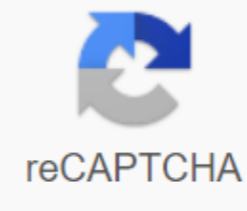




I'm not robot



**Continue**

## Us navy style guide writing

Best Seller in Women's Dungarees Visit the help section or contact us It is an unfortunate fact of the life of the Navy that no matter how hard you work, no matter how many deployments you were on, or how many hours you put in, all your efforts will have been wasted if they were not recorded in your annual evaluation. The annual eval is the most important factor for whether or not you are promoted and affects your promotional chances, assignment options, training opportunities and your entire future in the military. It is important that you take the time to know what you need to do in order to meet and exceed the standards, and then make sure that these achievements are recorded in your Eval. To help make your Eval as competitive as possible, this site contains instructions, phrases, examples and other tips. We are fed by the community and many of the examples have been contributed by readers. We count on your contributions to stay up-to-date and competitive. Thank you! NAVAL WAR COLLEGE WRITING AND STYLE GUIDE, UNITED STATES NAVAL WAR COLLEGE (AUG-2007). This introduces the Naval War College Writing and Style Guide. Its purpose is to help the writers' community of naval War College (NWC), whether they are students preparing documents to meet academic requirements; Faculty members who develop articles, monographs or books to publish; or those brave individuals who edit, write down and evaluate the hopeful submissions of others. Writers outside the NWC who submit material for NOC-sponsored publications should also find the Guide useful. Indeed, anyone who has ever wondered whether national command authorities is still a recognized term, if Jr. is triggered by commas, or if 53 is written with numbers or specified will find help here. This Guide does not purport to teach how to write or edit, but it offers a coherent and consistent stylistic basis for writing and editing. It includes advice on a number of issues that inevitably arise during the composition process, based on this orientation not only on the conventional wisdom available in a variety of authoritative source books, but also on the specific needs of users that have emerged since the rapid expansion of the digital environment. By freeing its users to juggle various sources simultaneously, this Guide offers stylistic coherence to the writing of the NWC. Therefore, and in all policy terms, this document will serve as a unique writing guide for the College's residents and non-resident courses, the courses offered in its optional program and all documents submitted for prizes to the Order. This policy comes into effect at the beginning of the school year 07-08. The Naval War College Writing and Style Guide includes two main sections and appendices of significant utility. The first main section, the Writing Guide, proposes a plan to select and develop a topic, and the quality paper. The second main section, the Style Guide, offers the functional categories Conditions and Use, Abbreviations, Grammar and Rating, Mechanics and Documentation. The Mechanical section is also divided into Majuscule, Spelling and Word Formation components, Numbers, Italics and Balls. Entries in each section are arranged in alphabetical order. Methods to help locate information quickly and make the Guide simple to use include assigning each item to a single number based on its categorization (e.g., 1.56, 4.2.95), and providing a complete index and cross-references. The Guide does not address all the challenges faced by writers and publishers. In addition, we recognize that this writing and style guide includes discussions and examples of unique military documents, terminology, abbreviations and acronyms that will differ from other standard style guides used by various colleges and universities. For additional advice, we recommend The Chicago Manual of Style, 15th edition, on which much of this guide is based on stylistic principles. The explanations and examples from the 15th edition of the CMS with little or no modification are italic and followed by the appropriate reference in parentheses (e.g., Chicago, 16.3). For spellings and definitions, the Guide uses Webster's Third New International Dictionary of the English Language, Unabridged, and its main abbreviation, Merriam-Webster's Collegiate Dictionary, 11th edition (in the Guide, the term dictionary refers to either or both of these sources). For advice on grammatical issues, we recommend the eighth edition of Index to English by W. R. and D. R. Ebbitt. We are indebted to those who reviewed the preparatory drafts of this Guide and gave their thoughtful suggestions for its improvement. Our greatest recognition is reserved for the Air University Library and Press at Maxwell Air Force Base, its Director, Dr. Shirley B. Laseter, and Dr. Marvin Bassett, Editor-in-Chief of the Air University's Guide to Style and Author, for Collegiality and Collaboration. Their support has enabled Naval War College to adopt and adapt the style section of the Air University Style and Author Guide for the Naval War College Writing and Style Guide, making it much easier to build: thank you to our colleagues at the University of the Air. Interestred writers and editors are invited to submit their comments and suggestions for future editions of this guide to the Provost's Office, Naval War College, 686 Cushing Road, Newport, Rhode 02841. Switch to Main Content Official websites use .gov A .gov website is owned by an official government organization in the United States. Secure .gov sites use HTTPS A lock (A locked padlock) or https:// means you have safely connected to the .gov website. Share sensitive information only on secure official sites. Extended main navigation Previous page All Topics and Services On U.S. American Flag Branches U.S. Government Budget Data and Statistics U.S. Government On Government Agencies and Elected Officials History and Historical Documents Laws and Legal Issues Read more about life in U.S. Presidents, Vice Presidents, and First Ladies Benefits, Grants, Consumer Issues Loans Disability Services Disasters and Emergencies Earth and Environment Education Government A. Government Agencies About U.S. U.S. Government Budget Branches of U.S. Government Budget Purchase from U.S. Government Auctions and Collectible Sales, Books, and More Sales By State Contact Elected Officials Contact Government By Forms , by the State Agency, Local, and Tribal Governments of Health Housing Jobs and Laws on Unemployment and Military Legal Issues and Veterans Money and Small Business Taxes Travel and Immigration Vote and Elections All Spanish Topics and Services, visit: Fundéu DON'T USE BLOCK CAPITALS TO WRITE TEXT FOR DIGITAL ASSETS. Flea ListsScapitalize the first word in each ball. EnglishCapitalize: All major words in titles (including small words, such as Is and It); for example, Business and Economics Do Not Capitalize: The first word after a colon unless it starts an independent clause, including the federal and U.S. governmentThe words web or InternetThe most prepositions in securities, such as People with Disabilities (however, capitalize prepositions with five or more letters: Honor Among Thieves) SpanishCapitalize:Cardinal pointsAcronymsPrey word of a titleFirst word after an em (—) dash and forward slash (/)The word Gobierno Do Not Capital Days of the week and monthsThe words internet, and presidenteFirst word after a colon Languages and nationalitiesWords in parenthesis, unless it is an English acronym - October 3, 2014Use standard abbreviations when characters are limited: 10/3/2014 Spanish - use either format according to the channel's edition , 20143 October 20143 Oct 2014 (only when character limitations require)Do not include periods between AM and PM due to mobile limitations and consistency of style between The Consumer Action Handbook (CAH)/web/marketing practices, regardless of the use of other agencies. Use: Do not use: Military time: 6:01 p.m. or 1:00 p.m. Form a telephone number (including no-answer numbers 1-202-720-2791. Format the phone number usagov contact center like this: 1-844-USA-GOV1 (1-844-872-4681). Money: Use the American way of writing numbers:Use: \$1,276.50Do not use: \$1.276.59 Ordinal Numbers - Commonly Used:Short: 1ro. or 1o, 2do. or 2o, 3ro. or 3o... Female gender case: 1ra. or 1a, 2da, 2da. 2a, 3ra o 3a ... Using Billions and Trillions: U.S.-TranslationBillion - Billon (1,000,000,000)Trillion - Trillon (1,000,000,000,000) In general, avoid abbreviations and acronyms. Use rather than unless there is a compelling reason; for example, the official name of an agency such as Centers for Medicare - Medicaid Services.If an agency acronym is commonly used, place it in brackets according to the agency's full name on the first use, and use the acronym in the following cases. FBI, IRS, or FEMA are examples of agency acronyms that are more familiar to people than the full name of the agency. Spell the full name of an agency and programs in lists of federal, state or local government agencies: General Services Administration, not GSA. Write acronyms in all capital letters and without periods between letters: USDA, not U.S.D.A. SpanishAcronyms in plural form: use this los DVD, muchas NGO When the use of articles or modifiers is not possible, use DVDs, PCs, NGOs. If an English acronym is used, include the acronym, a comma and sigla in ingested (GSA, sigla in ingested). AddressesWe follow the guidelines of the USPS Street Abregulation. However, we do not write abbreviations in all capital letters. Examples: St. St. Avenue - Avenue - Pkwy.Boulevard - Blvd. When you include hyperlinks in the text, make sure the hyperlink text is descriptive of its purpose and/or purpose. Use unique link titles for each link destination. Provide only as many links as you need for users to perform tasks rather than providing too many link options. See additional instructions for spanish. SpanishWhen a link text takes the reader to a page in English, hyperlink (in inglés) also:Hyperlinking to alternate file formatsAvoid hyperlinking to alternate file formats when possible. If you need to link to a PDF FICHER, the CMS will automatically add the necessary PDF information after the link. PDF information (PDF, Download Adobe Reader) will only be visible in the published version of the asset. To print When you indicate that the text is a web address in the printed content, apply a style enhancement, such as colored, bold or highlighted text. There's no favorite style to use, but whatever style you choose, apply it evenly. Full web addresses should be included in the printed text, rather than shortened URLs. While shortened URLs work very well when displayed as a link on a website, email or in the electronic version of a PDF, these may not work for printed publish readers who type the shortened URL directly into a browser. ItaliquesEnglish: Use italics sparingly, because they are difficult to read on a screen. Spanish: Use quotations or italics only when referring to other language texts in a Spanish story. Email addressesWrite addresses in the tiny and as active links. The norm is African-American, African-American, Americans and/or Hispanics, and Asian Americans, with other ethnic groups following the same standard. Don't use Latino to refer to Hispanics.Other American and Native American groups, Alaska Natives, native Hawaiians and American Samoans are all Native Americans. Some government programs and benefits are specifically targeted at American Indians and not for all Native Americans. Follow the language that the organization administering the program uses to describe which programs serve which groups. Spanish:Use Mes de la Herencia Nativa Americana by referring to National Native American Heritage Month.Use Mes del Indio Americano by referring to National American Indian Heritage Month.Disabilities and Mental HealthUse disabled people and not disabled people, disabled people, or victim of. Spanish: Use personas con discapacidades, not discapaciados. USAGov en Espaol does not use los before Estados Unidos. Definition of the United States under the title Estados Unidos. Last Updated: September 28, 2020 Top Top