Isan policy: the opposition Pheu Thai Party is still popular in the north-east, although many voters are undecided whether to vote for the party in the upcoming general elections, revealed a survey by the National Institute of Development Administration. The survey was conducted between 18 and 20 October between 1,320 voters of age exceeding 18 years in the northeast to assess the popularity of Pheu Thai in the region. The North-East is a strong political basis for the party, successor of loose Thai Rak Thai and Palang Prachhon parties supported by the former Prime Minister Thaksin Shinawatra. When asked if they ever voted for Thai Rak Thai, Palang Prachachon or Pheu Thai in previous elections, most “â €™ 81.1% â €¢ â €¢” replied â €¢ œYou 12.65% responded â €¢No.â €¢ About 70% of those who said â €¢ â €¢ â €¢ “â €¢Yesâ €¢” voted Pheu Thai in the latest elections.

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