

NAMES AND TITLES

- 3.1 Whenever a prominent person has several titles, the ranking title should precede the name, and the title that relates to the story you are writing should follow the name. In subsequent reference use the ranking title.

Gen. Omar Bradley, army chief of staff, revealed . . .

General Bradley said . . .

Dr. Donald Bailey, professor of psychology, . . .

Dr. Bailey . . .

- 3.2 Write names in the form preferred by the owners.

J. Edgar Hoover not J. E. Hoover

John L. Lewis not J. L. Lewis

- 3.3 Keep titles which precede a name brief.

Farm Editor J. S. Russell

Dean Harold V. Gaskill

- 3.4 Place lengthy titles after the name whenever possible.

James L. Root, acting director of operations,

- 3.5 Always use a first name, initials or title (*Mr.*, *Dr.*) after *the Reverend*, or *the Honorable* or their abbreviations. (For titles of clergy, see Section 3.12.)

The Reverend Mr. Stover will conduct the service.

Not: Rev. Stover will . . .

- 3.6 Use the term *Mr.* before a man's full name or last name only when referring to a clergyman

(Rule 3.5), reporting society news or writing an obituary.

Mr. Albert Harsh, brother of the bridegroom,

- 3.7 Use the title *Mrs.* before the last name only or before the full name of a married woman.

Mrs. J. H. Logan was among the spectators. Mrs. Logan said . . .

- 3.8 Use the title *Miss* before the last name only or before the full name of a single woman.

- 3.9 Identify college department heads as follows:

Dr. Oliver Stewart, head of the Department of History, . . .
Prof. John Gunn, head of the Department of Romance Languages, . . .

3.10 Faculty

Classification	First Reference	Subsequent Reference
Men Instructors	Clyde Cook	Cook
Women Instructors	Miss or Mrs. Ruth Hope	Miss or Mrs. Hope
Men Professors (Full professors, associate and assistant professors)	Prof. Harry Brown	Brown
Women Professors	Prof. Lucia Morrissey	Miss or Mrs. Morrissey
*Men Doctors (Academic and medical)	Dr. Brian Carr	Dr. Carr
*Women Doctors	Dr. Alice Fox	Dr. Fox, Miss or Mrs. Fox

*Whenever a faculty member has both the title of *Dr.* and *Professor*, use the ranking title *Dr.* When the individual is a dean, *Dean* outranks other titles.

3.11 Army and Navy

Comparative Grades With Abbreviations

<i>Army</i>	<i>Abbreviation</i>	<i>Navy</i>	<i>Abbreviation</i>
General of the Army	Fleet Admiral	F. Adm.
General	Gen.	Admiral	Adm.
Lieutenant General	Lt. Gen.	Vice-Admiral	Vice-Adm.
Major General	Maj. Gen.	Rear Admiral	Rear Adm.
Brigadier General	Brig. Gen.	Commodore
Colonel	Col.	Captain	Capt.
Lieutenant Colonel	Lt. Col.	Commander	Comdr.
Major	Maj.	Lieutenant Commander	Lt. Comdr.
Captain	Capt.	Lieutenant	Lt.
1st Lieutenant	1st Lt.	Lieutenant (Junior Grade)	Lt. (jg)
2d Lieutenant	2d Lt.	Ensign	Ens.
*Chief Warrant Officer	CWO	*Commissioned Warrant Officer	CWO
*Warrant Officer (Junior Grade)	WOJG	*Warrant Officer	WO
Cadet	Midshipman	Midn.
Master Sergeant	M Sgt.	††Chief Petty Officer	CPO
Sergeant 1st Class	Sfc.	††Petty Officer 1st Class	PO1
Sergeant	Sgt.	††Petty Officer 2nd Class	PO2
Corporal	Cpl.	††Petty Officer 3rd Class	PO3
Private 1st Class	Pfc.	†Seaman	SN
Private	Pvt.	†Seaman Apprentice	SA
Recruit	Rct.	†Seaman Recruit	SR

Note: Abbreviations cited here authorized by Adjutant General's

3.12 Clergy

<i>Classification</i>	<i>First Reference</i>	<i>Subsequent Reference</i>
Jewish Rabbi	Rabbi Harold Parker	Rabbi Parker
*Protestant Minister	The Reverend Mr., The Reverend Dr. or The Reverend John D. Burns	Dr. or Mr. Burns
Bishop of the Episcopalian Church (also Presiding Bishop)	The Right Reverend John Hardy	Bishop Hardy
Bishop of Methodist Church	Bishop Clyde Maxwell	Bishop Maxwell
Catholic Priest	The Rev. Fr. Henry Byrne	Father Byrne
Monsignor	The Rt. Rev. Msgr. Alfred Ortiz	Monsignor Ortiz
Catholic Bishop and Archbishop	The Most Rev. Alfred Woods	Bishop or Archbishop Woods
Cardinal	Francis Cardinal Spellman or His Eminence Francis Cardinal Spellman	Cardinal Spellman
Pope	His Holiness Pope Pius XII	The Pope

*Episcopalian minister may also be called the Rev. Fr. John Burns and subsequently Father Burns.

office, War Department, and Bureau of Naval Personnel, Navy Department.

* The title *Warrant Officer* is used at first reference. In subsequent reference, the title is *Mr.*

† Note that this is a table of comparative grades and that grades are not also titles in the classifications indicated. A petty officer's rating, such as gunner's mate, yeoman, etc., is his title.

‡ A navy enlisted man's title, whether it is designated by grade or rating, always *follows* his name.

Charles Hill, gunner's mate, gave his version of the event.
John Higgins, seaman recruit, told his story.