U.S. Navy Style Guide

Navy editors and writers should follow the most recent edition of the Associated Press Stylebook except as noted in this U.S. Navy Style Guide.

"A" school - Use double quotes throughout a story. If included in a quote, use single quotes: 'A' school.

abbreviations, acronyms - In general, avoid abbreviations or acronyms that the reader would not quickly recognize. For reference see the Navy Style Guide addendum at the bottom of this document. Spell out on first reference with the abbreviation in parenthesis. Some acronyms, such as NATO, can be used on first reference. Check the AP Stylebook.
- Do not use acronyms or abbreviations if there is only one reference to the subject or it is an uncommon term.

aboard vs. onboard — Use aboard when referencing events taking place on a ship or aircraft. Use onboard when discussing shore based events.
- The crew is aboard the ship.
- The memorial ceremony was held onboard Naval Station Norfolk.
- Also, a Sailor is stationed "on," "at," "is serving with" or "is assigned to" a ship. A Sailor does not serve "in" a ship.
- A ship is "based at" or "homeported at" a specific place. A plane is "stationed at" or is "aboard" a ship; is "deployed with" or is "operating from" a ship. Squadrons are "stationed at" air stations. Air wings are "deployed with" ships.

active duty (noun), active-duty (adjective) - Lower case on all references.
- As a noun, two words: Navy personnel serve on active duty.
- As an adjective, hyphenate: All active-duty personnel must participate.

acting - Lower case unless at the beginning of a sentence:
Acting Secretary of the Navy Sean J. Stackley took over for former Secretary of the Navy Ray Mabus. Sean J. Stackley is the acting secretary of the Navy.

Action words (conducts, performs, participates, prepares) — This is considered MILSPEAK and should be avoided. A dental technician doesn't perform a routine dental cleaning...He cleans teeth. Sailors don't conduct maintenance in a machinery room....They lubricate the fly-wheel on a specific piece of equipment.

ages - Don't use ages unless identifying a child or the age is relevant to the story (ie: profiles, obituaries, achievements unusual for the age.)
- Always use figures.
- (From AP) The girl is 15 years old; the law is 8 years old; the 101-year-old house.
- Use hyphens for ages expressed as adjectives before a noun or as substitutes for a noun.

[Dept Of The Navy Style Guide](#)

Terry C. Jones

Dept Of The Navy Style Guide:

The Naval Institute Guide to Naval Writing, 4th Edition Christopher E Crane,Estate of Robert E Shenk,2024-06-01 With updates to every chapter this new fourth edition serves as the premier guide to professional writing for the naval services Authored by a naval officer who taught English at two service academies the book is widely used by officers enlisted men and women and civilians in both the Navy and Marine Corps Shenk provides sound practical advice on all common naval writing assignments across digital and print platforms Fully revised the book reflects the changing landscape of professional communication in general and changes in naval culture in the last decade across the fleet making it an essential guide

Extracts from the Style Manual of the Government Printing Office Designed for the Use of Type-writer Operators Engaged in Preparing Manuscript for Printing United States. Government Printing Office,1922 **General Medical Officer (GMO) Manual** ,1996 *Style Manual of the California State Printing Office* California. State Printing Office,1929 **Style Manual of the Printing Office** New York Public Library,1924 **The United States Army and Navy Journal and Gazette of the Regular and Volunteer Forces** ,1882 *Catalogue of the Public Documents of the ... Congress and of All Departments of the Government of the United States for the Period from ... to ...* , **Catalogue of the Public Documents of the [the Fifty-third] Congress [to the 76th Congress] and of All Departments of the Government of the United States** United States. Superintendent of Documents,1896 **Style Manual of the United States Governmnet Printing Office** United States. Government Printing Office,1934 **Department of the Navy Correspondence Manual** Department of the Navy,2010-03-01 The Navy Correspondence Manual is issued to prescribe uniform standards for the management and preparation of correspondence and is applicable to all commands and activities of the Department of the Navy This manual supersedes SECNAVINST 5216 5D and the Secretary of the Navy Writing Guide This manual contains the following chapters Correspondence Management Correspondence Standards and Procedures Electronic Records Facsimile Transmission Services Postal Standards Correspondence Format Multiple Address Letter Endorsements Memorandums Business Letters Executive Correspondence **Army-Navy-Air Force Register and Defense Times** ,1928 **Monthly Catalogue, United States Public Documents** ,1922-07 The Secretary's Handbook Sarah Augusta Taintor,Kate M. Monro,1929 *United States Government Publications Monthly Catalog* ,1922 **Style manual** United States. Government Printing Office,1984 **Co-operative Bulletin** Brooklyn Public Library,1901 *Browne's Phonographic Monthly* ,1879 *United States Official Postal Guide* ,1912 Scientific and Technical Reports National Information Standards Organization (U.S.),American National Standards Institute,1995 **Hill's Manual of Business and Social Information** Thomas Edie Hill,1921

Embracing the Melody of Term: An Emotional Symphony within **Dept Of The Navy Style Guide**

In a world taken by monitors and the ceaseless chatter of immediate interaction, the melodic beauty and psychological symphony produced by the prepared term frequently fade into the background, eclipsed by the persistent sound and disturbances that permeate our lives. Nevertheless, situated within the pages of **Dept Of The Navy Style Guide** a charming literary value filled with fresh thoughts, lies an immersive symphony waiting to be embraced. Crafted by an outstanding musician of language, that interesting masterpiece conducts readers on a psychological journey, well unraveling the concealed melodies and profound influence resonating within each cautiously constructed phrase. Within the depths with this touching assessment, we can investigate the book is central harmonies, analyze their enthralling writing model, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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Table of Contents Dept Of The Navy Style Guide

1. Understanding the eBook Dept Of The Navy Style Guide
    - The Rise of Digital Reading Dept Of The Navy Style Guide
    - Advantages of eBooks Over Traditional Books
2. Identifying Dept Of The Navy Style Guide
    - Exploring Different Genres
    - Considering Fiction vs. Non-Fiction
    - Determining Your Reading Goals
3. Choosing the Right eBook Platform
    - Popular eBook Platforms
    - Features to Look for in an Dept Of The Navy Style Guide
    - User-Friendly Interface
4. Exploring eBook Recommendations from Dept Of The Navy Style Guide
    - Personalized Recommendations

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