

## RECOMMENDATION ITU-R V.666-2\*

**Abbreviations and initials used in telecommunications**

(1986-1990-1993)

**Scope**

This Recommendation gives guidance on the use of abbreviations and initials in the texts of the ITU.

The ITU Radiocommunication Assembly,

*considering*

- a) the rapid increase in the number of abbreviations and initials used in the texts of the ITU;
- b) that it is sometimes difficult to find the precise meaning of an abbreviation or acronym appearing in a text of the ITU,

*recommends*

that, as far as the use of abbreviations in texts of the ITU is concerned, the following guidelines be taken into account:

- 1** Abbreviations should not be used in titles.
- 2** The use of abbreviations should be as far as possible limited to those in current use.
- 3** Within each technical area (corresponding to a Study Group or a Working Party) the meaning of the abbreviations currently in use, as well as the corresponding abbreviations in the other working languages, should be given in a Recommendation (or an Annex to a Recommendation on terminology).
- 4** The use of abbreviations specific to a text (or to a set of neighbouring texts) should be limited to cases when they make the text easier to read, i.e. when an abbreviation may be used a number of times in the same text, or is used in a table or a diagram.
- 5** In each text, the meaning of any abbreviation shall be given when this abbreviation is used for the first time; furthermore, the meaning of abbreviations used in a text should be recalled in an alphabetical list at the end of the text, or in the legend of tables or diagrams.
- 6** As far as possible, the same abbreviation should be used in the different working languages, in particular in the case of specific abbreviations quoted in § 4 above.
- 7** The use of abbreviations comprising less than three characters, which is the source of many confusions, should be avoided.
- 8** Appendix 1 gives a number of references to texts giving the meaning of abbreviations used in some particular areas.

NOTE 1 – A database of terms and abbreviations, called SANCHO, has been developed in ITU-T.

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\* This Recommendation was updated in 2003 and 2005 for editorial reasons only.

## Appendix 1

### References to lists of specific abbreviations

#### 1 Frequency and wavelength bands

See Recommendation ITU-R V.431.

#### 2 Alphabets, codes, routing codes and identities

See the relevant ITU-T Recommendations.

#### 3 Codes contained in the Radio Regulations

3.1 Designation of emissions: Article 2.

3.2 Q code and miscellaneous abbreviations: incorporated by reference in Recommendation ITU-R M.1172.

#### 4 Abbreviations used by the ITU for the names of countries

See the preface to the International Frequency List, Table I. (Different abbreviations have been approved by the International Organization for Standardization (ISO), see International Standard 3166.)

#### 5 Acronyms of international organizations involved in telecommunications

See the ITU "Global Directory", Section 2.

#### 6 Symbols and names for units

6.1 Recommendation ITU-R V.430 gives the sources to be used. This Recommendation refers to International Standards IEC 60024, ISO 31 and ISO 1000.

6.2 Recommendation ITU-R V.607: Terms and symbols for information quantities in telecommunications.

6.3 Recommendation ITU-R V.574: Use of the decibel and the neper in telecommunications.

6.4 Recommendation ITU-R V.665: Traffic intensity unit.

#### 7 Chemical symbols

See the table published by the International Union of Pure and Applied Chemistry (IUPAC).

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