

FOURTH EDITION

THE NAVAL INSTITUTE

Guide to Naval Writing



An up to date practical manual for

U.S. NAVY AND MARINE CORPS OFFICERS

SENIOR ENLISTED PERSONNEL

CIVILIANS ASSOCIATED WITH THE NAVAL SERVICES

C. E. CRANE AND ROBERT SHENK

Naval Writing Style Guide

William Swain Beard



Naval Writing Style Guide:

The Naval Institute Guide to Naval Writing, 4th Edition Christopher E Crane, Estate of Robert E Shenk, 2024-06-01 With updates to every chapter this new fourth edition serves as the premier guide to professional writing for the naval services Authored by a naval officer who taught English at two service academies the book is widely used by officers enlisted men and women and civilians in both the Navy and Marine Corps Shenk provides sound practical advice on all common naval writing assignments across digital and print platforms Fully revised the book reflects the changing landscape of professional communication in general and changes in naval culture in the last decade across the fleet making it an essential guide

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