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** <u>Underlined</u> and preceded by a single asterisk [*]. Preceded by a number sign [#].

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

ROUNDALAB PO Box 1928 Auburn, ME 04211 PHONE: 877 Y I DANCE [877-943-2623] US/CANADA 207-904-0220 all other countries <u>WEBSITE:</u> www.roundalab.org <u>E-MAIL:</u> roundalab@roundalab.org

• Phase Booklets – Phases I through VI

On ROUNDALAB Teaching Videos [RTVs] -

- 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
- ROUNDALAB Teaching Videos [RTVs]
- 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 Teaching Videos [RTVs], 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.

CHANGES:

Proposed changes to this Standard should be submitted to:

ROUNDALAB PO Box 1928 Auburn, ME 04211 PHONE: 877 Y I DANCE [877-943-2623] US/CANADA 207-904-0220 all other countries <u>WEBSITE:</u> www.roundalab.org <u>E-MAIL:</u> roundalab@roundalab.org

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 <u>underlined</u> and 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.

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].

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.

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"

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.
- *I* 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;;;

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

IV ABBREVIATION	– ABBREVIATIONS [alph <u>DEFINITION</u>	abetized by Abbrevia ABBREVIATION	tion] DEFINITION
falwy	fallaway	L	left
fc	face	L ft bas	left foot basic
FCG	Facing [Position]	lc	lace
fig	figure	LCP	Loose Closed
fin	finish		[Position]
flk	flick	ld	lead
flr	flare	LF	Left Face
fnc	fence	lk	lock
frnt	front	LOD	Line of Dance
fshtl	fishtail	Irt	lariat
FT	Foxtrot	lun	lunge
ft	foot		
fthr	feather	М	man/gent/gentleman
FVS	Figure Video	manuv	maneuver
	Software	MB	Mambo
fwd	forward	meas	measure
fwd ocho	forward ocho	mod	modify/modified
		mom	momentary
gcho	gaucho	mpm	measures per minute
gcho trn	gaucho turn	MR	Merengue
J	5	mv	move
hd	head	mvt	movement
hes	hesitation	MX	mixed or multiple
hgt	height		rhythms
hĸ	hook		5
hky	hockey	nat	natural
hnd	hand	ny	New Yorker
HNDSHK	Hand Shake	•	
	[Position]	OP	Open [Position]
htch	hitch	ор	open
hvr	hover	орр	opposite, opposition
		outsd	outside
I/O	in and out	ovr	over
imp	impetus	ovrsway	oversway
insd	inside	ovrtrn	overturn
intld	interlude		
intro	introduction	РСТ	preferred cue term
intrpd	interrupted	PD	Paso Doble
		Ph IPh VI	Phase IPhase 6
jn	join	plc	place
JV	Jive	pos	position
		prep	prepare/
kbchg	kick ball change		preparation
kck	kick	prog	progressive
		PROM	promenade

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

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

IV. ABBREVIATIONS [alphabetized by Definition]

DEFINITION	ABBREVIATION	DEFINITION	ABBREVIATION
one through nine, etc	: 1-9	check	ck
half	1/2	chicken	chkn
quarter	1/4	circle	circ
twice, 3 times, etc.	2x, 3x	Clockwise	CW
		close, closed	cl
about	abt	Closed [Position]	СР
acknowledge	ack	commence	comm
across	acrs	complete	comp
adjust	adj	continue, continuous	cont
advance, advanced	adv	contra body	
alternating	alt	movement	cbm
American	amer	Contra Body	
apart	apt	Movement Position	CBMP
approximately	approx	copacabana	сора
Argentine Tango	AT	count	ct
around	arnd	Counterclockwise	CCW
average	avg	couple	cpl
away	awy	crab	crb
,	5	criss cross	criss x
back	bk	cross	X
back ocho	bk ocho	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	bball	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	
broken	brkn	Diagonal Line of	DIAO
Butterfly [Position]	BFLY	Dance and Center	-
	5. 2.	of Hall	DLC
center	cntr	Diagonal Line of	DEG
Center of Hall	СОН	Dance and Wall	DLW
Cha Cha	CH	Diagonal Reverse	
chair	chr	Line of Dance	
challenge	chal	and Center of Hall	
change	chg	Diagonal Reverse	
Charleston	christn	Line of Dance and	I
chase	chs	Wall	DRW
	_ 10 .	vvan	

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IV. ABBREVIATIONS [alphabetized by Definition]

DEFINITION	ABBREVIATION	DEFINITION	ABBREVIATION
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	P	N /
drag	drg	Jive	JV
		join	jn
easy	ez	kiek	kak
elevation	elev	kick	kck
extend	xtnd	kick ball change	kbchg
face	fc	lace	lc
Facing [Position]	FCG	lariat	Irt
fallaway	falwy	lead	ld
feather	fthr	left	L
fence	fnc	left foot basic	L ft bas
figure	fig	Left Face	LF
Figure Video	51/0	Line of Dance	LOD
Software	FVS	lock	lk
finish	fin	Loose Closed	
fishtail	fshtl	[Position]	LCP
flare	fir	lunge	lun
flick	flk	Manaka	MD
foot	ft	Mambo	MB
forward	fwd	maneuver	manuv
forward ocho	fwd ocho	man/gent/gentleman	M
Foxtrot	FT	measure	meas
front	frnt	measures per minute	-
aquaba	acho	Merengue	MR
gaucho gaucho turn	gcho gcho trn	mixed or multiple	мх
gaucho turn	gcho trn	rhythms modify/modified	
hand	hnd	•	mod
Hand Shake	IIIId	momentary move	mom
[Position]	HNDSHK	movement	mv mvt
head	hd	movement	mvt
height	hgt	natural	nat
hesitation	hes	New Yorker	ny
hitch	htch		···y
hockey	hky	onen	on
hook	hk	open Open [Position]	op OP
hover	hvr		
	1141		

IV. ABBREVIATIONS [alphabetized by Definition]

DEFINITION	ABBREVIATION	DEFINITION	ABBREVIATION
opposite, opposition outside over	opp outsd ovr	Round of the Quarter Rumba	ROQ RB
oversway	ovrsway	Samba	SB
overturn	ovrtrn	sand step	sndstp
partner	ptr	scissors Semi-Closed	scis
Paso Doble	PD	[Position]	SCP
Phase IPhase 6	Ph IPh VI	sequence	seq
pickup Diskup [Desition]	pu	serpiente	serp
Pickup [Position] pivot	PU pvt	shadow Shadow [Position]	shdw SHDW
place	pic	shoulder	shidr
point	pt	shuffle	shffl
position	pos	side	sd
preferred cue term prepare/preparation	PCT prep	Sidecar [Position] sideward	SCAR swd
pretzel	prtzl	single	sgl
progressive	prog	skate	skt
promenade	prom	Skaters [Position]	SKTRS
Promenade	PROM	slide slip	sld
quarter	qtr	slow [as used in	slp
quick [as used in	4	timing]	S
timing]	Q	slow [not used in	
quick [not used in		timing]	slo
timing] Quickstep	qk QS	Slow Two step small	ST sm
Quickstep		Spanish	span
recover	rec	spin	spn
release	rel	spiral	sprl
repeat	rpt	spot Square	spt
reverse Reverse Line of	rev	Dance/Dancing	S/D
Dance	RLOD	standard	std
Reverse Semi-Close		starting	stg
Position	RSCP	stationary	sta
right right foot basic	R R ft bas	step step in place	stp sip
Right Face	RF	stick	stk
rock	rk	stroll	strll
ROUNDALAB	RAL	sweetheart	swhrt
Round Dance/Dancing	R/D	switch swivel	swch swvl
Round of the Month	ROM		0.000

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IV. ABBREVIATIONS [alphabetized by Definition]

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

IV. ABBREVIATIONS [alphabetized by Definition]

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