

An **Acronym** is a word whose letters are the first letters of other words^[1].

People often create a short word that means the same thing as a much longer phrase (set of words), to make it faster and shorter to say the long phrase.

Have a look at the [Acronyms which are most used in the Commission](#)

How to write

Capitals or lowercase? Dots/fullstops or single "word"?
acronyms up to 5 characters are capitalized

To facilitate the printing of multilingual texts, the [Publications Office](#) has adopted the following rules for most of the EU languages.^[2]

- (i) Where an acronym, contraction or abbreviation, including names of programmes, of six letters or more can be pronounced, it is printed in upper and lower case (e.g. Unesco, Esprit).
- (ii) An acronym, contraction or abbreviation, including names of programmes, of up to five letters is printed in capitals (e.g. EEC, COST, AIDS).

Examples

JUST but DG Justice

ESTAT but Eurostat,

CNECT but Connect

ENERG but DG Energy

CELEX but Eurlex

! CORDIS - exception due to a court case with Jonhson&Johnson for Cordis (J&J medicine) -

<http://publications.europa.eu/code/en/en-4100700en.htm>

Why not capitalising

Too long portion of texts capitalised decrease its legibility and increase the time to read/concentrate
[\[1\]](#)

See also

Related articles

- [Glossary](#)
- [Style guide](#)
- [IATE](#)

EC resources

- [Publications Office](#), Interinstitutional style guide, [Main acronyms and abbreviations](#)
- [EGNOS](#) Portal, [acronyms used by satellite navigation specialists](#)

- [TAXUD, Taxation and Customs Union acronyms](#)
- <http://www.cc.cec/wikis/display/~leiblsa/Typography+FAQ>

External resources

- [AcronymFinder.com](#)
- [All-acronyms.com](#)
- (fr) [Sigles.net](#), in French but covers 40 languages and more than 200 countries

References

1. [↑](#) Wikipedia, [Acronym](#)
2. [↑](#) Publications Office, Interinstitutional style guide, [10.7. Abbreviations, contractions, symbols and acronyms](#)