



United States Naval Academy

NEWS RELEASE

Public Affairs Office
121 Blake Road Annapolis, MD 21402
mediarelations@usna.edu
Phone: (410) 293-2292

INSTRUCTIONS FOR USING THE ENCLOSED PLEBE SUMMER PRESS RELEASE

You may mail, fax, or hand deliver the completed release to your local newspapers. An electronic version of this release is also available at www.usna.edu/PlebeSummer. Be sure to include your contact info before you submit it. Note that this release is written in the appropriate style with correct abbreviations used by the media. Please do not make changes to the release beyond the information below.

Fill in the blanks on the enclosed release with the appropriate information:

1. Date of release
2. Hometown – in the title
3. Name – first, then last
4. Name of high school
5. High school's city
6. High school's state – see chart below for the proper abbreviations
7. Date of Induction Day

For the proper way to abbreviate your state in media style, see the list below. If your state is not listed below, do not abbreviate it.

Ala.	Kan.	Nev.	S.C.
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Colo.	Mass.	N.Y.	Vt.
Conn.	Mich.	N.C.	Va.
Del.	Minn.	N.D.	Wash.
Fla.	Miss.	Okla.	W.Va.
Ga.	Mo.	Ore.	Wis.
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For questions regarding this release, email pao@usna.edu. Information regarding Plebe Summer can be found at www.usna.edu/PlebeSummer or by calling 410-293-2292.