



## **National Participant Network (NPN)**

### **GUIDING PRINCIPLES REGARDING ACRONYMS**

- ◆ The NPN believes that full names should be utilized rather than acronyms, both for clarity and to make information as accessible as possible.
- ◆ The NPN believes that if the use of acronyms cannot be avoided, the unabbreviated phrase must be used first, followed by the acronym to represent the phrase. This must be done prior to first use of the acronym.
- ◆ The NPN believes that acronyms must be avoided in media presentations such as PowerPoint because the viewer cannot refer back to the slide explaining the acronym.