

COMMON STYLE ERRORS

aboard/on board Aboard is preferred in most instances. "A Sailor is aboard the ship using the on board computer."

at should be used instead of aboard to describe events at shore facilities.

area of responsibility instead of area of operations.

Acronyms Follow AP guidelines. In general, avoid alphabet soup. Do not use abbreviations or acronyms that the average reader would not quickly recognize.

Battalion and squadron Spell out on first reference: Naval Mobile Construction Battalion (NMCB) 3. Hyphenate on second reference: NMCB-3, not NMCB Three.

Byline (U.S. Navy photo by Mass Communication Specialist Seaman Apprentice John Paul Jones/Released)

Civilian titles Use full name and title or job description on first reference. Capitalize the title if used before the name. Lower case titles when they follow the name. Do not capitalize job descriptions. Use just the last name on second reference.

commanding officer Do not capitalize. Ex: Capt. Mary Smith, commanding officer of the cruiser, announced the ship would make a port visit to Key West.

Datelines on stories should contain a city name, entirely in capital letters, followed in most cases by the name of the state, county or territory where the city is located. No hyphen after the date.

Detachment Do not abbreviate on first reference. Abbreviate as "Det." in all subsequent references.

firefighting One word

general quarters Lower case when spelled out: The crew stayed at general quarters for 18 hours. "GQ" is acceptable on second reference.

global war on terrorism all lower case. Not "global war on terror."

high speed vessels high speed vessel Swift (HSV-2). In subsequent references, HSV-2 is appropriate.

individual augmentee (IA) Lower case.

Internet Capitalize.

Japan Maritime Self-Defense Force

LCAC The correct term is landing craft, air cushion. Use lower case unless identifying an individual, numbered LCAC (e.g., Landing Craft, Air Cushion (LCAC) 8).

live-fire Hyphenate

maritime security operations all lower case.

Military services Capitalize when referring to U.S. military institutions (U.S. Navy, U.S. Marine Corps, U.S. Coast Guard, etc.). Lowercase when referring to foreign military services (Canadian navy, Royal Canadian Navy; British navy, Royal Navy; Spanish navy, Armada Española; etc.)

more than/over more than is preferred with countable items; over generally refers to spatial relationships.

Numbers Do not start a sentence with a number; all ranks and units should use numerals. Ex: Seven petty officers were promoted. Mass Communication Specialist 2nd Class John Smith was one of them.

Persian Gulf Use "Arabian Gulf"

replenishment-at-sea Hyphenate and use all lower case.

Released Do not use all upper case. No period. **rigid-hull inflatable boat** lower case, do not abbreviate.

Sailor Capitalize when referencing U.S. Navy Sailors; lowercase other countries' sailors.

sea hawk Two words. "An SH-60B Sea Hawk helicopter."

Ship names On first reference include the type of ship (aircraft carrier, destroyer), and the hull number: the aircraft carrier USS George Washington (CVN 73). Do not abbreviate the ship name on second reference. (George Washington, not GW or Washington). Do not refer to a ship using the pronouns "her" or "she." Ship names appear in regular type, not in all caps.

States Abbreviate all except the following in captions: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas *and* Utah.

United States Abbreviate only when used as an adjective. Spell out when used as a noun. Ex: She is a U.S. citizen. She lived in the United States.