



ORIGINAL PAPER

Abbreviations Used in Tourism Terminology

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Abstract:

Tourism is a complex industry and the understanding of its terminology, especially abbreviations or acronyms can sometimes feel like you are learning an entirely new language. They are used by many companies and organizations for the purpose of conveying the appropriate information to the auditory in a short period of time. Students should be made aware of the importance of acquiring these international conventions in order to avoid being caught off-guard in tourism-related conversation or contexts. Abbreviations and acronyms are heavily used in tourism. The conventions must be strictly followed but they vary between countries and universities. They often exist in a slightly different form in Romanian as well and should not be used instead of the English ones.

My interest in abbreviations has arisen when gathering materials for a dictionary on Tourism terminology. This study has attempted to bring a new approach on a list as comprehensible as possible (comprising 174 examples which we have encountered through the close examination of a corpora which has been selected to assist the research) by revealing not only their abundant number but also their Romanian equivalent. This study is meant to be a useful tool not only for students, but also for the English teachers, because a common drawback that might arise when teaching English for Special Purposes, in particularly, could be the insufficient training of the teacher in this field.

Keywords: *terminology, space saving, individual letters, contemporary English, etc.*

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1. Introduction

Abbreviations are an important and expanding feature of contemporary English, widely used for convention and space saving. Students need to be familiar with general and academic abbreviations. According to Crystal² (The Cambridge Encyclopedia of the English Language, 2013:121) "one reason for using abbreviations is the desire for linguistic economy (...) Succinctness and precision are highly valued, and abbreviations can contribute greatly to a concise style. They also help to convey a sense of national identity; to use an abbreviated form is to "be in the know"- part of the social group to which the abbreviation belongs". There is a general tendency to abbreviate words, phrases to save time, effort and space in tourism literature. It could be really intriguing, especially for students, if they do not know what an acronym/abbreviation stands for. According to Adrian Barnett³ (The Growth of acronyms in scientific literature, Research Gate, 2020: 34)" we report the results of an analysis of more than 24 million articles titles and 18 million article abstracts in tourism literature published between 1950 and 2019. There was at least, one acronym in 19% of the titles and 73% of the abstracts".

TYPES OF ABBREVIATIONS

Abbreviations take the form of shortened words, acronyms or other abbreviations, as shown below:

- a) Shortened words which are often used without the writer being aware of the original form, for instance „bus” comes from „omnibus” which is hardly used in modern English. However, „refrigerator” is still better in written English than the informal „fridge”. „Public house” is now very formal („pub” is acceptable) but „television” or „TV” should be used instead of the idiomatic „telly”.
- b) Acronyms are made up of the initial letters of a name or phrase (e.g.: AIDS means Acquired Immune Deficiency Syndrome, B.C means Bristol Channel, E.C.U.K means east coast of United Kingdom or E.E.T which means East European Time)
- c) Other abbreviations are read as sets of individual letters. They include names of countries, organizations or companies, etc. Some examples are: USA, BBC, G.B, a.m. or p.m.

2. Materials and Methods

For this paper a large number of authentic materials were collected from official tourism websites, both from Britain and from USA, travelling blogs, online newspapers and magazines and even social media. The outcomes of this research on one hand will contribute to a better understanding and translation of the most common abbreviations used in both in tourism and travel-related situations and on the other hand they will be helpful for further studies in this field. The article has a practical direction by offering an

Abbreviations Used in Tourism Terminology

alphabetically list of some of them especially those used in tourism, their meanings are better explained by examples provided and also by offering a Romanian equivalent.

3. Practical approach

Tackling abbreviations and acronyms can be an issue for Tourism students because the worldwide nature of tourism means that the names of the trade bodies, official and regulatory bodies are from many countries. The major providers of hospitality and transport by road, rail, air and sea are all international and the letters that stand for their names are meaningless to the uninitiated. Disregarding the cases where the abbreviation can trigger the regular pronunciation of the abbreviated words (*asap, e.g., etc.*) and ignoring the use or non-use of dots, abbreviations can be grouped according to two orthographic and phonological properties. They can be either spelled in capital or lower-case letters and they can be either pronounced by naming each individual letter (so-called *initialisms*), as in the USA (/ju:.es'ei/) or by applying regular reading rules e.g. NATO /'nei.təʊ/. In this section we have looked at a number of abbreviations and we have seen that tourism literature has a quite rich inventory of non-concatenative processes including abbreviations.

- A** **abt.; ab.** (about)- circa,aproximativ
agcy. (agency)- agenție
agt. (agent)- agent
ATTN (attention)- atenție
av. (average)- avarie, medie
- B** **B&B.** (bed and breakfast)- cazare și mic dejun
- B.C** (Bristol Channel)- Canalul Bristol
- C** **CAD.** (*Canadian dollar*)- dolarul Canadian
CD (Cruise director)- directorul croazierei
CH (Child, Charter)- copil, charter
Cont. (Continental)- Europa
- D** **dbl. (double)- dublu, ă**
diam. (diameter)- diametru
Dan (Danish)- danez,ă
Den (Denmark)- Danemarca
dorm (dormitory)- dormitory
DOP (Dominican peso, the main currency of the Dominican Republic)- peso (moneda Republicii Dominicane)
DOT (department of Transportation)-Departamentul de Transport
- E** **EAME** (Europe, Africa and Middle East)- prescurtare pentru Europa, Africa și Orientul Mijlociu
EAS (Essential Air Service)- servicii aeriene esențiale
E.B (English Breakfast)- mic dejun englezesc
E.C. (east coast)-coasta estică a Angliei
E.C.G.B (east coast of Great Britain) –coasta estică a Marii Britanii
E.Ch. (English Channel)- Canalul Englez/Canalul Mânecii
e-docs (travel documents provided electronically via email)- documentele de călătorie oferite pe mail

- EDEN** (European Destinations of Excellence)- destinații europene de înalte standarde
E.E.T (East European Time)-ora Europei răsăritene
EP (European plan, accommodations that do not include meals)- pe plan european, cazare care nu include mese)
Esq. (esquire)- domnului (în corespondență)
Eth. (Ethiopia)- Etiopia
EXST (extra seat)- loc suplimentar
- F** **F/A** (flight attendant)-însoțitoare de bord
FBT (a hotel rate that includes a room with full board plus a spa treatment)- abreviere folosită pentru prețul unei camere care include toate mesele și acces la spa)
FD (front desk (of a hotel))-recepția unui hotel
f.d (free delivery)- predare liberă
F&B- (food and beverage)- mâncare și băutură
FFP (frequent flyer program)- program care oferă o serie de facilități persoanelor care călătoresc frecvent
FLIFO (flight information)- informații legate de zbor
FOTL (front of the line, used most frequently to refer to priority access programs at theme parks)- termen folosit pentru cei care au prioritate de acces în parcurile tematice
FR. (French, Friday)- Franța/ vineri
FP (final payment or full pension)- plată finală
FYI (for your information)-pentru o bună informare a publicului
- G** **G. B** (Great Britain)- Marea Britanie
Gb. (Gibraltar)- strâmtoarea Gibraltar
GDB (guide dog for the blind)- câine însoțitor pentru orbi
GDN (room with a garden or a garden view)- camera care oferă vedere/ieșire în grădină
GBP (British pound, the main currency of the United Kingdom, its Crown Dependencies (the Isle of Man and the Channel Islands) and the British Overseas Territories of South Georgia and the South Sandwich Islands, British Antarctic Territory and Tristan da Cunha.)- liră sterlină
GFAQ (general facts)- lucruri generale
GPST (group seat request)- distribuire la cerere a locurilor
- GTY** (guaranty, guaranteed)- garanție, garantat
- H** **h.** (harbour, height, high)- port, înălțime, înalt
HBT(a hotel rate that includes a room with half board plus a spa treatment.)- preț al unei camere care include două mese și acces la spa)
HENRY (acronym for High Earner Not Rich Yet, a fanciful term for a person, typically a younger person, with a substantial cash flow who is willing to spend on travel)- acronym folosit pentru o persoană tânără și bogată care cheltuie mult pe călătorii
HRK (Kuna, the main currency of Croatia)- kuna, moneda Croației
HSIA (high-speed Internet access)- acces la internet de mare viteză

Abbreviations Used in Tourism Terminology

- I** **IATA** (International Air Transport Association)- Asociația Internațională a Transportului Aerian
IC (Independent contractor; an outside sales representative for a travel agency)- un reprezentant de vânzări al unei companii turistice care lucrează pe teren
ICAO (International Civil Aviation Organization)- Organizația Internațională a Aviației Civile
IICCL (International Council of Cruise Lines)- Consiliul Internațional al Vaselor de Croazieră
ICT (Information and communication technology)- Tehnologia comunicațiilor și informațiilor
IGN (Ignore)- Ignoră
IHEI (International Hotels Environmental Initiative)- Inițiativa Hotelurilor Prietenoase cu mediul
IHG (International Hotel Group)- grup hotelier internațional
IIT (International Institute of Travel, a trade school)- Institutul Internațional al Călătoriilor
IN (1. International. 2. Infant. 3. Check-in.)- 1. internațional, 2. sugar, 3. îmbarcare **inc.** (inclusive, incorporated)-inclusiv, încorporat
INF (Infant)- bebeluș
ISLVW (Island view)- care oferă vedere la insula
Inv. (invoice)- factură
- J** **Jam** (Jamaica)- Jamaica
Jav. (Javanese) –javanez
JMD (Jamaican dollar the main currency of Jamaica)- dolar Jamaican
JOD (Jordanian dinar, the main currency of Jordan)- dinarul, moneda Iordaniei
- K** **KK** (Confirmed)- confirmat,ă
KL (Confirmed waitlist)- listă de așteptare confirmată
KP (Commission percentage)- procent din comision
- L** **LAF** (Lowest available fare)- cel mai mic preț care poate fi oferit
LAG (Liquid, aerosol, gel; the term refers to restricted items aboard airplanes)- termenul se referă la lichidele interzise în avion
Lav. (short for lavatory)- spălătorie
lb. (lifeboat)-barcă de salvare
LCAR (luxury car)- mașină de lux
L.H, lth. (lighthouse)- far
Lith. (Lithuania)- Lituania
LHTL (luxury hotel)- hotel de lux
- M** **MAAS** (meet and assist)- politică a hotelurilor de a întâmpina și ajuta oaspeții
max. (maximum)- maximum
MF (1. main floor, mezzanine floor. 2. Monday through Friday.)- 1.etaj principal, mezanin 2. de luni până vineri
MICE (Meetings, Incentives, Conferences, and Events)- abreviere folosită pentru a exprima o serie de pachete de servicii: întâlniri, stimulente, conferințe sau evenimente.
min. (minimum)-minimum
MLOS (minimum length of stay)- durată minima de ședere
MNP (Marine national park)- parc marin national

- MPH** (Miles per hour)- mile pe oră
MV (motorized vessel)- navă motorizată
MY (motorized yacht)- yaht motorizat
- N** **NA** (not available. not applicable. no answer. need alternative)- care nu este disponibil, nu se aplică
N. Dak (North Dakota)- Dakota de Nord
NAR (New arrival information)- informații noi
Natl (national)- national
Neb. (Nebraska)- Nebraska
N. Heb (New Hebrides)-Noile Hebride
NE Ld. (North-eastern London)- zona de nord-est a Londrei
N.G. (New Guinea)- Noua Guinee
N.Z (New Zealand)- Noua Zeelandă
Nev. (Nevada)-Nevada
NDA (non-discountable amount)- sumă care nu se poate negocia
NOTR (No traffic rights)-fără drept de circulație
NWR (National wildlife refuge)- refugiu național pentru animalele sălbatice
- O** **o.a** (over all) – în total
o/c (overcharge)- taxă suplimentară
Occ. (Occident)- Occident
OHG. Official Hotel Guide-ghidul oficial al hotelului
OMFG. Official Meeting Facilities Guide-ghid al întâlnirilor oficiale
OP-other person- altă persoană
oz. (ounce, ounces)- uncie, uncii
OUT (Departure date, as from a hotel)- data plecării din hotel
OW (One-way)- sens unic
- P** **pd.** (paid)- plătit,ă
Pg. (Portuguese, Portugal)- Portugalia, portughez
pkg. (package)- colet
P.L.A (Port of London Authority)- Autoritățile Portului (Londra)
p.p.t/pppt (prompt)- prompt, imediat
pt. (payment)- plată
- Q** **q.** (quarantine flag)- pavilion de carantină
qlty. (quality)- calitate
qnty. (quantity)- cantitate
qr. (quarter)- pătrime, sfert
- R** **red.** (received)- primit
rept. (receipt)- chitanță
r.d (running days)- zile curgătoare
re. (relating to, in regard to)- cu referire la
reg. (registered)- recomandat, înregistrat
retld. (returned)- înapoiat
RR (railroad)- cale ferată
- S** **S** (south) - sud
S.A; S. Am.; S. Amer.; (South America)- America de Sud

Abbreviations Used in Tourism Terminology

	SHEX (Sundays, holidays excepted)- duminicile și sărbătorile legale exceptate
	SHINC (Sundays, holidays included)- duminicile și sărbătorile legale incluse
	sq.in. (square inch)- țol pătrat
	sq. Ft. (square foot)- picior pătrat
	S&L (sea and land)- pe mare și pe uscat
	St. (Statue, saint)- statuie , sfânt
	Sub (subway)- metrou
	Sw. (Sweden, Swedish)- Suedia, suedez,ă
T	tab. (the bill, as in a restaurant)- nota de plată
	TAC (travel agency commission)- comisionul perceput de agenția de turism
	TC (tour conductor)- ghid
	T&D (training and development)- antrenament și dezvoltare
	tr.fr (therefore)- deci, prin urmare
	t.d (time and date)- ora și data
	ter. (territory)- teritoriu
V	vs. (versus,against)- contra
	viz. (videlicet, namely)- anume, adică
	vol. (volume)- volum
	vt. (voice tube)-portavoce
W	whse (warehouse)- magazie, depozit
	WK. (was confirmed)- a fost confirmat, ă
	W.M (weight and measurement)- greutate sau volum
	W.W.D (weather working days)- zile lucrătoare pe timp favorabile
	WWDSheX (weather working days Sundays and holidays are excepted)- zile lucrătoare pe timp favorabil exceptând duminicile și sărbătorile legale

4. Results and discussions

Abbreviations and acronyms are both used to shorten words or phrases. The only difference between the two is the way in which they are formed. Abbreviations usually take the first few letters of a word and also end in a full stop. On the other hand, acronyms are mostly formed from the first letter of each word or a phrase. Each area of travel and tourism has its own set of abbreviations and acronyms and this article has attempted to decode 174 of them A (5), B (2), C (4), D (7), E (12), F (11), G(8), H (5), I (13), J (4), L (8), M (9), N (13), O (9), P (6), Q (4) , R (7), S (10), T (7), V (4), W (5). All the abbreviations and acronyms given in the list above are registered in dictionaries, tourism glossaries and sites. Finding abbreviations related to tourism in a general vocabulary can be a slow and laborious task and it is hoped that his paper will provide assistance in a practical way.

5. Conclusion

We abbreviate words or phrases to save time, effort or space. This article has attempted to show what an abbreviation / acronym stands for, as it may feel like people are speaking a different language. When confronted to genuine tourism conversations, Romanian students are often unable to understand and use abbreviations recognized in international tourism environments. The names of international organizations, financial strategies, certain economic expressions are often abbreviated and not always translated into the target language thus causing serious vocabulary problems. In many cases

abbreviations are widely used without most users knowing that the individual letters stand for. They are widely used in writing and the understanding of them is important for natural language processing applications. Abbreviations are not always defined in a document and sometimes are highly ambiguous. Tourism, which has been an obvious area for anthropologists, sociologists and psychologists for decades, has now become an important site for the study of intercultural communication and translation. Therefore, the challenging of deploying diverse linguistic materials, which often contain abbreviations or acronyms remain and there is a constant need of researching them.

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