



United States Naval Academy

NEWS RELEASE

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INSTRUCTIONS FOR USING THE ENCLOSED GRADUATION AND COMMISSIONING PRESS RELEASE

Information regarding your midshipman's graduation and commissioning may be found at www.usna.edu/CommissioningWeek or by calling 410-293-1520. You may email, mail, or fax the completed release to the local newspapers in your hometown. Be sure to include your contact info when you submit the release to your local press.

1. Fill in the blanks on the enclosed release with the appropriate information:
 1. City - in the title
 2. Name – First then Last
 3. City
 4. State – See chart below for the proper abbreviation for your state.
 5. Major
 6. U.S Navy Ens. or U. S. Marine Corps 2nd Lt. – these are the correct abbreviations used in journalistic style.
 7. He/She
 8. Name of high school
 9. Last name
 10. List teams and extracurricular activities your grad participated in
2. Remember that this release is written in the appropriate style and abbreviations used by media. Please do not make changes.
3. For the proper way to abbreviate your state in media style, see the list below. If your state is not listed below, it should not be abbreviated.

| | | | |
|----------------|-------|-------|-------|
| Ala. (Alabama) | Kan. | Nev. | S.C. |
| Ariz. | Ky. | N.H. | S.D. |
| Ark. | La. | N.J. | Tenn. |
| Calif. | Md. | N.M. | Vt. |
| Colo. | Mass. | N.Y. | Va. |
| Conn. | Mich. | N.C. | Wash. |
| Del. | Minn. | N.D. | W.Va. |
| Fla. | Miss. | Okla. | Wis. |
| Ga. | Mo. | Ore. | Wyo. |
| Ill. | Mont. | Pa. | |
| Ind. | Neb. | R.I. | |