



ROUNDALAB

STANDARDS FOR ROUND DANCING

ABBREVIATIONS

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ROUNDALAB STANDARD

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I. INTRODUCTION & CHANGES

INTRODUCTION:

Purpose of Abbreviations: To reduce the size of words, without confusing the reader, and to conserve space within the body of the cue sheet. The following guidelines apply to the usage of abbreviations and punctuation.

The format of the title reflects the status of the descriptions or definitions that follow:

Approved Standard -

Tentative Standard -

Boldface Type

Underlined and preceded by a single asterisk [*].

On ROUNDALAB Digital Video Disks [DVDs] -

Preceded by a number sign [#].

Copies of the following additional manuals, booklets, Digital Video Discs [DVDs] and Figure Video Software [FVS] may be purchased from:

ROUNDALAB

2803 Louisiana St.

Longview, Washington 98632

PHONE: 877 Y I DANCE [877-943-2623] US/CANADA

360-423-7423 all other countries

WEBSITE: www.roundalab.org

E-MAIL: roundalab@roundalab.org

- Phase Booklets – Phases I through VI
- Glossary
- Abbreviations Booklet
- Index for Glossary & Phase Booklets
- Listing of Phase Rated Actions, Movements and Figures by Rhythm Booklet
- Listing of Phase Rated Actions, Movements and Figures by Phase Booklet
- Cueing Guidelines
- Cue Sheet Writing Guidelines
- New Round Dance Leaders Manual - Phase I / II
- Teaching Manuals for Phase III and IV
- Preliminary Foot Movements & Positions/Dance Positions/Walks in all Rhythms Booklet
- Callers Manual for Using Rounds in the Square Dance Program
- Instructional Digital Video Discs [DVDs] [Phase I through Phase VI and Addendum]
- Figure Video Software [FVS]

Because of changes over time as well as differences of interpretation, inconsistencies may appear between the ROUNDALAB Digital Video Discs [DVDs], Figure Video Software [FVS] and the ROUNDALAB Phase Booklets. In such instances, the Phase Booklets should be taken as containing the most up to date material available.

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CHANGES:

Proposed changes to this Standard should be submitted to:

ROUNDALAB
2803 Louisiana St.
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Proposed changes are to be submitted as follows:

1. Specific reason[s] for the change.
2. Proposed changes must be received by November 1 to be considered at the next Annual ROUNDALAB Convention.
3. Request[s] to change Tentative Standards must be endorsed by signatures from at least two [2] ROUNDALAB Teaching Member Units in good standing. These endorsements must be part of, and accompany, the original request.
4. Tentative Standards will be considered permanent if no comment is received within the year following approval at the annual convention. Tentative Standards are preceded in the phase booklets with an asterisk [*].
5. Request[s] to change Permanent Standards must be endorsed by signatures from at least five [5] ROUNDALAB Teaching Member Units in good standing. These endorsements must be part of, and accompany, the original request.
6. Request for addition and phasing of a new action, movement or figure requires three [3] different choreographers use the action, movement or figure in three [3] dances prior to being defined and included in the ROUNDALAB Standards. Requests must be endorsed by signatures from at least five [5] ROUNDALAB Teaching Member Units in good standing. Cue sheets are to be submitted with the request and must be received by November 1 to be considered at the next Annual ROUNDALAB Convention.

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ROUNDALAB PHASE RATING SYSTEM

The purpose of the "**ROUNDALAB Phase Rating System**" is to provide a method for rating basic round dance actions, movements and figures according to the degree of complexity. This system can be readily used and understood by all those involved in round dancing to rate a dance at the appropriate phase. This concept works as follows:

- a. If all actions, movements and figures in a dance are from the same phase, the dance will be phased at that phase.
- b. A dance cannot have more than two actions, movements or figures [or any combination thereof] from the next higher phase and remain at the lower phase.
 - [1] If there is one action, movement or figure in a dance from the next higher phase, the dance will be phased at the lower phase plus 1 [e.g., a Phase II dance with one figure from Phase III will be rated Phase II +1].
 - [2] If there are two actions, movements or figures [or any combination thereof] in the dance from the next higher phase, the dance will be phased at the lower phase plus 2 [e.g., a Phase II dance with two figures from Phase III will be rated Phase II +2].
 - [3] Three or more actions, movements or figures [or any combination thereof] in the next higher phase requires the dance to be rated at the higher phase level.
- c. A dance cannot be rated any lower than one phase below the highest action, movement or figure used [e.g., a Phase III dance with one figure from Phase V will be rated as Phase IV +1].
- d. If a particular rhythm in a phase has lists of "a" and "b" figures, the choreographer, teacher or cuer may optionally choose to phase the dance more precisely by using the "a" or "b" designation. Example: Phase IV Waltz may be phased as IV-a or IV-b. If using this option, the following guidelines apply:
 - [1] Use the ROUNDALAB official "a" and "b" figure lists for the particular rhythm and phase. Lists may be found within the Phase booklets. Not all rhythms or phases have such lists. If there are no such lists, continue to follow the phasing guidelines above and do not include an "a" or "b" in the phase rating.
 - [2] Dances may only be phased at the "a" category if ALL figures in the dance are on the "a" list for that phase or are from a lower phase, all actions and movements are also within that phase or are from a lower phase, and there are no unphased actions, movements or figures in the dance. No "plus" figures are allowed in an "a" dance. [e.g., A dance may be a Phase IV-a, but it cannot be a Phase IV-a +1 dance. See next section for how to phase such a dance].
 - [3] If there are one or more figures from the "b" list in the dance, the dance is to be phased at the "b" level for that phase. [e.g., A Phase IV Waltz with all figures from the "a" list except one figure from the "b" list is to be phased IV-b].
 - [4] If there are one or more figures from one phase higher, or if there are any unphased actions, movements or figures, the dance is to be phased at the "b" level, even if all of the other figures are from the "a" list. [e.g., A Phase IV Waltz that uses only figures from the "a" list plus one figure from Phase V is to be phased as IV-b +1. A Phase IV Waltz that uses only figures from the "a" list plus one Phase V figure plus one unphased figure is to be phased IV-b +1 +1. A Phase IV Waltz that uses only figures from the "a" list plus one unphased figure is to be phased IV-b +0 +1].

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- [5] If the dance uses multiple rhythms and one or more rhythm[s] being used has the “a” or “b” designations, and one or more rhythm[s] does not have “a” or “b” designations, or if the dance uses one or more figures from a different rhythm that does not have an “a” or “b” list, then it should be phased either as a “b” or no “a” or “b” designation should be listed. [e.g., A Phase IV dance using Jive and Foxtrot with all Foxtrot figures from the “a” list is to be phased as a Phase IV {no “a” or “b” designation}, as Jive does not have an “a” or “b” list, or could be phased as a Phase IV-b if desired.

ROUNDALAB suggests the Phase Rating be included in the lead information on every cue sheet. Choreographers should put a “degree of difficulty” as part of the heading of a cue sheet, as determined by the following parameters:

- a. EASY [EZ] – a dance that can be done to cues by the average dancer at THAT phase level without further instructions by the cuer.
- b. AVERAGE [AVG] – a dance that can be done to cues by the average dancer at THAT phase level with one or two simple instructions explained by the cuer, e.g., “Lady rolls to LOP, not a Cross Wrap”.
- c. DIFFICULT [DIFF] – a dance that probably cannot be done by the average dancer at that phase level without a special teach because of rotations; unphased actions, movements or figures; unusual positioning; figure modifications; or tempo or timing changes.

ROUNDALAB recommends that choreographers assume the responsibility of rating their own dance before publication. However, if the choreographer does not rate the dance, then any person can easily rate the dance by using ROUNDALAB criteria.

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II. GUIDELINES

The following rules apply to the usage of abbreviations:

RULE:

- #1** Words or expressions that are not included in the “Abbreviation List” should be spelled out completely.
- #2** All positions, hall directions, and turning directions shall be in capital letters.
e.g., “OP”, “COH”, “LF”
- #3** Letters within the abbreviations in upper case must be used in upper case.
e.g., “LOD”, “Xib”
- #4** Letters within the abbreviations in lower case should generally be used in that case. But judicious usage of capitalization is permissible.
e.g., “Apt Pt”, “chg plcs”
- #5** A “un” may be pre-fixed to undo a figure.
e.g., “unwrp” means “unwrap”
- #6** An “s” may be suffixed to any abbreviation to create plurality.
e.g., “hnds”, “chg plcs”
- #7** An “’s” [with apostrophe] may be suffixed to create ownership.
e.g., “M’s L ft” means “man’s left foot”
- #8** A “g” may be suffixed to replace “ing”.
e.g., “fcg” means “facing”
- #9** A “d” may be suffixed to replace “ed”.
e.g., “jnd” means “joined”
- #10** Any number may be represented in its numeric form.
e.g., “2 fwd 2 steps” means “two forward two steps”
- #11** Abbreviations may be combined.
e.g., “ovrspn” means “over spin”
- #12** A “-” [hyphen] may replace “-to-” or “to”.
e.g., “fc-fc” means “face-to-face” or “face to face”
“chg plcs R-L” means “Change Places Right to Left”

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III. PUNCTUATION

- #** The "number sign" is used in the phase booklets to denote figures on the ROUNDALAB Video Phase Tapes.
- &** The "and" or "ampersand" denotes a half beat, an additional step to a single beat.
- ()** The "parentheses" are used ONLY to show the steps for the woman.
- ,** The "comma" denotes the end of a count or beat.
- The "hyphen" preceded by a space indicates a hold or wait during a beat of music.
- /** The "slash" denotes two foot actions on one beat, e.g., step/step, step on counts 1&, 2& or on 1a, 2. Or, sometimes two figures are danced in the same measure at the same time, one partner performing one figure while the other partner performs the second figure, e.g., Hitch/Scissors.
- 1** An Arabic number to the left of a description denotes the measure being described. An Arabic number following a cue term denotes the number of steps to be taken.
- ;** The "semi-colon" denotes the end of a measure of music.
- []** The "brackets" are used only to surround supplementary information.
- a** A small "a" denotes the last quarter [1/4] of a beat; an additional step within the beat.
- { }** The "braces" are used for figure name in the detail text portion of the Cue Sheet. e.g., {Box} sd, cl, fwd,-; sd, cl, bk,-;
- ~** The "tilde" is used in Head Cues to connect figures that cross measures. e.g., Change R to L ~ Change L to R;;;

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IV – ABBREVIATIONS [alphabetized by Abbreviation]

<u>ABBREVIATION</u>	<u>DEFINITION</u>	<u>ABBREVIATION</u>	<u>DEFINITION</u>
1-9	one through nine, etc.	chr	chair
1/2	half	chr1stn	Charleston
1/4	quarter	chs	chase
2x, 3x....	twice, 3 times, etc.	circ	circle
abt	about	ck	check
ack	acknowledge	cl	close, closed
acrs	across	cntr	center
adj	adjust	COH	Center of Hall
adv	advance, advanced	comm	commence
amer	American	comp	complete
approx	approximately	cont	continue, continuous
apt	apart	copa	copacabana
Arg	Argentine	CP	Closed [Position]
arnd	around	cpl	couple
avg	average	crb	crab
awy	away	crv	curve
bal	balance	ct	count
bas	basic	cuca	cucaracha
ball	basketball	CW	Clockwise
bdy	body	dbl	double
BFLY	Butterfly [Position]	demo	demonstration
bhd	behind	DIAG	Diagonal, diagonally
BJO	Banjo [Position]	diam	diamond
bk	back	diff	difficult
BL	Bolero [Rhythm]	dir	direction
brg	bridge	DLC	Diagonal Line of Dance and Center of Hall
brk	break	DLW	Diagonal Line of Dance and Wall
brkn	broken	dp	dip
brkwy	breakaway	dr	door
bt	beat	DRC	Diagonal Reverse Line of Dance and Center of Hall
bth	both	drg	drag
bwd	backward	DRW	Diagonal Reverse Line of Dance and Wall
cbm	contra body movement	dwn	down
CBMP	Contra Body Movement Position	elev	elevation
CCW	Counterclockwise	ez	easy
CH	Cha Cha		
chal	challenge		
chg	change		
chkn	chicken		

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<u>ABBREVIATION</u>	<u>DEFINITION</u>	<u>ABBREVIATION</u>	<u>DEFINITION</u>
falwy	fallaway	LCP	Loose Closed [Position]
fc	face	ld	lead
FCG	Facing [Position]	LF	Left Face
fig	figure	lk	lock
fin	finish	LOD	Line of Dance
flk	flick	lrt	lariat
flr	flare	lun	lunge
fnc	fence	M	man/gent/gentleman
frnt	front	manuv	maneuver
fshtl	fishtail	MB	Mambo
FT	Foxtrot	meas	measure
ft	foot	mod	modify/modified
fthr	feather	mom	momentary
FVS	Figure Video Software	mpm	measures per minute
fwd	forward	MR	Merengue
gcho	gaucho	mv	move
hd	head	mvt	movement
hes	hesitation	MX	mixed or multiple rhythms
hgt	height	nat	natural
hk	hook	ny	New Yorker
hky	hockey	OP	Open [Position]
hnd	hand	op	open
HNDSHK	Hand Shake [Position]	opp	opposite, opposition
htch	hitch	outsd	outside
hvr	hover	ovr	over
I/O	in and out	ovrsway	oversway
imp	impetus	ovrtrn	overturn
insd	inside	PCT	preferred cue term
intld	interlude	PD	Paso Doble
intro	introduction	Ph I...Ph VI	Phase I...Phase 6
intrpd	interrupted	plc	place
jn	join	pos	position
JV	Jive	prep	prepare/ preparation
kbchg	kick ball change	prog	progressive
kck	kick	PROM	promenade
L	left	Prom	Promenade
lc	lace		

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<u>ABBREVIATION</u>	<u>DEFINITION</u>	<u>ABBREVIATION</u>	<u>DEFINITION</u>
prtzi	pretzel	seq	sequence
pt	point	serp	serpiente
ptr	partner	sgl	single
PU	Pickup [Position]	SHDW	Shadow [Position]
pu	pickup	shdw	shadow
pvt	pivot	shffl	shuffle
		shldr	shoulder
Q	quick [as used in timing]	sip	step in place
qk	quick [not used in timing]	skt	skate
QS	Quickstep	SKTRS	Skaters [Position]
qtr	quarter	sld	slide
		slo	slow [not used in timing]
		slp	slip
R	right	sm	small
R/D	Round Dance/Dancing	sndstp	sand step
RAL	ROUNDALAB	span	Spanish
RB	Rumba	spn	spin
rec	recover	spri	spiral
rel	release	spt	spot
rev	reverse	ST	Slow Two step
RF	Right Face	sta	stationary
rk	rock	std	standard
RLOD	Reverse Line of Dance	stg	starting
		stk	stick
ROM	Round of the Month	stp	step
		strll	stroll
ROQ	Round of the Quarter	swch	switch
		swd	sideward
rpt	repeat	swhrt	sweetheart
RSCP	Reverse Semi-Closed Position	swvl	swivel
		sync	syncopation/ syncopated
		tch	touch
S	slow [as used in timing]	tele	telemark
		telefthr	telefeather
S/D	Square Dance/Dancing	telespn	telespin
		teleswvl	teleswivel
SB	Samba	TG	Tango
SCAR	Sidecar [Position]	thru	through
scis	scissors	thrwy	throwaway
SCP	Semi-Closed [Position]	tim	time
		tog	together
sd	side	trans	transition

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<u>ABBREVIATION</u>	<u>DEFINITION</u>	<u>ABBREVIATION</u>	<u>DEFINITION</u>
trav	traveling	XRib	cross right in back
trl	trail	XRif	cross right in front
trn	turn	XRLOD	cross Reverse Line of Dance
trpl	triple	xtn	extend
TS	Two Step		
twd	toward		
twkl	twinkle		
twrl	twirl		
twst	twist		
umbr	umbrella		
undr	under		
undrm	underarm		
undrtrn	underturn		
unph	unphased		
VARs	Varsouvienn [Position]		
vien	Viennese		
vin	vine		
W	woman/lady		
w/	with		
w/o	without		
wav	wave		
WC	West Coast Swing		
wev	weave		
wgt	weight		
whl	wheel		
whp	whip		
whtl	whaletail		
wlk	walk		
WRP	Wrapped [Position]		
wrp	wrap		
wsk	whisk		
wt	wait		
WZ	Waltz		
X	cross		
xfer	transfer		
Xib	cross in back		
Xif	cross in front		
XLib	cross left in back		
XLif	cross left in front		
XLOD	cross Line of Dance		

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<u>DEFINITION</u>	<u>ABBREVIATION</u>	<u>DEFINITION</u>	<u>ABBREVIATION</u>
one through nine, etc	1-9	chicken	chkn
half	1/2	circle	circ
quarter	1/4	Clockwise	CW
twice, 3 times, etc.	2x, 3x....	close, closed	cl
		Closed [Position]	CP
about	abt	commence	comm
acknowledge	ack	complete	comp
across	acrs	continue, continuous	cont
adjust	adj	contra body	
advance, advanced	adv	movement	cbm
American	amer	Contra Body	
apart	apt	Movement Position	CBMP
approximately	approx	copacabana	copa
Argentine	Arg	count	ct
around	arnd	Counterclockwise	CCW
average	avg	couple	cpl
away	awy	crab	crb
		cross	X
back	bk	cross in back	Xib
backward	bwd	cross in front	Xif
balance	bal	cross left in back	XLib
Banjo [Position]	BJO	cross left in front	XLif
basic	bas	cross Line of Dance	XLOD
basketball	ball	cross Reverse Line	
beat	bt	of Dance	XRLOD
behind	bhd	cross right in back	XRib
body	bdy	cross right in front	XRif
Bolero [Rhythm]	BL	cucaracha	cuca
both	bth	curve	crv
break	brk		
breakaway	brkwy	demonstration	demo
bridge	brg	Diagonal, diagonally	DIAG
broken	brkn	Diagonal Line of	
Butterfly [Position]	BFLY	Dance and Center	
		of Hall	DLC
center	cntr	Diagonal Line of	
Center of Hall	COH	Dance and Wall	DLW
Cha Cha	CH	Diagonal Reverse	
chair	chr	Line of Dance	
challenge	chal	and Center of Hall	DRC
change	chg	Diagonal Reverse	
Charleston	chr1stn	Line of Dance and	
chase	chs	Wall	DRW
check	ck		

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<u>DEFINITION</u>	<u>ABBREVIATION</u>	<u>DEFINITION</u>	<u>ABBREVIATION</u>
diamond	diam	impetus	imp
difficult	diff	in and out	I/O
dip	dp	inside	insd
direction	dir	interlude	intld
door	dr	interrupted	intrpd
double	dbl	introduction	intro
down	dwn		
drag	drg	Jive	JV
		join	jn
easy	ez		
elevation	elev	kick	kck
extend	xtn	kick ball change	kbchg
face	fc	lace	lc
Facing [Position]	FCG	lariat	lrt
fallaway	falwy	lead	ld
feather	fthr	left	L
fence	fnc	Left Face	LF
figure	fig	Line of Dance	LOD
Figure Video		lock	lk
Software	FVS	Loose Closed	
finish	fin	[Position]	LCP
fishtail	fshtl	lunge	lun
flare	flr		
flick	flk	Mambo	MB
foot	ft	maneuver	manuv
forward	fwd	man/gent/gentleman	M
Foxtrot	FT	measure	meas
front	frnt	measures per minute	mpm
		Merengue	MR
gaucho	gcho	mixed or multiple	
		rhythms	MX
hand	hnd	modify/modified	mod
Hand Shake		momentary	mom
[Position]	HNDSHK	move	mv
head	hd	movement	mvt
height	hgt		
hesitation	hes	natural	nat
hitch	htch	New Yorker	ny
hockey	hky		
hook	hk	open	op
hover	hvr	Open [Position]	OP
		opposite, opposition	opp

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<u>DEFINITION</u>	<u>ABBREVIATION</u>	<u>DEFINITION</u>	<u>ABBREVIATION</u>
outside	outsd	Samba	SB
over	ovr	sand step	sndstp
oversway	ovrsway	scissors	scis
overturn	ovrtrn	Semi-Closed [Position]	SCP
partner	ptr	sequence	seq
Paso Doble	PD	serpiente	serp
Phase I...Phase 6	Ph I...Ph VI	shadow	shdw
pickup	pu	Shadow [Position]	SHDW
Pickup [Position]	PU	shoulder	shldr
pivot	pvt	shuffle	shfl
place	plc	side	sd
point	pt	Sidecar [Position]	SCAR
position	pos	sideward	swd
preferred cue term	PCT	single	sgl
prepare/preparation	prep	skate	skt
pretzel	prtzl	Skaters [Position]	SKTRS
progressive	prog	slide	sld
promenade	prom	slip	slp
Promenade	PROM	slow [as used in timing]	S
quarter	qtr	slow [not used in timing]	slo
quick [as used in timing]	Q	Slow Two step	ST
quick [not used in timing]	qk	small	sm
Quickstep	QS	Spanish	span
recover	rec	spin	spn
release	rel	spiral	spri
repeat	rpt	spot	spt
reverse	rev	Square Dance/Dancing	S/D
Reverse Line of Dance	RLOD	standard	std
Reverse Semi-Closed Position	RSCP	starting	stg
right	R	stationary	sta
Right Face	RF	step	stp
rock	rk	step in place	sip
ROUNDALAB	RAL	stick	stk
Round		stroll	strll
Dance/Dancing	R/D	sweetheart	swhrt
Round of the Month	ROM	switch	swch
Round of the Quarter	ROQ	swivel	swvl
Rumba	RB	syncopation/ syncopated	sync

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<u>DEFINITION</u>	<u>ABBREVIATION</u>	<u>DEFINITION</u>	<u>ABBREVIATION</u>
Tango	TG	without	w/o
telefeather	telefthr	woman/lady	W
telemark	tele	wrap	wrp
telespin	telespn	Wrapped [Position]	WRP
teleswivel	teleswvl		
through	thru		
throwaway	thrwy		
time	tim		
together	tog		
touch	tch		
toward	twd		
trail	trl		
transfer	xfer		
transition	trans		
traveling	trav		
triple	trpl		
turn	trn		
twinkle	twkl		
twirl	twrl		
twist	twst		
Two Step	TS		
umbrella	umbr		
under	undr		
underarm	undrm		
underturn	undrtrn		
unphased	unph		
Varsouvienne [Position]	VARs		
Viennese	vien		
vine	vin		
wait	wt		
walk	wlk		
Waltz	WZ		
wave	wav		
weave	wev		
weight	wgt		
West Coast Swing	WC		
whaletail	whtl		
wheel	whl		
whip	whp		
whisk	wsk		
with	w/		