

Industry Terms

A

A-flute	currently 33 flutes/linear foot x ~3/16 in. high; largest fluting
academic degrees	close up with periods (B.A., Ph.D.)
active alkali	AA; spell out first time
activity unit	U; spell out first time
actual cubic feet per minute	ACFM; use "actual ft ³ /min" first time
adsorbable organic halogens	AOX; spell out first time
air-dry, air-dried	use a.d. with numbers
air-dried metric ton	
air-dried ton	a.d. ton; 590 a.d. tons/day
kg/a.d. ton	
airfoil	
Aktiebolaget	use AB always
Aktiengesellschaft	use AG always
alkali cellulose	use AC after first time
alkenyl succinic anhydride	ASA; spell out first time
alkyl ketene dimer	AKD; spell out first time
alternating current	ac
American Chemical Society	ACS; spell out first time
American Forest & Paper Association	AF&PA
American Iron and Steel Institute	AISA; spell out first time
American National Standards Institute	ANSI; spell out first time
American Plywood Association	APA; spell out first time
American Pulpwood Association	APA; spell out first time
American Society for Testing and Materials	ASTM; spell out first time; Philadelphia
American Wire Gauge	use AWG after first time or with number
ampere	A
ampere-hour	A·h (center dot)
analytical reagent	AR; spell out first time
and/or	do not use; instead use "and...or both"
Angstrom	Å
anno domini	use A.D., as in A.D. 500
Annual Meeting	capitalize when referring to TAPPI's Annual Meeting
anthraquinone	use AQ after first time

antilogarithm	antilog
anti words	one word, unless word added to "anti" begins with "i" or a capital letter, then use hyphen
appendixes	preferred over appendices
a priori	italics
Aquapel®	trademark of Hercules, Inc.
Associação Brasileira Técnica de Celulose e Papel	ABTCP; Brazilian Technical Association of the Pulp and Paper Industry
Asociación de Técnicos de la Industria Papelera y Celu	ATIPCA (Argentine p&p technical assoc.)
Association	Assoc., capitalize when referring to TAPPI
Association of Independent	AICC; spell out on first reference Corrugators
ASTM method	ASTM D 4231
atmosphere(s)	atm
atomic weight	at. wt.
audiovisual	
Australian Newsprint Mills	ANM; spell out first time
autocovariance	ACV; process control
avenue	use Ave. for particular address; spellout otherwise
average	use abbreviation (avg.) only in tables

B

B-flute	currently 47 flutes/linear foot x ~3/32 in. high
Bacillus	italics; spell out first time
backgauge	
backpressure	
backstand	
backup	
barcode	
barefoot	one word (polymer term meaning virgin film with no additives)
barrel	bbf
baseline	
base sheet	two words; used interchangeably with basestock; basestock is preferred
basestock	
basis weight	g/m ² , not gsm; in the United States, the weight in pounds of a ream cut to a specified basic size; "grammage" is now preferred. See Table 4, "Grammage of paper," in <i>Dictionary of Paper</i> for conversions.
Baumé	accent over e; abbreviated: Bé; a measure of specific gravity
before Christ	B.C.; number first: 560 B.C.
best available control technology	BACT; spell out first time
best available	BAT; spell out first time

technology	
best practicable control technology	BPCT; spell out first time
biaxially oriented polypropylene	BOPP; spell out first time
billion electron volts	use gigaelectronvolts (GeV)
biochemical oxygen demand	always use BOD
board feet, million	Mbf; spell out first time
board feet, thousand	Kbf; spell out first time
Board of Directors	initial caps when referring to TAPPI's Board
boil-out	noun
boil out	verb
boiler wall gauge	BWG; spell out first time
boiling point	b.p.
Boise Cascade	no hyphen
bone-dry	use moisture-free
boxboard	
brake horsepower	bhp
brake horsepower-hour	bhp-h
brake mean effective pressure	bmep; spell out first time
break even	verb
break-even	adjective
breakthrough	
brightness	measured in percent
British Paper Industry Technical Association	PITA; formerly the British Paper and Board Technical Association (BPBTA)
British thermal unit(s)	Btu
brownstock	
buildup	noun
buret	do not use burette
burnout	one word as a noun
bylaw	
bypass	
by-product	

C

C-flute	currently 39 flutes/linear ft x ~9/64 in. high
cadoxene	cadmium ethylenediamine
calender	papermaking machinery
caliper	measured in mils

calorie	cal
Canadian Pulp and Paper Assoc.	CPPA; spell out first time
Canadian standard freeness	CSF; measured in mL; always use abbrev.
carboxymethyl cellulose	CMC; spell out first time
cardboard	
carrier sense multiple access	CSMA; spell out first time
carryover	
cast-iron	adj.
cast iron	noun
catalog	do not use catalogue
cathode ray tube	CRT; spell out first time; outdated term for computer monitor
caustic extraction kappa no.	CEK; spell out first time
Celsius	preferred over centigrade; cap C; close up (50°C)
centerline	
centigrade	see Celsius, cap C; close up (50°C)
centigram	cg
centiliter	cL
centimeter	cm
centimeter-gram-second	CGS; use SI units
centipoise	cP; unit of viscosity; 100th of a poise (one poise = 1 dyne-second/cm ²)
centistoke	cs (unit of viscosity)
Centricleaner	do not use generically; trade name of C-E Bauer
Chairwoman, Chairperson	according to the woman's preference, if known Chairwoman Cogliomella initial cap on title when it precedes a name, but Jane Snopes, chairwoman of the
charge-coupled device	CCD; spell out first time
checklist	
Chemical Abstracts	C.A.; italics
chemically pure	CP; spell out first time
chemical oxygen demand	always use COD
chemical treatment of long	CTLF; obscure abbreviation fibered pulp
chemigroundwood	CGW; spell out first time
chemimechanical pulp	CMP; spell out first time
chemirefiner	CRMP; spell out first time
mechanical pulp	
chemithermomechanical pulp	CTMP; spell out first time
China	Use People's Republic of China for mainland China. Use Taiwan for

Nationalist China (Formosa).

chipboard

chlorinated polyvinyl chloride CPVC; spell out first time

chloro-organics

chromatography value Rf; italics

circa ca. (roman)

cleanup

coated one side C1S (middle character is the number one); spell out first time

coated two sides C2S; spell out first time

Coating capitalize when referring to the division or conference. Lower case when referring to the product or process.

Cobb size test

cochairman

Committee lowercase when not used as proper name ("refer that to committee"). Uppercase as part of a proper name ("the Basestock Committee") or when referring to a specific TAPPI Committee.

committee assignment CA

company spell out as common noun, abbreviate (Co.) as part of a proper name

compare cf. (roman)

concentrated conc.; use this abbrev. in tables only

Concora crush test CCT

Concora liner test CLT

Concora medium test CMT

Conference Capitalize when referring to a TAPPI conference

confocal scanning laser microscope CSLM

containerboard

cord no abbrev.

cornstarch one word

corporation spell out as common noun, abbreviate (Corp.) as part of a proper name

Corrugated capitalize when referring to the division or conference. Lower case when referring to the product or process.

cosecant csc

cosine cos

cosponsored no hyphen

cost-effective hyphenate as adjective

cotangent cot

coulomb C; spell out first time

coworker no hyphen

crore 10 million (Hindi). 1 crore, 5 lakh = 10.5 million (written as 1,05,00,000 in India)

cross direction CD; spell out first time; hyphenate as adjective: cross-direction

crosslink verb, one word

cross-link	noun, hyphenated
crossover	noun and adj.
cross section	noun
cross-sectional	adj.
crystalized polyethylene	CPET; spell out first time; use carefully -- PET also is polyethylene terephthalate
cubic centimeter	cm ³ ; not cc., use for volumes of solids
cubic feet per minute	cfm; use "ft ³ /min" always
cubic feet per second	cfs; use "ft ³ /s" always
cubic meters per year	use m ³ /year
cuene	cupriethylenediamine; spell out first time
curie	Ci
cycles per second	cps
cylindrical laboratory coater	CLC; made by Sensor and Simulation Products, a div. of Weyerhaeuser Paper Co.

D

Dacron™	trademark; used for a synthetic polyester textile fiber
dalton	atomic mass unit equal to 1/12 the mass of a carbon-12 atom
data	always plural; ex: The data were sent.
database	
dates	1963?1975 (use en dash); from 1963 to 1975; November 1942; Nov. 17, 1984; on April 3, 1972, the...; never: Nov. 17th
deadweight	noun and adj.
deca-	da
deca-Newton	daN; spell out first time
deci-	d
decibel	dB
decigrex	mg/100 m; use dg but spell out first time; measuring unit for fibers, filaments, and yarns
deciliter	dL
decimal point	if no decimal precedes, use a zero: 0.52, not .52, except in degree of confidence or regression analyses
decimeter	dm
decuator	a device that subjects stock to a partial vacuum on the way to the paper machine
degree of polymerization	DP; spell out first time
deka	deca-; abbreviated da
deink (deinked, deinking)	
diameter	diam
diameter at breast height	DBH; spell out first time
diameter outside bark	DOB; spell out first time

diaminetriethylenepentaacetic acid	DTPA; spell out first time
dimethyl amino pyridine	DMAP; spell out first time
direct current	use dc with numbers
direct digital control	DDC
distributed control system	DCS
Division	capitalized when referring to a specific TAPPI division
doctor's degree Ph.D.; do not use Dr.	
downside	
downtime	
drawback	
drier	comparative adj.; see "dryer"
dry standard cubic foot (feet)	DSCF; use "dry std. ft ³ " first time
dryer	machinery; see "drier"
dyeing	adding color (vs. "dying," to lose life)
dyne(s)	spell out

E

EarthAnswers™	one word
East Germany	now Germany, unless referring to post-WWII, reunification portion of Germany
edge crush test	ECT; spell out first time
edgewise compression testing	ECT; spell out first time
edition	edn.
editor	Ed.
effective alkali	EA; spell out
electromotive force	emf = V
electron micrograph	
electron spectroscopy for chemical analysis	ESCA; spell out first time
electron spin resonance	ESR; spell out first time
electron volt	eV
electrostatic precipitator	ESP; spell out first time
embed	do not use imbed
end product	
Engineering	capitalize when referring to the division or conference; lower case when referring to the product or process
Engineers Joint Council	EJC; spell out first time
English finish	EF; spell out first time
ensure	to make sure; use "insure," when referring to protection against loss
Environmental	capitalize when referring to the division or conference; lower case

	when referring to the product or process
Environmental Protection Agency	U.S. Environmental Protection Agency; EPA; spell out first time
equations	Eq. 1; Eqs. 2 and 3; spell out at beginning of sentence number in Roman as opposed to italic for literature citations. Have number vertically centered in line with equals sign. Whenever possible, use solidus (/) in fractions. Always use this in text. ex. (a+b)/f(y)
equivalent	use equiv. for chemical concentrations when preceded by a numeric value; spell out when used to mean "equal to"
equivalents per million	epm; spell out first time
<i>et alii</i>	et al., "and others;" commonly accepted without italics. In references: Smith, C., Jones, D., Fox, G., et al.
et cetera	etc., (in middle of a sentence)
et sequens	<i>et seq.</i> ; italics
ethylene vinyl acetate	EVA; spell out first time
ethylene vinyl alcohol	EVOH; spell out first time
ethylenediaminetetraacetic acid	EDTA; spell out first time
European Economic Community	EEC; spell out first time
<i>exempli gratia</i>	, e.g., (for example)
<i>ex officio</i>	italic
exponential	exp.; roman
extended nip press	a shoe press; can be abbreviated if referring to Beloit's trademarked press: ENP™
extractable organically bound chlorine	EOCI; spell out first time

F

Fahrenheit	cap F used with degree sign; 100°F
farad	F
fast Fourier transform	FFT
fast-food	hyphenate
feedstock	
feedwater	
feet	ft
feet per minute	ft/min
feet per second	ft/s
Fellow	capitalize. Honorees chosen by TAPPI's Board of Directors. Not a member grade.
Fibre Box Association	FBA; spell out first time
fiberboard	
fiberglass	one word (note: Fiberglas is a brand name)

fiberglass-reinforced polyester	FRP; spell out first time
fiber line	two words
fibrils	
figures (diagrams)	Fig. 1; Figs. 2 and 6; Fig. 7(a); spell out at beginning of sentence. Bold on first reference in text. Do not use parens if avoidable, but work into text as part of the sentence.
fine-tune	verb
fireside	
flat box	
floc	an aggregate of particles
flocculent	noun or adj.
flotation	
flowchart	
flowmeter	
flow rate	
flow sheet	
fly ash	
follow-up	noun and adj.
follow up	verb
foot	ft
footboard measure	FBM; spell out first time
foot-candle	ft·cd (center dot)
foot-pound	ft·lb (center dot)
forced draft	FD; spell out first time
forklift	
fork truck	
formulas	plural of formula
fourdrinier	lower case f
Fourdrinier Kraft Board Group	FKBG; spell out first time
Fourier transform infrared	FTIR; spell out first time
freeness	drainage rate
freezing point	f.p.; spell out first time
fresh water	
full-time	adj.
fully bleached kraft	FBK; spell out first time

G

gage	do not use; replace with gauge
gallon(s)	gal
gallons per hour	gal/h
gallons per minute	gal/min
gallons per second	gal/s
gas-liquid chromatography	GLC; spell out first time
gauge	not gage
GE brightness	% GE or GE, %
Geiger-Muller tube	use en dash
General Energy and Materials Balance System	GEMS; spell out first time; computer software program designed by Lou Edward genus names spell out first time; italics as in <i>Pinus</i> ; include species name(s) when pertinent and common name(s) in parentheses
Georgia-Pacific	hyphen
Germany	West Germany or East Germany: East = German Democratic Republic; only use when referring to past; West = Federal Republic of Germany; only use when referring to past
Gesellschaft mit beschränkter Haftung	use GmbH always
gigaelectronvolt(s)	GeV
gigahertz	GHz
glass transition temperature	T_g
glycerin	not glycerine
good engineering practice	GEP; avoid abbreviating
grain(s)	spell out
gram	g
grammage	metric measurement related to basis weight; mass per unit area of paper; use in preference to basis weight
gram molecular weight	mole
grams per square meter	g/m^2 ; not gsm
gravity (acceleration)	g; lower case; italic
Great Britain	United Kingdom or U.K. preferred
greenfield	newly built on a fresh site, as in "greenfield mill"
greenwood	
grex	a measuring unit for fibers, filaments, and yarns (= gram per 10 kms)
ground calcium carbonate	
GCC; spell out first time	
groundwood	
groundwood-free	

H

H-factor	italicize "H"
half-life	

half stuff	also half stock; partly processed pulp
halftone	
hammer mill	Hammer Mill when referring to company/brand name
hand-held	adj., hyphenate
handheld	n., one word
hand in hand	not hyphenated
handsheet	
hand truck	
hang-up	noun
hang up	verb
hardcopy	
hard-cover	hyphenate
hardwood(s)	
hazardous materials	HAZMAT
headbox	
head table	
heat-affected zone	HAZ; spell out first time
heat recovery steam generator	HRSG; spell out first time
heat seal	noun
heat-seal	verb
heat-sealed	adj.
heat-set inks	
heating, ventilation, and air conditioning	HVAC; spell out first time
hectare	ha; spell out first time; equals 2.47 acres or 10,000 m ²
hemicellulose	
henry	H; a unit of electromotive force [= V/(A·S) or Wb/A]
hertz	lower case "h" when spelled out; abbrev. is Hz
high-density polyethylene	HDPE; spell out first time
high-impact polypropylene	HIP; spell out first time
high-impact polystyrene	HIPS; spell out first time
higher heating value	HHV; spell out first time
holdout	noun; one word
hold out	verb; two words
horsepower	hp
horsepower-hour	hp·h (center dot)
hour(s)	h, spell out when used alone, abbreviate with numbers and in multiple units (40 ft ³ /h)
humidity, relative	RH; abbrev. when preceded by a percentage value

hydrocellulose	
hydrolyzate	not hydrolysate
hyperbolic sine	sinh
hyphen with units	hyphenate measurements with units used as adjectives, ex: 209 in. (5300 mm) of wire, a 209-in. (5300-mm) wire

I

<i>id est</i>	, i.e., (that is)
imbed	use embed
inch(es)	in.
inch-pound	in·lb (center dot)
Indian Pulp and Paper Technical	IPPTA; spell out first time Association
indicated horsepower	ihp; spell out first time
induced draft	ID; spell out first time
induced draft fan	ID fan
infrared	IR, spell out first time
in-house	
ink-jet	hyphenate
inside diameter	ID; spell out first time
Institute of Paper Science and	IPST Technology
Institute voor Grafische	IGT tester; okay on first reference Techniek T.N.O.
Insulated Power Cable	IPCEA; spell out first time Engineers Assoc.
insure	use ensure, unless referring to protection from loss
international member	as opposed to those who are only members of their local sections.
International Nonwovens	INDA; spell out first time and Disposables Assoc.
International Standards Organization	ISO; spell out first time when referring to the organization; ISO brightness and ISO 9000, ISO 14000, etc., acceptable on first reference
<i>in vacuo</i>	italics; "in a vacuum"
ionic state	Na ⁺ , Cl ⁻
iron pipe size	IPS; spell out first time
isotopes	e.g. ${}^6\text{Co}^2$, ${}^6\text{Co}^4$, ${}^7\text{Ns}^4$, ${}^7\text{No}^5$

J

Japan TAPPI	Japanese Pulp and Paper Technical Association
jet-point	hyphenate
jordan refiner	lower case
joules	J; abbreviate in SI units
journal	always <i>TAPPI JOURNAL</i> or "the journal," never "the Journal"

K

kappa number	lower case kappa no.; spell out if no value is given ("kappa number was
Kelvin	cap K; ex. 50 K (no degree sign)
kilocalorie	kcal
kilocycles per second	kilohertz; kHz
kiloelectron volt	keV
kilogram	kg, equals 2.2046 lb or 1000 g
kilogram-calorie	kg·cal (center dot)
kilogram-meter	kg·m (center dot)
kilograms per cubic	kg/m ³
kilometer	km, equals 0.62 miles or 1000 m
kilopascal	kPa
kilopounds per square	ksi (used to avoid zeros when measurements are taken in thousands of
kilovolt	kV
kilovolt-ampere	kV·A
kilovolt peak	kVp; spell out first time
kilowatt	kW
kilowatt-hour	kW·h (center dot)
kraft	an adjective relating to the sulfate pulping
process and resulting	
Kreb unit (viscosity)	KU; spell out first time

L

letterpress	
lightweight	adj.
lignin-bearing	
lignin-rich pulps	
light scattering coefficient	
lignin sulfonate or lignosulfonate	
lignocellulose	
lignosulfonic	
like words	do not use a hyphen unless the word ends in two l's; ribbonlike, raillike, shell-like
linear low-density polyethylene	LLDPE; spell out first time
linear variable displacement transducer	LVDT; spell out first time
linerboard	
liter	L, equals 1.057 qt (liquid)
Local Section	initial caps
Local Sections Operations Council	LSOC; spell out first time
logarithm to base 10 (common)	log (roman)
logarithm to base e (natural)	ln (roman)
loose-leaf	
low-consistency	adj.
low-density polyethylene	LDPE; spell out first time
lower heating value	LHV; spell out first time
lowest achievable emission rate	LAER; spell out first time
lumen	lm; luminous flux, not cellulose fibrous structure
lumens per watt	lm/W

M

machine direction	MD; spell out first time; hyphenate and spell out as adjective: machine-direction
machine-glazed	MG; spell out first time
magnetomotive force	mmf; spell out first time, small mm to avoid confusion with M = million
magnification	use times sign after value; 100x
makeup	noun and adj.; one word
make up	verb; two words
manmade	
management by objective	MBO; okay on first reference
Manufacturing Automation Protocol	MAP; spell out first time
maximum	max. (use in tables only)

mean time between failures	MTBF; spell out first time
median toxicity level	MTL; spell out first time
medium-density polyethylene	MDPE
megacycles per second	megahertz; MHz
megaohm	M Ω
megawatt	MW
melamine urea formaldehyde resin	MUFR; spell out first time
melting point	m.p.; spell out first time
member number	not membership number
meq	milliequivalents
meter	m
meter-kilogram	m·kg (center dot)
meter-kilogram-second	MKS
methyl cellulose	
mho	no abbrev.; the practical unit of conductance equal to the reciprocal of the ohm, or one siemens (S)
micelle	adj., crystalline region of cellulose
microampere	< μ A
micrometer	μ m
micromole	μ mole
micron	(micrometer is preferred) μ m
midfeather	one word
mile(s)	spell out
miles per hour	mph
milled wood lignin	MWL; spell out first time
milliampere	mA
milliequivalent	meq
milliliter	mL; for fluid volume only
millimicron	nanometer (nm) preferred; do not use Greek "mu" (m_μ)
millimolar	<i>mM</i> ; italics
millimole	mmole
million	1,000,000; use numerals and decimals, i.e., 10.3 million, 0.5 million
million board feet	Mbf; spell out first time
million electron volts	MeV
milliwatt	mW
millwide	no hyphen
Millyard Operations Technical	MOTAG; spell out first time Advancement Group (south)
Millyard Operator's Group (north)	MOTG; spell out first time
minimum	min. (use in tables only)
minute	min

mixed liquor volatile suspended solids	MLVSS; spell out first time
mixed office waste	MOW; spell out first time; "mixed office paper" or "recovered office paper" preferred
Modular Analysis of Pulp and Paper Systems	MAPPS; spell out first time
moisture-free	use for bone-dry
moisture vapor transmission rate	use water vapor transmission rate (WVTR)
molal	m; italic
molar	M; italic; 0.1M (close up with value)
mole	spell out
molecular	spell out
molecular weight	mol. wt.
molecule	spell out
monel metal	
month	spell out
months of the year	do not abbrev. March, April, May, June, July; abbrev. remaining months only in a complete date: Aug. 21, 1942, but August 1997.
motor control center	MCC; spell out first time
mould	use "mold"
mu	μ; okay to use symbol or "micro" where accepted as standard
Mullen testers	use "burst" for "Mullen"
multi-ply board	use hyphen
multi words	no hyphen (except "multi-ply board" and words that begin with "i" or a capital letter)

N

nanometer	nm; use for millimicron
nanoseconds(s)	ns
national ambient air quality standards	NAAQS; spell out first time
National Council of the Paper Industry for Air and Stream Improvement, Inc.	NCASI; spell out first time
National Electrical Manufacturers Association	NEMA; spell out first time
national pollutants discharge elimination system	NPDES; spell out first time
neutral sulfite semichemical	NSSC; spell out first time
newsprint	
nitrogen oxides	NO _x
nonmember	no hyphen
Nonwovens	capitalize when referring to the division or conference; lower

normal	case when referring to the product or process.
Northern Ireland	chemical concentration; N; italic; O.1N (no space)
nuclear magnetic resonance	United Kingdom or U.K. preferred
number	NMR; spell out first time
numbers	No. (not capitalized if preceded by "kappa" or "permanganate") Use numerals for 10 and greater and with units of measurement; do not use comma in 4-digit number except in tables also having 5-digit numbers (4000, but 10,000)
nylon	

O

old corrugated containers	OCC; spell out first time
old newspapers	ONP; spell out first time
ongoing	
on-line	as adjective or adverb
on-stream	hyphenate
Operation Communication®	
oriented polypropylene	OPP; spell out first time
Orlon	acrylic fiber, trademark
ounce	oz
outside diameter	OD; spell out first time
ovendry	o.d. (adj.)
oven-dry	verb
oxycellulose	

P

p-	para; chemical prefix; italics
Packaging Machinery Manufacturers Association	PMMA; spell out first time
Paper ExpressSM	two words
Paper Industry Management Association	PIMA; spell out first time
paper machine	two words; PM No. xx
paperboard	
papergrade	adj.
papermaker	
Papermakers	capitalize when referring to the division or conference. Lower case when referring to the product or process.
papermaker's alum	$Al_2(SO_4)_3 \cdot 14H_2O$

papermaking	adj. and noun
paper mill	two words
Papirindustriens forskningsinstitut mill	PFI mill
Paprican	Pulp and Paper Research Institute of Canada
paraquat	lower case p
parts per billion	ppb
parts per hundred	pph
parts per million	ppm
part-time	adj.
pascal	Pa
per	spell out except in abbreviated units of measure: Btu/lb
percent	use "%" with numerical values
performance attributes	PATs; spell out first time
permanganate number	lower case p; spell out if no value is given: permanganate number was determined; but pulp of permanganate no. 34 was used; use KMnO_4 in tables if space is limited
per se	roman
physical constants	single letters that represent a fixed value, as in $g = 32 \text{ ft/s}^2$, where g is acceleration due to gravity; always italic
pickup	noun
pick up	verb
pick-up	adj.
picofarad	pF
pint	spell out
pipeline	
pipette	preferred over pipet
Plexiglas	registered trademark of Rohm & Haas Co.
poise(s)	P; spell out first time
polyethylene	PE; spell out first time
polyethyleneimine	PEI; spell out first time
polyethylene terephthalate	PET; spell out first time
Polymers, Laminations and Coatings Division	PLC; not used in official documents; no comma before "and"
polyphenylene oxide	PPO; spell out first time
polyphthalate carbonate	PPC; spell out first time
polypropylene	PP; spell out first time
polysulfone	PS; spell out first time
polytetrafluoroethylene	PTFE; spell out first time; use instead of "Teflon"
polyvinylidene chloride	PVDC; spell out first time
polyvinylidene fluoride	PVDF; spell out first time
porosity	measured in s/100 mL
post-color number	PC No.; spell out first time
"post" words	follow NY Public Library style guide (p. 414)

pound(s)	lb
pound-foot	lb·ft (center dot)
pound force	lbf
pound-inch	lb·in (center dot)
pound sign	#, do not use. Use "No." (or "no." for kappa or permanganate numbers)
pounds per cubic foot	lb/ft ³
pounds per lineal inch	pli
pounds per square foot	lb/ft ²
pounds per square inch	psi or lbf/in ² ; pressure measurement; recommended form is kilopascals (kPa)
pounds per square inch absolute	psia
pounds per square inch gauge	psig
powerhouse	
precipitated calcium carbonate	PCC; spell out first time
preregistration	
press drying	no hyphen
prevention of significant deterioration	PSD; spell out first time
printability	
printout	
pro tempore	pro tem (roman)
programmable logic controller	PLC; spell out first time
Pulp and Paper Machinery Manufacturers Association	PPMMA; spell out first time
Pulping	capitalize when referring to the division or conference. Lower case when referring to the product or process.
pulpwood	

Q

quart	qt
Q stage	chelation stage in bleaching sequence

R

radian	spell out
radio frequency	RF; spell out first time
radioactive isotopes	⁴ He; ¹⁴ C; ²³² Th
radius	spell out
rag stock	
Rankine	cap R with degree sign; 50°R

rapid displacement heating	RDH; spell out first time
raw stock	
reactive kvars	rkVA; also seen as kVAR
ream	A number of sheets of paper, usually 480 or 500 sheets, depending on the grade. The U.S. government specifies 1000-sheet reams
recyclable	
reexamine	
refractive index	do not use "RI" as acronym
reinforce	
relative humidity	RH when following a percentage value
research and development	use R&D
resistance temperature device	RTD; spell out first time
revolution indicator	do not use "RI" as acronym
revolutions per gram	rev/g; spell out first time
revolutions per minute	rpm
revolutions per second	rps
Reynolds number	Re; not subscripted
right-hand	
roentgen	r or R; international unit of x- or gamma radiation
root mean square	rms
rough terrain dispersion model	RTDM; spell out first time
roundtable	close up as used in conferences to distinguish between a session and a circular table
roundwood	
runnability	

S

salable	exclusively (not "saleable")
saltcake	sodium sulfate (Na ₂₄)
saveall	
saw log	
sawmill	
scaleup	n., one word
scale-up	adj., hyphenate
scale up	v., two words
scanning electron microscope	SEM; spell out first time
Schopper-Riegler	a freeness test used in Europe; (degree) SR; °SR

second(s)	s; spell out when used alone, abbreviate with numbers and multiple units (40 m/s)
selectivity	ratio of viscosity to the kappa no.
self-words	use hyphen
semiannual	
semibleached	
semibleached kraft	SBK; spell out first time
setpoint	
setup	noun and adj.
set up	verb
shear rate	measured in s
shear viscosity	
sheetmaking	
shives	
showthrough	noun
show through	verb
shutdown	noun
shut down	verb
sine	sin (roman)
sine, hyperbolic	sinh
single vessel process	SVP; spell out first time
siphon	not "syphon," except in proper names
SI units	essentially, standardized international metric units of measure
size	as in "sizing"; alkyl ketene dimer-sized samples, rosin alum-sized paper
sizable	not "sizeable"
slipup	noun
slip up	verb
so-called	
Society of Packaging and Handling Engineers	SPHE; spell out first time
soft-cover	hyphenate
softwood	
solution	use "soln." only in tables
southern pulp	
Soxhlet	S; an extraction apparatus
soybean	
Special Technical Association Publication	STAP (archaic); spell out first time
specific gravity	sp. gr.
specific heat	sp. ht.
specific viscosity	n^{sp}

specific volume	sp. vol.
springwood	
stainless steel	spell out; abbreviate SS with number to specify types of stainless steel: 316SS, 410SS
stainless-clad	
standard	use std. only in tables; except for "std. ft ³ /min" and "std. dry ft ³ /min"
standard cubic feet per minute	SCFM; use "std. ft ³ /min" first time
standard dry cubic feet per minute	SDCFM; use "std. dry ft ³ /min" first time
startup	noun
start up	verb
steam-injected gas turbine	STIG; spell out first time
stickie	not "sticky" for noun
stickies	bits of adhesive difficult to remove from recycled furnish
streamline	one word
stress corrosion cracking	SCC; spell out
strike-through	noun
Student Chapter	initial caps
styrene butadiene rubber	SBR; spell out first time
Styrofoam	Brand name, initial cap
sugarcane bagasse	
sulfate	not "sulphate"
sulfite	not "sulphite"
sulfur	not "sulpher"
supercalendered	SC; spell out first time
surface receptivity and smoothness tester	SRST; spell out first time
suspended solids	SS; spell out first time
Sustaining Member	capitalize
sustaining membership	lower case
syphon	do not use; replace with "siphon" (except in proper names)

T

Taiwan	refers to Nationalist China (Formosa), not mainland China (People's Republic of China)
takeoff	noun and adj.
take off	verb
tall oil	
tangent	tan
tangent, hyperbolic	tanh
Tappi or Tappi magazine	The name of the journal from Jan. 1949-Aug. 1982, before it became Tappi Journal (Sept. 1982-Feb. 1996). Use TAPPI JOURNAL for issues starting with

	March 1996
TAPPI	always capitalize all letters when referring to the organization
TAPPI Gold Medal	not "TAPPI Medal"; the highest award before 1985. Now the "Gunnar Nicholson Gold Medal Award."
TAPPI headquarters	as in "contact TAPPI headquarters"
TAPPI International Headquarters	the building
TAPPI JOURNAL	italicize and capitalize (style since March 1996)
TAPPI Monograph	for specific one
TAPPI PRESS	
TAPPI staff	lower case "staff"
TAPPI Standards	use TAPPI Test Methods
TAPPI Test Methods	use for TAPPI Standards; include number and title for individual methods: T 808 om-97 "Flat crush test of corrugated board (flexible beam method)."
Technical Association of the Australian and New Zealand Pulp and Paper Industry	APPITA
Technical Association Papers	predecessor to <i>TAPPI JOURNAL</i> and <i>Tappi</i> magazine; <i>TAPPI</i> papers and articles were published in the <i>Paper Trade Journal</i> from 1921 through 1948.
Technical Information Papers	TIPs; spell out first time; replaced Technical Information Sheets (TI Sheets)
Technical Operations Council	TOC; spell out first time
temperature	use temp. in tables only
temperature indicator controller	TIC; spell out first time
tensile energy absorption	TEA; spell out first time
tensile strength orientation	TSO; spell out first time
Test Methods	initial caps
tetrachlorodibenzofuran	TCDF; spell out first time
tetrachlorodibenzo-p-dioxin	TCDD; spell out first time
thermomechanical pulp	TMP; spell out first time
thin-layer chromatography	TLC; spell out first time
thousand board feet	Kbf; spell out first time in text
thousand electron volts	keV
threshold limit value	TLV; spell out first time
through-drying	
through air drying	TAD, spell out first time
titanium dioxide	TiO ₂ , acceptable on second reference; two crystalline forms: anatase (used mainly as a filler) and rutile (used mainly as a coating pigment)
ton	spell out; refers to short ton (2000 lb); equals 0.907 metric tons

tonne	use metric ton; equal to 1000 kg or 1.102 short tons
tonnes per annum, tons per	tpa, spell out as tons/year or metric tons/year annum, tons per year
tons/day	plural if referring to more than 1 ton
torr	spell out; millimeters of Hg (0°C)
total dissolved solids	TDS
total hydrocarbon	THC
total organic carbon	TOC; spell out first time
total suspended solids	TSS
trademark	
trade name	two words
troubleshooting	
turnkey	
twin wire former	no hyphen
two-sidedness	

U

uhle box	lower case
ultrafine ground limestone	UFGL; spell out first time
ultrahigh frequency	UHF; spell out first time
ultra-high-yield pulps	
ultraviolet	UV
unbleached softwood kraft	UBK; spell out first time
underway	adj.; underway refueling (see Webster)
under way	predicate modifier; studies are under way
Union of Soviet Socialist Republics	USSR?refers to the former communist nation; distinct from Russia
Unirun	initial cap
United States	spell out as a noun; U.S. as adj.
U.S. Environmental Protection Agency	EPA
U.S. Pharmacopeia	USP; spell out first time
U tube	

V

versus	vs. (roman)
vice chairman	lower case in general writing and following name, but "Vice Chairman Cogliomella"
vice president	lower case in general writing and following name, but "Vice President Nisconti"
videlicet	viz. (namely); italics
viscometer	not viscosimeter

viscosity	?
viscosity, intrinsic	[?]
volatile suspended solids	VSS; spell out first time
volt	V
volt-ampere	V·A
volume	use vol. only in tables
volume per volume	v/v
volume percent	vol%

W

wallboard	
wallpaper	
wastepaper	use alternatives when possible or more accurate (recovered paper, recyclable paper, etc.)
wastewater	
wastewood	
watchglass	
water bath	
water finish	WF; spell out first time
water gauge	wg
water retention value	WRV; spell out first time
water vapor permeability	WVP; spell out first time
water vapor transmission rate	WVTR; spell out first time
waterjet	
waterline	
waterproof	
watt	W
watt·hour	W·h
wavelength	use ? only with numeric value
wave number	reciprocal of wavelength
weak black liquor	WBL; spell out first time
week	spell out
weight	spell out except when used in constructions like "at. wt." and "sp. wt."
weight percent	wt%
West Germany	use when referring to the post-WWII division of Germany
wet end	noun
wet end chemistry	no hyphen (generally accepted use in the industry)
wet-end	adj., as in wet-end additive, wet-end finish

wet pressing	noun
wet-pressing	adj.
wet strength	noun
wet-strength	adj.
white water	
whole-tree chips	
"wide" words	no hyphen
"wise" words	no hyphen (impactwise), but try to avoid (poor usage)
wood chips	
wood meal	
wood mill	
wood pulp	
woodroom	one word, Webster notwithstanding
woodyard	
work force	
workplace	
worldwide	
worthwhile	

X

X ray noun

X-ray verb and adj.

Y

**Yankee
dryer**

yard yd.

year spell out

Z

Z-direction

**zeta
potential** also called the electrokinetic potential