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This guide is meant only as an unofficial, quick reference guide for Army Public Affairs Representatives. All information is taken from the AP Style Guide or public Web sites.

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Military Ranks



US DoD Pay grade	E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9			
Insignia	No Insignia											
Title	Private	Private	Private First Class	Specialist	Corporal	Staff Sergeant	Sergeant First Class	Master Sergeant	First Sergeant	Sergeant Major	Command Sergeant Major	Sergeant Major of the Army
Abbreviation	PV1 ¹	PV2 ¹	PFC	SPC ²	CPL	SGT	SFC	MSG	1SG	SGM	CSM	SMA
NATO Code	OR-1	OR-2	OR-3	OR-4	OR-4	OR-5	OR-6	OR-8	OR-8	OR-9	OR-9	OR-9

¹ PVT is also used as an abbreviation for both Private ranks when pay grade need not be distinguished
² SPC4 is sometimes encountered as an abbreviation for Specialist. This is a holdover from when there were additional specialist ranks at higher pay grades.
 (Recreated from U.S. Army officer rank insignia)

US DoD Pay Grade	O-1	O-2	O-3	O-4	O-5	O-5	O-6	O-7	O-8	O-9	O-10	Special ¹
Insignia												
Title	Second Lieutenant	First Lieutenant	Captain	Major	Lieutenant Colonel	Lieutenant Colonel	Colonel	Brigadier General	Major General	Lieutenant General	General	General of the Army
Abbreviation	2LT	1LT	CPT	MAJ	LTC	LTC	COL	BG	MG	LTG	GEN	GA
NATO Code	OF-1	OF-2	OF-3	OF-3	OF-4	OF-4	OF-5	OF-6	OF-7	OF-8	OF-9	OF-10

¹ Confirmed only in times of Congressionally declared war to selected Generals.

MILITARY TITLES
 Rank Usage before a name

ARMY

Commissioned Officers
 general Gen.
 lieutenant general Lt. Gen.
 major general Maj. Gen.
 brigadier general Brig. Gen.
 colonel Col.
 lieutenant colonel Lt. Col.
 major Maj.
 captain Capt.
 first lieutenant 1st Lt.
 second lieutenant 2nd Lt.

sergeant major Sgt. Maj.
 master gunnery Master Gunnery
 sergeant Sgt.
 first sergeant 1st Sgt.
 master sergeant Master Sgt.
 gunnery sergeant Gunnery Sgt.
 staff sergeant Staff Sgt.
 sergeant Sgt.
 corporal Cpl.
 lance corporal Lance Cpl.
 private first class Pfc.
 private Pvt.

AIR FORCE

Ranks and abbreviations for commissioned officers are the same as those in the Army.

Warrant Officers

chief warrant officer Chief Warrant Officer
 warrant officer Warrant Officer

Enlisted Personnel

sergeant major of the Army Sgt. Maj. of the Army
 command Command
 sergeant major Sgt. Maj.
 sergeant major Sgt. Maj.
 first sergeant 1st Sgt.
 master sergeant Master Sgt.
 sergeant first class Sgt. 1st Class
 staff sergeant Staff Sgt.
 sergeant Sgt.
 corporal Cpl.
 specialist Spc.
 private first class Pfc.
 private Pvt.

Enlisted Designations
 chief master of the Air Force Chief Master Sgt.
 sergeant of the Air Force of the Air Force
 chief master of the Air Force Chief Master Sgt.
 sergeant of the Air Force Sgt.
 senior master of the Air Force Senior Master Sgt.
 master sergeant of the Air Force Master Sgt.
 technical sergeant of the Air Force Tech. Sgt.
 staff sergeant of the Air Force Staff Sgt.
 senior airman of the Air Force Senior Airman
 airman first class of the Air Force Airman 1st Class
 airman of the Air Force Airman
 airman basic of the Air Force Airman

PLURALS: Add s to the principal element in the title: *Majs. John Jones and Robert Smith; Maj. Gens. John Jones and Robert Smith; Spcs. John Jones and Robert Smith.*

RETIRED OFFICERS: A military rank may be used in first reference before the name of an officer who has retired if it is relevant to a story. Do not, however, use the military abbreviation *Ret.* Instead, use *retired* just as *former* would be used before the title of a civilian: *They invited retired Army Gen. John Smith.*

FIREFIGHTERS, POLICE OFFICERS: Use the abbreviations listed here when a military-style title is used before the name of a firefighter or police officer outside a direct quotation. Add *police* or *fire* before the title if needed for clarity: *police Sgt. William Smith.*

fire Capt. David Jones.

Spell out titles such as *detective* that are not used in the armed forces.

military units Use Arabic figures and capitalize the key words when linked with the figures: *1st Infantry Division (or the 1st Division), 5th Battalion, 395th Field Artillery, 7th Fleet.*

But: *the division, the battalion, the artillery, the fleet.*

NAVY, COAST GUARD

Commissioned Officers

admiral Adm.
 vice admiral Vice Adm.
 rear admiral Rear Adm.
 rear admiral upper half Rear Adm.
 rear admiral lower half Rear Adm.
 captain Capt.
 commander Cmdr.
 lieutenant Lt. Cmdr.
 lieutenant commander Lt.
 lieutenant junior grade Lt. j.g.
 ensign Ensign

Warrant Officers

chief warrant officer Chief Warrant Officer
 warrant officer Warrant Officer

Enlisted Personnel

master chief Petty Officer of the Navy Master Chief Petty Officer of the Navy
 master chief Petty Officer Master Chief Petty Officer
 senior chief Senior Chief Petty Officer
 petty officer Chief Petty Officer
 petty officer Petty Officer
 first class 1st Class Petty Officer
 petty officer 2nd Class Petty Officer
 petty officer 3rd Class Petty Officer
 third class 3rd Class Petty Officer
 seaman Seaman
 seaman Seaman
 apprentice Apprentice
 seaman recruit Seaman Recruit

MARINE CORPS

Ranks and abbreviations for commissioned officers are the same as those in the Army. Warrant officer ratings follow the same system used in the Navy. There are no specialist ratings.

Others

sergeant major of the Marine Corps Sgt. Maj. of the Marine Corps

Weapons

weapons *Gun* is an acceptable term for any firearm. Note the following definitions and forms in dealing with weapons and ammunition:

anti-aircraft A cannon that fires explosive shells. It is designed for defense against air attack. The form: *a 105 mm anti-aircraft gun*.

artillery A carriage-mounted cannon.

assault-style weapon Any semiautomatic pistol, rifle or shotgun originally designed for military or police use with a large ammunition capacity. Also, firearms that feature two or more accessories such as a detachable magazine, folding or telescopic stock, silencer, pistol grip, bayonet mount or a device to suppress the flash emitted while shooting in the dark.

automatic An autoloading action that will fire a succession of cartridges while the trigger is depressed or until the ammunition supply is exhausted. The form: *a .22-caliber automatic*.

buckshot See **shot** below.

bullet The projectile fired by a rifle, pistol or machine gun. Together with metal casing, primer and propellant, it forms a *cartridge*.

caliber A measurement of the diameter of the inside of a gun barrel except for most shotguns. Measurement is in either millimeters or decimal fractions of an inch. The word *caliber* is not used when giving the metric measurement. The forms: *a 9 mm pistol*, *a .22-caliber rifle*.

cannon A weapon, usually supported on some type of carriage, that fires explosive projectiles. The form: *a 105 mm cannon*.

carbine A short, lightweight rifle, usually having a barrel length of less than 20 inches. The form: *an M-3 carbine*.

cartridge See **bullet** above.

clip A device used to store multiple rounds of ammunition



together as a unit, ready for insertion into the magazine of a repeating firearm.

Colt Named for Samuel Colt, it designates a make of weapon or ammunition developed for Colt handguns. The forms: *a Colt .45-caliber revolver*, *.45 Long Colt ammunition*.

gauge This word describes the size of a shotgun. Gauge is expressed in terms of the number per pound of round lead balls with a diameter equal to the size of the barrel. The bigger the number, the smaller the shotgun.

Some common shotgun gauges:

Gauge	Interior Diameter
10	.775 inches
12	.729 inches
16	.662 inches
20	.615 inches
28	.550 inches
.410	.410 inches

The .410 actually is a caliber, but commonly is called a gauge.

The forms: *a 12-gauge shotgun*, *a .410-gauge shotgun*.

howitzer A cannon shorter than a gun of the same caliber employed to fire projectiles at relatively high angles at a target, such as opposing forces behind a ridge. The form: *a 105 mm howitzer*.

M-1, M-16 These and similar combinations of a letter and figure(s) designate rifles used by the military. The forms: *an M-1 rifle*, *an M-16 rifle*.

machine gun An automatic gun that fires as long as the trigger is depressed. The form: *a .50 caliber Browning machine gun*.

magazine The ammunition storage and feeding device within or attached to a firearm. It may be fixed to the firearm or detachable.

Magnum A trademark for a

type of high-powered cartridge with a larger case and a larger powder charge than other cartridges of approximately the same caliber. The form: *a .357-caliber Magnum*, *a .44-caliber Magnum*.

mortar Device used to launch a mortar shell; it is the shell, not the mortar, that is fired.

musket A heavy, large-caliber shoulder firearm fired by means of a matchlock, a wheel lock, a flintlock or a percussion lock. Its ammunition is a musket ball.

pistol A small firearm or handgun, it can be a single shot, a semiautomatic or a revolver. Its size is measured in calibers. The form: *a .45-caliber pistol*.

revolver A handgun. Its cartridges are held in chambers in a cylinder that revolves. The form: *a .45-caliber revolver*.

rifle A firearm designed or made to be fired from the shoulder and having a rifled bore. It uses bullets or cartridges for ammunition. Its size is measured in calibers. The form: *a .22-caliber rifle*.

Saturday night special The popular name for the type of cheap pistol used for impulsive crimes.

shell The word applies to military or naval ammunition and to shotgun ammunition.

shot Small lead or steel pellets fired by shotguns. A shotgun shell usually contains 1 to 2 ounces of shot. Do not use *shot* interchangeably with *buckshot*, which refers only to the largest shot sizes.

shotgun A firearm typically used to fire small spherical pellets called shot. *Shotguns* usually have a smooth bore barrel, but some contain a rifled barrel, which is used to fire a single projectile. Size is measured in gauges. The form: *a 12-gauge shotgun*.

submachine gun A lightweight automatic gun firing handgun ammunition.

people; Hurricane Camille, which devastated the Mississippi coast in 1969, killing 256 and leaving \$1.4 billion damage, and Hurricane Andrew, which hit South Florida in 1992, killing 43 and causing \$30.5 billion in damage.

hurricane eye The relatively calm area in the center of the storm. In this area winds are light and the sky often is covered only partly by clouds.

hurricane or typhoon A warm-core tropical cyclone in which the minimum sustained surface wind is 74 mph or more.

Hurricanes are spawned east of the international date line. Typhoons develop west of the line. They are known as cyclones in the Indian Ocean.

When a hurricane or typhoon loses strength (wind speed), usually after landfall, it is reduced to *tropical storm* status.

hurricane season The portion of the year that has a relatively high incidence of hurricanes. In the Atlantic, Caribbean and Gulf of Mexico, this is from June through November. In the eastern Pacific, it is May 15 through Nov. 30. In the central Pacific, it is June 1 through Nov. 30.

hurricane tide Same as **storm tide**.

hurricane warning Warns that one or both of these dangerous effects of a hurricane are expected in specified areas in 24 hours or less:

a. Sustained winds of 74 mph (64 knots) or higher, and/or

b. Dangerously high water or a combination of dangerously high water and exceptionally high waves, even though winds expected may be less than hurricane force.

hurricane watch An announcement for specific areas

that a hurricane or incipient

hurricane conditions may pose a threat to coastal and inland communities. with visibility frequently near zero and a temperature of 10 degrees or lower.

ice storm warning Reserved for occasions when significant, and possibly damaging, accumulations of ice are expected.

ice storm, freezing drizzle, freezing rain Describes the freezing of drizzle or rain on objects as it strikes them. *Freezing drizzle* and *freezing rain* are synonyms for *ice storm*.

National Hurricane Center The National Weather Service's National Hurricane Center in Miami has overall responsibility for tracking and providing information about tropical depressions, tropical storms and hurricanes in the Atlantic Ocean, Gulf of Mexico, Caribbean Sea and eastern Pacific Ocean.

The service's Central Pacific Hurricane Center in Honolulu is responsible for hurricane information in the Pacific Ocean area north of the equator from 140 degrees west longitude to 180 degrees.

On the Net:

www.nhc.noaa.gov

nearshore waters The waters extended to five miles from shore

nor'easter The term used by the National Weather Service for storms that either exit or move north along the East Coast, producing winds blowing from the northeast.

offshore waters The waters extending to about 250 miles from shore.

sandstorm Visibility of one-half mile or less due to sand blown by winds of 30 mph or more.

severe blizzard Wind speeds of 45 mph or more, great density of falling and/or blowing snow

severe thunderstorm Describes either of the following:

a. Winds — Thunderstorm-related surface winds sustained or gusts 50 knots or greater.

b. Hail — Surface hail three-quarters of an inch in diameter or larger. The word *hail* in a watch implies hail at the surface and aloft unless qualifying phrases such as *hail aloft* are used.

sleet (one form of ice pellet) Describes generally solid grains of ice formed by the freezing of raindrops or the refreezing of largely melted snowflakes. Sleet, like small hail, usually bounces when hitting a hard surface.

sleet (heavy) Heavy sleet is a fairly rare event in which the ground is covered to a depth of significance to motorists and others.

snow avalanche bulletin Snow avalanche bulletins are issued by the U.S. Forest Service for avalanche-prone areas in the western United States.

squall A sudden increase of wind speed by at least 16 knots and rising to 25 knots or more and lasting for at least one minute.

storm tide Directional wave(s) caused by a severe atmospheric disturbance.

tidal wave A term often used incorrectly for *seismic sea wave*. Use *tsunami*, but explain the term. These waves are caused by underwater earthquakes, landslides or volcanoes and are sometimes referred to as *great sea waves*.

tornado A violent rotating column of air forming a pendant usually from a cumulonimbus cloud and touching the ground

It usually starts as a funnel cloud and is accompanied by a loud roaring noise. On a local scale, it is the most destructive of all atmospheric phenomena.

tornado warning Warns the public of an existing tornado or one suspected to be in existence.

tornado watch Alerts the public to the possibility of a tornado.

traveler's advisory Alerts the public that difficult traveling or hazardous road conditions are expected to be widespread.

tropical depression A tropical

cyclone in which the maximum sustained surface wind is 38 mph (33 knots) or less.

tropical storm A warm-core tropical cyclone in which the maximum sustained surface winds range from 39 to 73 mph (34 to 63 knots) inclusive.

tsunami See **tidal wave** in this listing.

typhoon See **hurricane or typhoon** in this listing.

waterspout A tornado over water.

wind chill index Also known as the *wind chill factor*. No hy-

phen.

The *wind chill* is a calculation that describes the combined effect of the wind and cold temperatures on exposed skin. The *wind chill index* would be minus 4, for example, if the temperature was 15 degrees and the wind was blowing at 25 mph — in other words, a temperature of 4 below zero with no wind.

The higher the wind at a given temperature, the lower the wind chill reading, although wind speeds above 40 mph have little additional cooling effect.

wind shear It is caused when a mass of cooled air rushes downward out of a thunderstorm in what is called a *microburst*, hits the ground and rushes outward in all directions. Wind shear itself is described as a sudden shift in wind direction and speed. A plane flying through a microburst at low altitude, as on final approach or takeoff, would at first experience a strong headwind and increased lift, followed by a strong tail wind and sharply decreased lift.

winter storm warning Notifies the public that severe winter weather conditions are almost certain to occur.

winter storm watch Alerts the public to the possibility of severe winter weather conditions.

Heat index table

TEMP. F	RELATIVE HUMIDITY													
	40%	45%	50%	55%	60%	65%	70%	75%	80%	85%	90%	95%	100%	
110	136													
108	130	137												
106	124	130	137											
104	119	124	131	137										
102	114	119	124	130	137									
100	109	114	118	124	129	136								
98	105	109	113	117	123	128	134							
96	101	104	108	112	116	121	126	132						
94	97	100	102	106	110	114	119	124	129	135				
92	94	96	99	101	105	108	112	116	121	126	131			
90	91	93	95	97	100	103	106	109	113	117	122	127	132	
88	88	89	91	93	95	98	100	103	106	110	113	117	121	126
86	85	87	88	89	91	93	95	97	100	102	105	108	112	117
84	83	84	85	86	88	89	90	92	94	96	98	100	103	107
82	81	82	83	84	84	85	86	88	89	90	91	93	95	99
80	80	80	81	81	82	82	83	84	84	85	86	86	87	91

Wind chill factor table

WIND MPH	AIR TEMPERATURE																	
	40	35	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45
5	36	31	25	19	13	7	1	-5	-11	-16	-22	-28	-34	-40	-46	-52	-57	-63
10	34	27	21	15	9	3	-4	-10	-16	-22	-28	-35	-41	-47	-53	-59	-66	-72
15	32	25	19	13	6	0	-7	-13	-19	-26	-32	-39	-45	-51	-58	-64	-71	-77
20	30	24	17	11	4	-2	-9	-15	-22	-29	-35	-42	-48	-55	-61	-68	-74	-81
25	29	23	16	9	3	-4	-11	-17	-24	-31	-37	-44	-51	-58	-64	-71	-78	-84
30	28	22	15	8	1	-5	-12	-19	-26	-33	-39	-46	-53	-60	-67	-73	-80	-87
35	28	21	14	7	0	-7	-14	-21	-27	-34	-41	-48	-55	-62	-69	-76	-82	-89
40	27	20	13	6	-1	-8	-15	-22	-29	-36	-43	-50	-57	-64	-71	-78	-84	-91
45	26	19	12	5	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-79	-86	-93
50	26	19	12	4	-3	-10	-17	-24	-31	-38	-45	-52	-60	-67	-74	-81	-88	-95
55	25	18	11	4	-3	-11	-18	-25	-32	-39	-46	-54	-61	-68	-75	-82	-89	-97
60	25	17	10	3	-4	-11	-19	-26	-33	-40	-48	-55	-62	-69	-76	-84	-91	-98

FROSTBITE TIME

30 min.

10 min.

5 min.

Fundraising

JFMO-JA

1 December 2008

MEMORANDUM FOR CPT Tamara Spicer, Public Affairs Officer, JFMO, 2302 Military Circle, Jefferson City, MO 65101

SUBJECT: Fundraising and Solicitation for Donations by MONG Military Units

1. REFERENCES.

- a. Joint Ethics Regulation (JER), paragraph 3-210
- b. AR 608-1, Appendix J, Army Community Service Center
- c. AR 600-20, Army Command Policy

2. ISSUE: This office was asked to provide guidance concerning fundraising efforts conducted by military units of the Missouri National Guard.

3. RECOMMENDATION. Under current statutory and regulatory guidance, as discussed below, it is impermissible for a Missouri National Guard unit or its members to solicit non-federal entities or non-military personnel for donations or gifts.

4. DISCUSSION: Army regulations and the JER prohibit military units from sponsoring or engaging in fundraising activities. Direct command sponsorship of a fundraising effort, no matter how well intended, invariably involves the solicitation of subordinates by the command. Superiors should never solicit subordinates, although they may endorse authorized fundraising activities under certain circumstances.

5. FRGs are command-sponsored organizations of Soldiers, civilian employees, family members and volunteers belonging to a unit. The purpose of an FRG is to provide mutual support and assistance. FRGs are official Department of the Army (DA) programs established pursuant to AR 600-20 and are subject to all applicable statutory and regulatory restraints on official activities, including fundraising. As an official activity of the DA, a FRG may not engage in external fundraising and may not solicit gifts and donations from non-federal entities. External fundraising by its nature includes solicitation of local civilian businesses.

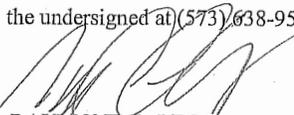
6. OPM and OGE regulations do not apply to solicitations conducted by organizations of Federal personnel among their own members for organizational support or the benefit and welfare of their members. If the solicitation effort is conducted by such an organization, i.e. a FRG, the command may endorse the solicitation effort. The solicitation effort must remain internal to the organization and can not solicit goods, services or money from non-organizational entities. Those fundraising efforts must still be approved by the head of the DoD component command after consultation with the Designated Agency Ethics Official (DAEO). The approval authority for this solicitation is the Adjutant General. The DAEO for the Missouri National Guard is the full-time Judge Advocate officer.

7. FRGs are not established to raise funds, solicit donations or manage large sums of money. An FRG informal fund can never exceed \$5,000 per calendar year from all sources. Any money

received must be spent only for authorized FRG functions. Mixing FRG funds with appropriated funds or utilizing the funds for an improper purpose could result in potential adverse administrative actions or criminal violations for unlawful augmentation.

8. Neither DoD personnel, in their official capacity, nor FRG representatives can solicit a non-federal entity to provide goods or services to DoD or any of its components. An exemption exists for the Marine Corps Reserve "Toys for Tots" campaign. "Toys for Tots" is an official program for the Marine Corps Reserve and may be officially endorsed by Marine Corps units and Marine Corps members.

9. Point of contact for this ethics opinion is the undersigned at (573) 638-9537.


RAYMOND L. LEGG
LTC, JA, MOARNG
Deputy State Judge Advocate
Ethics Counselor



How To Avoid Acronyms (HTAA)

This guide is included simply as a quick reference tool, not as a list of acceptable acronyms.

AP Style says that, with a few well known exceptions (NAACP, NCAA, AP, AARP) acronyms should be avoided at all costs.

You likely hear dozens of acronyms on a daily basis. Some are common, others become common, but most are strange and useless. Often, when you ask for an explanation of what one means, nobody knows - this is especially true with equipment.

Although some readers may be familiar with some acronyms, chances are most are not. If they have to keep checking the top of the article to see what an acronym means, they'll simply stop reading.

The easiest way to avoid an acronym is to find the noun. An FRG is a group. An FSC is a company. NGB is a bureau.

Acronym Guide			
ASMC	Area Support Medical Company	HSC	Headquarters Support Company
ASB	Aviation Support Battalion	Hist.	History
AV	Aviation	Horiz.	Horizontal
Bat.	Battery	JFHQ-MO	Joint Force Headquarters - Missouri
Bde.	Brigade	Log.	Logistics
Bn.	Battalion	Maint.	Maintenance
BSB	Brigade Support Battalion	MEB	Maneuver Enhancement Brigade
CAB	Combat Aviation Brigade	Med.	Medical
Chem.	Chemical	Mil.	Military
CID	Criminal Investigation Division	MP	Military Police
Cmd.	Command	MPAD	Mobile Public Affairs Detachment
Co.	Company	MRBC	Multi-Role Bridge Company
Comm.	Communications	Ops.	Operations
CSSB	Combat Sustainment Support Battalion	Ord.	Ordnance
CST	Civil Support Team	OSACOM	Operational Support Airlift Command
Ctr.	Center	Plt.	Platoon
Det.	Detachment	ROC	Rear Operations Center
Div.	Division	RR	Recruiting and Retention
En.	Engineer	RTI	Regional Training Institute
Equip.	Equipment	Sec.	Section
FA	Field Artillery	Spt.	Support
Fl.	Flight	Sq.	Squadron
FP	Force Provider	STB	Special Troops Battalion
FSC	Forward Support Company	Tac.	Tactical
Gp.	Group	TASMG	Theater Aviation Sustainment Maintenance Group
HHB	Headquarters and Headquarters Battery	TCP	Tactical Command Post
HHC	Headquarters and Headquarters Company	Tm.	Team
HHH	Headquarters and Headquarters Detachment	Tng.	Training
		Trans.	Transportation
		Trp.	Troop
		Vert.	Vertical

Writing headlines

First, remember that only the first word and proper nouns are capitalized.

Follow story style in spelling, but use numerals for all numbers and single quotes for quotation marks.

Instead of thinking in complete sentences, the easiest way to write a headline is to think of words.

If it's a straightforward news story, you won't need to get cute and will want to be as direct as possible.

For light-bright style stories, though, you can get a little more creative:

Let's say you have a story about a group of soldiers whose battalion is deployed somewhere really remote and boring who started a pick-up baseball league to pass the time. The league becomes popular with other units stationed.

To start out, just write a list of words that have to do with the story

Soldiers

battalion
Boredom
Baseball
Bat
Base
Outpost
Pickup

If you notice a lot of the words begin with the same letter, you can usually just throw them together – that would work in this case: “Battalion bats back boredom with baseball”

For feature stories that aren't too heavy, you can also get away with using clichés or references. The 35th Engineer Brigade's “Mule-skinner” wrote an article about a naval officer who was attached to their unit. His job was keeping up the equipment that the engineers used to detect IEDs. The headline I used was “Soldier-sailor's tinking tailored to save lives.”

Having said that, not all headlines are going to be interesting, nor should they be.

#

7th Weapons of Mass Destruction Civil Support Team

Based at Fort Leonard Wood. On second reference, use “team.”

35th Combat Aviation Brigade

Formerly 20th Combat Aviation Brigade

35th Engineer Brigade

Based at Fort Leonard Wood

70th Troop Command

Based at Jefferson Barracks

110th Maneuver Enhancement Brigade

Based in Kansas City

131st Bomb Wing

Formerly 131st Fighter Wing - based at Whiteman Air Force Base

139th Airlift Wing

Based in St. Joseph

157th Air Operations Group

Based at Jefferson Barracks

A

academic degrees:

Possessives: bachelor’s degree, master’s degree

Non-possessives: Bachelor of Arts, Master of XXXX, associate degree (notice it’s not capitalized, like bachelor’s degree and master’s degree)

Post-name identification: Usually there’s no need to add a “PhD” or “MD” after a name because the name will be written “Dr. Leonard Wood.” In the military, you could conceivably have to write “Gen. Leonard Wood, M.D.”

active duty (n) active-duty (adj)

Lowercase on all references.

addresses:

Streets:

Abbreviations: Ave., Blvd., and St. are acceptable in a specific address. 1600 Pennsylvania Ave.. If referring to the street without a number, write Pennsylvania Avenue.

More Abbreviations: Directions: 4 W. Market St..

DO NOT ABBRIEVIATE: alley, drive, road terrace

adjutant general:

Adjutant general is not a rank, but a position - therefore, it is not capitalized. Plural is ‘adjutants general.’

affect vs. effect:

Affect: As a verb, means to influence: The game will affect the standings

As a noun is rarely used and probably shouldn’t be used in any public affairs setting

Effect: As a verb, means to cause: He will effect many changes in the company.

As a noun, means result: The effect was overwhelming.

Afghanistan:

Afghan: adjective, (eg. the Afghan Army)

Afghan: (n) a native of Afghanistan
afghan: (n) a Turkoman carpet of large size and long pile woven in geometric designs

afghani: The currency or people of Afghanistan, not an adjective

African-American:

Correct AP-style is “black.” “African American” is acceptable in quotes.

AH-1 Cobra

Attack helicopter

AH-6/MH-6 Little Bird

Scout/attack escort, special operations helicopter

AH-60L/MH-60K Pave Hawk

Covert infiltration/exfiltration, special operations helicopter

AH-64 Apache

Attack helicopter

aid vs. aide

aid: Assistance

aide: A person who is an assistant

aide-de-camp, aides-de-camp:

A military officer who serves as assistant and confidential secretary to a superior. Capt. Matthew Styles is BG Danner’s aide-de-camp.

air base:

Two words. Don’t capitalize unless specific, “Whiteman Air Force Base.”

airborne

Uppercase only when used as part of an official unit designation (101st Airborne Division) or when used as part of a school name (the Airborne School).

airborne infantry, parachute infantry:

These designations have not been official for many years; do not use them.

aircraft names:

Hyphens: Use a hyphen when changing from letters to figures; no hyphen when adding a letter after figures. Ex: B-1, F-15 Eagle, 747B

Quotes: Do not use quotes around aircraft names – Spirit of St Louis, not “Spirit of St. Louis”

Plurals: If an aircraft ends with a letter, use an apostrophe ex: 747B’s. If it ends in a number, just add an ‘s.’

aircraft terms:

engine, not motor

twin engine, not twin-engined

jet plane or jetliner should be used for planes with jet engines

turboprop or propjet should be used for aircrafts with engines geared to propellers

Air Force:

Capitalize when referring to the US. Lowercase when referring to others: Israeli air force.

DO NOT use USAF

History: Pre-1941, the Air Force was the U.S. Army Air Corps

1941-1947: Army Air Forces (notice the ‘s’)

Air Force One:

Any aircraft the president is using.

Airman, Airmen:

Breaks with AP style. Capitalize on all uses.

**Air National Guard
airstrike****aka:**

Acceptable acronym. Notice there are no periods between letters.

Al-Jazeera**Alluha akbar:**

Arabic phrase for “God is great.” You might run across it in a quote.

allies, allied:

Only capitalize when referring to combination of U.S. and Allies during WWI or WWII.

Al-Qaida:**ambassador:**

Capitalize before a name as a title, keep lowercase when not specific or when referring to an ambassador without a name.

American Legion:

Capitalize “Legion” in subsequent references. Members are “Legionnaires.” These terms are capitalized because they are a specific reference.

American Medical Association:

AMA is acceptable on second reference

ammunition: *see ‘weapons’***a.m., p.m.:**

Lowercase with periods. Avoid being redundant: 8 p.m. at night.

AMVETS:

Acceptable in all references for American Veterans, the organization formerly known as American Veterans of World War II, Korea, and Vietnam.

Anybody, any body, anyone, any one:

One word for an indefinite refer-

ence: Anyone can do that.

Two words when the emphasis is on singling out one element of a group: Any one of them may speak.

Arabic Names:

In general, use an English spelling that approximates the way a name sounds in Arabic. If an individual has a preferred spelling in English, use that. If usage has established a particular spelling, use that.

Arabs commonly are known by two names (ie, Fuad Butros), or by three (ie Ahmed Zaki Yamani). Follow the individual’s preference on first reference. On second reference, use only the final name in the sequence.

The articles al- or el- may be used or dropped depending on the person’s preference or established usage. Osama el-Baz, el Baz, or Moammar Gadhafi, Gadhafi.

The Arabic word for son (ibn or bin depending on person preference and the nation) is sometimes part of a name (Rashid bin Humaid). On second reference, use only the final word in the name: Humaid. Bin Laden is an exception to the rule. The word abu, meaning father of, occasionally is used as a last name (Abdul Mohsen Abu Maizer).

Capitalize and repeat it on second reference: Abu Maizer.

The titles king, emir, sheik and imam are used, but prince usually replaces emir. Some Arabs are known only by the title and a given name on first reference (King Hussein). Others are known by a complete name (Sheik Sabah Salem Sabah). Follow the common usage on first reference. On second reference, drop the title, using only the given name if it stood alone (Hussein) or the final name in the sequence if more than one was used on first reference (Sabah). Make an exception to this procedure for second reference if an individual is commonly known by some other one of the names used on first reference.

The al, when found in front of many newspaper names, means ‘the.’ It should be capitalized, as in The New York Times, El Pais, Die Welt.

armed forces:

Capitalize only as a proper name (Armed Forces Day), not as a noun (the armed forces) or adjective (an armed-forces member)

Armistice Day: *Veterans Day***Army:**

Capitalize when referring to U.S. forces. Lowercase others: French army.

Army regulation

Lowercase regulation when used alone, uppercase if followed by the number, and use as AR on second reference with number.

Army Reserve

Can stand alone on second reference in uppercase, either as a noun or adjective, as “Reserve.” Lowercase only in the case of “reserve component.” Reservist is always uppercased. Lowercase “select reserve.”

artillery: *see ‘weapons’***astronaut:**

Always lower case – it’s not a title. Mercury astronaut Gus Grissom

automatic: *see ‘weapons’***aviator:**

Use for both genders.

awards and decorations:

Capitalize them: Bronze Star, Purple Heart, Medal of Honor

AWOL:

Acceptable on second reference for “absent without leave.”

Axis:

The alliance of Germany, Italy and Japan during World War II.

B

barbecue:

Not barbeque or Bar-B-Q

battalion:

Capitalize when used in a name (ie, 5th Battalion)

battlefield:

Also, battlefield, battleground, battleship

battle station

bazaar:

A fair. "Bizarre" means unusual.

because, since:

Because: Use because to denote a specific cause-effect relationship:

He went because he was told.

Since: Acceptable in a casual sense when the first event in a sequence led logically to the second but was not its direct cause: They went to the game, since they had been given the tickets.

bioterrorism

Black Hawk

Two words

blackout, brownout:

A blackout is a total power failure over a large area or the concealing of lights that might be visible to enemy raiders.

The term rolling blackout is used by electric companies to describe a situation in which electric power to some sections temporarily is cut off on a rotating basis to assure that voltage will meet minimum standards in other sections.

A brownout is a small, temporary voltage reduction, usually from 2 percent to 8 percent, implemented to conserve electric power.

boats, ships:

A boat is a watercraft of any size, but is generally used to indicate a small craft. A ship is a large, seagoing vessel.

Boeing Co.:

Formerly Boeing Aircraft Co.. Headquarters is in Chicago.

bona fide

Bosnia-Herzegovina:

The country has been divided into a

Bosnian Serb republic and a Mus-

lim-Croat federation since 1995.

Both have wide autonomy but share a common presidency, parliament and government. In datelines: SARAJEVO, Bosnia-Herzegovina. The people are Bosnians.

Bradley

M1/M2/M3; may be called Bradley fighting vehicle (do not uppercase fighting or vehicle).

build up (v.)

buildup (n. and adj.)

bull's-eye

bullet: see 'weapons' entry

bureau:

Capitalize when part of the formal name for an organization or agency: National Guard Bureau

burqa

The all-covering dress worn by some Muslim women

bylaw

C

C-23 Sherpa

Fixed wing, light military transport aircraft.

caliber:

The form: .38-caliber pistol.

Caucasian

CBRNE

Stands for Chemical, Biological, Radiological/Nuclear and Explosive

Cease-fire, cease-fires

(n. and adj.) The verb form is "Cease fire"

Central Intelligence Agency

CIA is acceptable in all references

CERFP

Stands for Chemical, Biological, Radiological /Nuclear and Explosive - Enhanced Response Force Package. Can be referred to as 'team' on second reference.

CH-47 Chinook

Cargo helicopter.

CH-54 Tarhe

Cargo helicopter. AKA "Sky Crane," this heavy lift helicopter was initially designed for military transport of cargo weighing up to 20,000 pounds.

chief

Capitalize as a formal title before a name: Chief Joe Smith. Lower case elsewhere.

Children

Used for people 15 and under. Call children by their first name on second reference, but last name if a more serious story.

Citizen-Soldiers

citywide

close air support

coalition forces

Not capitalized

Coast Guard

Coast Guardsman

Capitalize when referring to an individual in a U.S. Coast Guard unit: He is a Coast Guardsman. Lowercase "guardsman" when alone.

Cold War: Always capitalize

combat, combated, combating

commander in chief:

Capitalize only before a name. Commander in Chief George Bush. George Bush is the commander in chief.

company (military)

Capitalize only when part of a name: Company B. DO NOT abbreviate.

Compose, comprise, constitute:
Compose: to create or put together.
The Guard is composed of many units.
Comprise: to contain. The Guard comprises many units.
Constitute: in the sense of form or make up, may be the best word if neither compose nor comprise seems to fit: Many units constitute the Missouri Guard.

coalition forces
Not capitalized

Congress:
Capitalize when referring to the U.S. Senate and House of Representatives. Capitalize Congress also if referring to a foreign body that uses the term, or its equivalent in a foreign language.

Congressional
Lower case unless part of a proper name: Congressional Quarterly

Congressional Districts:
Capitalize when together. Lowercase 'district' when it stands alone.

congressman, congresswoman:
Only refers to a member of the House of Representatives

corps
capitalize when used with a word or figure to form a proper name: Marine Corps, I Corps.
The possessive of corps is the same for singular or plural: corps'

Counterdrug
The National Guard program; lowercase when not referring to the program but to the effort, "the Guard's counterdrug counterterrorism missions"

country names
On first reference, the name of every foreign city will be followed by the spelled-out name of the nation in which it is located (e.g., Worms, Germany).

courtesy titles:
Use only in a lighter article where two people have the same last

name.

Court-martial, court-martialed, courts-martial

crisis, crises

crossfire

cross section (n.), cross-section (v.)

cross-training

D

damage vs. damages:
Damage is destruction: Authorities said damage from the storm would total more than \$1 billion
Damages are awarded by a court as compensation: The woman received \$25,000 in damages.

daylong

day to day, day-to-day
Hyphenate When used as a compound modifier: They have extended the contract on a day-to-day basis.

defense spending
Military spending is usually the more precise term

demolish, destroy
Both mean to do away with something completely. Something cannot be partially demolished or destroyed. It is redundant to say totally demolished or totally destroyed.

Department of Defense
Defense Department is acceptable. DoD is not. Use "the department," in lower case, on second reference.

Department of Homeland Security
Homeland Security Department is acceptable Use "the department," in lower case, on second reference.

Department of Veterans Affairs

VA on second reference

detention center: *see* 'prison, jail'

different:
takes preposition "from," not "than"

differ from, differ with
To differ from means to be unlike
To differ with means to disagree

dilemma
Means more than a problem – it implies a choice between two unattractive alternatives.

directions and regions
In general, lowercase north, south, northeast, northern, etc., when they indicate compass direction; capitalize when they designate region:
Compass Direction: He drove west. The cold front is moving east.
Regions: A storm system that developed in the Midwest is spreading eastward. It will bring shower to the East Coast by morning and to the entire Northeast by late in the day.

With names or nations: Lowercase unless they are part of a proper name or are used to designate a politically divided nation: the southern united states, eastern Canada, Northern Ireland, South Korea.
With states and cities: The preferred form is to lowercase compass points only when they describe a section of a state or city. western Texas (not West Texas)

Capitalize Compass Points When:
Part of a proper name (West Virginia, North Dakota)
Part of a widely known section (Lower East Side of New York, Southern California)

diseases
Do not capitalize arthritis, emphysema, leukemia, migraine, pneumonia, etc.
When a disease is known by the name of the person who identified it, capitalize only the individual's name: Alzheimer's disease, Parkinson's disease, etc.

division, *see* 'military units'

doctor

Use “Dr.” in first reference as a formal title before the name of the individual who holds a doctor of dental surgery, doctor of medicine, doctor of optometry, doctor of osteopathy or doctor of podiatric medicine degree: Dr. Jonas Salk
The form Dr.. or Drs.. in a plural construction, applies to all first-reference uses before a name, including direct quotations.

If appropriate in the context, Dr. also may be used on first reference before the names of individuals who hold other types of doctoral degrees. However, because the public frequently identifies Dr. only with physicians, care should be taken to assure that the individual’s specialty is stated in first or second reference. The only exception would be in a story in which the context left no doubt that the person was a dentist, psychologist, chemist, historian, etc..

In some instances it is also necessary to specify that an individual identified as Dr. is a physician. One frequent case is a story reporting on joint research by physicians, biologists, etc.

Do not use Dr. before the names of individuals who hold only honorary doctorates.

Do not continue the use of Dr. in subsequent references.

door to door, door-to-door

Hyphenate when using as a compound modifier: Soldiers conducted door-to-door searches.

But: Searchers went from door to door.

downlink (and uplink)

When meant to describe the transmission of data to or from a satellite, use “transmit.”

downrange

Not down range

Dramamine

A trademark for a brand of motion sickness remedy. Capitalize.

driver’s license(s)

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drought

drowned, was drowned

If a person suffocates in water or other fluid, the proper statement is that the individual drowned. To say that someone was drowned implies murder.

Drug Enforcement Agency

DEA is acceptable on second reference

drugs:

Because the word has become synonymous with narcotics, medicine is frequently the better word to specify that an individual is on medication.

Dust storm: see ‘weather terms’

DVD

Acronym for digital video disk.
The acronym is acceptable on all references.

Dyeing, dying

Dyeing refers to changing colors.
Dying refers to death.

E

Each

Takes a singular verb

Each other, one another

Two people look at each other.
More than two look at one another.
Either phrase may be used when the number is indefinite

earmark

earth

Generally lowercase; capitalize when used as the proper name of the planet.

Earthquakes

Richter scale is capitalized, as it’s named for Dr. Charles F. Richter. Magnitudes are usually reported simply as “magnitude X.X.”
For quick facts on earthquakes, go

to www.usgs.gov.

Eastern Europe

No longer a separate political unit, but can be used in specific references to the region. Use only in the historic sense.

easygoing

ecology

The study of the relationship between organisms and their surroundings. It is not synonymous with environment.

effect vs. affect:

Effect: As a verb, means to cause (He will effect many changes in the company.)

As a noun, means result (The effect was overwhelming.)

Affect: As a verb, means to influence (The game will affect the standings)

As a noun is rarely used and probably shouldn’t be used in any public affairs setting

e.g. Meaning for example, it is always followed by a comma

Eid al-Adha

Meaning “Feast of Sacrifice,” this is the most important Islamic holiday marks the willingness of Ibrahim to sacrifice his son. The holiday begins on the 10th day of the Islamic lunar month of Dhul-Hijja, during the annual hajj pilgrimage to Mecca.

Eid al-Fitr

A three-day holiday marking the end of Ramadan, Islam’s holy month of fasting.

either

Use it to mean one or the other, not both

Right: She said to use either door.

Wrong: There were lions on either side of the door.

either...or, neither...nor

The nouns that flows these words do not constitute a compound subject; they are alternate subjects and require a verb that agrees with the nearest subject:

Neither they nor he is going. Neither he nor they are going.

Election Day

The first Tuesday after the first Monday in November

El Salvador

The use of the article in the name of the nation helps to distinguish it from its capital, San Salvador. Use Salvadoran(s) in reference to citizens of the nation.

e-mail

Short form of electronic mail.

embassy

An embassy is the official office of an ambassador in a foreign country and the office that handles the political relations of one nation with another.

A consulate, the office of a consul in a foreign city, handles the commercial affairs and personal needs of citizens of the appointing country.

Capitalize with the name of a nation; lowercase without it: the French embassy, the U.S. Embassy, the embassy.

emigrate, immigrate

One who leaves a country emigrates from it. One who comes into a country immigrates.

enforce

But “reinforce”

engine, motor

An engine develops its own power, usually through internal combustion or the pressure of air, steam or water passing over vanes attached to a wheel: an airplane engine, an automobile engine, a steam engine, a turbine engine.

A motor receives power from an outside source: an electric motor, a hydrolic motor.

Engineer Company

Not Engineering Company

enquire, enquiry

The preferred words are inquire, inquiry

enroll, enrolled, enrolling**en route**

Always two words

ensure, insure

ensure means guarantee: Steps were taken to ensure accuracy
insure refers to insurance: The policy insures his life.

Environmental Protection Agency

EPA is acceptable on second reference

envoy

Not a formal title

epicenter

The point on the Earth’s surface above the underground center, or focus, of an earthquake.

equator

Always lowercase

ESGR

On first reference, the Committee For Employer Support of the Guard and Reserve. On second reference, use ‘the committee’ or ‘the program.’

every day (adv), everyday (adj)

She goes to work every day.
He wears everyday shoes.

every one, everyone

Two words when it means each individual item: Every one of the clues was worthless.

One word when used as a pronoun meaning all persons: Everyone wants his life to be happy. (Note that everyone takes singular verbs and pronouns)

executive branch

Always lowercase

executive director

Capitalize before a name only if it is a formal corporate or organization title

eye to eye, eye-to-eye

Hyphenate when used as a compound modifier: an eye-to-eye confrontation

eyewitness**F****face to face**

When a story says two people meet for discussions, talks or debate it is unnecessary to say they met face to face.

fact-finding (adj)**fallout (n)****Family**

An exception to AP Style. According to Defense Department regulations, Army public affairs has to capitalize ‘family.’ AP Style does not mention family, as it is understood to be a general term and therefore lowercase.

Because the uppercase stands out, try to avoid using the word unless it is the first word in a sentence or in the context of military Families, Family Readiness Groups and the State Family Program. Use specific family members instead.

Family Readiness Group

On second reference, use “the group,” not FRG

Far East

The easternmost portions of the continent of Asia: China, Japan, North and South Korea, Taiwan, Hong Kong and the eastern portions of Russia.

Confine Far East to this restricted sense. Use the ‘Far East and Southeast Asia’ when referring to a wider portion of eastern Asia.

farther, further

Farther refers to physical distance. He ran farther into the woods.
Further refers to an extension of time or degree. She’ll look further into the case.

Fatah

A secular Palestinian party and former guerrilla movement founded

by Yasser Arafat. Do not use with the prefix al-.

**father-in-law, fathers-in-law
FBI**

Acceptable in all references for Federal Bureau of Investigation. Use 'bureau' to avoid alphabet soup.

federal

Use a capital letter for the architectural style and for corporate or governmental bodies that use the word as part of their names (ie, Federal Trade Commission)

Lowercase when used as an adjective to distinguish something from state, county, city, town or private entities: federal assistance, federal court, federal government, a federal judge.

Also: federal District Court and federal Judge Ann Aldrich.

Federal Aviation Administration

FAA is acceptable on second reference.

Federal Communications Commission

FCC is acceptable on second reference.

Federal Emergency Management Agency

FEMA is acceptable on second reference.

female

This is the preferred adjective, not 'woman'

Fewer, less

In general, use fewer for individual items, less for bulk or quantity

Wrong: the trend is towards more machines and less people. (in this case, people refers to individuals)

Wrong: She was fewer than 60 years old. (Years refers to a period of time, not individual years)

Right: Fewer than 10 applicants called. (applicants are individuals)

Right: I had less than \$50 in my pocket. (An amount) BUT: I had fewer than 50 \$1 bills in my pocket. (Individual items)

firearms *see* 'weapons'

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firefighter

first lady

Not a formal title. Do not capitalize, even when used before the name of a chief of state's wife

Flack, flak

Flack is slang for press agent
Flak is a type of anti-aircraft fire, hence figuratively a barrage of criticism.

Flagpole, flagship

Flair, flair

Flair is conspicuous talent
Flare is a verb meaning to blaze with sudden bright light or burst out in anger. It is also a noun meaning a flame.

flash flood *see* 'weather terms'

fleet

Use figures and capitalize fleet when forming a proper name: the 6th Fleet.

Lowercase fleet when it stands alone

floods, flood stage, *see* 'weather terms'

floodwaters

Food and Drug Administration

FDA is acceptable on second reference.

foreign governmental bodies

Capitalize the names of specific foreign governmental agencies and departments, either with the name of the nation or without it if clear in the context: French Foreign Ministry, the Foreign Ministry
Lowercase "the ministry" or similar terms when standing alone.

foreign legislative bodies

In general, capitalize the proper name of a specific legislative body abroad: the Knesset, the Diet
The most frequent names in use are Congress, National Assembly and Parliament.

Lowercase parliament or a similar term only when used to describe a

body for which the foreign name is being given: the Diet, Japan's parliament.

Plurals: Lowercase parliament and similar terms in plural constructions.

Individual Houses: The principle also applies to individual houses of the nation's legislature, just as Senate and House are capitalized in the US.

Lowercase assembly when used as a shortened reference to national assembly

In many countries, national assembly is the name of a unicameral legislative such as France, it is the name for the lower house of a legislative body known by some other name such as parliament.

foreign names

For foreign place names, use the primary spelling in Webster's New World College Dictionary. If it has no entry, follow the National Geographic Atlas of the World.

fort

Do not abbreviate, for cities or for military installations: Fort Leonard Wood.

four-star general

Free World

An imprecise description. Use only in quoted matter.

front line (n.)

front-line (adj)

fundamentalists

The word gained usage in an early 20th century fundamentalist-modernist controversy within Protestantism. In recent years, however, fundamentalist has to a large extent taken on pejorative connotations except when applies to groups that stress strict, literal interpretations of Scripture and separation from other Christians.

In general, do not use fundamentalist unless a group applies the word to itself.

fundraising, fundraiser

One word in all cases

funnel cloud *see weather terms*

furlough

fuselage

G

gage, gauge

A gage is a security or a pledge
A gauge is a measuring device or a term used to designate the size of shotguns.

general, general of the air force, general of the army *see military titles entry*

Geneva Conventions

Note the final s.

Geographic names

Domestic: Do not use the postal abbreviations for state names. *See state names entry*

Foreign: The first source for the spelling of all names is Webster's New World College Dictionary as follows: Use the first listed spelling if an entry gives more than one.

If the dictionary provides different spellings in separate entries, use the spelling that is followed by a full description of the location.

If the dictionary does not have an entry, use the first listed spelling in the National Geographic Atlas of the World: www.nationalgeographic.com.

GI, GIs

Believed to have originated as an abbreviation for government issue supplies, it describes military personnel in general, but is normally used for the Army. (No periods is an exception to the general rule for two-letter abbreviations)
Soldier is preferred unless the story contains the term in quoted matter or involves a subject such as the GI Bill of Rights.

Global Positioning System

GPS is acceptable in all uses

Global War on Terrorism

According to latest NGB guidance, no longer in use. Use 'Overseas Contingency Operations.'

Good Conduct Medal

government

Always lowercase, never abbreviate: the federal government, the state government, the U.S. government.

governor

Capitalize and abbreviate as Gov. or Govs. When used as a formal title before one or more names.

GPS

Acronym acceptable in all uses

Green Berets *see Special Forces*

ground zero

Guard member

Guardsmen, *See National Guard and Coast Guardsmen entries*

gubernatorial

guerrilla

gunbattle, gunboat, gunfight, gunfire, gunpoint, gunpowder

gung-ho

A colloquialism to be used sparingly

guns *see weapons entry*

H

habeas corpus

A writ ordering a person in custody to be brought before a court. It places the burden of proof on those detaining the person to justify the detention. If used in a story, define.

half-mast, half-staff

On ships and at naval stations ashore, flags are flown at half-mast

Elsewhere ashore, flags are flown at half-staff

hand-held

hand-picked

hangar, hanger

A hangar is a building. A hanger is used for clothes.

Hang, hanged, hung

One hangs a picture, criminal or oneself

For past tense or the passive, use hanged when referring to executions or suicides, hung for other actions.

Hanukkah

The Jewish Festival of Lights, an eight day commemoration of rededication of the Temple by the Maccabees after their victory over the Syrians. Usually occurs in December, but sometimes November.

H-bomb

Use hydrogen bomb unless a direct quotation is involved

headlines

Only the first word and proper nouns are capitalized. Follow story style in spelling, but use numerals for all numbers and single quotes for quotation marks.

head-on (adj., adv.)

headquarters

May take a singular or plural verb. Do not use headquarter as a verb.

health care

Two words, no hyphen, in all uses

heaven

he, him, his, thee, thou

Personal pronouns referring to God are lowercase

heliport

hemisphere

Capitalize Northern Hemisphere, etc.. Lowercase hemisphere in other uses: the Eastern and Western hemispheres, the hemisphere.

hemorrhage

her

Do not use this pronoun in reference to nations or ships, except in quoted matter. Use 'it' instead.

HH-60 Seahawk

Special operations helicopter

high-tech

highway designations

Use these forms, as appropriate in the context for highways identified by number: U.S. Highway 1, U.S. Route 1, U.S. 1, state Route 34, Interstate Highway 495, Interstate 495. On second reference only for Interstate: I-495.

When a letter is appended to a number, capitalize it but do not use a hyphen: Route 1A.

highway patrol

Capitalize if used in the formal name of a police agency: the Missouri Highway Patrol. Lowercase highway patrolman in all uses.

historic, historical

A historic event is an important occurrence, one that stands out in history.

Any occurrence in the past is a historical event.

home page

Two words: the front page of a particular Web site

hometown

Use a comma to set off an individual's hometown when it is placed in apposition to a name, whether of is used or not: Tim Johnson, of Vermillion, S.D.; Mary Richards, Minneapolis.

hot spot

Two words, for descriptions of global trouble spots.

Humvee

Capitalized (not HWMMV or Hummer)

I

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ICBM, ICBMs

Acceptable on first reference for intercontinental ballistic missile(s), but the term should be defined in the body of a story. Avoid redundant ICBM missile.

ice storm *see weather terms entry*

imam

Lowercase when describing the leader of a prayer in a Muslim mosque. Capitalize before a name when used as the formal title for a Muslim leader or ruler

Indians

American Indian is the preferred term for those in the United States. Where possible, be precise and use the name of the tribe.

injuries

Injuries are suffered, not sustained or received

insignia

Same form for singular and plural

in spite of

Use 'despite'

intefadeh

An Arabic term for the Palestinian uprising against Israel

Internet

Iran

Formerly Persia. It is not an Arab country. The people are Iranians, not Persians or Irani. The official language is Persian, also known as Farsi.

Iraq

The Arab nation coinciding roughly with ancient Mesopotamia. Its people are Iraqis, the dialect of Arabic is Iraqi.

irregardless

Double negative. Regardless is correct.

Islam

Followers are called Muslims. The adjective is Islamic. Their holy book is the Quran, which according to Islamic belief was revealed by

Allah (God) to the Prophet Muhammad in the seventh century in Mecca and Medina. The place of worship is a mosque. The weekly holy day, the equivalent of the Christian Sabbath, is Friday.

It is the religion of more than 1 billion people in the world, making it the world's second largest faith after Christianity. Although Arabic is the language of the Quran and Muslim prayers, not all Arabs are Muslims and not all Muslims are Arabs. Most of the world's Muslims live in a wide belt that stretches halfway around the world: across West Africa and North Africa, through the Arab countries of the Middle East and on to Turkey, Iran, Afghanistan, Pakistan and other Asian countries, parts of the former Soviet Union and western China to Indonesia and the southern Philippines.

There are two major divisions in Islam:

Sunni: The biggest single sect in Islam, the comprising about 85 percent of all Muslims. Nations with Sunni majorities include Egypt, Saudi Arabia, and most other Arab nations, as well as non-Arab Turkey and Afghanistan. Most Palestinian Muslims and most West African Muslims are Sunnis.

The Saudis sometimes are referred to as Wahhabi Muslims. This is a subgroup within the Sunni branch of Islam.

Shiite: The second largest sect. Iran is the only nation with an overwhelming Shiite majority. Iraq, Lebanon and Bahrain have large Shiite communities, in proportion to their overall populations.

The schism between Sunni and Shiite stems from the very early days of Islam and arguments over Muhammad's successors as caliph, the spiritual and temporal leader of Muslims. The Shiites wanted the caliphate to descend through Ali, Muhammad's son-in-law.

Ali eventually became the fourth caliph, but he was murdered; Ali's son al-Hussein was massacred with his fighters at Karbala, in what is now Iraq. Shiites consider the later caliphs to be usurpers. The Sunnis no longer have a caliph.

Titles for clergy vary from sect to sect and from country to country, but these are the most common:
Grand Mufti – The highest authority in Quranic law and interpretations, a title used mostly by Sunnis.
Sheik – Used by most clergymen in the same manner that the Rev. is used as a Christian clerical title, especially common among Sunnis. (Not all sheiks are clergymen. Sheik can also be a secular title of respect or nobility.)
Ayatollah – Used by Shiites, especially in Iran, to denote senior clergymen, such as Ayatollah Ruhollah Khomeini.
Hojatoleslam – A rank below ayatollah
Mullah – Lower level clergy
Imam – Used by some sects as a title for the prayer leader at a mosque. Among the Shiites, it usually has a more exalted connotation.

it's, its

It's is a contraction for it is or it has. It's up to you. It's been a long time. Its is the possessive form of the neuter pronoun: The company lost its assets.

J

jargon

The special vocabulary and idioms of a particular class or occupational group.
In general, avoid jargon. When it is appropriate in a special context, include an explanation of any words likely to be unfamiliar to most readers.

jeep, Jeep

Lowercase the military vehicle, capitalize if referring to the civilian vehicle.

Jefferson Barracks

Refer to St. Louis in a dateline. Indicate as a post within St. Louis.

Jesus

The central figure in of Christian-

ity, he also may be called Jesus Christ or Christ.
Personal pronouns referring to him are lowercase.

Jew

Use for men and women. Do not use 'Jewess.'

jihad

Arabic noun used to refer to the Islamic concept of the struggle to do good. In particular situations, that can include holy war, the meaning extremist Muslims commonly used.

job descriptions

Always lowercase

Joint Chiefs of Staff

Also: the Joint Chiefs. But lowercase the chiefs or the chiefs of staff.

judge advocate

The plural: judge advocates. Also, judge advocate general, judge advocates general. Capitalize as a formal title before a name.

K

Kansas City

In datelines, distinguish that it's Kansas City, Mo..

keynote address, keynote speech

Koran

Quran is preferred AP style

Korean Names

North Korean names are generally three separate words, each starting with a capital letter: Kim Il Sung. South Korean names are three words with the second two names hyphenated and a lowercase letter after the hyphen: Kim Young-sam. In all cases, family name comes first.

For South Korean place names, use the revised Romanized spellings introduced by the government in 2000: Incheon (formerly Inchon), Busan (formerly Pusan)

Korean War

But lowercase Korean conflict

L

languages

Capitalize the proper names of languages and dialects.

last

Avoid the use of last as a synonym for latest if it might imply finality. Acceptable: The last time it rained, I forgot my umbrella. Unacceptable: The last announcement was made at noon. Whenever possible, use another word – "past" usually fits.

leatherneck

Lowercase this nickname for a member of the U.S. Marine Corps. It is derived from the leather lining that was formerly part of the collar on the Marine uniform.

legion, legionnaire

legislative titles

See AP style guide for extended explanation

liaison

lieutenant *see military titles entry*

lieutenant governor

Capitalize and abbreviate as Lt. Gov. or Lt. Govs. When used as a formal title before one or more names in regular text. Capitalize and spell out when used as a formal title before one or more names in direct quotes. Lowercase and spell out in all other uses.

lifestyle

lifetime

linage, lineage

Linage is a number of lines. Lineage is ancestry or descent

local

Avoid the irrelevant use of the word.

Irrelevant: The injured were taken to a local hospital

Better: The injured were taken to a hospital.

long distance, long-distance

Always a hyphen in reference to telephone calls: We keep in touch by long-distance. He called long-distance. She took the long-distance calls.

In other uses, hyphenate only when used as a compound modifier: She traveled a long distance. She made a long-distance trip.

long term, long-term

Hyphenate when used as a compound modifier: We will win in the long term. He has a long-term assignment.

Long time, longtime

They have known each other a long time.

They are longtime partners.

M

machine gun (n.)

But: machine-gun (v. and adj.)
machine-gunner

Major *see military titles entry*

Marines

Capitalize when referring to U.S. forces: the U.S. Marines, the Marines, the Marine Corps, Marine regulations. Do not use USMC.

Capitalize Marine when referring to an individual in a Marine Corps unit: He is a Marine.

Do not describe Marines as soldiers, which is generally associated with the Army. Use troops if a generic term is needed.

Master of Arts, Master of Science

A master's degree or a master's is acceptable in any reference

Meal, Ready-to-Eat, or Meals, Ready-to-Eat 19- Style Guide

MRE acceptable on second reference

mecca

lowercase in the metaphorical sense; capitalize the city in Saudi Arabia.

Medal of Honor

The nation's highest military honor, awarded by Congress for risk of life in combat beyond the call of duty. Use Medal of Honor recipient or a synonym, but NOT winner. There is no Congressional Medal of Honor.

medevac

Acceptable abbreviation for medical evacuation, especially in referring to aircraft used to transport wounded military personnel

media

In the sense of mass communication, such as magazines, newspapers, the news services, radio and television, the word is plural: The news media are resisiting attempts to limit their freedom.

merchant marine

Lowercase in referring to the ships of a nation used in commerce.

Capitalize only in references to the organization the Merchant Marine or the U.S. Merchant Marine Academy. Members are merchant mariners or merchant crewmen, but not marines.

MH-6 Little Bird

Attack/scout escort, special operations helicopter.

MH-47 Chinook

Heavy assault helicopter, special operations.

Middle East

The term applies to southwest Asia west of Pakistan and Afghanistan (Iran, Iraq, Israel, Kuwait, Jordan, Lebanon, Oman, Bahrain, Qatar, Saudi Arabia, Syria, Turkey, United Arab Emirates and Yemen) and northeastern Africa (Egypt and Sudan)

Popular usage once distinguished between the Near East (the westerly national in the listing) and the

Middle East (the easterly nations), but the two terms now overlap, with current practice favoring Middle East for both areas.

Use Middle East unless Near East is used by a source in a story.

Mideast is also acceptable, but Middle East is preferred

MiG

The I in this designation for a type of Russian fighter is lowercase because it is the Russian word for 'and.' The initials are from the last names of the designers, Arten Mikoyan and Mikhail Gurevich.

The forms: MiG-19, MiG-21s

miles per hour

The abbreviation mph (no periods) is acceptable in all references

military academies

Capitalize U.S. Air Force Academy, U.S. Coast Guard Academy, U.S. Merchant Marine Academy, U.S. Military Academy, U.S. Naval Academy. Retain capitalization if the U.S. is dropped.

Lowercase academy when it stands alone

Cadet is the proper title on first reference for men and women enrolled at the Army, Air Force, Coast Guard and Merchant Marine academies. Midshipman is the proper title for men and women enrolled at the Naval Academy. T

Use the appropriate title on first reference. On second reference, use only the last name.

military equipment

Hyphenate all designations except those of American tracked armored vehicles (e.g., Russian T-72, M-16 and F-15, but M1A1 and M113).

military rank

Always refer to Soldiers by rank, not pay grade (e.g., sergeant or Sgt., not E-5).

Military titles

see page 2

military units

Use Arabic figures and capitalize

the key words when linked with the figures: 1st Infantry Division (or the 1st Division) 5th Battalion, 395th Field Artillery, 7th Fleet. But: the division, the battalion, the artillery, the fleet

missile names

Use Arabic figures and capitalize the proper name but not the word missile: Pershing 2 missile

Missouri Abbrev.: Mo.

Missouri National Guard

Always spell out on first reference. Can refer to both Army and Air National Guard. Do not use MONG as a reference.

M-1, M-16 *see weapons entry*

monuments

Capitalize the popular names of monuments and similar public attractions: Lincoln Memorial, Statue of Liberty, Washington Monument, Leaning Tower of Pisa, etc.

moon

lowercase

Moslem(s)

The preferred term to describe adherents of Islam is Muslim(s).

mother-in-law, mothers-in-law

mph

acceptable in all references for miles per hour or miles an hour

Muhammad

The prophet and founder of the Islamic religion. Prophet Muhammad. Use other spellings only if preferred by a specific person for his own name or in a title or the name of an organization.

mujahadeen

Lowercase when using the Arabic for holy warriors; uppercase if it is part of the name of a group

mullah

An Islamic leader or teacher, often a general title of respect for a learned man

Muslims

The preferred term to describe adherents of Islam

N

names

In general, use last names only on second reference.

When it is necessary to distinguish between two people who use the same last name, as in married couples or brothers and sisters, use the first and last name.

In stories involving youngsters, generally refer to them by first name on second reference if they are 15 or younger and by their surname at 18 and older.

However, use news judgment and refer to their children under 15 by their last name if the story is a serious one involving, for example, a major crime. With 16- or 17- year olds, use the surname unless it's a lighthearted story.

national anthem

Lowercase. But "The Star Spangled Banner."

National Guard

Capitalize when referring to U.S. or state-level forces, or foreign forces when that is the formal name: the National Guard, the Guard, the Missouri National Guard, Missouri's National Guard, National Guard troops, the Iraqi National Guard.

When referring to an individual in a National Guard unit, use National Guardsman: He is a National Guardsman.

Lowercase guardsman when it stands alone.

nationwide

NATO

Acceptable in all references for the North Atlantic Treaty Organization, but use it sparingly. A phrase such as the alliance is less burdensome to the reader.

naval, navel

Use naval in copy pertaining to a navy

A navel is a bellybutton

naval station

Capitalize only as part of a proper name: Norfolk Naval Station

navy

Capitalize when referring to U.S. forces: the US. Navy, the Navy. Do not use USN.

Lowercase when referring to the naval forces of other nations: British navy

This approach has been adopted for consistency because many foreign nations do not use navy as the proper term.

9/11

Sept. 11 is the preferred term to use in describing the terrorist attacks in the United States Sept. 11 2001.

New Madrid Seismic Zone

A major seismic zone/earthquake fault line in southeast Missouri. The zone produced the 1811-1812 earthquakes that were felt as far away as Boston.

no man's land

noncommissioned

Not non-commissioned. Use NCO on second reference.

no one

O

oasis, oases

occupational titles

always lowercase

OH-6 Cayuse

Light observation helicopter

OH-58A/C Kiowa

Observation helicopter

OH-58D Kiowa Warrior

Observation helicopter

on duty/off duty

Same usage as “active duty”; hyphenate only as adjectives (on-duty responsibilities; off-duty activities, but “He plays in a band when he’s off duty;” “When she’s on duty, she’s totally focused.”)

Osama bin Laden

Use bin Laden on second reference, an exception to the general rule on Arabic names. It is the family preference for the last name.

overwatch

This is a tactical term and should only be used in the tactical sense (e.g., “the M1A1s were in an overwatch position” is acceptable; “the personnel office has overwatch authority on transfers” is not).

Overseas Contingency Operations

Formerly known as the Global War on Terrorism

Ozark Mountains

Or simply: the Ozarks

P**Palestine Liberation Organization**

Not Palestinian. PLO is acceptable in all references.

patrol, patrolled, patrolling**payload****peacekeeping****peacemaker, peacemaking****peace offering****peacetime****Persian Gulf**

Use this long-established name for the body of water off the southern coast of Iran.

Some Arab nations call it the Arabian Gulf. Use Arabian Gulf only

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in direct quotations and explain in the text that the body of water is more commonly known as the Persian Gulf.

phonetic alphabet

Unless it is part of a direct quote, do not use spelled-out versions of phonetic pronunciations (e.g., Charlie Company, Alpha Battery, etc). Use Company C, Battery A, etc.

pilot

Not a formal title. Do not capitalize before a name

plane

Use aircraft instead

presidency

Always lowercase

president

Capitalize president only as a formal title before one or two names: President Bush.

Lowercase in all other uses.

presidential

lowercase unless part of a proper name

Presidents Day

Not adopted by the federal government as the official name of Washington’s Birthday holiday. However, some federal agencies, states and local governments use the term.

presiding officer

Always lowercase

prior to

Use “before.”

Prisoner(s) of war

POW(s) is acceptable on second reference. Hyphenate when used as a compound modifier: a prisoner-of-war trial

private see military titles entry**PT Boat**

Stands for Patrol Torpedo Boat

pull back (v) pullback (n)**pull out (v) pullout (n)****push up (v) push-up (n)****Q**

quakes *see earthquakes entry*

questionnaire**Quran**

The preferred spelling for the Muslim holy book. Use the spelling Koran only if preferred by a specific organization or in a specific title or name.

R**race**

Identification by race is pertinent
- In biographical and announcement stories, particularly when they involve a feat or appointment that has not routinely been associated with members or a particular race
-When it provides the reader with a substantial insight into conflicting emotions known or likely to be involved in a demonstration or similar event.

Do not use racially derogatory terms

radar

A lowercase acronym for radio detection and ranging. Acceptable on all uses.

RAH-66 Comanche

Reconnaissance and attack helicopter

Ramadan

The Muslim holy month, a period of daily fasting from sunrise to sunset, ending with the Islamic holiday of Eid al-Fitr.

ranger

Uppercase only when used as part of an official unit designation (75th

Ranger Regiment) or when used as part of a school name (the Ranger School).

ranges

The form: \$12 million to \$14 million, NOT \$12 to \$14 million.

rank and file (n) **rank-and-file** (adj)

reconnaissance

reserve component

This is always singular, and refers to both the National Guard and Reserve. Lowercase as a noun (the reserve component). Lowercase and hyphenate as an adjective (a reserve-component Soldier.)

Reserve Officers' Training Corps

ROTC is acceptable in all references

When the service is specialized, use the service before ROTC: Army ROTC

Retired Guard members

Designate as "Retired Col. Jon Doe," not Col. (Ret.) Jon Doe

rifle *see weapons entry*

route numbers

Do not abbreviate route. Use figures and capitalize route when used with a figure: U.S. Route 66, state Route 1A.

S

Saddam

Use Saddam in second reference to Iraq's Saddam Hussein

salvo, salvos

SAM, Sams

Acceptable on second reference for surface-to-air missile(s)

sandstorm *see weather terms entry*

SEAL(s)

A special operations force of the Navy. The acronym is for sea, air, land

seaman *see military titles entry*

Security Council (U.N.)

Security Council may be used on first reference in stories under a United Nations dateline. Use U.N. Security Council in other first references.

Retain capitalization of Security Council in all references

Lowercase council whenever it stands alone

Senate

Capitalize all specific references to government legislative bodies, regardless of whether the name of the nation is used.

Lowercase plural uses: the Virginia and North Carolina senates

senatorial

Always lowercase

sergeant *see military titles entry*

sergeant-at-arms

Service member

Not service member

Shariah

Islamic law

Shiite

The spelling for this branch of Islam. Plural is Shiites.

shot *see weapons entry*

shotgun *see weapons entry*

since, because:

Because: Use because to denote a specific cause-effect relationship:

He went because he was told.

Since: Acceptable in a casual sense when the first event in a sequence led logically to the second but was not its direct cause: They went to the game, since they had been given the tickets.

small-arms fire

Soldier, Soldiers

Always capitalize

special forces

Do not use interchangeably with special operations forces. Capitalize when referring specifically to the U.S. Army Special Forces, also known as Green Berets. Others, such as the Navy SEALs or Army Rangers, should be called special operations forces.

stand off (v) **standoff** (n)

"The Star-Spangled Banner"

But lowercase the national anthem

State abbreviations

See page 4

statewide

stealth

When used in connection with military aircraft, ships and vehicles it means the equipment is made from various types of electronic detection. Stealth equipment can range from radar wave absorbing paint to electronic jamming devices. Like the cruise missile, always lowercase, no quotation marks.

submachine gun *see weapons entry*

superintendent

Do not abbreviate. Capitalize when used as a formal title before a name.

supersonic

surface-to-air missiles(s)

SAM(s) may be used on second reference. Avoid the redundant SAM missile.

T

tanks

Use Arabic figures, separated from letters by a hyphen: M-60, plural M-60s

taps

Lowercase (without quotation marks) the bugle call for “lights out,” also sounded at military funerals.

Taser

Trademark for an electronic control device or stun gun. Do not use the trademarked name as a verb - use shocked or stunned.

tear gas**telephone numbers**

Form: 555-555-5555

Third World

The economically developing nations of Africa, Asia and Latin America.

Do not confuse with non-aligned, which is a political term.

Thunderstorm *see weather terms entry*

today, tonight

Use only in direct quotes and in phrases that do not refer to a specific day.

Use the days of the week in copy, not today or tonight

toward

Not towards

transfer, transferred, transferring**troop, troops, troupe**

A troop, in its singular form, is a group of people, often military Troops, in the plural, means several such groups. But when the plural appears with a large number, it is understood to mean individuals: There were an estimated 150,000 troops in Iraq. (But not: Three troops were injured.)

Use troupe only for ensembles of actors, dancers, singers

Truman, Harry S.

With a period after the initial. Truman once said there was no need for the period because the S did not stand for a name. Asked in the early 1960s about his preference, he replied, “It makes no difference

to me.”

AP style has called for the period since that time.

U**UH-1H Iroquois, “Huey”**

utility helicopter

UH-60A/L Black Hawk,

utility helicopter

Uncle Sam**undersecretary**

One word

Uniform Code of Military Justice

The laws covering members of the U.S. armed forces

unique

Means one of a kind. Do not describe something as rather unique or most unique.

unit designations (Army):

Use full unit designation on first reference (3rd Battalion, 2nd Infantry Regiment). Do not use parenthetical designations [e.g., (Separate), (Mechanized), etc.]. They are not official. The numerical or alphabetical designation will always come before the element. (1st Battalion, Battery B, Company A). The hierarchy goes as follows: division, regiment, battery, company, platoon, squad.

unit designation punctuation (Army):

Set off each designation element with commas, (the 2nd Battalion, 3rd Infantry, was...) do not abbreviate elements, do not use superscript. On second reference, use the numerical designation alone. “Soldiers from Headquarters and Headquarters Company, 216th Engineer Battalion conducted annual training at Camp Grayling, Mich. in July. Sgt. John Doe, a mechanic with the 216th, said this would be

the unit’s last visit to the training site.” When referring to an alphabetical designation, use the entire designation.

unit designations (Air)

Use full unit designation on first reference (121st Air Refueling Wing). On second reference, 121st alone is O.K. The hierarchy goes as follows: wing, group, squadron, flight, section.

United Arab Emirates

Do not abbreviate, even in datelines.

Use U.A.E. (with periods) if quoted matter requires the abbreviation

USA

No periods

U.S. Air Force**U.S. Army****U.S. Coast Guard****U.S. Court of Military Appeals**

This court, not part of the judicial branch as such, is a civilian body established by Congress to hear appeals from actions of the Defense Department. It is based in Washington.

U.S. Navy**USS**

For United States Ship, Steamer, or Steamship, preceding the name of a vessel

V**Veteran**

Uppercase in all instances. This is unique to the Bear Facts and Missouri National Guard.

Veterans Affairs

Formerly Veterans Administration. Since March 1989, the full title is Department of Veterans Affairs. VA (no periods) is still used on second reference.

Veterans Day

Formerly Armistice Day, Nov. 11, the anniversary of the armistice that ended World War I in 1918. The federal legal holiday, observed on the fourth Monday in October during the mid-1970s, reverted to Nov. 11 in 1978.

Veterans of Foreign Wars

VFW is acceptable on second reference. Headquarters is in Kansas City, Mo..

vice president

Capitalize or lowercase following the same rules that apply to president
Do not drop the first name on first reference.

Viet Cong**Vietnam****Vietnam War****Voice of America**

VOA is acceptable on second reference

W**Wac, WAC**

Wac is no longer used by the military but is an acceptable term in a reference to a woman who served in what used to be the Women's Army Corps.
WAC is acceptable on second reference to the corps.

Waf, WAF

Waf no longer is used by the military, but is acceptable in reference to a woman who served in the Air Force.
WAF is acceptable on second reference to Women in the Air Force, an unofficial organizational distinction formerly made by the Air Force but never authorized by Congress.

war

Capitalize when used as part of

the name for a specific conflict: the Civil War, the Cold War, etc.

warfighting

Avoid except in official titles or in quotations.

warhead**war horse, warhorse**

Two words for a horse used in battle.
One word for a veteran of many battles: His is a political warhorse.

warlike**warlord****Warrant Officers**

Spell out rank designations with numerals. Example: Warrant Officer (WO1 rank), Chief Warrant Officer 2, Chief Warrant Officer 3, Chief Warrant Officer 4, Chief Warrant Officer 5.

wartime**Wave, WAVES**

Wave no longer is used by the military but is acceptable in reference to a woman who served in the Navy.
WAVES is acceptable on second reference to the Women Accepted for Volunteer Emergency Service, an organizational distinction made for women during World War II but subsequently discontinued

Weapons:

see page 3

Weather terms:

see page 4

Web site**weekend****weeklong****West Point**

Acceptable on second reference to the U.S. Military Academy

wheelchair**wingspan****World War I, World War II****XYZ****Xerox**

A trademark for a brand of photocopy machine. Never a verb. Use a generic term, such as photocopy.

yearlong