

Army.mil Style Guide (Updated May 2, 2013)

When not mentioned below, we adhere to the AP Stylebook

If there is no AP Stylebook entry that covers a word or specific usage, we refer to the Webster's Dictionary.

Taken from the 2012 AP Style Guide, and the 2010 Yahoo! Style Guide, along with established Army Public Affairs style, or common usage.

Headlines:

- Sentence case, present, ex: "Dwell time decreases for deployed Soldiers"
- Sentence case, future, ex: "Dwell time to decrease for deployed Soldiers"
- Common leader acronym OK in title, ex: "CSA to visit Fort Hood"
- Known leader name OK in title, ex: "Odierno visits Fort Hood"

Body Text:

- Dateline format ex: "NEWPORT NEWS, Va. (April 1, 2011) – Article text..."

- AP Style for ranks, ex:

- o Gen.
- o Lt. Gen.
- o Maj. Gen.
- o Brig. Gen.
- o Col.
- o Lt. Col.
- o Maj.
- o Capt.
- o 1st Lt.
- o 2nd Lt.
- o Warrant Officer
- o Chief Warrant Officer 2
- o Chief Warrant Officer 3
- o Chief Warrant Officer 4
- o Chief Warrant Officer 5
- o Sgt. Maj. of the Army
- o Command Sgt. Maj.
- o Sgt. Maj.
- o 1st Sgt.
- o Master Sgt.
- o Sgt. 1st Class
- o Staff Sgt.
- o Sgt.
- o Cpl.
- o Spc.
- o Pfc.
- o Pvt.

- AP Style for military units, going from smallest to largest, with units separated by commas, ex: "I'm tired," said Sgt. Joe Snuffy, with 1st Battalion, 3rd Brigade Combat Team, 101st Airborne Division (Air Assault). "I can't wait to get home to my family."

Common Words (note capitalization preference):

- Medal of Honor (NOTE: not Congressional Medal of Honor)

- 9/11, or Sept. 11 – acceptable abbreviations for September 11, 2001
- active-duty Army (active duty as a compound modifier -- hyphenated)
- He was active duty before becoming a Reservist (active duty as a noun – not hyphenated)
- African American (noun)
- African-American Soldier (adjective) (Black is the preferred adjective according to AP)
- BlackBerry
- cellphone
- civilian (generic reference)
- Department of the Army Civilians (proper noun)
- Congress
- DOD (Department of Defense, all caps, OK on first reference)
- congressional
- email
- family members
- families
- Fort (not Ft.) (Capitalize when it precedes the name of a Fort. If fort is standing alone in a sentence, lowercase)
- nation
- Native American
- non-commissioned officer
- non-commissioned officer-in-charge, or NCOIC (once established, NCOIC is OK on second and subsequent references)
- Pacific Islander
- Reservist
- Guardsman
- Guardsmen
- citizen-Soldiers
- future-Soldiers (often used to refer to people in the Delayed Entry Program)
- Corps of Engineers (proper noun)
- corps (shortened/informal reference to Corps of Engineers)
- service member (two words, not capitalized)
- Smartphone
- Soldier
- troops
- paratrooper
- warfighter
- Web
- website
- capitalize career branches, ex: Infantry, Armor, Field Artillery, Signal, Public Affairs, Medical Service

Modifiers:

- Reserve Component (noun)
- reserve-component Soldier (compound modifier/adjective)
- National Guard (noun)
- National-Guard Soldiers (compound modifier/adjective)
- Active Duty (noun)
- active-duty Soldiers (compound modifier/adjective)
- full-spectrum operations (compound modifier/adjective)
- full spectrum of operations (not compound modifier)