

U.S. Army
Center of Military History

Style and Publications Guide



For Use in the Preparation of
CMH Products and Publications

Revised 2022

Preface

Every publishing house has its own unique style, and the U.S. Army Center of Military History (CMH) is no different. This updated edition of CMH’s *Style*, now called the *Style and Publications Guide*, retains most of our traditional style guidance particular to the writing of military history and its emphasis on primary sources such as archival materials. This revision also provides information on the CMH publication process to guide authors, editors, and production staff through the steps of preparing all components of a manuscript for timely publication.

We have updated certain areas of the guide based on the current best practices of academic writing, such as the importance of inclusive language and the appropriate use of outside material. Other updates answer style questions relevant to current Army operations, including joint and coalition activities, unconventional warfare, and conflicts involving nonstate actors. Additionally, to reduce in-house confusion and to make CMH style more accessible to outside authors, we have aligned our style guidance, wherever practical, with *The Chicago Manual of Style* (hereinafter called *Chicago*).

The CMH *Style and Publications Guide* is a living document that will be updated and revised as necessary to address questions and issues raised by CMH employees and outside authors. The editorial and production teams encourage authors to consult this guide regularly throughout the writing process.

For specific situations that are not covered in this guide, writers and editors should refer to the latest editions of *Chicago* and *Merriam-Webster’s Collegiate Dictionary* (hereinafter called *Merriam-Webster*). When these sources contradict one another, *Chicago* usually trumps *Merriam-Webster*, but the editorial team will make any final decisions to reconcile conflicting guidance. Authors should prioritize clarity and consistency in their writing over absolute adherence to any rule. When in doubt, ask.

Updating a style guide is a tedious—and sometimes controversial!—undertaking. This revision reflects the contributions of everyone in the Historical Products Division: Matthew T. Boan, Michael R. Gill, Shannon L. Granville, Kristina A. Hernandez, Bryan J. Hockensmith, Margaret J. B. McGarry, Carl E. “Gene” Snyder, and Deborah A. Stultz. Margaret McGarry deserves special recognition for the tremendous amount of work she did to research, update, organize, revise, and shepherd the work of the team on this revision. This updated guide is a reality because of Margaret’s efforts. We are grateful to the following individuals for their meticulous review of our revisions and for their direct contributions to this guide: E. N. “Ned” Bedessem, Thomas Boghardt, Mark L. Bradley, Michael W. DeYoung, Kristin Kohler, Christopher N. Koontz, Pilar A. Lightfoot, Stephen J. Lofgren, Paul M. Miller, Jennifer A. Nichols, Channah F. Norman, Kate M. Richards, Nicholas J. Schlosser, Katelyn K. Tietzen, Dieter Stenger, Erik B. Villard, and William Michael Yarborough.

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Note

Style guidance (both paraphrased and verbatim) from *The Chicago Manual of Style* appears intermittently throughout this style guide. This complies with the fair use guidelines established by the University of Chicago Press for those working in the field of scholarly publication. This guide is for internal use only; it is not for public distribution. The Center of Military History gratefully acknowledges *Chicago's* many authors and content creators from whom it has borrowed both language and ideas.

Contents

Preface.....	i
Contents	iii
1 Names and Terms.....	1
General.....	1
People.....	3
Public Acts and Military Orders	7
Publications and Their Parts	7
Military	9
Designations of U.S. Army Units and Organizations	13
Designations of U.S. Navy, Air Force, Marine Corps, and Space Force Units.....	16
Rank and Title Designations.....	17
Military Equipment, Weapons, Ships, and Aircraft.....	20
Foreign and Enemy Military and Nonmilitary Terms	21
2 Punctuation.....	24
General.....	24
Apostrophe.....	24
Brackets.....	26
Colon.....	26
Comma.....	27
Ellipses.....	31
Exclamation Point.....	31
Hyphens and Dashes	31
Hyphen.....	32
En Dash.....	33
Em Dash.....	35
Parentheses.....	35
Period	36
Quotation Marks	36
Semicolon	38

3 Spelling, Abbreviations, Compounds, and Distinctive Treatment of Words	39
Preferred Spelling	39
Abbreviations and Acronyms	39
Punctuation in Abbreviations.....	43
Plural Abbreviations	44
Ampersands.....	44
Compounds and Hyphenation.....	45
Italics.....	47
Foreign Words and Phrases	49
Expletives.....	51
Lists.....	51
4 Geographic Terms.....	54
Spelling	54
Capitalization	55
Abbreviations and Punctuation	57
Foreign Geographic Terms	59
5 Numbers.....	61
General Guidance.....	61
Special Topics	61
Ordinal Numbers.....	63
Multiple Numbers	64
Plurals and Punctuation.....	65
6 Dates, Time, and Measurement	66
Dates	66
Time	67
Measurements	68
7 Visual Elements	70
General.....	70
Text References	70
Numbering	71

Titles and Labels	71
Tables and Charts	72
Maps	73
Captions	73
Source Acknowledgments	76
8 Using Outside Material.....	77
General.....	77
Visual Elements	77
Plagiarism	78
Repackaging CMH Publications.....	79
Block Quotations	79
Run-In Quotations.....	80
Permissible Changes to Quoted Material.....	82
9 Documentation	85
<i>Citations Overview</i>	85
General Guidance and Style for Notes.....	85
Components of Notes.....	86
Abbreviations.....	88
Punctuation and Capitalization	95
Missing Information.....	96
Shortened Citations.....	96
Historians Files and Author’s Files.....	99
Online Sources	99
<i>Published Sources</i>	101
Books	101
Classic Texts	103
Periodicals.....	104
Government Publications and Public Documents.....	107
Website Content.....	116
<i>Archival Material (Unpublished Sources)</i>	117
General Guidance.....	117

Sources from the National Archives	119
Correspondence.....	125
Military Documents	128
Other Archival Documents	141
<i>Spoken Sources</i>	143
<i>Bibliographies</i>	147
Types of Bibliographies.....	147
Arranging and Formatting Entries	148
10 Front and Back Matter	150
Front Matter	150
Back Matter.....	153
Pamphlets.....	153
11 Indexes.....	178
General.....	178
Cross-References	179
Abbreviations	179
People.....	180
Notes	181
Visual Elements	181
Formatting Entries	181
Subentries.....	183
Organizing the Index.....	183
Editing the Index.....	185
Units.....	186
12 From Manuscript to Publication: Preparation, Editing, Design, and Printing	199
Production Schedule	199
Preliminary Steps.....	199
Manuscript Submission.....	201
The Editing Process	203
Author Review	205

Preparing the Manuscript for Layout.....	205
The Design Process.....	207
Page Proofs	208
The Index	209
Preparing the Publication for Print	210
Printing and Distribution.....	210
Reprints	212
Appendix A Words List.....	213
Appendix B Usage Recommendations.....	224
Collective Nouns.....	224
Wordy and Idiomatic Phrases	224
Military Jargon, Slang, and Doctrinal Terms.....	226
Gendered Language	226
Inclusive Language	228
Profanity and Offensive Language	230
Appendix C Word Division, Breaks, and Stranded Lines	232
General.....	232
Word Division.....	232
Other Breaks	233
Stranded Lines	234
Appendix D Additional Services' Rank Abbreviations.....	235
General.....	235

Figures

Figure 10.1. Half Title Page.....	155
Figure 10.2. Frontispiece	156
Figure 10.3. Title Pages	157
Figure 10.4. Library of Congress CIP Data Page	159
Figure 10.5. Advisory Committee Page.....	160
Figure 10.6. Table of Contents	161
Figure 10.7. Foreword.....	167
Figure 10.8. Preface	168
Figure 10.9. Acknowledgments	170
Figure 10.10. Abbreviations	171
Figure 10.11. Map Symbols.....	175
Figure 10.12. Author Biography.....	177

Tables

Table 1.1—Army Rank Abbreviations	19
Table 7.1—Titles, Labels, Captions, and Descriptions	71
Table 9.1—CMH Citation Abbreviations.....	90
Table 9.2—Common Scholarly Citation Abbreviations.....	93
Table 9.3—Common Citation Spell-outs	94
Table 9.4—Types of Bibliographies.....	148
Table 10.1—Parts of Publications	151
Table B.1—Wordy or Idiomatic Phrases.....	225
Table B.2—Gendered Language	227
Table D.1—U.S. Navy and U.S. Coast Guard Rank Abbreviations.....	236
Table D.2—U.S. Marine Corps Rank Abbreviations	237
Table D.3—U.S. Air Force Rank Abbreviations.....	238
Table D.4—U.S. Space Force Rank Abbreviations.....	239
Table D.5—Paygrades and Ranks Across the Services.....	240

I | Names and Terms

General

1.1 *Countries*. Capitalize official and shortened names of countries.

Republic of Iraq; Iraq
Islamic Republic of Afghanistan; Afghanistan
Democratic People's Republic of Korea; North Korea
Democratic Republic of Vietnam; North Vietnam
United States of America; United States; America

1.2 *Cities, states, provinces, territories*. Capitalize official and shortened names of cities, states, districts, provinces, and territories; lowercase words such as *city*, *district*, and *province* when they precede the name or stand alone. See **Chapter 4** for further guidance on geographic terms. For the distinctive treatment of place names specific to a particular conflict, refer to the geographical place names lists maintained by the Center's cartographers as well as any style sheets maintained by the editors or authors of CMH's most recent publications covering the same region.

Baghdad
Anbar Province
Adolous District of Ramadi
New York City; city of New York
Khost, Kunar, and Nangarhar Provinces
roads through the province

1.3 *Legislative bodies and government agencies*. Capitalize the full and shortened names of legislative, deliberative, administrative (including cabinet level), and judicial bodies. Capitalize the full names of their branches. Lowercase derived adjectives and paraphrased forms.

U.S. Congress
Department of Defense; Defense Department
United Nations Security Council; Security Council
Republic of Vietnam National Assembly
Department of the Army
Joint Chiefs of Staff; Joint Chiefs
Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs)
Army Staff; Joint Staff
Army Secretariat
U.S. Embassy

but

congressional
presidential
the department
the council
the assembly

the office
the secretariat
the staff
family support group
family readiness group
general officer steering committee
the embassy
the Truman administration

- 1.4** *Generic references.* Lowercase the words *federal* and *government* unless they are part of a formal title. Likewise, lowercase the terms *executive*, *legislative*, and *judicial branch*.

United States government (*but* United States Government Publishing Office)
federal government policy
government of Afghanistan (*but* Government of the Islamic Republic of Afghanistan
as a formal title)

- 1.5** *Political parties.* Capitalize names of political parties and party members, but not the doctrine with which they are associated.

Ba'ath Party; Ba'athists; de-Ba'athification
Republican Party; Republicans
People's Revolutionary Party
Patriotic Union of Kurdistan
Communist leaders; Communists; Communist Party

but

communism
socialism
democratic principles
denazification

- 1.6** *Companies, businesses, universities, and other organizations.* Capitalize full and shortened names of companies and private organizations. It is best to follow the capitalization, spacing, and abbreviations used by the entity itself. However, do not capitalize *the* when it precedes the name, even when it is part of the official title. Definite and indefinite articles should be used or omitted based on the flow of the sentence. For help with punctuation and suffixes in business names, see **2.26**. For help with abbreviations and ampersands in business names, see **3.25**.

Microsoft Corporation; Microsoft
Dell Inc.; Dell
Blackwater USA; Blackwater
Lockheed Martin Corporation; Lockheed Martin
RAND Corporation; RAND
HarperCollins
Her book is forthcoming from the University of Chicago Press.
She graduated from Ohio State. [*or* . . . the Ohio State University]

After graduating from the University of Michigan, he published his first article in the *New York Times*.

Did that appear in a *Washington Post* article?

1.7 Organized groups. Capitalize common nouns referring to specific organized groups.

Afghan National Police
Northern Alliance
Civilian Irregular Defense Group

People

1.8 First and subsequent mentions. Give the full name including the middle initial (or initials), if any, at first mention of a person in the text. Each initial is followed by a period and a space. Include suffixes, if any, without commas (see **2.25**). If identification of a nickname is deemed necessary, put the nickname in quotation marks after the middle initial(s). It is not necessary to reintroduce people with their full names in every chapter or section of a publication. Such repetition can be cumbersome. However, in longer works, it *is* permissible (and often helpful) to reintroduce people with their full names if they have not appeared in some time. If a person's rank or title has changed, a full reintroduction is usually necessary. Discretion is key. Subsequent mentions (in any length text) may be shortened to the person's last name and, if applicable, rank or title. For military names, see **1.49–1.55**.

George H. W. Bush
William J. Clinton
Richard B. "Dick" Cheney
James S. Barker III
Christopher S. Eaton Jr.
Col. E. J. Degen

Do not abbreviate an entire name into initials, such as:

John F. Kennedy; President Kennedy; Kennedy	<i>not</i>	JFK
Franklin Delano Roosevelt; Franklin D. Roosevelt;		
President Roosevelt; Roosevelt	<i>not</i>	FDR
Osama bin Laden; bin Laden	<i>not</i>	OBL (or UBL)

1.9 Foreign names. In some countries and regions, individuals may not have given names or surnames that follow Western conventions. They may be distinguished instead by their place of birth, family or tribal affiliation, profession, or honorific status. Writers and editors should establish accepted names for individuals and ensure consistency throughout a manuscript. Follow the guidance provided in the most recent edition of *Chicago* with regard to accepted usage of names and titles in different cultures. A few specific considerations are given below.

Note: Whenever possible, use the special characters, accents, diacritical marks, and glyphs that appear in the original language. Tables 11.1 and 11.2 in *Chicago* provide lists of special characters and their Unicode numbers. See **3.55** for further guidance. (See **4.2** for the use of special characters in geographic terms.)

Arabic Names

Write Arabic names that contain the definite article *al* by joining it to the next name with a hyphen. In general, subsequent mentions should retain the definite article. Note that the *a* is lowercased unless the term begins a sentence. With more prominent figures, however, the *al* (or equivalent) is often dropped in subsequent mentions. Arabic names containing *ad-*, *an-*, *ar-*, *as-*, *ash-*, *at-*, and *az-* follow the same rules as names containing *al-*. Note that *ul*, a component of some Pashto names (such as “Sami ul-Haq”), is most likely treated the same as the *al* in Arabic names. See *Chicago* for guidance on Arabic surnames with *abu*, *abd*, *ibn*, and *el*. When making style choices for Arabic names, authors are encouraged to consult with subject matter experts as well as those who have written about the same region or people most recently. Arabic naming conventions, just like the style with which CMH represents them, evolve.

Adil al-Mashhadani; al-Mashhadani; the al-Mashhadani family
Nouri al-Maliki; Maliki; the Maliki administration
Bashar al-Assad; Assad; the Assad regime
Abu Musab al-Zarqawi; Zarqawi
Muqtada al-Sadr; Sadr [Note that for some members of this large and complicated family, al-Sadr would be more appropriate. Consult an expert.]

Names that contain the word *bin* are not hyphenated. Note that *bin* remains lowercased unless the term begins a sentence.

Osama bin Laden; bin Laden

CMH standardizes the spelling of Mohammed when it is used as an honorific in Arab names.

Mohammed Bakir al-Hakim
Mohammed Jassim
Mohammed Farah Aideed

but

Prophet Muhammad; the Prophet [the *p* is always capitalized]
Mohamed A. El-Erian [*Mohamed* is the given name, not an honorific.]

Islamic titles and honorifics such as *hajj* (and its variants), *mullah*, and *ayatollah* may be used on first mention, but should be used sparingly thereafter.

Ayatollah Ruhollah Khomeini; Ayatollah Khomeini; Khomeini; the ayatollah
Mullah Mohammed Omar; Mullah Omar; Omar; the mullah

Chinese Names

Write the names of people from mainland China generally following the pinyin system of romanization. In Chinese names, the family name is given first. See *Chicago* for additional guidance on Chinese naming conventions.

Mao Zedong, *not* Mao Tse-tung
Zhou Enlai, *not* Chou En-lai
Lin Biao, *not* Lin Piao

but

Chiang Kai-shek, *not* Jiang Jieshi

1.10 *Noms de guerre and code names.* For individuals who are more commonly known by noms de guerre or code names, provide both names if possible on first mention, and then use the more commonly used name on subsequent mentions.

Abu Bakr (Ibrahim Awad Ibrahim al-Badri)
Mahmoud Abbas, also known as Abu Mazen
British double agent GARBO (Juan Pujol García)

1.11 *Civilian titles.* Capitalize civilian titles preceding a personal name. Do not use honorific titles, such as Dr. (unless a physician), Mr., Ms., or Mrs., in formal writing. Lowercase titles that follow a personal name or that stand alone. Retain capitalization of specific organizations included in a title. For military titles, see **1.49–1.55**. For academic degrees, see **3.14**.

President Barack H. Obama; President Obama; Barack H. Obama; Barack Obama;
Obama; the president; Barack H. Obama, president of the United States
Vice President Joseph R. Biden; the vice president
Governor Robert F. McDonnell; Robert F. McDonnell, governor of Virginia; Governor
McDonnell; McDonnell; the governor
Senator Kirsten E. Gillibrand; Senator Gillibrand; Gillibrand; the senator; New York
senator Kirsten E. Gillibrand
Representative Dan Lipinski; Representative Lipinski; the representative; the congress
member
Maryland congress member Steny Hoyer; Maryland representative Steny Hoyer; Steny
Hoyer, representative from Maryland; Steny Hoyer, congress member from
Maryland; Representative Hoyer; Hoyer
Chief Justice John G. Roberts Jr.; John Roberts, chief justice of the United States; Chief
Justice Roberts; the chief justice
Ambassador Susan E. Rice; Ambassador Rice; Susan E. Rice, ambassador to the United
Nations; the ambassador
Secretary of the Army John M. McHugh; Secretary McHugh; John M. McHugh, the
secretary of the Army; the secretary
Under Secretary of the Army Joseph W. Westphal
Joel D. Meyerson or Meyerson, *not* Mr. Meyerson
Janice E. McKenney or McKenney, *not* Dr. McKenney

Capitalize formal position titles that follow names in front and back matter such as a preface, formal acknowledgments, or lists of contributors.

The author is indebted to C. R. Dodwell, Fellow and Librarian of Trinity College,
Cambridge.

1.12 *Abbreviating titles.* A civil or military title may be abbreviated when it precedes the full name. Preceding the surname alone, however, it is spelled out. For more information on abbreviating

military titles in text, see **1.52–1.53**; in footnotes, see **9.14–9.24**; see also **Table 1.1** and **Appendix D**. For academic degrees, see **3.14**.

Sen. Mark L. Kirk; Senator Kirk
Lt. Col. Mary J. Pierce; Colonel Pierce
Pfc. Richard F. Jones; Private Jones
Capt. John P. Sims; Captain Sims
S. Sgt. James J. Smith; Sergeant Smith
Sfc. Kathryn L. Jacobson; Sergeant Jacobson
Spc. John P. Doe; Specialist Doe
1st Lt. Carl L. James; Lieutenant James
Lt. Gen. Joseph E. Green; General Green

1.13 Plurals. Form plurals of names of persons and other capitalized nouns generally by adding *s* or *es*.

five Toms, four Dicks, and three Harrys
the two Germanys reunited
Afghans and Pakistanis
keeping up with the Joneses
rainy Sundays

Never use an apostrophe to form the plural of a family name. “The Jeffersons live here” (*not* “Jefferson’s”). With names such as Gates or Gutierrez, consider rewording to avoid the awkwardness of “Gateses” or “Gutierrezes.”

They invited the Gates family. *instead of* They invited the Gateses.

1.14 Racial, ethnic, and socioeconomic groups. Capitalize racial, linguistic, tribal, religious, and ethnic names used as nouns and adjectives. Note that the preference for and usage of some of these terms evolve over time, sometimes changing rapidly. What was acceptable a few years ago may not be acceptable today. Historians, authors, writers, and editors should strive to stay informed of these changes and remain current in their writing. Use the most accurate and acceptable terms according to guidance at the time of publication, even if it differs from what is recommended here. See also **Appendix B**. When in doubt, defer to *Chicago* 5.251–5.260.

African American, African Americans (n.); African-American (adj.)
Black; Black authors; Black people; *not* Blacks [*Note: Black* increasingly is capitalized when referring to racial or ethnic identity. As a matter of editorial consistency, certain terms such as White may also be capitalized when used in this sense.]
American Indian [*Note: This term is preferred by some groups; though it is CMH’s preference to use a specific tribal affiliation whenever possible.*]
Asian
Asian American and Pacific Islander
Caucasian
Iraqi
Montagnard
Muslim
Native American [*Note: It is preferable to use a specific tribal affiliation, e.g., Navajo*]
Nisei

Pashtun
Rhadé
Sunni
Shi'i; Shi'a; Shi'i Islam; Shi'ism; *not* Shi'ite
White; White authors; White people; *not* Whites [See note above for "Black."]

but

mujahideen
people of color
upper middle class
blue-collar workers
the 1 percent

Public Acts and Military Orders

1.15 Capitalize formal or shortened (but not generic) titles of specific public acts, treaties, and military orders.

Panama Canal Act; Canal Act; the act
Selective Service Act
Korean Armistice Agreement
Pentalateral Agreement
Department of the Army General Orders 23
Marshall Plan
House Joint Resolution 426
UN Security Council Resolution 1441
Treaty on Limitations of Antiballistic Missiles; ABM Treaty; the treaty

but

armistice (capitalize when referring to Armistice Day)
lend-lease aid

1.16 Do not capitalize generic references to congressional legislation.

agricultural appropriations bill
lend-lease bill
military construction appropriation bill

Publications and Their Parts

1.17 Capitalize the first word and all important words (nouns, verbs, and prepositions containing five or more letters) in titles of series, books, articles, chapters, and sections. Do not capitalize infinitive verb forms and prepositions containing four or fewer letters.

Underdevelopment Is a State of Mind
German Railway Operations Under the United States of America
The Corps of Engineers: The War Against Germany
The Asian Experience Outside Indochina

Chapter 7, “Steps Toward Stability”
From OSS to Green Berets: The Birth of Special Forces

but

“City Offers to Build Housing for Yanks”
Lessons from the Huk Campaign in the Philippines

- 1.18** Italicize full or shortened titles of all books, pamphlets, certain Army documents, newspapers, periodicals, journals published for general distribution, works of art, plays, and motion pictures. Italicize titles of CMH monographs and studies printed for limited distribution. When referencing English-language newspapers and periodicals in the main body or discursive text, use the article *the*, lowercased and not italicized, even if the article is part of the official title of the publication. Always retain articles (and keep them italicized) in the names of non-English-language newspapers. (See also **9.56**.)

Building for Peace: U.S. Army Engineers in Europe, 1945–1991

Battleground Iraq: Journal of a Company Commander

The U.S. Army in the Occupation of Germany, 1944–1945

Field Manual (FM) 3–0, *Operations*

Army Regulation (AR) 870–5, *Military History: Responsibilities, Policies, and Procedures*

War Department (WD) Technical Manual (TM) 20–205, *Dictionary of United States Army Terms*

He was quoted in the *New York Times*.

She was quoted in *Das Welt*.

- 1.19** Do not italicize the title of a series. Do not italicize titles of internal Army documents, such as orders, directives, and memos. Capitalize initial letters of important words, without quotation marks. For the proper use of abbreviations in these titles when they appear in citations, see **9.21** as well as **Tables 9.1** and **9.2**. To introduce a shortened name of a title in a citation, see **9.35–9.39**.

Combat Actions in Korea, Army Historical Series

Department of the Army (DA) General Orders (GO) 2007–01

DA Memo 5–4, Army Strategic Management Plan

Department of Defense (DoD) Directive 3025.12, Employment of Military Resources in the Event of Civil Disturbances

- 1.20** Capitalize titles of the standard parts of a volume, such as the Foreword, Preface, Chapter, Bibliography, or Index; but lowercase generic references.

Chapter 2, “Research and Development in the Army”

but

In addition to a foreword, the book has five chapters, a bibliography, and an index.

1.21 Capitalize references in the text to specific parts of publications when a number or letter designation follows them. For the abbreviation and capitalization of these terms in citations, lists, and when mentioned parenthetically, see **3.13**.

Volume 1	Annex B
Section 6	Map 19
Chapter 2	Chart 1
Part 1	Book 2
Table 4	Appendix G

Do not capitalize references to the following parts of publications.

page 129	paragraph 10
item 46	footnote 156

1.22 *Tables, maps, and charts.* Capitalize and italicize parenthetical references to tables, maps, diagrams, and charts. Note that the parentheses themselves are not italicized. See **7.1–7.4** for further guidance on in-text references to tables, maps, and charts.

(*Map 1*)
(*See Table 4.2*)

Military

1.23 Capitalize formal full and shortened names of national armies, navies, air forces, fleets, regiments, battalions, companies, and corps in both the singular and plural forms. Capitalize *Army* when standing alone only when it refers to the entire United States Army. Lowercase words such as *army*, *navy*, or *military* when standing alone, when used collectively in the plural, or when not part of an official title.

U.S. Army; U.S. Army, Europe; the army [referring to a field army]; U.S. soldiers
 U.S. Air Force; Air Force; air force [referring to a generic or foreign air force]
 U.S. Army Corps of Engineers
 U.S. Marine Corps; Marine Corps; U.S. marines; a marine
 Regular Army
 Union army; Confederate army [American Civil War]
 Continental navy [American Revolution]
 Army of the Republic of Vietnam; South Vietnamese Army; army
 Kosovo Liberation Army
 Red Army [Soviet Union until 1945]; Soviet Army; Soviet Navy [Soviet Union 1946–
 1991]
 People’s Liberation Army (PLA); People’s Liberation Army Navy (PLA Navy)
 [People’s Republic of China]

but

Army of Northern Virginia [official name of a Confederate army]

Lowercase generic references to individual members of the military.

engineers
 guardians [Space Force]

marines
national guard soldier(s)
regulars
reservist
service member
soldier
special operator
warfighter

1.24 Capitalize widely used military or colloquial coinages for members of branches of the armed forces or members of specific units.

Rangers; a Ranger [*Note: Rangers* (pl.) can be used colloquially; *Ranger* (s.) is used as part of an official unit designation.]

Seabees
Green Berets; a Green Beret
Raiders
Merrill's Marauders; a Marauder

1.25 Capitalize the formal names of national guard and reserve units.

Army National Guard of the United States; Army National Guard
Air National Guard of the United States; Air National Guard
Army Reserve
Naval Reserve
Marine Corps Reserve
Air Force Reserve
Coast Guard Reserve

Also capitalize the three reserve categories.

Ready Reserve
Standby Reserve
Retired Reserve

Do not capitalize the word *reserve* unless referring to a particular reserve force in an organizational sense.

a reserve officer
the reserve components
strategic reserves
reserve units

1.26 Capitalize adjectives designating the armed services or their arms and branches only when the reference in context is clearly to the organization and not merely descriptive.

the Air Force budget
the Army way is not the Navy way
the Marine guard
He was commissioned into the Field Artillery.
The Infantry adopted its current insignia in 1924.

and

infantry troops
The infantry moved forward.
He was a field artillery officer.

1.27 Capitalize the word *headquarters* only when preceding the name of a unit.

Headquarters, 9th Division
General Headquarters

but

9th Division headquarters
headquarters of the division

1.28 Capitalize formal designations for specific political or military alliances, task forces, and joint commands. See **3.15** for guidance on abbreviations.

Free World Military Assistance Forces
Triple Entente; Triple Alliance
the Allied Powers (in World War II only)
Warsaw Pact
Gulf Cooperation Council
Multi-National Force–Iraq [the hyphen in Multi-National is an approved exception]
Multinational Corps–Iraq
Multinational Division North
Combined Forces Command–Afghanistan (CFC-A)
Combined Joint Task Force–180 (CJTF-180)
Regional Command (RC) East
Combined Joint Special Operations Task Force–Afghanistan (CJSOTF-Afghanistan or CJSOTF-A)

but

European powers
coalition troops; coalition forces

1.29 Capitalize common terms that have a special meaning in military usage.

Blue armies (maneuvers)
Force XXI
Team Bravo
Company A

1.30 Do not capitalize stand-alone (generic) unit designations.

There were three divisions in the corps and three corps in the army.

1.31 Capitalize formal names of wars, battles, conflicts, and major campaigns. Confirm all formal names with someone in CMH’s Field Programs and Historical Services Directorate, Force Structure and Unit History Division (hereinafter referred to as FPO), or a designated subject-matter expert for capitalization and place name usage.

Persian Gulf War
Global War on Terrorism
Battle of 73 Easting
Battle of Medina Ridge
World War II
Revolutionary War
Vietnam War
Gettysburg Campaign

1.32 *Code names.* Set U.S. and allied forces code names (such as task forces, operations, plans, exercises, war plans) in caps and small caps. *Note:* If a code name is used in a quotation or in the name of a source in a citation, do not change the formatting of the code name to match our style. Leave it as is.

Operation IRAQI FREEDOM	Operation JOINT GUARDIAN
DESERT STORM	War Plan ORANGE
Project ENHANCE	Task Force DAGGER

but

Manhattan Project
Tube Alloys

Note: These two code names are known “CMH preferred” exceptions to the rule above.

If a U.S. or allied force’s code name contains a foreign term, do not italicize the foreign term, even if it is the first use of that term, to avoid confusion between allied and enemy code names. If it is the first use of the foreign term, provide the translation in parentheses after the code name. Note that the translation is set in roman type without quotation marks. (See **3.49–3.51** and **3.55** for more on foreign terms.)

Operation MOSHTARAK (Together), *not* Operation *MOSHTARAK* (Together)

For enemy code names, see **1.67**.

1.33 *Medals and awards.* Capitalize military medals and awards.

Presidential Unit Citation
Distinguished Service Cross
Medal of Honor
Defense Distinguished Service Medal with four Oak Leaf Clusters
Defense Distinguished Service Medal with oak leaf clusters
Silver Star Medal
Bronze Star Medal
Purple Heart

Designations of U.S. Army Units and Organizations

FPO is the authority on official unit designations; when in doubt, consult with FPO. When preparing a publication for print, authors and editors should work closely with FPO to confirm correct unit designations. For more information regarding the creation of a “units list,” see **12.7**. For guidance on indexing units, see **11.41–11.59**.

1.34 *Unit names.* Capitalize formal names of specific units of armed forces.

VII Corps
 XVIII Airborne Corps
 4th Aviation Regiment
 Company A (*not* A Company)
 First Army
 23d Infantry Division
 II Field Force
 Troop A, 3d Squadron, 2d Armored Cavalry Regiment
 75th Ranger Regiment
 1st Battalion, 7th Field Artillery Regiment
 299th Support Battalion
 Special Troops Battalion, 1st Infantry Division
 4th Infantry Division (Mechanized)
 101st Airborne Division (Air Assault)

1.35 *Full v. shortened names.* The first mention of any unit should use its full, official designation, as approved by FPO. Parenthetical identifications, such as “(Mechanized),” are not part of a unit’s official designation. Authors are not required to use these parenthetical identifications, but they may do so at the first full mention of a unit, if desired. In subsequent mentions, a unit may be referred to by a variety of shortened names, all of which relate to its current, official designation. A unit’s nickname may be mentioned, but should be used sparingly.

First mention: 101st Airborne Division (Air Assault); 101st Airborne Division

Acceptable variations after the first mention: 101st Airborne Division, 101st Airborne, the 101st, the division

Nickname: “Screaming Eagles” [quotation marks only necessary at first use]

In some cases, after introducing the unit with its official designation, the author may identify a more commonly used name for the unit. Explanations can occur in the main body text or in a footnote, as appropriate for the discussion. Common names should not be used without explanation.

³² Although the official name of the 1st Cavalry Division’s aviation unit is the Combat Aviation Brigade, in Iraq the division called it the 1st Air Cavalry Brigade. To remain consistent, that designation will be used throughout.

The 160th Aviation Regiment (Special Operations)—commonly referred to as the 160th Special Operations Aviation Regiment, or the 160th SOAR—transformed into a joint element, designated as Task Force SWORD.

See **3.15** for guidance on abbreviating unit designations and task force names.

- 1.36** *Using a definite article with unit designations.* It is CMH's preferred style, in narrative text, to include the definite article before unit designations from the division level down to the battalion level. The definite article is often not used at the corps level, and is never used at the company level.

The move allowed Wolf's 1st Brigade—its maneuver elements now consisting of the 4th Battalion, 23d Infantry; three troops from the 3d Squadron, 4th Cavalry; the 3d Battalion, 22d Infantry; and three companies from the 2d Battalion, 34th Armor—to focus on the immediate vicinity of Tay Ninh City.

The mission started when the 160th SOAR carried out a night insertion of a SEAL reconnaissance team.

Some units, such as the 101st Airborne Division's 3d Brigade and the 507th Support Battalion provided by XVIII Airborne Corps, were not called forward immediately. Colonel Fox commanded the 3d Brigade for three years.

Capt. Leigh S. Ashurst joined Company E in August of that year.

Note: Do not begin a sentence with a unit number. An acceptable work-around is to insert *the* in front of the number. Do not spell out a unit number that otherwise would be expressed with a numeral.

The V Corps stationed its armored cavalry regiment well forward to screen and observe the border.

not

Fifth Corps stationed its armored cavalry regiment well forward to screen and observe the border.

- 1.37** *Changes in unit designations.* Both U.S. and foreign unit designations change over time. Follow the naming conventions in use during the period under discussion.

1st Division [6 July 1917 until 31 July 1942]

1st Infantry Division [1 August 1942 until the present]

Note: For units under its purview, John B. Wilson's *Armies, Corps, Divisions, and Separate Brigades*, Army Lineage Series (Washington, DC: U.S. Army Center of Military History, 1987) provides an authoritative guide to designations. For smaller units, see the other volumes of the Army Lineage Series.

- 1.38** *Regiment designations.* Omit the word *regiment* in the name of a U.S. Army regiment before 1 October 2005 because it is generally not part of the official designation; after that date, the word is part of its designation and should be used. If the word is used in the plural before that date, it should be lowercased; after that date, it should be capitalized.

1st Battalion, 30th Infantry [pre-2005]

3d Battalion, 23d Infantry Regiment [post-2005]

The 27th and 35th Infantry regiments moved in. [pre-2005]

The 27th and 35th Infantry Regiments moved in. [post-2005]

75th Ranger Regiment

Note: In some cases, the word *regiment* was part of the official designation before 1 October 2005. Exceptions include the 90th Quartermaster Regiment and the 75th Ranger Regiment. When in doubt, consult with FPO, which is the authority on official unit designations.

- 1.39** Use a comma before and after a phrase indicating the larger group to which a unit belongs.

The 2d Battalion, 27th Infantry, began to move.

- 1.40** If the possibility of confusion exists in cases where U.S. military units are deployed alongside units from other countries, identify each unit (U.S. and foreign) by nationality, especially at first mention. See also **1.62–1.63**.

- 1.41** *Center of Military History.* At first mention of CMH in text, use the full title of U.S. Army Center of Military History; subsequent references may simply state Center of Military History or the Center. In citations, when CMH is the publisher of a source, always spell out U.S. Army Center of Military History in full. The abbreviation is acceptable when CMH is the repository.

- 1.42** *National Museum.* At first mention, refer to the National Museum of the United States Army by its full title. Subsequent references may be shortened to the National Museum or the Museum. Whenever possible, avoid abbreviating to NMUSA. For all other style decisions pertaining to the Museum (and to the entire Army Museum Enterprise), consult the latest edition of the Museum's style guide.

- 1.43** *Abbreviations in text.* Short names of military organizations may be used after the full name is given at first mention.

U.S. Army Training and Doctrine Command (TRADOC)
U.S. Military Assistance Command, Vietnam (MACV)
Combined Forces Command–Afghanistan (CFC-A)

- 1.44** *Abbreviations in tables and charts.* Generally, do not abbreviate military unit designations. However, it is permissible to do so in tables, charts, and footnotes where space may be at a premium.

- 1.45** Spell out numbers of U.S. field armies.

Eighth Army

- 1.46** Use roman numerals for U.S. corps and field forces.

XXIV Corps
II Field Force

- 1.47** Use arabic numerals for U.S. Army groups, commands, brigades, divisions, regiments, battalions, squadrons, companies, detachments, and platoons.

12th Army Group
1st Logistical Command
3d Brigade Combat Team, 4th Infantry Division
2d Battalion, 2d Infantry Regiment

1st Squadron, 14th Armored Cavalry Regiment
17th Fires Brigade
3d Sustainment Command
209th Military Intelligence Company
50th Signal Battalion
90th Military History Detachment
512th Military Police Platoon

Designations of U.S. Navy, Air Force, Marine Corps, and Space Force Units

1.48 For designations of other service units, follow the conventions used by that service during the period under discussion.

U.S. Air Force

Seventh Air Force
1964th Communications Group
315th Air Division
777th Troop Carrier Squadron
3d Tactical Fighter Wing
320th Bombardment Wing

U.S. Navy

Seventh Fleet
Amphibious Squadron 5
Task Force 76
Attack Carrier Wing 16
Task Group 79.5
30th Naval Construction Regiment

U.S. Marine Corps

III Marine Amphibious Force
Marine Air Group 12
1st Marine Brigade
Marine Medium Helicopter, Squadron 161
3d Marine Aircraft Wing
3d Marines [regiment]
1st Marine Division

U.S. Space Force

21st Space Wing
4th Space Launch Squadron, 30th Launch Group
20th Space Control Squadron
Space Delta 7

Rank and Title Designations

1.49 Capitalization. Capitalize military titles preceding a personal name. Lowercase military titles when standing alone or when following a name.

Chief of Staff, II Field Force, Brig. Gen. Richard T. Knowles; General Knowles; II Field Force chief of staff; chief of staff; the brigadier general; the general
 Commander, 1st Infantry Division, Maj. Gen. Jonathan O. Seaman; General Seaman;
 1st Infantry Division commander; the commander; the general
 Chairman of the Joint Chiefs of Staff General Martin E. Dempsey; General Dempsey;
 chairman of the Joint Chiefs of Staff; the chairman
 Chief of Staff, Army, General Raymond T. Odierno; Chief of Staff, U.S. Army,
 General Raymond T. Odierno; Chief of Staff General Raymond T. Odierno; Army
 Chief of Staff General Raymond T. Odierno
 Commander in Chief, U.S. Army, Europe, Lt. Gen. Manton S. Eddy
 M. Sgt. Stephanie H. McGraw; Sergeant McGraw; sergeant
 Pvt. Anthony W. Washington; Private Washington; private

but, with the article “the”:

the U.S. Army chief of staff, General Raymond T. Odierno
 the inspector general
 the adjutant general
 the surgeon general
 the judge advocate general
 the commander in chief
 the captain

1.50 Initial and subsequent text references. In the initial reference to military personnel in text, give full rank, abbreviated, and full name including the middle initial (or initials), suffixes, and nicknames, if any. See **1.53** for exceptions. See **Table 1.1** for Army rank abbreviations and **Appendix D** for Air Force, Coast Guard, Marine Corps, Navy, and Space Force rank abbreviations. Reintroduce military personnel in full each time they are promoted. See also **1.8**.

Brig. Gen. (Ret.) Clara L. Adams-Ender
 Lt. Col. John R. Doe Jr.
 R. Adm. John R. Jones
 S. Sgt. William T. Smith III
 Col. Benjamin A. “Monk” Dickson
 Bvt. Brig. Gen. Duncan L. Clinch

On subsequent mentions, give only the rank (without abbreviation) and last name. It is permissible to use the last name alone as well.

General Adams-Ender, *not* Brigadier General Adams-Ender
 Colonel Doe, *not* Lieutenant Colonel Doe
 Admiral Jones, *not* Rear Admiral Jones
 Sergeant Smith, *not* Staff Sergeant Smith
 Colonel Dickson
 General Clinch, *not* Brevetted Brigadier General Clinch

If the initial reference to a military officer with a numbered rank (such as 1st or 2d Lt.) falls at the beginning of a sentence, spell out the number only.

Second Lt. George Parker was stationed at Fort Benning, Georgia.

- 1.51** Separate a name from the military service or branch to which the individual belongs with commas. Note that CMH prefers to write out the affiliation in full, though abbreviations such as USA, USN, or USMC may be acceptable in citations and indexes.

Lt. Col. John R. Doe, U.S. Marine Corps, was in command.

- 1.52** *Abbreviation style.* Although current military practice is to omit periods and use full capitals for the abbreviated forms of ranks—a practice that is officially regulated only for military correspondence—CMH discourages using such forms, as they may be unfamiliar to general readers. Traditional (old style) abbreviations are preferred. **Table 1.1** lists the preferred abbreviations for Army ranks. See **1.50** for the format of a brevetted rank; see **1.55** to format the rank of retired personnel. See **Appendix D** for abbreviations of other service ranks. For more information on handling military ranks in footnotes, see **9.14–9.19**.

- 1.53** *No abbreviation.* Never abbreviate the rank of four-star general and above or its equivalent in text. For guidance on handling military ranks in footnotes, see **9.14–9.19**.

General of the Army [five star]

Fleet Admiral [five star]

Admiral [four star]

General [four star]

- 1.54** *Ranks that no longer exist.* U.S. military ranks that no longer exist, such as the Navy's commodore and the Army's cornet and specialist third class, should be styled following the same rules that govern existing ranks. Abbreviations (used at the first mention of an individual) should follow the abbreviation conventions seen in **Table 1.1** and in **Appendix D**. If no equivalent abbreviation can be determined, the historic rank may be written out in full at first use.

Sp3c. [*or* Spc. 3d Class] Arthur Leeds; Specialist Leeds

T/5 [*or* Tec. 5 *or* Tech. 5] Hansen R. Radmiller; Technician Fifth Grade Radmiller

Commodore Grace Hopper; Commodore Hopper

- 1.55** *Retired personnel.* When referencing the rank of retired military personnel (e.g., in an interview citation or in narrative text), use the abbreviation *Ret.* in parentheses after the rank. This abbreviation does not need to be spelled out at first use. In more formal settings, such as in a signature block, follow one of the examples below

In narrative text and citations:

Col. (Ret.) Jayne H. Cooley; Colonel Cooley; Cooley

Brig. Gen. (Ret.) John S. Brown; General Brown; Brown

In more formal text:

Brig. Gen. John S. Brown, U.S. Army (Ret.) *or*

John S. Brown, Brigadier General, USA (Ret.)

Table 1.1—Army Rank Abbreviations

These abbreviations *do not* need to be spelled out at first use.

For additional services ranks, see **Appendix D**. See **1.54** for ranks that no longer exist.

Grade	Rank	Abbreviation <i>use with full name</i>	Subsequent Use <i>use with last name</i>
n/a (5-star)	General of the Army	none ^a	General
O–10 (4-star)	General	none ^a	General
O–9 (3-star)	Lieutenant General	Lt. Gen.	General
O–8 (2-star)	Major General	Maj. Gen.	General
O–7 (1-star)	Brigadier General	Brig. Gen.	General
O–6	Colonel	Col.	Colonel
O–5	Lieutenant Colonel	Lt. Col.	Colonel
O–4	Major	Maj.	Major
O–3	Captain	Capt.	Captain
O–2	First Lieutenant	1st Lt.	Lieutenant
O–1	Second Lieutenant	2d Lt.	Lieutenant
W–5	Chief Warrant Officer	CWO5 ^b	Warrant Officer
W–4	Chief Warrant Officer	CWO4	Warrant Officer
W–3	Chief Warrant Officer	CWO3	Warrant Officer
W–2	Chief Warrant Officer	CWO2	Warrant Officer
W–1	Warrant Officer	WO1	Warrant Officer
E–9 ^c	Sergeant Major of the Army	Sgt. Maj. Army	Sergeant Major
E–9	Command Sergeant Major	Cmd. Sgt. Maj.	Sergeant Major
E–9	Sergeant Major	Sgt. Maj.	Sergeant Major
E–8	First Sergeant	1st Sgt.	Sergeant
E–8	Master Sergeant	M. Sgt.	Sergeant
E–7	Sergeant First Class	Sfc.	Sergeant
E–6	Staff Sergeant	S. Sgt.	Sergeant
E–5	Sergeant	Sgt.	Sergeant
E–4	Corporal	Cpl.	Corporal
E–4	Specialist (Fourth Class)	Sp4c. (until 1985)	Specialist
E–4	Specialist	Spc. (after 1985)	Specialist
E–3	Private First Class	Pfc.	Private
E–2	Private (E-2)	Pvt.	Private
E–1	Private (E-1)	Pvt.	Private

a. The abbreviations *Gen. Army* and *Gen.* may be used in citations.

b. The abbreviations for the warrant officer ranks given here are those used by the Army in its official correspondence. There is no traditional or long form abbreviation for Chief Warrant Officer or Warrant Officer.

c. The Army has the additional E–9 rank of Senior Enlisted Advisor to the Chairman [of the Joint Chiefs of Staff], which is abbreviated by the Army as SEAC. No guidance is given for a traditional abbreviation.

1.56 *Military occupational specialties (MOSs)*. Alphanumeric combinations that refer to a person's MOS are written without a space between the number and letter. The first mention of each MOS should be followed by its description, in parentheses. Subsequent mentions may eliminate the parenthetical element.

The program was designed for 88M (Motor Transport Operator) students.

When she became an officer, her military occupational specialty changed to 19A (Armor).

She rose quickly through the ranks, alongside several other 19As from her year group.

Military Equipment, Weapons, Ships, and Aircraft

1.57 *Full designations*. Introduce military equipment, weapons, vehicles, ships, and aircraft in full at first mention. Shortened designations may be used in subsequent mentions.

C-17 Globemaster transport aircraft; C-17; Globemaster; transport aircraft

F-15 Eagle fighter jets; F-15s; F-15 Eagles; fighter jets

M15 assault rifles; M15s

M3 Bradley cavalry fighting vehicle; M3 Bradley; M3; Bradley

M4A2 Sherman tank; M4A2 tank

1.58 *Types of military equipment*. Capitalize the formal names of types of aircraft, missiles, tanks, weapons, and other military equipment. For model designations, see **1.59–1.61**.

Stryker

Abrams

Bradley

Apache

Black Hawk

Kiowa Warrior

However, do not capitalize common nouns following the names of types of aircraft, tanks, or other military equipment.

Apache helicopter

Raven unmanned aerial vehicle

Javelin antitank missile

Bradley fighting vehicle

Barrett sniper rifle

1.59 *Weapons and vehicle designations*. Designations for individual weapons, ordnance (ammunition), and weapon systems (tanks, self-propelled artillery) are set with capital letters with no spaces or dashes. This style applies to both U.S.- and foreign-made weapons and vehicles. *Note*: This style differs from recommendations made in other sources (in which hyphens are often used), including *Merriam-Webster*. (For aircraft and ship designations, see **1.61**. See **2.37–2.39** and **2.46** for the treatment of other alphanumeric combinations.)

AK47 assault rifle

GBU27 Paveway laser-guided bomb

M1 Abrams tank

M1 rifle

M109 self-propelled howitzer

M16A2 rifle

T34 tank

1.60 *Ships and aircraft.* Italicize names (not types) of ships and aircraft. These abbreviations do not need to be defined or spelled out at first use.

USS *Abraham Lincoln*
 USNS *Bellatrix*
 HMS *Falmouth*
Spirit of St. Louis

and

a UH-72A Lakota helicopter

1.61 *Ship and aircraft designations.* Use capital letters and en dashes (not hyphens) in aircraft and ship designations. Given in brackets are explanations of the kind of aircraft or ship. (For weapons and vehicle designations, see **1.59**. See **2.37–2.39** and **2.46** for the treatment of other alphanumeric combinations.)

C-130 [fixed-wing aircraft]
 B-52 bomber [fixed-wing aircraft]
 BB-61 [battleship]
 UH-1 [helicopter]
 MiG-25 Foxbat fighter

Foreign and Enemy Military and Nonmilitary Terms

1.62 *Foreign unit names.* Foreign nonenemy unit names are not italicized, even if the unit contains a non-English term. It is permissible to specify nationality if there is some possibility of ambiguity, even if nationality is not part of the official title. If the unit has an accepted abbreviation, it should be included on the first instance. Common names or nicknames may be included within quotation marks or parentheses, as shown. Translations of foreign terms may be included in parentheses, without quotation marks. See also **3.51**.

3d Battalion, Parachute Regiment (3 Para)
 1st Battalion, Princess Patricia's Canadian Light Infantry
 the South Korean 1st "Capital" Division
 the South Vietnamese 47th Infantry Regiment, 22d Infantry Division
 Hac Bao "Black Panther" Company, 1st Infantry Division
 207th Afghan National Army (ANA) Corps

1.63 *Enemy unit names.* Generally, italicize references to specific enemy units in conflicts involving conventional force structures. (This includes, but is not limited to, World War I, World War II, Korea, Vietnam, and DESERT SHIELD/DESERT STORM.) Enemy units in conflicts involving nonstate actors or unconventional warfare should not be italicized. (This includes, but is not limited to, Operation ENDURING FREEDOM, Operation IRAQI FREEDOM, and Operation INHERENT RESOLVE.) Do not italicize enemy unit names in special studies dealing almost exclusively with enemy activities.

Do not italicize generic references to enemy military units. It is permissible to specify nationality if there is some possibility of ambiguity, even if nationality is not part of the official title. Common names or nicknames may be included within quotation marks or parentheses.

Translations of foreign terms may be included in parentheses, without quotation marks. Do not italicize the translation. See also **3.51**.

Republican Guard Al-Nida (The Call) Division
People's Army of Vietnam
Iraq's 3d Armored Division
3d "Yellow Star" PAVN Division
Army of Northern Virginia
Army of the Shenandoah
2d Florida Infantry, Confederate army
the Führerbegleitbrigade (Führer Escort Brigade)

but

Taliban fighters
Communist insurgents
the Confederate army

1.64 *Other organizations.* In general, do not italicize names of foreign or enemy nonmilitary organizations and institutions. Do not italicize the names of foreign armed (militia and paramilitary) groups. Enemy armed (militia and paramilitary) groups should only be italicized when discussing certain conventional warfare conflicts (e.g., World War II, Vietnam). See also **3.51**, especially for guidance on providing translations of foreign words in these terms and other proper nouns.

al-Qaeda
Hezbollah
Lao Dong Party
Nazi Party
Patriotic Union of Kurdistan (PUK)
Peshmerga
Somali National Alliance
Taliban
Yekîneyên Parastina Gel (People's Protection Units; YPG)

but

Geheime Staatspolizei (Gestapo)
Viet Cong

1.65 *Senior officers.* At first mention, write out the full rank of general and flag officers comparable in precedence to equivalent American ranks. Be consistent either in writing these full titles in the foreign language or in translating them into English. In subsequent references, use the American equivalent for rank.

1.66 *Lower-ranking personnel.* Below the rank of general or flag officer, use the American equivalent. Abbreviate rank, in English, with full name at first mention.

1.67 *Enemy code names.* Set enemy code names in caps and small caps. If the publication uses italics for enemy unit designations (see **1.63**), also italicize the enemy code names. If the publication does not italicize enemy units, do not italicize enemy code names. Note that if the code name is italicized, the word *Operation* is also italicized. If the code name is a foreign term and this is its first use in the text, the translation may be provided in parentheses after the code name. Note that the translation is set in roman type without quotation marks.

Operation GEORGETTE

Operation NORDWIND (North Wind)

Operation HERBSTNEBEL (Autumn Mist)

Operation EBRAT (Lesson) [this publication does not italicize enemy units]

2 | Punctuation

General

2.1 *Space following punctuation.* One space, not two, follows any mark of punctuation, including period, colon, question mark, or exclamation point.

2.2 *Font styles for punctuation.* Parentheses, brackets, and other punctuation marks should appear in the same font style (i.e., roman, italicized, small caps) as the main sentence text. See also **3.38**.

Several *Republican Guard* units (*III Iraqi Corps*, *1st Mechanized Division*, and *6th Armored Division*) were mentioned in the text.

The KPA quickly crushed South Korean defenses at the 38th Parallel and entered Seoul on 28 June. (See *Map 9*.)

The officer closed his journal entry by saying, “the troops were marching & being conscious of my own innocence I rejoined my blattoon [*sic*].”

Did the text include a discussion of the sinking of the USS *Arizona*?

See Arnold, *Memoirs of a Lincoln Conspirator*; Jones, *John Wilkes Booth*; and Weichmann, *A True History of the Assassination of Abraham Lincoln*.

2.3 *Directional v. straight punctuation.* Commas, semicolons, apostrophes, and quotation marks should be set in directional (also known as smart or curly) typeface. This feature is enabled in most word processing programs. However, text that has been copied from other sources, especially websites and PDF files, may default to straight punctuation when imported, even when the source appears to have had directional punctuation. Authors and editors must take care to replace these straight marks with curly ones.

Apostrophe

2.4 *Possessives.* In general, form the possessive of a singular noun by adding an apostrophe and *s*. This is true even if the singular noun ends in an *s*, an *s* sound, or a silent *s*. For plural nouns ending in *s*, form the possessive by adding an apostrophe only. This is true even if the plural noun (like *economics*) is singular in meaning. For irregular plural nouns that do not end in *s* (such as *women*), form the possessive by adding an apostrophe and *s*. If ever in doubt, defer to *Chicago*.

Singular:

prince’s
child’s
Maj. Jones’s
one corps’ insignia
Congress’s
Dumas’s
Secretary Gates’s decision
the White House’s response
Kansas’s legislature
Marx’s theories

Plural:

princes’
children’s
the Joneses’
many corps’ insignia

Singular (continued):

Tacitus's *Histories*
 the marquis's assistance
 Clausewitz's
 politics'
 the United States' role in the conflict

Possessives may be used with acronyms and abbreviations, but avoid doing so when the abbreviation is being introduced with its spelled out form.

NATO's guidance
 the guidance from NATO (North Atlantic Treaty Organization)

not

NATO's (North Atlantic Treaty Organization's) guidance

In general, it is preferable to avoid the possessive in cases where ambiguity threatens: for instance, "the true meaning of politics" rather than "politics' true meaning."

It is always acceptable to rewrite a phrase to avoid possessive constructions that, though correct, may feel awkward.

<i>Instead of:</i>	<i>Try:</i>
United States' control	American control or U.S. control
Massachusetts's laws require . . .	state law in Massachusetts requires . . .

2.5 Descriptive words. Do not use an apostrophe after plural words ending in *s* that are attributive or descriptive in nature. That is, they do not necessarily imply personal possession. This style is preferred by CMH when describing archival collections and research files. Note that this differs slightly from current guidance in *Chicago*, in which the apostrophe is only dropped in proper nouns. If in doubt, consult a CMH editor.

Historians Files [used when citing archival material in footnotes]
 Veterans Day
Publishers Weekly
 Department of Veterans Affairs

but

many veterans' organizations
 the officers' club
 Presidents' Day

2.6 Compound nouns. When a compound noun is singular (ending in *s* or not) or when the plural form does not end in *s* (as in *inspectors general*), the possessive is formed by adding an apostrophe and an *s* to the element nearest to the object of possession. When the plural form of a compound noun ends in *s*, only add the apostrophe.

<i>Singular:</i>	<i>Plural:</i>
quartermaster general's decision	the inspectors general's decision
John White Jr.'s promotion	the service members' weekly huddle

2.7 Joint possession. When two or more people jointly possess an item, the apostrophe is placed after the noun closest to the item.

Bryan and Hildy's responsibility [Bryan and Hildy share the responsibility.]

When two or more people separately possess items, an apostrophe or an apostrophe *s* is added to each noun.

Bryan's and Hildy's responsibilities [Bryan and Hildy have separate responsibilities.]

2.8 Decades. Do not include an apostrophe when expressing decades numerically. See **5.20** and **6.6** for further guidance on formatting decades.

the 1960s, *not* the 1960's

Brackets

2.9 Editorial changes. Use brackets in quoted material to enclose editorial interpolation, explanations, translations of foreign terms, or corrections. For further guidance on formatting quotations, see **8.17–8.40**.

At the end of the Second World War, the Truman Committee of the United States Senate criticized “the unpardonable waste of money [because] the services failed to use modern business practices.”

The commander's note said, “The fact that he speaks Spanish and is a native of Porto Rico [*sic*] is greatly in his favor.”

“The nature of the terrain and the defense put up by the enemy,” reported Soule, “leads to the conclusion that the enemy MLR [main line of resistance] has been reached.”

2.10 Within parentheses. Use brackets for internal parentheses.

(Adam Yarmolinsky, *The Military Establishment: Its Impact on American Society* [New York: Harper & Row, 1971], and . . .)

Colon

Colons are used to introduce information that illustrates or amplifies the clause preceding the colon. The colon carries the sense of the phrase “as follows” within it. Introductory phrases such as “as follows” or “the following” may be used before a colon without implying any redundancy.

2.11 Sentence structure. When a colon is used in a sentence, the clause preceding the colon should be a grammatically complete sentence. The clause following the colon may be complete or incomplete.

2.12 Lowercase following. When a colon is used within a sentence, lowercase the first word following the colon unless it is a proper noun. For guidance on styling the first word of a quotation that has been introduced by a colon, see **2.15–2.16** and **8.28**.

Hovering over the arrangement was a major uncertainty: if the president was commander in chief of the Army and the secretary of war was his direct agent in the administration of the Army, what was the role of the commanding general?

General Marshall became the chief strategy and operations adviser to the president and carried out his departmental managerial role by delegating administrative responsibility to a deputy chief of staff at headquarters and to three major field commands: Army Ground Forces, Army Air Forces, and Army Service Forces.

2.13 Run-in lists. Use a colon to introduce a run-in list. For additional guidance on lists, see **3.57–3.62**.

The convoy included a total of twenty ships: two cruisers, four destroyers, eight cargo transports, and six troop carriers.

The program, however, was plagued by a number of problems from the onset: unfamiliarity with U.S. Army organization, weapons, tactics, and procedures.

but

The chief requirements for this operation are surprise, speed, and firepower.

2.14 Compound titles. Use a colon to separate parts of a compound title.

Nisei Linguists: Japanese Americans in the Military Intelligence Service During World War II

Transforming an Army at War: Designing the Modular Force, 1991–2005

March to Victory: Washington, Rochambeau, and the Yorktown Campaign of 1781

2.15 Block quotations. Use a colon to introduce a block quotation. See **8.17–8.20** for further guidance on formatting block quotations.

2.16 Run-in quotations. Run-in quotations usually are introduced by a comma (see **2.31**) or without any punctuation. A colon may be used if the quotation illustrates or provides an example of what has been described in the introductory clause. For examples and further guidance on formatting run-in quotations, see **8.21–8.26**.

Comma

2.17 Series. Use a comma between each item within a series of three or more words, phrases, letters, or figures used with *and* or *or*. Do not use a serial comma before an ampersand. For use of semicolons in a series, see **2.69**. For more on ampersands, see **3.25**.

the army group, the armies, and the corps

words, phrases, letters, or figures

Harcourt, Brace & Howe became Harcourt, Brace & World in 1960.

2.18 Series of short clauses. When a sentence is composed of a series of short dependent clauses with a conjunction joining the last two, use commas (rather than semicolons) between the clauses and before the conjunction.

The second column ascended the Wabash from Fort Vincennes, destroyed villages along the way, and finally joined with Harmar's column after a 150-mile march.

For guidance on using semicolons to separate independent clauses in a series that contains commas, see **2.69**.

2.19 *Introductory phrases.* A comma should follow an introductory phrase of any length.

In terms of peacekeeping operations, V Corps found that the United Nations lacked any standardized model for deploying peacekeeping forces.

Despite the emphasis on speed and surprise, Army units did not encounter many enemy troops at the outset.

In 1970, the Directorate for Civil Disturbance Planning and Operations began to review the Army's principal civil disturbance regulation.

After attending college, she worked for the Center for six years.

During that period, General Mikolashek's priorities frequently adjusted.

Indeed, Rumsfeld's pursuit of reform proved so focused that many questioned whether his preference for technological solutions obscured other types of answers.

On 30 September 2001, the U.S. Army numbered 1,038,258 soldiers.

2.20 *Parentheticals, asides, and appositives.* Use commas to set off these elements if a slight break is intended. If a stronger break is needed or if there are commas within the element, use em dashes (2.49–2.50) or parentheses (2.53) instead.

On the following day, 17 October, a British officer waving a white handkerchief stood on the rampart with a drummer beating for a parley.

Of the two matters that principally concerned V Corps during the Cold War, readiness and gunnery, readiness became considerably the more important by 2001.

The unit's commander, Lt. Col. Anthony Aguto, was not pleased.

2.21 *“That is,” “namely,” “for example,” and the like.* A comma usually follows these expressions. A comma, an em dash, or a semicolon may precede them; or the entire phrase may be enclosed in parentheses or em dashes. When *or* is used in the sense of “in other words,” it is preceded by a comma.

None was equipped as horse artillery, that is, with enough horses to accommodate the men.

The committee (that is, its more influential members) wanted to drop the matter.

In the meantime, the surge troops already in country began setting conditions for decisive operations in RC South—namely, Operation MOSHTARAK—to be conducted if the second increment of surge units should be approved.

The incident illustrates one of Harris's most basic tenets, namely, a recognition of the need for reliable communications at all times.

Literacy lesson plans, for example, required Ministry of Education approval.

Canister, or case shot, was a metal cylinder containing metal fragments.

2.22 *Addresses and place names.* Use commas to set off the individual elements in addresses or place names that are run into the text. No comma appears between a street name and an abbreviation such as SW. If a sentence continues after the place name, include a comma after the last element of the place name. However, do not use a comma between a postal code (the two-letter abbreviation) and a zip code within a full mailing address, whether the mailing address is run-in with the text or set apart from it. See also 4.13–4.14.

Proofs were sent to the author at 743 Olga Dr. NE, Ashtabula, OH 44044, on 2 May 2006.

We were treated to a tour of Fort Drum, New York, and the surrounding area. The infantry conducted a demonstration near Seoul, South Korea, to entertain visiting diplomats.

2.23 *Unit designations.* Use a comma before and after a phrase indicating the larger group to which a unit belongs.

The 2d Battalion, 27th Infantry, began to move.

2.24 *Service and branch designations.* Separate a name from the military service branch to which the individual belongs with commas.

On 1 November, V. Adm. Charles W. Moore, Commander, U.S. Naval Forces Central Command, directed Brig. Gen. James N. Mattis, Commanding General of 1st Marine Expeditionary Brigade, to conduct “a minimum of three to five raids into Afghanistan over a thirty-day period.”

Lt. Gen. David W. Barno, U.S. Army Transportation Corps, was the commanding general.

2.25 *Given name suffixes.* Do not use commas around *Jr.* and *Sr.* or to set off *II*, *III*, and such when used as part of a name.

George W. Wilson Jr. has eclipsed his father’s fame.

John A. Doe III is the son of John A. Doe Jr.

2.26 *Corporate suffixes.* Do not use commas around *Inc.*, *Ltd.*, and such as part of a company’s name. For help with the use of abbreviations within corporate names, see **3.12** (general) and **3.25** (ampersands). For guidance on capitalization, see **1.6**.

The president of Millennial Products Inc. was the first speaker.

2.27 *Numbers.* Use a comma to set off three-digit units in figures, except serial numbers, dates, and page numbers. For more on numbers, see **Chapter 5**.

2,309

504,734

3,799,544

2.28 *Use with “et al.”* The abbreviation “et al.” should be reserved for bibliographic references, where it is treated as one would treat the phrase “and his/her colleagues” or “and their group.” It is used in both full and shortened citations when the source has four or more authors or editors. It is not used to shorten a reference that has two or three authors or editors. When it follows a single item, no comma is used before it. When it follows two or more items, a comma should precede it. (This would only be necessary in the rare event that two references with identical years have nearly but not quite identical author lists, as shown in the example below.) Note that “et al.” is not italicized and that no period follows “et” (which is not an abbreviation). A period always follows “al.” (which is an abbreviation for *alia* or *alii*). For further guidance on formatting bibliographical references, see **Chapter 9**.

In narrative text, such as within a bibliographical note:

Baumann et al. (2004) was the primary reference used in that chapter.
Smith, Jones, et al. (2020) and Smith, Yamada, et al. (2020) provided additional insight.

In a footnote or endnote:

Robert F. Baumann et al., *My Clan Against the World: U.S. and Coalition Forces in Somalia, 1992–1994* (Fort Leavenworth, KS: Combat Studies Institute Press, 2004), 16. [full]
Baumann et al., *My Clan Against the World*, 17. [shortened]

In a bibliography:

Baumann, Robert F., et al. *My Clan Against the World: U.S. and Coalition Forces in Somalia, 1992–1994*. Fort Leavenworth, KS: Combat Studies Institute Press, 2004.

- 2.29** *That v. which.* Although *which* can be used restrictively, maintain the distinction between the restrictive *that* (no commas) and the nonrestrictive *which* (commas). *That* narrows a category or identifies a particular item. *Which* adds something about an item already identified.

The commander revealed that three enemy divisions would attack that night.
This process would take time and resources, the two things that the administration wanted to avoid committing.
The Turkish 1st Brigade, which was attached to the 25th Infantry Division, was just east of the Filipino unit.
On 7 June, the 15th Infantry replaced the 65th, which went into reserve for rest and refitting.
Work on the manual, which included input from the U.S. Marine Corps, had started five months earlier.

- 2.30** *Use with parentheses and brackets.* When the context calls for a comma at the end of material in parentheses or brackets, the comma follows the closing parenthesis or bracket. For font style guidance, see **2.2**.

The regiment included a lieutenant colonel (from Pennsylvania), two majors (one from Connecticut and one from Pennsylvania), eight captains, ten ensigns, and a chaplain.
Having commanded the 65th for two years (including nine months in combat), Harris looked upon his successor with some disdain.
“Conrad told his assistant [Martin], who was clearly exhausted, to rest.”

- 2.31** *Run-in quotations.* In general, use a comma to set off introductory material preceding a quotation. If the quotation is introduced by *that*, *whether*, or a similar conjunction, no comma (or other punctuation) is needed. In specific circumstances, it may be acceptable to introduce a run-in quotation with a colon, but the comma is preferred by CMH. Do not use a comma to introduce a block quotation. For examples and further guidance on formatting quotations, see **8.17–8.40**.

Ellipses

2.32 An ellipsis (formed by three spaced periods, or dots, preceded and followed by a space) indicates the omission of quoted words. Ellipses also may be used to indicate faltering speech or incomplete thoughts. Ellipses may precede or follow other punctuation. The dots in an ellipsis should always appear on the same line, along with any punctuation that immediately follows the ellipsis. If the author’s software autogenerates the more condensed, nonbreaking three-dot ellipsis characters (known as Unicode 2026), as is the case in Word, authors and editors must replace these with the spaced periods described here. For further information on the proper use of ellipses in quoted passages, and the treatment of surrounding punctuation, see **8.31, 8.37–8.38**.

If there’s anything you ought to give to the reserve components . . . it’s the high demand/low density unit . . . [which] represents the chasm between service culture and the needs of the nation, because the services will not invest their money . . . in these things that they don’t think is [*sic*] important to their culture.

not

If there’s anything you ought to give to the reserve components... it’s the high demand/low density unit... [which] represents the chasm between service culture and the needs of the nation, because the services will not invest their money... in these things that they don’t think is [*sic*] important to their culture.

Exclamation Point

2.33 Exclamation points should not be used in CMH publications, particularly those of an academic nature. They are permitted in quoted material.

The name Honest John came from a Texan who was overheard saying, “Why, around these parts I’m called ‘Honest John’!”

In the evening of 23 July [1776], Baron Cloisen wrote in his diary, “I admire the American troops tremendously!”

Note: The exclamation point is placed inside quotation marks, parentheses, or brackets only when it is part of the quoted or parenthetical matter.

Hyphens and Dashes

2.34 Hyphens and the various dashes all have their specific appearance (shown below) and uses.

hyphen -

en dash –

em dash —

2-em dash ——

3-em dash ———

Hyphen

2.35 Numbers. Use a hyphen to separate numbers that are not inclusive, such as telephone numbers, social security numbers, and ISBNs. Also use hyphens to separate individual letters when a word is spelled out.

1-800-621-2376

0-226-10389-7

My name is Diane; that is D-I-A-N-E.

2.36 Compound words. In general, follow the dictionary. If a compound term is spelled with a hyphen in *Merriam-Webster* (as in *court-martial*), it should be spelled with a hyphen in CMH publications. The same holds true for closed compounds (as in *firefighter*) and open compounds (as in *code name*). For further guidance on compound words, including what to do with terms that do not appear in the dictionary, see **3.26–3.35** and **Appendix A**, the latter of which contains an alphabetical list of specialized terms pertaining to military history as well as CMH-specific terms.

2.37 Single-letter designation. Use a hyphen to join a single capital letter to a noun or participle. See **Appendix A** for specific terms not listed here.

D-Day [6 June 1944] *otherwise* D-day

X-ray

H-bomb

H-hour

U-boat

E-series

If the single letter represents only the letter itself, and is not an abbreviation, do not hyphenate. See also **3.39–3.40**).

I beam

S curve

T square

For the treatment of other alphanumeric combinations, see **1.59**, **1.61**, **2.38–2.39**, and **2.46**.

2.38 Ordnance. Hyphenate sizes of weapons and ammunition when used adjectivally.

105-mm. howitzer

.45-caliber round

3.5-inch rocket

2.39 Alphanumeric and sectioned page numbers. When a publication has alphanumeric or numerically sectioned page numbers, the section and page numbers should be separated with hyphens (even if they appear with en or em dashes in the original) so that page ranges may be expressed with en dashes.

B-2–B-6

3-3–3-8, 3-16, 3-23, 3-33–3-46

2.40 Multiple hyphenated compounds. Where two or more hyphenated compounds have a common basic element and this element is omitted in all but the last term, retain the hyphens in all.

land- and carrier-based planes
fixed- and rotary-wing assets

2.41 Fractions. Use hyphens between the numerator and the denominator in spelled-out fractions unless one already contains a hyphen.

two-thirds
twenty-three thirtieths
three one-thousandths
twenty-two twenty-fifths

2.42 Replacing expletives. Use only the first and last letters of an expletive, separated by two hyphens, to indicate an expletive. See **2.51–2.52** for the proper formatting of omitted names, **8.27–8.40** for more on permissible changes to quoted material, and **Appendix B** for further guidance on the use of profanity in CMH publications.

“Oh s--t!” I swallow deep and tell the driver to floor it. We got contact!
“All y’all f--kers need to calm down.”

En Dash

2.43 Connecting numbers. Use an en dash to connect numbers and, less often, words. The en dash signifies *up to and including* (or *through*). For the sake of parallel construction, the word *to*, never the en dash, should be used if the word *from* precedes the first element; similarly, the word *and*, never the en dash, should be used if *between* precedes the first element. See **2.44** for more on expressing periods of time, **5.8** for more on expressing page ranges, and **6.5** for closed date ranges.

The Chinese Civil War of 1945–1949 continued a struggle that had begun in 1927.
For documentation and indexing, see Chapters 16–18.
During the 21–23 May meetings, the two commanders in chief agreed upon a united
Franco-American strategy.
The legislature voted 101–13 to adopt the resolution.
1966–1973
50–55 [pages]
The overview of the operation can be found on pages A-2–A-4.

but

It was the principal field piece of the Army from 1905 to 1917 [*not* from 1905–1917]
A new insular police force was formed between 25 and 27 January 1899 [*not* between
25–27]
Early estimates indicate 5,000 to 10,000 [*not* five–ten thousand or 5–10,000] people
were injured in the earthquake. [Other acceptable ways to express this range include
5,000–10,000; between 5,000 and 10,000; anywhere from 5,000 to 10,000.]

2.44 *Indicating periods of time.* Use an en dash in the absence of *to* when denoting a period of time. Unlike the words *from* and *between* in the *from . . . to* and *between . . . and* constructions described in 2.43, the word *during* does not have a parallel word construction requirement and can be used in conjunction with an en dash.

during June–August 1976
on the night of 18–19 July
Ironically, 2018–2020 saw incredible growth in this sector.

2.45 *Open date ranges.* Use an en dash alone following a date to indicate that something (a publication or a person’s life) is still going on. No space follows the en dash. (For closed date ranges, see 6.5.)

Professor Plato’s survey (1999–) will cover the subject in the final volume.
Monica A. King (1965–) is from Burlington, North Carolina.

2.46 *Connecting letters and numbers.* In general, use an en dash to connect combinations of letters and figures. Note the following exceptions: Ordnance sizes and alphanumeric page numbers are expressed with a hyphen (see 2.38 and 2.39, respectively). Alphanumeric weapon and vehicle designations and military occupational specialties do not use any kind of punctuation (see 1.59 and 1.56, respectively). For ship and aircraft designations, see 1.61. For the use of en dashes and hyphens in the names of military organizations, see 3.15.

CH–54 [helicopter]
G–3 [staff position]
B–52 [fixed-wing aircraft]
UH–1D [helicopter]
SS–20 [rocket]
O–3 [pay grade]
COVID–19 [*Note: This differs from Merriam-Webster*]

but

FC-61 [Functional Community 61]
CJTF-180 [Combined Joint Task Force–180]

2.47 *In compound adjectives.* Use an en dash in place of a hyphen in a compound adjective when one or more of its elements is an open compound or when two or more of its elements are hyphenated compounds.

the post–World War II years
a hospital–nursing home connection
a nursing home–home care policy
a quasi-public–quasi-judicial body (*or, better, a judicial body that is quasi-public and quasi-judicial*)

but

non-English-speaking peoples
a wheelchair-user-designed environment (*or, better, an environment designed for wheelchair users*)

Note: Abbreviations in compounds are treated as single words, so a hyphen, not an en dash, is used in such phrases as “U.S.-Canadian relations.” See **3.10**.

2.48 *Compounds of hyphenated or multiword place names.* Use an en dash in place of a hyphen in combinations of place names when one or more of the names contains a hyphen or consists of more than one word.

Al Fallujah–Baghdad route
Saigon–Cam Ranh Bay road
the Vigneulles–Saint-Benoît road

Em Dash

2.49 Use the em dash to set off parenthetical material. To avoid confusion, do not use more than two em dashes in a sentence; if more than two elements need to be set apart, use parentheses (see **2.53**).

2.50 Use an em dash (or a pair of em dashes) to set off an amplifying or explanatory element. (Commas or parentheses may perform a similar function; see **2.18–2.20** and **2.53**, respectively.)

Both divisions operated with three combat commands—A, B, and R (Reserve).
Rochambeau enjoyed a reputation of being level-headed, able to compromise for the sake of mission, and willing to work with fellow officers—all characteristics that were crucial for cooperation with the Americans.
Nevertheless, foot dragging—perceived or real—on the part of the Army usually brought the strongest reaction from the president.
A two-day training exercise during which the soldiers ran patrols, manned observation posts, and had to react to various situations—again facilitated by the noncommissioned officers and officers of the 1st Battalion, 10th Special Forces Group—completed the training.

2.51 *2-em dash.* Use a 2-em dash to indicate that a name (as in, the first or last name) or part of a name has been omitted. See **8.27–8.40** for guidance on permissible changes to quoted material.

General P—— and Mrs. —— are the defendants in the case.

2.52 *3-em dash.* Use a 3-em dash to indicate that an entire name or group of names has been omitted in a bibliographic reference. See **9.141**.

Parentheses

2.53 Use parentheses to set off material that is related less closely to the rest of the sentence than that enclosed in em dashes (**2.49–2.50**) or commas (**2.18–2.20**).

Wilson became director of military programs at the newly designated Headquarters, USACE (replacing the Office of the Chief of Engineers), and General Withers succeeded Wilson as commander of the Europe Division.

2.54 Do not place a punctuation mark (such as a comma) in front of the opening parenthesis; any necessary punctuation should follow the closing parenthesis. A comma or a semicolon should never precede a closing parenthesis.

He reported to Colonel Smith (Commander, 161st Infantry), who was in charge of the operation.

2.55 Question marks, exclamation points, and closing quotation marks precede a closing parenthesis if they belong to the parenthetical matter; they follow it if they belong to the surrounding sentence.

2.56 If a parenthetical reference forms a complete sentence, the closing parenthesis follows the period.

(He issued the order at 1430.)

2.57 *Multiple parenthetical elements.* A combination of parentheses and em dashes may be used, if necessary, to avoid confusion with multiple parenthetical elements.

Between 1942 and 1962, a succession of major Army commands—Army Ground Forces (1942–1948), Army Field Forces (1948–1955), and Continental Army Command (1955–1962)—had overseen the Army’s doctrinal, educational, and training activities.

2.58 *Multiple parentheses.* Parentheses should rarely appear back to back. Different kinds of material may, if necessary, be enclosed in a single set of parentheses, usually separated by a semicolon.

Period

2.59 A period marks the end of a declarative or an imperative sentence and is followed by a single space.

2.60 When a complete sentence is enclosed in parentheses or brackets, the period belongs inside the closing parenthesis or bracket. When the text in parentheses or brackets, even a grammatically complete sentence, is included within another sentence, the period belongs outside.

The higher-echelon army artillery included an army artillery park of three park batteries. (Each battery consisted of laborers to make repairs and issue materiel and spare parts.)

The nucleus of trained artillerists was small (only 275 officers and 5,253 enlisted men in the Regular Army had more than one year of service).

Quotation Marks

2.61 *Titles.* Use quotation marks for references to part, chapter, and section titles of published books and titles of maps, charts, tables, illustrations, and appendixes.

For guidance on formatting footnote citations and bibliographies, see **Chapter 9**.

Chapter 2, “A Perspective on Military History,” is a good place to start.
The table “Growth of the Army” makes this clear.

2.62 Use quotation marks to enclose titles of magazine and newspaper articles, exhibits, speeches and lectures, and dissertations and theses. For citations and bibliographic entries, see **Chapter 9**.

2.63 Do not use quotation marks to enclose book series titles and works that are printed but not published for general distribution such as official circulars, orders, bulletins, directives, or reports. Do not use italics (see **1.19**).

Robert S. Cameron, *Mobility, Shock, and Firepower: The Emergence of the U.S. Army's Armor Branch, 1917–1945*, Army Historical Series (Washington, DC: U.S. Army Center of Military History, 2008), 85–89.
War Department (WD) GO 20, Awards of Medal of Honor

2.64 *Coined phrases*. Use quotation marks to alert readers that a term is used in a nonstandard, ironic, or other special sense. For introducing a key new term in text, see **3.36**.

In disk-to-film technology, “repros” are merely revised proofs.
“Child protection” sometimes fails to protect.

2.65 Do not use quotation marks around expressions following terms such as *known as*, *called*, or *so-called*.

His so-called mentor persuaded him to embezzle from the Army.

2.66 *Punctuation at the end of quoted material*. Place periods and commas inside quotation marks, whether double or single. Place colons, semicolons, question marks, and exclamation points outside quotation marks (unless the question mark or exclamation point is part of the quoted matter). If in doubt about where to place punctuation in relation to closing quotation marks, refer to the useful chart in *Chicago's* chapter about punctuation. For guidance on incorporating quoted material from other sources into a manuscript, and for the proper formatting of such quotations, see **8.17–8.40**. For quotations within quotations, see **8.20** and **8.24**. For guidance pertaining to footnote citations and bibliographies, see **Chapter 9**.

MID replied that it could provide a thousand Nisei “of high-school and university caliber,” because “other services would not touch them in quantities without time-consuming security screening.”

“Whatever our sympathies with Germany’s victims might be,” Skelton argued, “it is incredible that we would tamely accept the role cast for us by some overseas directors.”

He also had made “two tremendously important contributions of lasting significance”:
First, . . .

Whatever became of the “McNamara revolution”?

“Are they ready to cooperate with us?”

Naylor writes, “After each shot Ropel fired, his target would yell, ‘*Allah U Akhbar!*’ (‘God is Great!’) Ropel quickly tired.”

Semicolon

2.67 Use a semicolon to separate independent clauses that are related closely in thought, especially if there are commas within the clauses.

The 1st Battalion, under Lt. Col. John Q. Doe, held the left sector; the 2d Battalion, under Maj. James A. Robinson, held the right.

2.68 Precede the following adverbs, among others, with a semicolon when used to transition between independent clauses: *then, however, thus, hence, indeed, accordingly, besides, and therefore*.

The maximum range of field artillery cannon, depending upon size, was from 1,200 to over 2,000 yards; however, with untrained soldiers and imperfect weapons, the effective range was actually about 400 yards.

The supply of gasoline ran short at the critical moment; therefore, the tanks were halted for nearly three weeks.

2.69 *Serial lists*. Use semicolons to separate items within a sentence if the items themselves contain commas.

They were located in Groton, Connecticut; Portsmouth, New Hampshire; and Providence, Rhode Island.

2.70 Use semicolons to separate individual footnote entries (see **9.25**).

3 | Spelling, Abbreviations, Compounds, and Distinctive Treatment of Words

Preferred Spelling

3.1 CMH uses the latest edition of *Webster's Third New International Dictionary, Unabridged*; its abridged version, *Merriam-Webster's Collegiate Dictionary, 11th Edition* (referred to as *Merriam-Webster* throughout this guide); and the *Merriam-Webster* website (www.merriam-webster.com) as the primary authority on spelling and word usage. When *Merriam-Webster* lists more than one accepted spelling, always default to the first spelling. Consult **Appendix A** for a list of commonly used terms and their preferred treatment.

Abbreviations and Acronyms

3.2 An *abbreviation* is a shortened form of a written word or phrase used in place of a whole word or phrase. An *acronym* is an abbreviation made up of the initial letters of the phrase it is replacing. An acronym is read and pronounced as a single word. An *initialism* is also an abbreviation that uses the initial letters of the phrase it is replacing, but it is read and pronounced as a series of letters. Note that an abbreviation also may be read and pronounced as a sort of acronym-initialism hybrid.

Abbreviations:	et al., fax, ibid., medevac, memo, pp., sitrep
Acronym:	CENTCOM, FRAGO, NASA, TRADOC
Initialisms:	CIA, DoD, HQDA, IED, UN
Hybrid:	CFLCC, DFAS, JPEG, MACV

3.3 *Using abbreviations.* Use abbreviations (particularly acronyms) sparingly. Although service members can speak entire sentences in acronyms (and can understand one another quite well while doing so), too many abbreviations in a text—especially of the military variety—can leave a reader drowning in alphabet soup. In general, abbreviations should be limited to terms that appear frequently—roughly five times or more—throughout the manuscript. Authors and editors should monitor the use of abbreviations and acronyms throughout a publication using a tracking list (see **12.23**) to prevent excessive or unnecessary use.

3.4 *Introducing abbreviations.* Every abbreviation must be introduced (spelled out) at its first use within any given publication. It is not necessary to reintroduce abbreviations in every chapter or section of a publication; overly repetitive spell-outs can make the text cumbersome for the reader. However, in longer works, it *is* permissible to reintroduce an abbreviation if it has not been used in some time. (Use discretion here.) Keep in mind that if the publication has an index or an Abbreviations section in the back matter, the reader will have additional resources in which to find many of the abbreviations from the text with their spelled-out versions.

Abbreviations appearing in more than one text flow (e.g., main body text, discursive notes, captions, citations) must be consistent, that is, a word must be abbreviated the same way throughout the entire publication.

See 7.25 for use of abbreviations in captions. See 9.14–9.24 and Tables 9.1, 9.2, and 9.3 for the use of abbreviations in discursive footnotes and source citations.

3.5 Formatting abbreviations. The first time an acronym or abbreviation is used within a work, place it in parentheses after the spelled-out term. It is permissible to reverse this practice when the abbreviation is more familiar than the spelled-out term.

Civilian Irregular Defense Group (CIDG)
improvised explosive device (IED)
light armored vehicle (LAV)
rocket-propelled grenade (RPG)
U.S. Department of Defense (DoD)
U.S. Military Assistance Command, Vietnam (MACV)

and

GPS (Global Positioning System)
NATO (North Atlantic Treaty Organization)
USAID (U.S. Agency for International Development)

3.6 Unnecessary spell-outs. When an abbreviation (such as *laser* or *medevac*) has become so common that its use has eclipsed its expanded form, it is usually unnecessary to spell it out. Determining whether a common abbreviation merits a reversed spell-out (as in *GPS*, above) or none at all (as in *scuba*) is a matter of editorial judgment. Spelling out less common abbreviations is a courtesy, but spelling out widely understood abbreviations can be a distraction. Terms evolve over time. Many expressions that appear in *Merriam-Webster* (with a definition, not merely an “abbreviation” designation) may be used without spell-out.

ATM, DVD, Humvee, JPEG, medevac, PDF, SUV, QR-code

For other abbreviations that do not need to be spelled out (either at all or just within citations), see 1.60, 3.6, 3.12–3.14, 4.10, 4.13, 6.3, 6.12, 7.25; Tables 1.1, 9.1, and 9.2; and Appendix D.

3.7 In titles. Avoid using abbreviations in chapter titles and section headings, especially if the term has not yet been used and defined in the text.

3.8 At the beginning of sentences. Whenever possible, avoid beginning a sentence with an abbreviation.

3.9 Possessives. Possessives may be used with acronyms and abbreviations, but avoid doing so when the abbreviation is being introduced with its spelled out form. See 2.4.

3.10 Compound adjectives and nouns. Abbreviations in compounds are treated as single words, so a hyphen is used to connect compound terms that contain an abbreviation. For a full discussion of compounds and hyphenation, see 3.26–3.35. For guidance on punctuation connecting other hyphenated compounds and open compounds, see 2.47–2.48. Note that when compound words connected with an en dash are abbreviated, the abbreviation is treated as a single word and the en dash becomes a hyphen.

the NATO-led initiative
U.S.-Canadian relations
CFC-A [Combined Forces Command–Afghanistan]

3.11 Articles preceding an abbreviation. When an abbreviation follows an indefinite article, the choice of *a* or *an* is determined by the way the abbreviation would be read aloud. Acronyms are read as words and, except when used adjectivally, are rarely preceded by *a*, *an*, or *the*. Initialisms are read as a series of letters and are often preceded by an article.

an HQDA directive
 a URL reference
 a U.S. Army training exercise
 an NCO
 an ROTC class
 an RPG attack
 an 800 number
 member nations of NATO
 member nations of the EU

3.12 Business names. These common abbreviations found in business names may be used without a spell-out. (They are all in the dictionary.) It is best to defer to each organizations' legal name, preferred usage, and acceptable abbreviations (all of which can be found online), noting that company names and designations may change over time. For guidance on the use of commas around these terms, see **2.26**. For guidance on capitalization, see **1.6**. For guidance on the use of ampersands in business names, see **3.25**.

Assoc.	LLC	PLC
Bros.	LLP	RR
Co.	LP	Rwy.
Corp.	Ltd.	Ry.
Inc.	Mfg.	

3.13 Parts of publications. Abbreviate parts of publications and documents only when mentioned parenthetically, in footnotes, or in lists of references. These terms should not be abbreviated in narrative text. When combined with a number, express that number using a figure (as in ver. 5). When these terms are used in narrative text, spell them out. Note that *chapter* is capitalized in narrative text when referring to a specific chapter, as in: "This will be discussed in Chapter 3." This is true for several other parts of publications; see **1.21**.

These abbreviations do not need to be written out at first use in a citation, but they may be included in a table of note abbreviations in the back matter, if desired. Retain the periods and lowercase style when using these abbreviations in citations. See **9.16**.

See **3.24** for guidance in creating plurals of these abbreviations.

an.	annex
app.	appendix
art.	article
bk.	book
ch.	chapter
col.	column
ed.	edition, editor
fig.	figure

fol.	folio
n.; nn.	note; notes [in citations and indexes, do not use the period when a note number is combined with a page number in a locator: 36n7]
no.	number
p.; pp.	page; pages
para.	paragraph
pt.	part
sec.	section
ser.	series
st.	stanza
ver.	version
vol.	volume

3.14 Academic degrees. Do not use periods when abbreviating academic degrees (BA, MS, PhD, MMAS). Commas set off these designations when they follow a personal name. Do not capitalize the subject in which the degree was earned. These abbreviations do not need to be spelled out at first use. See also **1.6** for handling names of academic institutions.

She earned her MA in history from the University of Texas.

David W. Hogan Jr., PhD, was the name on the signature block.

3.15 Military organizations. Military unit designations may be *shortened* after they have been introduced in full, but acronyms and abbreviations are rarely used. (See **1.35**.) By contrast, both formal and ad hoc designations for specific political or military alliances, task forces, and joint commands may be shortened using abbreviations after being introduced in full at first mention. (See **1.28**.)

Longer designations, such as “Combined Joint Task Force,” often are abbreviated. Shorter designations, such as “Task Force,” rarely are abbreviated, though authors may choose to do so at their discretion.

The use of en dashes and hyphens (or neither) in both long and shortened forms is not handled consistently across the different services and types of organizations. Many ad hoc groups do not agree internally on when (or if) to hyphenate or use dashes. Historians should determine an appropriate spelling and format, based on the most common usages by the headquarters of the group itself. Historians must remain consistent to that style choice throughout the manuscript, even when the group being discussed is not consistent in its own materials. In general, hyphens are inserted into the names of numeric task forces when they are abbreviated. Hyphens are never used with Operational Detachment Alpha (ODA) designations in either the long or shortened format.

See **9.14–9.24** and **Tables 9.1, 9.2, and 9.3** for abbreviations permitted in citations.

Combined Joint Task Force 76 (CJTF-76)

Combined Joint Task Force MOUNTAIN (CJTF-MOUNTAIN)

Combined Forces Command–Afghanistan (CFC-A or CFC-Afghanistan)

Combined Joint Special Operations Task Force–Afghanistan (CJSOTF-Afghanistan;
not CJSOTF-A)

Special Operations Task Force 31 (TF-31)
Task Force Grizzly (TF Grizzly)
Operational Detachment Alpha 555 (ODA 555)
Task Force 58 (TF-58)
Regional Command South (RC South)
Train, Advise, and Assist Command–South (TAAC-South)

3.16 *Peoples' names, titles, and rank.* For guidance on abbreviating peoples' names and titles, see **1.8**, **1.11–1.12**, **1.50**, and **1.52–1.53**. For Army rank abbreviations, see **Table 1.1**. For abbreviations of other services' ranks, see **Appendix D**. For foreign titles and ranks, see **1.65–1.66**. For academic titles, see **3.14**.

3.17 *Addresses, place names, and geographic terms.* See **2.22**, **4.10–4.17**.

3.18 *Dates, time, and measurements.* For months and days of the week, see **6.3**. For fiscal years, see **6.4**. For time, see **6.12–6.13**. For units of measure, see **6.16**.

3.19 *Tables, charts, maps, and captions.* See **7.14** and **7.25**.

3.20 *In footnotes, endnotes, bibliographies, and bibliographical notes.* See **Chapter 9**.

3.21 *Sic, et al., and ibid.* For use of *sic*, see **8.36**; for use of “et al.,” see **2.28**; for use of *ibid.*, see **9.39**.

Punctuation in Abbreviations

3.22 The preferred practice in formal writing is to spell out lowercase abbreviations in the text whenever possible. If a lowercase abbreviation must be used in text, the general rule is to use periods (such as *e.g.* or *a.m.* and *p.m.*). Fully capitalized abbreviations (acronyms and initialisms) may be used in text according to the parameters discussed in this chapter. In general, do not use periods in fully capitalized abbreviations. Exceptions are noted below. For a discussion of abbreviations in footnotes, see **9.14–9.24**.

a.m.
e.g.
et al.
etc.
i.e.
p.m.
AUSA
NATO

but

D.C. (unless in a citation or mailing address)
U.S. (unless part of a longer acronym, as in *AUSA*, above)

3.23 Use periods when abbreviating *U.S.* The abbreviation is permissible (and preferred) when used as an adjective, but should be spelled out as *United States* when used as a noun. For abbreviation rules pertaining to other countries, see **4.12, 4.15–4.16**.

U.S. dollars

U.S. involvement in Asia

but

He was born in the United States.

The United States became involved in the conflict.

Plural Abbreviations

3.24 To form the plural of capital letters used as words, acronyms, and other abbreviations, simply add *s*. See **5.20** for plural forms of numbers used as nouns.

the three Rs

ICBMs

URLs

MAAs and PhDs

MLRSs

vols.

but

ff. [following pages]

nn. [notes]

pp. [pages]

Ampersands

3.25 Do not use ampersands in narrative text, citations, chapter titles, or book titles. Ampersands that appear in the titles of other published works may be retained when that work is being referenced. Do not insert ampersands into titles of works that do not contain them in the original. When a business name or an abbreviation of a business name contains an ampersand, it may be retained. If the company itself does not use an ampersand, do not insert one. If an abbreviation containing the ampersand is an acronym, it should be written without spaces; otherwise, the ampersand should be surrounded by spaces. Do not use a serial comma before an ampersand in a business name.

Texas A&M

AT&T

Ginn & Co.

Harcourt, Brace & Howe became Harcourt, Brace & World in 1960.

Compounds and Hyphenation

3.26 Compound words. Compounds are formed whenever two or more words or terms are combined to create a new word or term. Compounds may be written with hyphens, left open, or closed up. To determine how a compound word (including those formed by adding prefixes and suffixes) should be written, start with the dictionary. With very few exceptions, if a compound term is spelled with a hyphen in *Merriam-Webster*, it should be spelled with a hyphen in CMH publications. The same holds true for closed and open compounds. Note that terms can change over time as usage evolves. (*Web site* has given way to *website*, for example.) Hyphens are used to aid comprehension and help prevent misreadings, but they should not be overused. If in doubt, consult the dictionary, then the guidance provided here and in **Appendix A**, which contains an alphabetical list of commonly used terms and specialized military terms, along with their preferred treatment. *Chicago*'s hyphenation table is also a useful resource (see *Chicago* 7.89).

Hyphenated compounds:

air-ground teamwork
court-martial
dozer-infantry team
lend-lease
world-class

Closed compounds:

airpower
battlespace
firefighter
linkup

Open compounds:

back matter
code name
service member
nation building

3.27 Modifiers. Use a hyphen in a multiword modifier if it is hyphenated in the latest edition of *Merriam-Webster*, if the meaning would not be clear without the hyphen, and with proper nouns. See **2.48** for further examples using geographical place names. Check **Appendix A** for specific examples.

long-term loan
well-known man
service-connected disability
nation-building efforts
Arab-Israeli War
Afghanistan-Pakistan border

but

civil rights case
flood control project
active duty personnel
reserve component soldiers

3.28 *Adverbial modifiers.* Do not hyphenate a two-word modifier when the first element of the modifier is an adverb ending in *ly* or if the first element of a three-word modifier is an adverb (ending in *ly* or not).

a highly successful action
a visibly damaged French cannon
a publicly available short-form report
a most often heard phrase

but

a long-hoped-for resolution

3.29 *Proper names.* Do not hyphenate modifiers that are proper names, organizations, and military units. (Geographical place names may be hyphenated or connected with en dashes when used in modifiers; see **2.48**.)

field grade officer
25th Division forces
air support control
tank destroyer battalions

3.30 *Prefixes.* In general, do not hyphenate prefixes. If in doubt, default to the first spelling listed in *Merriam-Webster*. Exceptions are described in subsequent sections here and listed in **Appendix A**, along with examples for prefixes not mentioned here.

antiaircraft	multinational	semiofficial
bilateral	noncommissioned	subsection
coordinate	outnumbered	transship
counterintelligence	postwar	
geospatial	reenlistment	

3.31 Hyphenate the prefix *ex* when used in the sense of “former.” Hyphenate the word *self* when it is used as a prefix. Hyphenate the adjective *quasi* when it is combined with another adjective (i.e., part of a compound adjective), but write it as a separate word when it stands alone as a modifier.

ex-governor
self-evident
quasi-judicial proceedings
quasi argument

3.32 Hyphenate prefixes and suffixes to avoid tripling a consonant or doubling a vowel. Compounds beginning with the short prefixes *co*, *pre*, and *re* should be written without hyphenation, even if the vowel is repeated. (See **3.34** for disambiguation.)

bell-like
de-emphasize
de-escalate
semi-independent
hull-less
anti-inflation

but

cooperation
preempt
reenlist
reemphasize

3.33 Hyphenate to join duplicating prefixes and to join a prefix or combining form to a capitalized word.

sub-subcommittee
trans-African
meso-America

3.34 Hyphenate words (that would otherwise be written in closed form) to avoid ambiguity.

re-form [assemble a unit again]
re-create [create again]
pre-position [position in advance]

3.35 Hyphenate the suffixes *elect* and *odd*. Do not hyphenate other suffixes, unless it is necessary to avoid overly repetitive letters (see **3.32**).

clockwise
president-elect
twentyfold
twenty-odd
warlike

Italics

3.36 *Terms*. Set in italics any word that is being introduced as a new idea or term or has been singled out for discussion. Thereafter, set in roman. If the term is simply being mentioned for further clarification of something already described (as is the case with appositives), no italicization is necessary (see **2.20**). For the treatment of foreign terms, see **3.48–3.55**. For the treatment of coined phrases, see **2.64–2.65**.

Authors should write the word *beachhead* as a closed compound.

The two chief tactics of this group, *obstructionism* and *misinformation*, require careful analysis.

The new term *modularity* sums up this idea.

3.37 *Italics within italics.* Do not italicize normally italicized words when they appear in an italicized passage (such as photo captions).

The USS Henrico is pictured on the right.

3.38 *Possessives and punctuation.* Do not italicize the possessive portion of an italicized word or phrase. Do not italicize commas, semicolons, or quotation marks when they follow italicized items, unless they are part of the item. For further guidance on font styles for punctuation, see **2.2**.

the *101st Regiment's* commander

the *Eltinge's* deck

Barzun, *Simple & Direct*, 77.

She has published in the *Washington Post*, *Army History*, and elsewhere.

Debbie said, "I do not want to hear the word *moist*."

3.39 *Individual letters.* Use italics when referring to individual letters and combinations of letters of the alphabet.

the letter *q*

a lowercase *n*

a capital *W*

Usually, the plural is formed by adding *s* or *es*.

He signed the document with an *X*.

I need a word with two *e*'s and three *s*'s.

3.40 *Letters as shapes.* Do not italicize letters that are used to represent shapes; capitalize and set in roman type. (Do not hyphenate unless part of a compound adjective.) For the treatment of single-letter designations that do not represent shapes, see **2.37**.

an S curve

an L-shaped room

3.41 *Latin.* Do not italicize commonly used Latin terms. For further guidance on treatment of foreign words and phrases, see **3.48–3.55**.

a priori

e.g.

i.e.

ad hoc

et al.

ibid

cf.

etc.

de facto

habeas corpus

but do italicize the Latin term *sic*. For further guidance on using *sic*, see **8.36**.

"Mindful of what has been done here by we [*sic*] as agents of principle."

- 3.42** *Foreign words and terms.* See **3.48–3.55**, below.
- 3.43** *Foreign and enemy military terms, unit, names, and ranks.* See **1.62–1.67**.
- 3.44** *Publication titles.* See **1.17–1.19**.
- 3.45** *Table, map, and chart references.* See **1.22**, **7.1–7.4**, and **7.14**.
- 3.46** *Captions and labels.* See **7.7–7.11**, **7.19–7.26**, and **Table 7.1**.
- 3.47** *Ships and aircraft.* See **1.60**.

Foreign Words and Phrases

- 3.48** *Familiar words.* In general, foreign words and phrases that are familiar to most readers or are defined in *Merriam-Webster* (as words, not slang or translations) are neither italicized nor defined in narrative text. Should an author choose, after careful consideration, to provide a definition for these terms anyway (either parenthetically or within prose), it is still unnecessary to italicize the term. For Latin terms, see **3.41**.

apartheid
apropos
avant-garde
blitzkrieg
bonafide
burka
coup d'état
jihad
machismo

- 3.49** *Unfamiliar words.* Italicize foreign words or phrases that are likely to be unfamiliar to the reader. If a translation follows a foreign word or phrase, enclose the translation in parentheses, but in quoted material use brackets. For foreign military terms, see also **1.62–1.67**. For foreign geographic terms, see **4.18–4.23**.

France employed several traditional colonial military techniques, including raids, encirclements, and *tache d'huile* (oil spot) operations.

He reportedly took the cloak of the Prophet Muhammad from a Kandahar shrine, wrapped himself in it, and extracted the *bayat* (an oath of personal allegiance) from his followers.

Stratemeyer wrote, “We stand ready to assist again when and if the occasion arises. *Maná del Cielo* [manna from heaven] will arrive pronto.”

- 3.50** *Repeated use.* If a foreign word that is not listed in *Merriam-Webster* is used repeatedly throughout a work, italicize the word only on its first occurrence; thereafter, set it in roman type.

The first and second *kandaks* (Afghan battalion-sized units) of the Afghan National Army had entered training with barely 50 percent of the 600 promised inductees per unit. The third and fourth *kandaks* reflected CJTF-180's increased recruiting effort.

3.51 *Proper nouns.* In general, do not italicize foreign proper nouns. See also **1.64**. (See **1.63** regarding when to italicize enemy unit designations and **1.67** regarding when to italicize enemy code names.) When a translation of a foreign proper noun is being given, it may be handled in parentheses or narratively, as shown.

Agence France Presse news agency

Al Jazeera television network

Goethe-Institut

A history of the Comédie-Française has just appeared.

Leghorn—in Italian, Livorno—is a port in Tuscany.

Part of Dostum's force occupied the Qala-i-Jangi (House of War) fortress.

The octagonal brick fortress known as Qala-i-Jangi, meaning “house of war” in the local dialect, had been constructed a century earlier.

Most of the guerilla fighters known as the Peshmerga (literally, “those who would face death”) were forced into exile.

the Kampfgruppe gegen Unmenschlichkeit (Fighting Group against Inhumanity; KgU)
a German Fuchs (Fox) chemical reconnaissance vehicle

Depending on context and common usage, it may be preferable to use the English translation first, followed by the original language and any abbreviation being used in parentheses. *Note:* If the abbreviation is more familiar than the spelled-out term, it is permissible to begin with the abbreviation. See **3.5**. These are all acceptable formats:

Komitet Gosudarstvennoy Bezopasnosti (Committee for State Security; KGB)

Committee for State Security (Komitet Gosudarstvennoy Bezopasnosti; KGB)

KGB (Komitet Gosudarstvennoy Bezopasnosti; Committee for State Security)

3.52 *Names.* For a discussion of foreign names, see **1.9–1.10** and **1.65–1.66**.

3.53 *Military terms.* For foreign military terms, units, ranks, and code names, see **1.23**, **1.32**, **1.37**, **1.40**, and **1.62–1.67**.

3.54 *Longer passages.* An entire sentence or a passage of two or more sentences in a foreign language is usually set in roman and enclosed in quotation marks.

3.55 *Special characters in foreign terms.* Whenever possible, use the special characters that appear in the original language. If the term is in a language that uses the Latin alphabet, use the accents, diacritical marks, glyphs, and other special characters as they appear in the original language.

année

Bună dimineața

el niño

Rücken

For languages that have been transliterated or romanized, special characters may be used in narrative text as agreed upon by the author and editor

ṣabāḥu al-ḥaīr

Special characters may be used in geographic terms (both on maps and in text) as agreed upon by the author, editor, and cartographer. See **4.2**.

Authors may wish to include an explanatory note (in the front matter) regarding these choices.

Hundreds of special characters can be found in Word using the “insert symbol” tool; many of them also have shortcuts. Tables 11.1 and 11.2 in *Chicago* provide basic descriptions of, as well as Unicode numbers for, special characters in Latin-based and transliterated languages.

Note: For texts containing many special characters, early consultation with the graphic designer is recommended, as not all fonts can handle all glyphs. (This could affect font choices for titles, headings, or design elements, but should have no effect on the font choice for regular text. All of the fonts CMH uses for main body text can handle the majority of special characters.)

Expletives

3.56 Expletives and other offensive expressions in quotations should be included only when necessary, and should be modified to convey the meaning without writing out the full expression. See **2.42** for formatting the omission and **Appendix B** for further usage recommendations.

Lists

3.57 *List style.* Short, simple lists should be numbered and set as run-in text (see **3.62**). Lists that are longer or contain multiple levels should be set vertically. Vertical lists may be arranged with bullets, numbers, or letters. Multilevel lists are usually set with numbers at the first level and lowercase letters or bullets at the second level.

3.58 *Setting vertical lists.* Introduce a vertical list with a colon (regardless of whether the introductory material is a phrase or complete sentence) and capitalize the first word in each list item. Insert a space break before and after the list (as one would with block quotes). The bullets, numbers, or letters should align with the paragraph indentation. Run-over text for any item on the list should be formatted with a hanging indent. For ease of reading, lists with long-form items (full sentences or paragraphs) may be formatted with spaces between each item. In a manuscript, the right margin should be left ragged. In layout, the right margin is neither set in nor ragged; it should be justified to match the right margin of the main text.

Detailed analysis of training requirements produced the following mission-essential task list:

- Exercising the base camp reaction force
- Responding to media queries, both approved and unapproved
- Responding to civilian requests for food
- Protecting European Union sanctions enforcement personnel
- Conducting VIP briefings

- Reinforcing a temporary observation post
- Responding to hostile Macedonian civilians

and

Examples of secondary sources that will be useful for conducting a staff ride include:

1. Historical monographs
2. Publications from the U.S. Army Center of Military History and Army University Press:
 - a. Campaign booklets and short monographs
 - b. Staff ride guides and handbooks
 - c. Monograph series
 - d. Documentaries
 - e. Exportable virtual staff rides
3. Battlefield guides

and

To the degree that circumstances permit, the instructor team generally should:

1. Be thoroughly conversant with the sources, both primary and secondary, relevant to the campaign selected.
2. Understand current U.S. Army doctrine and terminology and be able to interpret significant events using this construct.
3. Be thoroughly familiar with the orders of battle and all major units involved, the operational environment where the fighting occurred, and the movements and operations of all significant units. Also, have a working knowledge of all major figures involved and their personalities.
4. Be able to assess and carefully monitor participants' knowledge and interest levels to generate and retain their involvement throughout the exercise and keep them from becoming passive spectators.

3.59 Ensure that entries in vertical lists are grammatically parallel; that is, make each item in the list either a full sentence or a phrase and begin each item with the same part of speech.

3.60 *Full sentence style.* Introduce the list with a colon and place a period after each bulleted item. Each item in the list must be styled in the same manner.

Once the decision to march south was made, the army staffs had three equally important tasks to accomplish concurrently:

- Provide the logistics for the march.
- Maintain secrecy and deceive British officers of their true intentions.
- Establish and maintain posts for observing British forces in New York.

3.61 *Phrase style.* Introduce the list with a colon and use no punctuation for the bulleted items. Each item in the list must be styled in the same manner.

The following officials are responsible for ensuring awareness of the Army's accommodation of religious practices policies:

- Judge Advocate General
- Chief of Chaplains
- Superintendent, U.S. Military Academy
- Commanding General, U.S. Army Training and Doctrine Command (TRADOC)
- Commanding General, U.S. Army Recruiting Command (USAREC)

3.62 Numbered lists in run-in text. Use parentheses to set off numbered items in run-in lists. Use the same punctuation that would be used if the numbers and parentheses were not there. For guidance on introducing the list, see **2.13**.

The square infantry division of World War I operated with three major groups: (1) two 75-mm. gun regiments, each supporting one infantry brigade of two regiments; (2) a 155-mm. howitzer regiment supporting the division as a whole; and (3) a trench mortar battery; all under an artillery brigade headquarters.

4 | Geographic Terms

This chapter pertains to the style and use of geographic terms in narrative text. For map style, see **Chapter 7**. For guidance on incorporating cartography in manuscript and graphics preparation, see **12.4**, **12.23**, and **12.25**.

Spelling

4.1 The CMH cartographers, in consultation with the U.S. Board on Geographic Names, are the final authority on the proper form and spelling of geographic terms. For the distinctive treatment of place names specific to a particular conflict, refer first to the geographical place names lists maintained by the Center's cartographers. You may also wish to consult the U.S. Board on Geographic Names (BGN) website (<https://www.usgs.gov/core-science-systems/ngp/board-on-geographic-names>) for the most recent approved spellings and variants.

Place names and spellings change over time, so the spelling and treatment of geographic terms in older CMH publications may differ from the spelling and treatment of the same terms in newer publications. This is of particular concern for languages that have had different romanization systems over time, such as Chinese, Korean, and Russian. In some instances, a place name used on an official Army element (such as a campaign streamer) may differ from the accepted spelling used today. Authors may wish to explain any place name spelling discrepancies in a note to the text.

If in doubt about the best name or spelling to use in a particular context or period, confer with the cartographer and editor.

4.2 *Special characters in foreign terms.* Whenever possible, terms used in both the narrative text and on the maps should match. If the term is in a language that uses the Latin alphabet, use the accents, diacritical marks, and other special characters as they appear in the original language. (See *Chicago's* Tables 11.1 and 11.2 for a list of special characters [and Unicode numbers] for these languages.)

Fürstenfeldbruck

Kraków

Çorum

Côtes du Rhône

For languages that have been transliterated or romanized, special characters may be used in geographic terms in narrative text, as agreed upon by the author, editor, and cartographer. The same terms, used on maps, may include additional special characters. The distinctive treatment of terms in narrative text and on maps, respectively, should be consistent within the publication.

Text:

Samarra'

Salah ad Din

Hoa Dong

Map:

Sāmarrā'

Şalāh ad Dīn

Hòa Đông

Editors and authors should agree early in the editing process which glyphs will be included in the narrative text. For texts containing many special characters, early consultation with the graphic designer is recommended, as not all fonts can handle all glyphs.

Capitalization

4.3 Capitalize official and shortened names of countries, cities, states, districts, provinces, and territories. Lowercase words such as *city*, *district*, and *province* when they precede the name or stand alone. See 1.1–1.2 for examples.

4.4 Capitalize specific geographic features that are formally part of a proper name.

Subic Bay	Asia Highway 76	Elbe River
Arghistān Bridge	Gulf of Tonkin	Salang Tunnel
So Bay Canal	Cây Giép Mountain	Balkh River Valley
Şadr City	Shomālī Plain	Bādghīs Province
Ong Tai Creek	Rhine and Ruhr	Persian Gulf
Arghandāb District	Valleys	Korean Peninsula

but

the Japanese archipelago	the Pacific coast
the Tora Bora cave complex	the Georgia mountains

4.5 Capitalize the words *port* and *harbor* if part of the name.

Port of Kuwait
Pearl Harbor

but

the port at Qui Nhon

4.6 Capitalize words such as *fort*, *camp*, *combat outpost*, and *landing zone* when part of a proper name, both singular and plural. *Note:* These words are not code names and are therefore not set in small caps, even when the name of the place is.

Joint Base Anacostia-Bolling	Combat Outpost RABI
Blocking Position GINGER	Landing Zone SOPHIA
Fort Lesley J. McNair	Forward Operating Base Pacesetter
Camp Enari	Firebase 25
Vehicle Patrol Base KAHLER	

4.7 *Regions of the world and national regions.* Capitalize terms that denote regions of the world or a particular country that typically are capitalized in common usage, especially general political and military area names. Use lowercase for general geographic descriptions. If in doubt, consult *Chicago* 8.47 for suggested capitalization of geographic entities; usage may depend on historical or political context.

Sunni Triangle
French Indochina
Eastern Europe [political sense, Cold War]
the North [referring to North Vietnam or North Korea or the region during the Civil War]
the West Coast of the United States
Middle East
Central Asia
Persian Gulf; the Gulf
the West [referring to Europe and the Western Hemisphere]
the Continent [to denote mainland Europe]

but

northern Baghdad
northern China
the east coast of Mexico
the continental United States
central Europe [geographical sense]

- 4.8** Capitalize special military designations indicating particular areas or boundaries. Do not capitalize generic terms.

International Zone
Green Zone
McNamara Line
European Theater of Operations
17th Parallel; 38th Parallel [other parallels are not capitalized]
Demilitarized Zone
Hill 601

but

the British sector
theater of operations
European theater
the three-mile limit
the 32nd parallel

- 4.9** Capitalize common nouns in names of structures, thoroughfares, and public places only when the name has specific official or formal status. When words such as *river*, *street*, *building*, *bridge*, *park*, and *square* stand alone, they are lowercased.

Tiananmen Square
Harry S. Truman Building
Route 4
Kinh Xang Canal
Cam Le Bridge
Nakatomi Tower

but

the Han River bridge [generic]
 a Bailey bridge
 the canal
 a Bilby tower
 Wonju-Hoengsong road [indicating an unnamed road between the two places]

Abbreviations and Punctuation

4.10 *U.S. states and territories.* Spell out the names of states, territories, and possessions of the United States in text when standing alone and when following the name of a city (except for D.C.). Use the two-letter abbreviations (without periods and without spell-out) in citations and when writing a mailing address. For guidance on the use of commas with names of states (whether spelled out or abbreviated), see **2.22** and **4.17**.

General Castle moved to Fort Knox, Kentucky, after the war.
 Political discussions are always lively in Washington, D.C.
 Mail submissions to 1775 Liberty Dr., Fort Belvoir, VA 22060.
 Sten Rynning, *NATO in Afghanistan: The Liberal Disconnect* (Stanford, CA: Stanford University Press, 2012), 25–40.
 Frank N. Schubert and Theresa L. Kraus, eds., *The Whirlwind War: The United States Army in Operations Desert Shield and Desert Storm* (Washington, DC: U.S. Army Center of Military History, 1994), 130.

4.11 Do not abbreviate *County*, *Fort*, *Mount*, *Point*, or *Port* in place names in text. It is permissible to do so in tables, charts, maps, and footnotes if space is at a premium.

Fairfax County	Fort Worth	Fort Bragg	Mount Vernon
Monroe Point	Point Defiance	Port Arthur	

4.12 Do not abbreviate *Saint* in place names in formal prose and in mailing addresses. It is permissible to do so to reflect predominant usage or if space is at a premium. *San* and *Santa* are never abbreviated.

Saint Paul, Minnesota [the website for the city uses Saint]
 San Diego
 Santa Barbara

but

St. Louis, Missouri [the website for the city uses St.]
 Ste. Geneviève, Missouri [predominant usage]
 Sault Ste. Marie, Michigan [predominant usage]

In French, the word *saint* is lowercased in the names of saints, unless the saint's name is part of a place name, church, other building, or institution. Note that French hyphenates place names with *Saint*, though this rule does not apply to American cities with French names (as shown above).

le supplice de saint Pierre
le boulevard Saint-Germain
Battle of Saint-Lô (or St.-Lô, if space is at a premium)
Battle of Sainte-Foy (or Ste.-Foy, if space is at a premium)

4.13 In mailing addresses, tables, maps, and citations, the following abbreviations may be used without spell-out. Note that the period is retained in footnotes. See **5.13** for a discussion of ordinal numbers in addresses.

Ave.	La.	Rm.
Bldg.	Pkwy.	Rte.
Blvd.	Pl.	Sq.
Ct.	P.O. Box [note that there is no	St.
Dr.	space between P and O]	Ste.
Expy.	Rd.	Terr.
Hwy.		

4.14 Follow single-letter compass points that accompany a street name with a period. Two-letter compass points do not require a period. Note that, when used in an address, the abbreviations *NE*, *NW*, *SE*, and *SW* remain abbreviated even in text with no commas separating them from the street name. See also **2.22**.

1060 E. Prospect Ave.

456 NW Lane St.

I stayed in a building on M Street SW, close to the city center.

Never abbreviate a compass point that is the name (or part of the name) of a street or a place name (e.g., South Ave., Northwest Hwy., West Bend, East Orange). This can be ambiguous at times (is it South Shore Dr. or S. Shore Dr.), and authors are encouraged to verify terms with the cartographer. Remember: when in doubt, write it out.

4.15 In narrative text, do not abbreviate names of countries when used as nouns. Nouns used as modifiers, particularly in organizational designations, may be abbreviated.

the United States

U.S. Army Center of Military History

the Republic of Korea

the Democratic Republic of Congo

the Soviet Union [this is era-dependent, but try to avoid USSR]

4.16 Country names may be abbreviated in tables, maps, and charts, if necessary for space considerations. Follow the two- or three-letter abbreviations established by the ISO (International Organization for Standardization), found at https://www.nationsonline.org/oneworld/country_code_list.htm. Note that these abbreviations are written in all-caps with no periods. Provide a key to any abbreviations that are used, either in the overall list of acronyms and abbreviations for the entire text or in source/reference material immediately following the table, map, or chart.

4.17 Use commas to enclose the names of states, provinces, and territories when they follow the name of a city.

Recruits came from Bedford, Pennsylvania, and Jamestown, New York.
Sergeant Spiegel has lived in Washington, D.C., all her life.

Foreign Geographic Terms

4.18 Do not italicize foreign geographic names.

4.19 In general, do not translate foreign place names. However, when the English version of a place name (whether a direct translation of the foreign term or not) has become so well-known that it has earned a place in *Merriam-Webster* as a “geographical name,” it may be used, provided the term also appears as a BGN variant. If in doubt, consult the cartographer.

Florence	<i>not</i> Firenze
Munich	<i>not</i> München
Lake Constance	<i>not</i> Bodensee
Ho Chi Minh City	<i>not</i> Thành Phố Hồ Chí Minh

but

Al Basrah	<i>not</i> Basra [which appears in <i>Merriam-Webster</i>]
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4.20 Translate foreign common nouns such as *river*, *peninsula*, *canal*, *channel*, and *bay*. In general, do not translate the *name* of the feature, just the type of feature. When a generic term from a foreign language forms part of a geographic name, do not include the English equivalent. (Rio Grande, *not* Rio Grande River)

Arghandāb River	<i>not</i> Arghandāb Rōd
Bay of the Seine	<i>not</i> Baie de la Seine
Mekong River	
Pēch River Valley	<i>not</i> Darah-ye Pēch Valley

but

Cap de la Hague
Sông Thái Bình
Tākūr Ghar
Spin Ghar

If the meaning of the foreign common noun is obscure, translate at first mention.

Ḥammām al ‘Alīl, a facility south of Mosul

Ấp Bắc, a village near . . .

Rạch Bà Rài, a stream flowing into . . .

Núi Bà Đen, a mountain near . . .

They pushed northward toward Tiangi, a well-defended gap . . .

- 4.21** If a place is not named on an official map but received a name because of a military operation, use the name that appears in the military records of the operation and provide additional gloss text as necessary for the reader.

A prominent ridgeline, nicknamed “the Whale” by U.S. forces because it resembled a well-known geographic landmark of the same name at Fort Irwin National Training Center in California’s Mojave Desert, dominated its western side. . . . A narrow secondary ridgeline, dubbed “the Finger,” protruded into the southeastern end of the valley. Whoever controlled the decisive terrain along the ridgelines, specifically those on the Whale, the Finger, and the eastern ridge, held an important tactical advantage.

5.6 Dates, time, and measurements. Use figures for clock time, dates, degrees, and all other measurements. See also **Chapter 6**. For age (in years), see **5.11**. For amounts of time, see **6.8**. For military dates and time, see **6.1** and **6.9–6.11**.

They left the base at 0600.	12 April 1956
20-inch beam	½ yard
3¼ miles	D plus 35
32°F	latitude 52°33'05" north
40-mm. shells	44th parallel [See 4.8 for capitalization]
3 kilometers	8½ × 11 paper

5.7 Parts of publications. Use figures for page, chapter, and volume numbers. For guidance on formatting parts of publications in citations, see **Chapter 9**.

This topic will be discussed further in Volume 2.

5.8 Page ranges. When expressing a page range, give the second number in full when the first number is less than one hundred or a multiple of one hundred.

3–10 71–72 96–117 100–104 1100–1113

When the first number is 101 or greater and ends in 01 through 09, use only the changed part of the second number.

101–8 808–33 1103–4

When the first number is 110 or greater and ends in 10 through 99, use the two final digits of the second number, unless more digits are needed to include all changed parts.

321–28 498–532 1087–89 1496–500 11564–615 12991–3001

To avoid ambiguity, page ranges in roman numerals are always given in full.

xxv–xxviii

5.9 Percentages. Use figures for numbers preceding the word *percent*. This usage does not affect the treatment of other numbers in the same sentence.

the five soldiers had 20 percent of the ammunition

5.10 Money. Spell out sums of one hundred or less, using the word *dollars*. Use numerals for sums greater than one hundred; use the \$ sign, not the word *dollars*. When indicating round sums of money of a million or more, use a combination of figures and words. The same guidance applies to foreign currency, using the symbols and words appropriate to that currency.

We paid an indexer forty-five dollars per hour to do the dirty work.

An offer of \$287 seemed low.

The contract sold for \$1.5 million [*not* \$1,500,000 *or* 1.5 million dollars].

5.11 Age. Spell out numbers one through nine; use figures for numbers ten and higher. (To express amounts of time not related to age, see **5.1** and **6.8**.)

The battle plan was three years old.

I have a six-year-old at home.

Henry Knox left school at age 12 to work in a bookstore.

The truck ran quite well, considering it was 15 years old.

The 77-year-old general retired to Hawaii. She was accompanied by her son and his nine-year-old daughter.

5.12 Military units. U.S. Army unit designations usually are given in figures, though certain units are expressed in words. Spell out numbers of field armies (see **1.45**). Use roman numerals for corps and field forces (see **1.46**). Use arabic numerals for groups, commands, brigades, divisions, regiments, battalions, squadrons, companies, detachments, and platoons (see **1.47**). See also **1.34–1.40** and **5.15** for further guidance on unit designations. For guidance on U.S. Navy, Air Force, and Marine Corps units, see **1.48**.

Ordinal Numbers

Note: For the use of ordinal numbers in dates, see **6.2**.

5.13 In general, spell out ordinal numbers of one hundred or less, including those that are part of addresses, even if maps and street signs use the figure. For additional guidance on formatting addresses, see **4.10–4.14**. For ordinal numbers in military units and rank, see below.

On the forty-fifth attempt, she was able to log in.

General Stultz was second in command.

636 Thirty-Second Street SE, Washington, DC.

Parking is available on Sixth Street.

For the one hundredth time, do not torment the cadets!

5.14 In general, use figures for ordinal numbers of 101 or more, and in special cases such as those shown here. For ordinal numbers in military units and rank, see below.

the 10,000th casualty

Parking is available on 123rd Street.

and

the 69th U.S. Congress [successive governing body; note that this differs from *Chicago*]

the 33rd parallel [measurement; see **4.8** for capitalization]

5.15 Military units and rank. Ordinal numbers in military unit designations are expressed in figures, with the exception of Army-level units. See **1.45–1.47** and **5.12** for further guidance.

Third Army

3d Brigade

32d Field Artillery

7th Transportation Group

1st Cavalry Division

508th Infantry

Use figures for ordinal numbers in military rank, unless the rank begins a sentence.

Give the order to 1st Sgt. Tanisha M. Tompkins.

Second Lt. Kari T. Chitty was the first to arrive on the scene.

- 5.16 Style.** Omit the letters *n* and *r* from ordinal numbers when describing military units and rank and when following legal style. Do not superscript the letters *st*, *nd*, *rd*, *d*, and *th* in any ordinal number.

2d Squadron [*not* 2nd Squadron]

103d Cong. [*not* 103rd Cong.]

2nd ed. [*not* 2d ed.]

101st [*not* 101st]

Multiple Numbers

- 5.17** Numbers paired at the beginning of a sentence should be styled alike. If the first word of the sentence is a spelled-out number, the second, related number is spelled out also.

Sixty to seventy-five acres were destroyed.

- 5.18** Numbers that form a pair or a series referring to comparable quantities within the series should be treated consistently. (As previously discussed, related numbers in a passage should all be expressed in figures when the greatest of them is 101 or higher.)

Several buildings—one of 103 stories, two of more than 60, and five of only 5—were targeted by the terrorists.

During the war, all cadets received 130 lessons and 46 hours of field training in counterinsurgency, plus 73 lessons of related instruction.

The three jobs took 5, 12, and 4½ hours, respectively, to complete.

By nightfall, the number of enemy soldiers visible on the ridge had grown from 17 to an astounding 356.

When he deployed, he had a 4-year-old and a 15-year-old.

This rule applies to ordinal numbers as well.

The 22nd and 103rd days of the operation were marked by renewed attacks.

- 5.19** Numbers that appear in the same sentence or passage, but are not part of a series or otherwise closely related, should be treated separately.

There will be four new parking lots, which will provide space for 542 cars.

The engineers required fourteen 20-inch beams to finish the job.

Out of 75 candidates, she was the fifth to be chosen.

Plurals and Punctuation

5.20 *Plurals.* When a number, expressed in figures, is used as a noun, form the plural by adding *s*. When a number, expressed in words, is used as a noun, form the plural by adding *s* or *es* as appropriate.

the 1960s

He received three 96s, two 87s, and one 85 on his assessments.
sixes and sevens

5.21 *Commas.* Use commas in figures containing four or more digits, except in page numbers, addresses, years of four digits, and serial numbers (such as those on weapons or materiel).

3,001 troops

54,988

She was born in 1976.

The speech can be found on page 1045.

6 | Dates, Time, and Measurement

Dates

- 6.1** *Dates.* Use the military day-month-year dating system (without punctuation). When only the month and year are given, or a specific day (such as a holiday) and year, no punctuation is needed. When referencing the title of a published work or quoting a passage that contains month-day-year style dates, do not change to military dating; in these cases, use commas both before and after the year.

The Continental Congress formally prescribed the composition of the new organization on 2 December 1775.

On 1 August 2003, General Schoomaker succeeded General Shinseki as chief of staff. Another 105-mm. howitzer battalion was organized for the division in October 1943. Benedict Arnold, the American traitor, arrived in Portsmouth on New Year's Day 1781. According to his report, "the April 1, 2000, press conference elicited little new information."

- 6.2** Do not use ordinal numbers in expressions of full dates. They may be used, however, to express a date without an accompanying year, especially in a commemorative sense.

the Fourth of July
September 11th

- 6.3** Abbreviate months and days of the week only in tables, charts, and footnotes (where space is typically at a premium). Use a three-letter abbreviation. Do not use periods or a spell-out.

29 Jun 1976
3 Sep 2001

not

29 June 76
3 Sept 01

To avoid confusion, do not use all-figure dating (such as 6-8-07 or 6/8/07 or 08062007).

- 6.4** Do not capitalize the term *fiscal year*. When abbreviating, do so as shown here, spelling out at first use.

fiscal year (FY) 2008
FY 2017 [*not* FY 17]

- 6.5** When connecting date ranges, use all four digits for the years separated by an en dash. (See 2.44–2.45 for open date ranges and other periods of time.)

1880–1895
1997–2004
2000–2001

not

1880–95

1900–06

6.6 Decades. The preference is for decades to be expressed in unabbreviated numerals. Do not include an apostrophe. (See also **5.20**.)

the 1990s [*not* the 1990’s, the ‘90s, or the nineties]

6.7 Hyphenate *century* when used as a compound adjective before, but not after, a noun.

twentieth-century artillery

mid-eighteenth-century officers

but

the uniforms were nineteenth century

Time

6.8 Amounts of time. Amounts of time are expressed following the general rules for numbers (**5.1–5.4**.) To express age in numbers of years, see **5.11**.

The first job took three hours.

The structure remained in place for 315 years.

The last job took 100 days.

She lived in Moscow for twenty-three months.

6.9 Indicate time in connection with military activity on the 24-hour basis. It is not necessary to add the word *hours*. Avoid redundancy, as in “0600 in the morning.” If a publication does not deal with battlefield activity, it is permissible to refer to time in the standard manner. Do not use the “Zulu time” format (e.g., 0340Z); see **6.13** for time zone considerations.

Action started at 0845.

Congress recessed at 11:15 p.m.

6.10 Do not use the phrases *at about* or *at around* to indicate an approximate designation of time. *About* and *around* are sufficient on their own.

They approached the canyon about 0600.

Around 0800, the enemy began firing.

6.11 In specifying time before or after D-day or H-hour, give the unit of time following the numerals only if the unit is different from that symbolized by the letter. Write out *plus* and *minus* in text rather than using symbols.

D plus 120 [120 days after D-day]

H minus 4 [four hours before H-hour]

and

D plus 4 months [four months after D-day]

H minus 4 minutes [four minutes before H-hour]

6.12 The following abbreviations are used in text and elsewhere.

a.m.
p.m.

The abbreviations *a.m.* and *p.m.* should not be used with *morning*, *afternoon*, *evening*, *night*, or *o'clock*, nor should they be used when using the 24-hour (military) time reference (use either 3:30 p.m. or 1530). No spell-out is required at first use of these abbreviations.

6.13 Time zones, where needed, usually are given in parentheses—for example, 4:45 p.m. (CST). The following abbreviations may be used without spell-out at first use.

EST eastern standard time
EDT eastern daylight time
CST central standard time
CDT central daylight time
MST mountain standard time
MDT mountain daylight time
PST Pacific standard time
PDT Pacific daylight time
UTC coordinated universal time

Coordinated universal time (UTC), also known as “Zulu time” or “Z,” replaced Greenwich mean time (GMT) as the international standard in 1972. Military writing often uses Zulu time to indicate UTC±0 (e.g., “0340Z” for “0340 UTC”). However, when writing about military operations in CMH publications, it is preferable to avoid using Zulu time; give the local time instead. If the local time is not known, use UTC. For example, the military’s date-time group notation of “061945ZJAN12” could be written as “7:45 p.m. (UTC), 6 January 2012” or “1945 (UTC), 6 January 2012” if the local time is not known.

Measurements

6.14 Choose one system of measurement, either metric or imperial (U.S.), and use it consistently throughout the publication.

6.15 Express measurements using numerals, even when the number is under one hundred. See also 5.6. For amounts of time, see 6.8. For age, see 5.11.

3-inch margin	40 kilometers
2 square yards	6 feet 5¼ inches high
9-mm. gun	65 gallons

6.16 Do not abbreviate or use symbols for most units of measure.

15 kilometers
5 feet 8 inches
500-pound unguided bomb
185,000 square feet

but

105-mm. howitzers

12.7-cm. gun

6.17 Use symbols to express latitude and longitude. Use primes (') and double primes ("), not quotation marks ('').

latitude 52°33'05" north

longitude 128°15'12" west

longitudes 165° west and 170° east

6.18 Use figures and a degree symbol to express temperature. The degree symbol follows the numeral and precedes the abbreviation for Fahrenheit (F) or Celsius (C). These abbreviations do not need to be spelled out at first use, and there is no period or spacing between elements.

The oil wells burned at temperatures as high as 2,000°F.

6.19 *Compound measurements.* Compound measurements generally are expressed without hyphens. But when a compound measurement is part of a compound unit modifier, use hyphens as follows. For more guidance on the use of hyphens, see **2.36–2.41**.

The CONEX had only 9 square feet of usable space on the inside.

They traveled only 10 miles per hour over the rough terrain.

They cleared the 185,000-square-foot building in record time.

The unit was expected to cover the 15-square-mile area.

The 60-miles-per-hour speed limit was not contested.

7 | Visual Elements

General

This chapter pertains mainly to text—such as captions, labels, or in-text references—that is *related* to visual elements. Some guidance is provided regarding text that is *part* of visual elements (such as the words and data in a chart or table). For guidance on the selection and preparation of visual elements in CMH publications, see **Chapter 12**.

Text References

7.1 Authors should always include suggestions for text references in their manuscripts. Editors and designers will adjust the placement of text references as necessary to ensure that they make sense with the finalized placement of the graphics in layout.

7.2 Text references should be included for all maps, charts, diagrams, figures, and tables. CMH does not include text references for illustrations.

7.3 *Proximal in-text references.* Insert references to tables, charts, and maps at applicable portions of text. References should be capped, italicized, and enclosed within parentheses. Include the word *See* if the item being referenced appears on a page that is not the same page, the facing page (on either side), or the next even page (verso) after an odd page (recto). The reference should occur at the end of the first relevant sentence, before the terminal punctuation. (Do not italicize parentheses; see **2.2**.)

The process by which U.S. forces moved into position to execute CENTCOM's campaign plan began soon after General Renuart's staff started work on that document (*Map 1.1*).

Transitions in both units and operational priorities combined to divert energies from road building during this period. (*See Chart 6.2*.)

If the item is being discussed more narratively in the text, treat the item as a book part; see **1.20–1.21**.

After examining Table 4.1, answer the survey to the best of your ability.

For further details on this topic, refer to the rules in Chart 3.6, "How to Write Coherent Sentences."

7.4 *Less proximal references.* References to illustrations that do not appear on the same, facing, or next page should add the word *See*. In cases where the reference is separated from the previous sentence, place the full reference in parentheses with the terminal punctuation inside.

From that central location, Haas could oversee the ODAs in the Mazar-e Sharif and Taluqan areas as well as the SOF teams in the Bamyan region. (*See Map 2.1*.)

For situations specific to the military, see Table 5.1.

Depending on the context of the surrounding material, it may be appropriate to incorporate the reference in a separate sentence in parentheses, or move it into a footnote. In these cases, do not italicize any of the text.

(For an overview of troop movements, see Map 6.)

²³ See Chart 14, which reviews paygrades across services along with corresponding average years of service.

Numbering

Note: Always refer to the publication's individual style sheet for any nuances in numbering visual elements for that particular publication or series.

7.5 Whenever a publication has more than one of any particular kind of visual element in it, those elements must be numbered. If the publication has only one of any particular kind of element in it (e.g., only one map, or only one table), numbering that element is optional.

7.6 Number tables, charts, maps, figures, and diagrams sequentially throughout the work using arabic numerals.

Chart 1, Chart 2, Chart 3 [indicates three charts throughout the entire work]

For longer works, with multiple visual elements per chapter, number the items sequentially within each chapter, using a decimal to separate the chapter number from the item number.

Map 1.1, Map 1.2, Map 1.3, Map 2.1 [indicates three maps in Chapter 1 and one in Chapter 2]

Titles and Labels

Titles, labels, captions, and descriptions (for the table of contents) are four different things. No visual element requires all four of them; all visual elements will require at least one (see **Table 7.1**). For some visual elements, several of these things may be identical (such as a caption and a description). Be mindful of the type of visual element and the type of publication to determine whether the element needs a title, label, caption, and/or description.

**Table 7.1—Titles, Labels, Captions, and Descriptions
for Visual Elements**

Element	Title	Label	Caption	Description <i>(for table of contents)</i>
Illustration	None	None	Yes	Yes (= or ≠ caption)
Map	Embedded in map	Below	No	Yes (= title)
Figure	In label	Below	No	Yes (= title)
Table, chart, diagram	Above the graphic	None	No	Yes (= title)

7.7 Set titles in roman type with initial caps.

7.8 Place map labels and figure titles below the visual element, flush with the left edge. Because map titles are incorporated into the design of the map, it is not necessary to include the map title in the label below the map.

Map 7.3

Figure 1.1. Iterative Nature of Design

7.9 Titles for tables, charts, and diagrams are centered over the visual element. Separate the item number and title with an em dash. A caption or label is not needed. (These titles may be styled in small caps with initial caps, or not, as determined by the designer, to match the style template of a particular publication.)

Diagram 4—Riverine Operation and Base Defense

Table 20—Distribution of Infantry OCS Quotas Among Major Categories

CHART 1—COMBINED FORCES COMMAND (CFC)-AFGHANISTAN, OCTOBER

7.10 Any applicable date or period of time should immediately follow the main words of the title, preceded by a comma.

Table 15—Armored Division Artillery, 1940–1945

7.11 Units of measure applicable to the entire table should be given either in the title or directly below the title in parentheses and in upper and lower case, as (*Millions of Dollars*). Units of measure applicable to only some of the columns of the table should be shown in the applicable column headings.

Table 3—Annual Expenditures, 2000–2016 (Millions of Dollars)

Chart 2—Army Active Duty Strength, 1985–2005
(in Five-Year Increments in Thousands)

Tables and Charts

7.12 All columns, including the stub (the guiding entries in the left-hand column), should have headings. Set headings in initial caps.

7.13 For column totals, indent the word *Total* from the left-hand margin. Indent subtotal captions halfway between the margin and the total caption.

7.14 Where space is at a premium, units of time, military units, rank, and units of measurement may be abbreviated. Abbreviate consistently within each table, or not at all. Avoid symbols, such as % and #, and the abbreviation for number (*No.*) in column headings.

7.15 Use superscript letters (^a, ^b, ^c) for footnote references. These footnotes (pertaining to the content of the chart or table) should appear at the bottom of the graphic, incorporated into its design.

7.16 List the source of the data at the bottom of the graphic, directly below the footnotes (if any), separated by a space. The word *Source* (italicized, initial capped, and indented) is followed by a colon (unitalicized).

7.17 If a table continues beyond a single page, repeat the number, full title, and the column headings. Place the word *Continued* after the title in parentheses.

Table 10—Artillery Organization, 1877 (Continued)

Maps

7.18 For guidance on map numbering, see **7.5–7.6**. For map labels, see **7.8**. For the proper formatting of in-text references, see **7.3–7.4**. For the creation and treatment of maps throughout the manuscript preparation, design, and production processes, see **Chapter 12**. Authors and editors should consult with CMH cartographers for all other questions concerning maps.

Captions

Captions come in all shapes and sizes, and various styles are acceptable. For example, it is not always necessary to include a lengthy description of the image in your caption, especially if the image is simply a portrait or if the title of the artwork explains the image. After reading these guidelines, authors, editors, and designers should work together to determine the general pattern and style for captions. See **12.5** and **12.13** for guidance on creating a numbered image and caption list as part of the publication process. The treatment of captions in *Army History* magazine may differ slightly from this general guidance; consult the managing or issue editor for further guidance.

Note: The caption used under the illustration does not need to be identical to the description of the illustration that appears in the table of contents.

7.19 Illustrations (photographs, posters, paintings, and other art) require captions.

7.20 Captions are set in roman type and placed directly below the image.

7.21 *Phrase v. sentence.* Captions may be either phrase or sentence style. Though it is permissible to have a mixture of styles within a particular work, strive to maintain consistency.

7.22 *Punctuation.* If the description portion of the caption is a sentence, use a terminal period. If the description is not a sentence, do not use a terminal period. However, if a nonsentence component of a caption is followed by a sentence component, use a period to separate the two components.

View of Kohima Ridge after the battle
 Soldiers survey Kohima Ridge after the battle.
 Hugh L. Scott, shown here as a colonel
 The view looking east

The view looking east. Treasury Hill is slightly left, and Naga Village is in the extreme top left.

British troops advance along the road behind M3 medium tanks, ca. June 1944.

Soldiers from 1st Battalion, 32d Infantry Regiment

The 1st Battalion, The Royal Welsh (Royal Welch Fusiliers, 23rd Regiment of Foot) and assigned units, including ANA, ANP, and Estonian and French forces, in training and preparation for Operation MOSHTARAK in Helmand Province

A Stryker combat vehicle operates in RC South.

Booth's compass, in a red leather and brown velvet case, was among the items found on Booth's body after he was shot.

Army Chief of Staff General Peter J. Schoomaker talks to reporters at the Pentagon on 26 July 2004.

7.23 Editorial references. When including editorial references, direction, notes, and the like within captions, enclose in parentheses and set in italics. (Do not italicize the parentheses.) When an editorial reference begins the caption, set the reference in italics and follow with a colon (also in italics).

General Kennedy (*right*) with Lt. Gen. William F. Cassidy in June 1968

Army engineer projects in Turkey included the barracks in Cakmakli and a water tower (*inset*) under construction in Izmit.

Specialist Gridley, Specialist Soto (*prone*), Staff Sergeant Lewis (*kneeling*), and Private Poirier (*walking with AT4 missile launcher*)

Front cover: President Abraham Lincoln (*right*), John Wilkes Booth (*left*), Ford's Theatre in 1865 (*top*), and the execution of the conspirators (*bottom*)

Left to right: Bratten, Granville, Stultz, Hockensmith, and McGarry

7.24 General format. In its simplest form, a caption should include a description of the image or the title of the work of art, the name of the artist or photographer, the date the work was completed, and the source of the image.

If the description of the image is a sentence fragment, use a comma before the name of the artist. If the description is a full sentence, use a period. If the image (of a sketch or an announcement, for example) originally appeared in a newspaper or journal, credit the original publisher, if known.

It is not necessary to list the name of the photographer for contemporary snapshots or for images that were created by CMH employees or Army Public Affairs Officers (PAOs). Similarly, CMH does not list the names of CMH employees or others who restore (e.g., repair a tear, correct discoloration) or “enhance” images.

The medium (“oil on canvas,” for example), may be listed after the artist’s name, especially in publications with a heavy focus on the art. It is unnecessary to list the medium for modern photography. If the dimensions of the original work of art are known, they may be listed after the medium.

If a work of art or a photograph has been cropped, insert the word “detail” between the artist’s name and the date, so that readers know they are not seeing the entire work.

For portraits, the word “by” may be used before the artist’s name to help differentiate subject and artist.

Any unknown element may be skipped.

Basic format:

Title of Work of Art or Description of image,[.] Artist/Photographer, date (*Source*)

Suggested placement of all possible elements:

Title of Work of Art or Description of image,[.] Artist/Photographer, medium, dimensions, [detail,] [original publisher,] date (*Source*)

Examples:

Photographs

Ulysses S. Grant (*National Archives*)

The 7-inch hunting knife used by Booth to slash Maj. Henry R. Rathbone’s arm (*Library of Congress*)

Booth’s diary, open to an entry from 14 April 1865 in which he defends his actions, Carol M. Highsmith, 2017 (*Library of Congress*)

Michael O’Laughlen Jr. imprisoned aboard the USS *Montauk*, Alexander Gardner, wet collodion negative, detail, Apr 1865 (*Library of Congress*)

Mark Alexander Milley by Monica A. King, 2015

Art

The Assassination of President Lincoln, hand-colored lithograph, detail, Currier & Ives, 1865 (*Library of Congress*)

Engraving by J. Ward from a painting by W. Beechey, 1799 (*National Archives*)

The American Soldier, H. Charles McBarron, 1781

Ambush Patrol, Peter F. Copeland, watercolor on paper, 11" × 14", 1967 (*Army Art Collection*)

Saddam’s Sword, Baghdad, Iraq, Operation IRAQI FREEDOM, Timothy B. Lawn, ink and watercolor on paper, 9" × 12", 2005

Josiah Harmar by Raphael Peale, miniature watercolor, 3" × 2½", ca. 1790

7.25 Abbreviations. If an abbreviation has been used already in the main text flow, it may be used without spell-out in a caption. For an abbreviation that is used for the *first time* in a caption and later appears in the main text, introduce the abbreviation with a spell-out in both the caption and the main text. The rare abbreviation that is used *only* in a caption and not in the main text should be spelled out at its first use. See **3.2–3.24** for general guidance about abbreviations.

7.26 Cover images. Captions for images that appear on the front or back cover of a publication can be placed on the inside cover of the publication or listed at the end of the table of contents.

Back cover: Poster issued by Secretary of War Edwin M. Stanton advertising reward money for the capture of Booth and his accomplices, 20 April 1865

Source Acknowledgments

7.27 Credit must be given to the source of every image and to the source of any data used to create every visual element.

7.28 *Illustrations.* Enclose the source in parentheses and set in italics at the end of the caption. Do not place the source on the side of the visual element or superimpose it onto the image. *Note:* Images from nongovernmental sources require permission before use, and those permissions may specify how the source should be credited. See **8.5** and **8.8**.

The Petersen House, stereograph print, ca. 1909 (*Library of Congress*)

The Rio Grande camp knife used by Powell to stab Secretary of State William H. Seward, Sgt. George F. Robinson, and Augustus H. Seward (*Courtesy of George Foster Robinson papers, Huntington Library, San Marino, California*)

When the majority of the images in one publication come from the same source, it is preferable to acknowledge the source(s) at the end of the table of contents. (If captions for cover images also are listed at the end of the contents, they should precede the source acknowledgment.)

Unless otherwise noted, all images are from the Library of Congress.

All images are from Department of Defense files.

Images courtesy of the National Archives, Virginia Military Institute, and U.S. Army Military History Institute.

7.29 *Charts, diagrams, figures, and tables.* List the source of the data at the bottom of the graphic, directly below the footnotes (if any), separated by a space. The word *Source* (italicized, initial capped, and indented) is followed by a colon (unitalicized). If the author compiled and created the data, no source is listed.

7.30 *Maps.* Generally, maps are created in house, so no source is listed. Images of historic maps are treated as illustrations and, accordingly, will have captions (**7.19–7.26**) and sources (**7.28**) as described above.

8 | Using Outside Material

General

- 8.1** Original expressions of any kind (word, sound, or image) found in works of any kind (on paper, on print, in art and mixed media, in electronic and digital forms; and whether private, personal, or public; and whether published or not) are automatically protected by the law of copyright.
- 8.2** There are three considerations for reusing material in CMH publications: ownership, credit, and cost.
- 8.3** *Ownership and credit.* It is the author's responsibility to determine ownership and then to obtain permission to reuse any material others own, whenever such permission is required. Even when it is not necessary to seek permission to use a source (discussed below), it is a matter of good practice—and CMH's policy—always to give credit for any material that is not original to the work in which it appears.
- 8.4** *Cost.* Whenever possible, CMH prefers sources that can be used free of cost.

Visual Elements

- 8.5** *Permission.* In general, permission must be obtained to use or reproduce all images, illustrations, works of art, photographs, and other visual elements and graphics, such as tables, charts, and maps, that appear in print, electronically, or anywhere online. These items, and the right to reproduce them, belong to other people. Seek permission to use an image even if it has been reused in other publications without evidence of permission being granted or credit being given there. When an image can be used without cost, it is still best to obtain permission to use it. Note that some copyright owners may give permission to use an image in a printed publication, but deny its use in an online publication. Authors must be very clear about their intended use of the image when seeking permission. See **12.5–12.6** for more on ownership, permissions, graphics plans, and the production process.
- 8.6** *Fees.* CMH prefers not to use visual elements that require fees. The author must determine whether the use of each visual element in his or her publication requires a fee to be paid to the copyright owner. In some cases, these fees may be waived for use in government publications. Authors should still seek permission to use images that belong to others even when no fee is involved. See **12.5–12.6** for more information on handling permissions and fees for visual elements.
- 8.7** *Permissible changes.* Visual elements should not be enhanced or altered in any way by the author. Visual information specialists in HDP may alter images as necessary—and as permitted by the copyright owner—in the design process. Most images may be cropped to an appropriate size for publication, but CMH must abide by any stipulations that accompany the use of copyrighted images, such as whether the image can be changed from color to black and white, whether it can be cropped, whether there is a minimum reprint size for the image, and so on. (See **12.5–12.6**.)

8.8 Credit. The sources of all visual elements (including those that are free to use or are in the public domain) should be acknowledged in a label, caption, or note. Any verbiage required by the copyright holder will be included here. See **7.27–7.30** for more on crediting sources in captions and elsewhere. Any visual element created by a CMH employee specifically for the publication in which the element appears should not be credited to the individual unless the original item is held in a collection or is being reproduced from the employee’s personal art collection. It is not necessary to credit the author for photographs provided from his or her private collection, though authors and editors may choose to do so at their discretion. See **12.5–12.6** and **12.13–12.16** for more information on creating a graphics plan, seeking permissions, crediting sources for these elements, and formatting labels, captions, and notes.

Plagiarism

8.9 Plagiarism. Plagiarism, in any form, is not permitted in CMH publications. Plagiarism is theft; it is the act of using content from an existing source (i.e. another person’s ideas, words, or art) and presenting it as if it is new or original material. Plagiarism pertains to uncredited word-for-word copying or transcription (i.e. a direct lift) as well as paraphrased, derivative, and altered material. It pertains to any kind of writing, published or not, including works that are in the public domain or otherwise free of copyright issues. Even when there is no intent to pass another’s work off as one’s own, the absence of credit for the source of the material can constitute plagiarism. Recycling one’s own words without crediting their original source also is plagiarism, whether the original material was created for CMH or not. In summary, the uncredited reuse of any preexisting material is unprofessional and unacceptable. If in doubt, give credit.

8.10 Text recycling and self-plagiarism. Self-plagiarism, also known as text recycling, occurs when an author reuses his or her own previously published writing in a new work without crediting the original publication. It is not acceptable regardless of whether or not the original material was created for a CMH publication. This is a particular concern when an author reuses text or ideas that have been published by a commercial press, including a university press, because this type of self-plagiarism may violate copyright laws and may leave CMH open to legal action. Some repetition of ideas or concepts may not be avoidable, especially when an author is a known and published expert on a particular subject, but authors should strive to avoid word-for-word reuse of their own previously published materials. If it becomes necessary for an author to reuse his or her own copyrighted material, the author must consult with the original publisher to secure permission for such use. The new text must acknowledge the original source.

8.11 Fair use as it relates to plagiarism. Limited use of quoted material within scholarly works is permissible without contacting the copyright owner for permission. Authors may quote from other authors’ work for the purposes of review or criticism or to illustrate or buttress their own points. Transcriptions of direct quotations must be accurate, and proper credit should be given to their sources. (See below.) Neither quotations nor paraphrased material should be used in ways that misconstrue the original author’s meaning. As a general rule, an author should never allow the use of quotations to overshadow his or her own work. *Note:* For the purposes of this

guide, fair use is discussed only in the context of plagiarism. This is not intended to be an exhaustive treatment of the topic of fair use.

- 8.12 *Permission.*** Use of any literary work in its entirety is rarely acceptable without permission. Permission should be sought for the use of longer quotations or if the cumulative word count of shorter quotations exceeds certain limits. In general, if more than 500 words from a single source are quoted (even if the quotations come from different parts of the original material and even if they are scattered throughout the new work), permission must be sought, but authors should consult the latest guidance in *Chicago* for other limits that govern the use of quotations from various kinds of sources.
- 8.13 *Public domain.*** No permission is required to quote from works that are in the public domain or for which all copyrights have expired. Consult *Chicago* for guidance on determining whether a source is in the public domain and free from copyright.
- 8.14 *Government sources.*** No permission is required to quote from publications created by the U.S. government.
- 8.15 *Crediting sources.*** When quoting or paraphrasing another person’s words or ideas, authors must give explicit credit to the source of those words or ideas. Citing sources is not just a matter of good practice; it is necessary to avoid any possible charge of plagiarism. Citations often are handled using footnotes or endnotes, a practice which is discussed at great length in **Chapter 9**. For other methods of citation, see *Chicago*.

Repackaging CMH Publications

- 8.16** When existing CMH publications are repackaged in part or in full in other formats, this should be acknowledged somewhere in the front matter of the new publication. A brief explanatory note should be included in the author’s acknowledgments, in the preface, or at the end of the table of contents.

Note: An earlier version of a portion of this monograph appeared as “The Race for Kuwait: Operation VIGILANT WARRIOR, October–December 1994,” in *Army History* 115 (Spring 2020).

Source material for this poster comes from *American Military History*, vol. 2, CMH Pub 30–22.

Editor’s Note: This preview chapter has been edited and rewritten by the author to conform to the style of this journal and to put this stand-alone piece into context.

Any references to this material should cite the published book and not this extract.
Source material: John J. McGrath, *The Korean War: Restoring the Balance*, CMH Pub 19–9.

Block Quotations

- 8.17** Quotations of five or more lines (in final page layout) should be set as block quotations.

8.18 Use a colon to introduce a block quotation.

8.19 Set the block quotation in a type size one or two points smaller than the main body text, indented from both margins, and fully justified. Separate the block quotation from the surrounding main body text with extra spacing above and below the quoted material. Do not indent the first line of a block quotation (even if the quoted material is indented). If the quotation includes more than one paragraph, indent the second and subsequent paragraphs. Do not use quotation marks around the block quote.

P. I. Izvest'ev wrote:

Only an amateur [*profan*] can think that the entire campaign will unfold according to the prearranged plan without a deviation and that the original plan could be maintained up to the end in all its features.⁴

8.20 Use double quotation marks rather than single to indicate a quoted phrase within a block quotation.

Talking about the buildings in a press conference on 19 August 1941, President Franklin D. Roosevelt said:

Back in the fall of 1917, the Navy Department needed space, and I took up with President Wilson the possibility of building a temporary building—wooden building—down here on the Oval. And he said, “Why do you select that site?” I said, “Mr. President, because it would be so unsightly right here in front of the White House, that it just would have to be taken down at the end of the war.” “Well,” he said, “I don’t think I could stand all that hammering and sawing right under my front windows.”⁶⁷

Run-In Quotations

8.21 Quotations constituting fewer than five lines of text (in the final page layout) should be run in with the text and enclosed in quotation marks.

8.22 Run-in quotations must be assimilated into the surrounding text logically and grammatically. Verb tenses, subjects, and pronouns must match and make sense. If it becomes necessary to change a verb tense or pronoun in the quoted material, the change must be bracketed. (See **2.9** and **8.39**.)

8.23 For the most part, use a **comma** to introduce a run-in quotation. Always use a comma, not a colon, with short introductory phrases and with verbs such as *said*, *replied*, *asked*, *remarked*, *reported*, *declared*, and *wrote*.

Though the comma is preferred by CMH, it is acceptable on occasion to introduce a run-in quotation with a **colon**. Do so intentionally and sparingly, reserving colons for quotations that illustrate or provide an example of what has been described in the introductory clause. When using a colon, the quotation must be introduced by an independent clause (i.e. a grammatically complete sentence), but the presence of an independent clause in the introductory material does not necessitate a colon.

No punctuation is needed before a run-in quotation if it creates a syntactical continuation of the sentence in which it appears. These quotations are often, but not always, introduced by *that*, *whether*, *if*, and other similar conjunctions. In such cases, the quotation begins with a lowercase letter (unless the word is a proper noun) even if the original was capitalized. This change can be made without the use of brackets.

Comma:

As one insurgent commander said, “We are fighting for Mullah Muhammad Omar [sic].”

Colonel Wiercinski replied, “Shut off the air strikes. We’re going in.”

The special forces captain chosen to work with him later remarked, “The initial report on Sharzai was horrible.”

As expressed by a Marine officer, “Helmand is the Taliban’s Ruhr Valley—its industrial base,” likening it to the western German industrial region that had supplied the German armies in both of the twentieth century’s world wars.

Retired Lt. Gen. Douglas E. Lute, former deputy national security advisor, recalled General John P. Abizaid saying, “Our presence itself, when it is sustained, in countries and cultures like in Iraq and Afghanistan creates anti-bodies against our presence itself.”

Colon:

On the following day, he issued the general orders that formalized the American Army as a national institution under the authority of the central government: “The Continental Congress having now taken all the Troops of the several Colonies . . . into their Pay and Service . . . they are now the Troops of the United Provinces of North America.”

General Shelton pointed out the danger of pursuing a single-minded agenda: “Units undergoing transformation, and those involved in experimentation, may not be available or ready to respond to crises within required operational timelines.”

No punctuation:

He believed that “the Army should grow as the nation grows.”

Rapp told ISAF commander General John R. Allen that “we have a physics problem.”

General Pershing made clear that “revolutions begin when. . . .”

The Soviet foreign minister was predictably unyielding, conceding the Western Allies “no function whatever in the control of Berlin currency” and suggesting that the costs of occupation be charged to the zone rather than to Berlin.

It had “caught us in the middle of many schemes and plans,” wrote Howley.

Saddam Hussein threatened to punish any country that pumped excess oil, claiming “the oil quota violators have stabbed Iraq with a poison dagger.”

8.24 Use single quotation marks rather than double to indicate a quoted phrase within a run-in quotation.

That was all the Polish NCO needed. He lined up the man in his sight and pulled the trigger. Ropel said, “I don’t know if I hit him or killed him, but I didn’t hear any more ‘Allah U Akhbar!’”

8.25 *Punctuation at the end of quoted material.* Place periods and commas inside quotation marks, whether double or single. Place colons, semicolons, question marks, and exclamation points outside quotation marks (unless the question mark or exclamation point is part of the quoted matter). If in doubt about where to place punctuation in relation to closing quotation marks, refer to the useful chart in *Chicago’s* chapter about punctuation. See **2.66** for examples. See also **8.28**.

8.26 For guidance on handling in-line page number references for run-in quotations in *Army History* books reviews, consult the managing or issue editor.

Permissible Changes to Quoted Material

8.27 Rekey all quoted material *exactly* as in the original. Avoid exceedingly long quotations or many quoted single words or phrases. If a quotation of several pages is necessary, consider making it an appendix.

8.28 The first letter of a quotation may be changed to a capital or a lowercase letter, without the use of brackets to indicate the change. Begin run-in quotations that flow syntactically (without punctuation) with a lowercase letter. Begin both block quotations and run-in quotations (introduced with colons and commas) with a capital letter when the quotation starts with a complete sentence.

8.29 Single quotation marks may be changed to double, and double changed to single. Punctuation relative to quotation marks should be adjusted accordingly. (See **8.24** and **8.25**.)

8.30 En dashes or hyphens used as em dashes may be changed to em dashes. Hyphens may be changed to en dashes (such as in number ranges) and vice versa to match CMH style preferences. Spaces before or after any kind of dash or hyphen may be eliminated or added as necessary to match CMH style. (See **2.34–2.52**.)

8.31 The final period or other ending punctuation mark may be omitted or changed to a comma or period as required by the surrounding text. Punctuation may be omitted where an ellipsis is used. See also **8.25** and **2.32**.

8.32 *Typesetting changes.* The typeface or font may be changed to match the surrounding manuscript. Words in full caps (or with no applied style) may be set in small caps or italics to match CMH style. Underlined words may instead be set in italics. The size of paragraph indents and the position of salutations and signatures may be adjusted.

8.33 Notes and references. When quoting text that contains notes and note reference marks, the original notes and reference marks may be omitted and summarized in the accompanying text. Alternatively, the original notes may be addressed in an accompanying footnote with an explanatory comment, such as “Johnson cites Nelson and Gateman.”

8.34 Offensive language. Expletives and other offensive expressions in quotations should be included only when necessary, and should be modified to convey the meaning without writing out the full expression. See **2.42** for proper formatting. **Appendix B** contains further guidance on word usage.

8.35 Errors. Obvious typographic errors may be corrected silently (without comment or *sic*), whereas the idiosyncratic spelling in passages quoted from older works is generally preserved. For material (old or new) with many errors or variant spellings, such as a collection of letters or memos with many foreign terms, a prefatory comment or note acknowledging the variances will make a succession of *sics* unnecessary.

Huntington wrote in frustration on 7 July 1780, “They Patiently see our Illustrious Commander at the head of 2,500 or 3,000 Ragged tho Virtous & good Men . . . without Meat without Cloathing, & paid in filthy Rags.”

If spelling and punctuation are modernized or altered for clarity, readers must be informed in a note, the preface, or elsewhere as appropriate.

8.36 Using sic. The Latin term *sic* (meaning “thus”) translates in modern usage as “intentionally so written.” *Sic* is used by authors and editors to indicate an accurate reproduction of an error in quoted material. Using *sic* helps the reader know that the error is not one of transcription, and that the authors and editors have intentionally left it “thus.” *Sic* always is italicized and surrounded by unitalicized brackets. It is not an abbreviation, and no period follows it.

As the brigade commander noted, “there’s [*sic*] two different wars here.”
From there they would push north to “reduce the enemies [*sic*] ability to either reinforce or exfiltrate from key sanctuaries in [northeast] Helmond and Uruzgan.”

Note: Although *sic* also can be used to indicate awareness of an alternate spelling (which is a choice, not an error) in the quoted material when such a spelling differs from the one used in the surrounding narrative, this practice is not ideal. Unconventional spellings should be explained in a note or in prefatory material. See **8.35**.

8.37 Omitting material and using ellipses. Use an ellipsis (a set of three spaced dots) to indicate an omission within a quoted passage. For other uses of ellipses and guidance on formatting them, see **2.32**.

Because there is only one war, “friendly forces have got to . . . carry the battle to the enemy.”

One senior U.S. general declared in August 1950 that “the North Korean guerrillas are . . . at present the single greatest headache to U.S. forces.”

8.38 Use a period followed by an ellipsis after a complete sentence to indicate the omission of the beginning of the next sentence, the omission of a complete sentence, or the omission of one or more paragraphs.

“This day [8 September 1781],” wrote Maj. William Popham, “will be famous in the annals of History for being the first in which the Troops of the United States received one month’s Pay in Specie—all the civil and military staff are excluded. . . . I cannot even obtain my pay as Captain in the Line.”

8.39 *Brackets and editorial changes.* Brackets are used within quotations to clarify information, provide missing information, correct or acknowledge an error, or to indicate that a small change has been made to the quoted material. They allow the author to communicate a technicality directly to the reader without interrupting the flow of the quotation. To avoid distracting or annoying readers with excessive bracket use, these editorial interpolations should be kept to a minimum. Whenever possible, correct an error silently (see **8.35**). It is not necessary to bracket changes to the capitalization of the first letter of a quotation (see **8.28**). See **2.9** for formatting and examples.

8.40 *Omitted names.* If a name must be omitted from quoted material (for discretionary or security-related reasons), use a 2-em dash in its place. See **2.51**.

9 | Documentation

This chapter provides general rules and advice for citing sources in a consistent and informative way. **All sources cited in CMH publications must be *unclassified*.** If the classification of a source is higher than unclassified, the source must go through the declassification process before being cited.

For the most part, CMH follows *Chicago*'s “notes style” system of source citation. For help with specific citation issues not addressed here, refer to the latest editions of *Chicago* or the more succinct *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers* by Kate L. Turabian (9th ed., University of Chicago Press, 2018).

Citation style evolves. Authors and editors should follow current best practices and not fixate on “how we’ve always done it.” Consistency within a publication matters more than consistency within a series and *far* more than consistency across all CMH publications.

CITATIONS OVERVIEW

General Guidance and Style for Notes

9.1 *Footnotes v. endnotes.* By definition, footnotes appear at the foot of the page, and endnotes appear at the end of a chapter or book. CMH prefers footnotes over endnotes for ease of reference for the historical scholar. When endnotes are used in multichapter publications, they should appear at the end of each chapter rather than grouped together at the end of the book. When endnotes are used in shorter publications such as pamphlets, they should appear at the end of the written text, before any back matter elements such as bibliographies or indexes. (See **10.14.**) *Army History* articles will always have endnotes.

Note: Throughout this chapter, the word *footnote* is often used as a stand-in to mean any kind of note, be it a footnote or endnote.

9.2 *Discursive text v. citations.* Notes can contain both source citations and discursive text (that is, prose that augments the narrative of the main body text). Discursive portions of footnotes should follow the same editorial style and rules as the main text, whereas the actual citations follow their own rules, detailed throughout this chapter. *Note:* Information presented within the discursive portions of footnotes should be indexed; the content of citations is not indexed.

9.3 *Direct quotations.* Every direct quotation must be cited. Place footnote reference numbers for a direct quotation at the end of the sentence that contains the quotation, regardless of the quotation’s position within the sentence. (See **8.17–8.40** for guidance on formatting quotations.)

Even within the military, little liking existed for the civil disturbance role—“ugly duty for the Army,” one senior officer had called it.⁵⁴

not

Even within the military, little liking existed for the civil disturbance role—“ugly duty for the Army,”⁵⁴ one senior officer had called it.

9.4 Footnotes within quoted material. When quoting text that contains notes and note reference marks, the original notes and reference marks may be omitted and summarized in the accompanying text. Alternatively, the original notes may be addressed in an accompanying footnote with an explanatory comment, such as “Johnson cites Nelson and Gateman.” (For more information on formatting quotations, see **8.17–8.40**.)

9.5 Combined footnotes. When a sentence requires multiple source citations, include them all in one note. Do not use more than one reference number per sentence.

This is a complicated sentence.¹⁹

not

This is a complicated sentence.^{18, 19, 20}

This is¹⁸ a complicated¹⁹ sentence.²⁰

9.6 Numbering footnotes. Number notes consecutively throughout a chapter. Restart numbering with each new chapter. For shorter works, such as monographs or pamphlets, numbers remain consecutive throughout the entire work.

9.7 Order of components. Many nuances follow, but this is the general order of the components that make up a citation:

author, title, publisher, date, page(s), URL, repository

Depending on the type of source, some of these components will be unnecessary and additional components may be necessary. Still, it is helpful to remember this basic flow of components while deferring to the specific guidance for each type of source.

Components of Notes

9.8 Multiple authors or editors. In both full citations and shortened citations, list two or three authors or editors in the order in which they appear in the source. For four or more people, use only the first person listed in the source, followed by “et al.,” with no preceding comma. For more on the use of punctuation with “et al.,” see **2.28**. For bibliography formatting, see **9.135–9.141**.

Harold Holzer, Craig L. Symonds, and Frank J. Williams, eds., *The Lincoln Assassination: Crime and Punishment, Myth and Memory* (New York: Fordham University Press, 2010), 164.

Charles H. Briscoe et al., *Weapon of Choice: U.S. Army Special Forces in Afghanistan* (Fort Leavenworth, KS: Combat Studies Institute Press, 2004), 34.

Shortened:

Holzer, Symonds, and Williams, *Lincoln Assassination*, 166–72.

Briscoe et al., *Weapon of Choice*, 39.

9.9 Places of publication. For places of publication, the state or country does not need to be included if it is part of the name of the publisher or if it would be obvious to most readers. If uncertain, provide more information, not less.

(New York: Doubleday, 2010)
 (London: Bloomsbury Press, 1976)
 (Lexington: University Press of Kentucky, 2019)
 (Cambridge, MA: Harvard University Press)
 (Cambridge, UK: Cambridge University Press)

9.10 Publishers. In general, follow the style guidance given in **Chapter 1**. Omit *The* when it is the first word in a publisher's name. Omit words such as *Inc.*, *Ltd.*, *Co.*, and *& Co.*, whether spelled out or abbreviated, as well as the words *Publishing* and *Company* at the end of a publisher's name. *Sons*, *Brothers*, *Books*, and *Press* are usually retained. If an ampersand connects names within a publisher's name, the ampersand may be retained following the convention used by the business itself. See **9.22** for the use of abbreviations in publishers' names.

Houghton Mifflin	<i>not</i>	Houghton Mifflin Co.
Little, Brown	<i>not</i>	Little, Brown & Co.
HarperCollins	<i>not</i>	HarperCollins Publishers
W. W. Norton	<i>not</i>	W. W. Norton & Company
Random House	<i>not</i>	Random House, Inc.

and, per the convention of the companies themselves:

Simon & Schuster	<i>not</i>	Simon and Schuster
Farrar, Straus and Giroux	<i>not</i>	Farrar, Straus & Giroux
RAND Corporation	<i>not</i>	Rand <i>or</i> RAND

9.11 Reprints and facsimiles. Because pagination and content may vary across different editions (or printings or postings) of the same work, it is always best to cite the exact source used, noting revision or edition numbers. (See **9.54** and **9.126** for examples.) However, in the case of some reprints or facsimiles, especially with older or classic works, it can be useful to give the original publication date in addition to the publication facts of the source cited. For additional examples, consult *Chicago*.

Reprint with unknown original publisher:

Tom Taylor, *Our American Cousin* (ca. 1858; repr., Middletown, DE: Astounding Stories, 2019), 90.

Facsimile edition:

Brig. Gen. Alfred Toppe et al., *Night Combat*, German Report Series (Department of the Army Pamphlet 20–236, Jun 1953; facsimile ed., Washington, DC: U.S. Army Center of Military History, 1986).

Note: CMH has reprinted many books (such as the “green books”) that originally were published by CMH’s predecessor, the Office of the Chief of Military History. Because the original editions of these titles are no longer in print, having been replaced by the CMH

reprints, and because the PDFs of these publications (on the CMH website) are of the reprints, the reprints are much more accessible to readers. Thus, authors should cite the reprinted editions whenever possible. When citing the reprint, it is not necessary to list the Office of the Chief of Military History as the original publisher. See also **9.54**.

Citation for the reprint:

T. H. Vail Motter, *The Persian Corridor and Aid to Russia*, United States Army in World War II (1952; Washington, DC: U.S. Army Center of Military History, 2000).

Citation for the original:

T. H. Vail Motter, *The Persian Corridor and Aid to Russia*, United States Army in World War II (Washington, DC: Office of the Chief of Military History, Department of the Army, 1952).

9.12 *Forthcoming publications.* When a publication is under contract but has not yet been published, *forthcoming* is used in place of the date. Do not use projected or estimated publication dates. If the item is not yet under contract, treat it as an unpublished manuscript (see **9.126**).

William M. Donnelly and Jamie L. H. Goodall, eds., *The United States Army and the COVID-19 Pandemic, January 2020–July 2021* (Washington, DC: U.S. Army Center of Military History, forthcoming).

9.13 *Page numbers.* Do not use p. or pp. when citing a page or page range. When expressing a range of pages, use an en dash and follow the system described in **5.8**.

When citing a footnote, use the page number followed by an *n* and the note number: 54n6. See **11.14** for more examples.

Abbreviations

Note: General guidance about abbreviations can be found in **3.2–3.24**.

9.14 *Within discursive text.* Spell out acronyms and abbreviations at their first use in the main text *and* at their first use in the discursive text of footnotes, regardless of where the first usage appears in each compared to the other. In this sense, footnote content is treated independently from the main body of text. Abbreviations used in discursive portions of footnotes must be consistent with those used in the text. Do not abbreviate anything in discursive notes that is not approved for abbreviation in the main body text.

9.15 *Within the citation.* To save space and avoid repetition, citations may contain abbreviations, both those that have been used in the main body text as well as other acronyms or abbreviations that have not been used in the text. In general, abbreviations in citations should be spelled out at first use, even if they have already been spelled out at first use in a discursive note or the main body text.

However, a fair number of common abbreviations do *not* need to be spelled out at first use in citations. These include:

- Military rank abbreviations (**Table 1.1** and **Appendix D**; see also **9.16, 9.18**)
- Abbreviations that are more common than their spell-outs (**3.6**)
- Abbreviations in business names (**3.12**)
- Parts of publications (**3.13**)
- Two-letter abbreviations for states and territories (**4.10**)
- Words that are components of addresses, tables, and maps (**4.13–4.14**)
- Months and days of the week (**6.3**)
- CMH-specific citation abbreviations (**Table 9.1**)
- Common scholarly abbreviations (**Table 9.2**)

9.16 *Periods v. no periods in citation abbreviations.* In general, in citations, retain the periods in any abbreviations that are expressed with periods in this guide. For example, retain the periods in abbreviated military ranks and parts of publications; abbreviate academic degrees and states without periods. However, *do not* use periods in three-letter month abbreviations or in the abbreviations listed in **Table 9.1**.

9.17 *Abbreviations to avoid.* Do not use the following abbreviations. Instead, write out the term or its English equivalent.

<i>Instead of:</i>	<i>Use:</i>
cf.	compare to
esp.	especially
etc.	and the like, and so forth
idem.	a shortened citation
loc. cit.	a shortened citation
misc.	miscellaneous
NB, n.b.	take careful note (of)
op. cit.	a shortened citation
passim	found at various places (throughout the text)

9.18 *General rank.* In footnotes only, it is permissible to abbreviate the rank of four- or five-star generals and their equivalents in other services: Gen., Adm., Fleet Adm.

9.19 *Titles (of people and offices).* When abbreviating titles, eliminate the word *of* (and *the*, if applicable). See also **Table 9.1**.

Sec Def	<i>not</i>	Sec of Def
Ch Ops	<i>not</i>	Ch of Ops
Sec Army	<i>not</i>	Sec of the Army

9.20 *Circa.* When a date is approximated, use the abbreviation *ca.* before the date. It is not necessary to spell out this abbreviation at first use.

Ltr, George Washington to Henry Laurens, ca. 1 Nov 1777.

9.21 Document titles. Do not abbreviate titles of official circulars, orders, studies, monographs, reports, or the like, at first mention.

9.22 Publishers. It is permissible to use business abbreviations *within* a publisher’s name as described in **1.6** and **3.12**, but see **9.10**. Certain business terms are eliminated altogether from the end of publisher names. Do not use other abbreviations within a publisher’s name (such as Univ. Press or UP). Do not or create a shortened version for the full name of a frequently mentioned publisher (such as CMH). Note, however, that when CMH is the repository for archival material, the abbreviation may be used (after it has been introduced).

(Washington, DC: U.S. Army Center of Military History, 2006)
 (Lexington: University Press of Kentucky, 2019)

not

(Washington, DC: CMH, 2006)
 (Lexington: Univ. Press of KY, 2019)

9.23 Countries. Country names should be abbreviated only with recognized acronyms, introduced at first use. Shortened names, such as United Kingdom instead of United Kingdom of Great Britain and Northern Ireland, are also acceptable and need no introduction. See also **1.1**, **4.3**, and **4.16**.

DPRK	for	Democratic People’s Republic of Korea
FRG	for	Federal Republic of Germany
USSR	for	Union of Soviet Socialist Republics

but not

Czech.	for	Czechoslovakia
SV	for	South Vietnam
VN	for	Vietnam

9.24 Glossaries. Depending on the complexity of the notes and the number of abbreviations used within them, it may be necessary to include a table or glossary of citation abbreviations in the back matter.

Table 9.1—CMH Citation Abbreviations

These abbreviations do *not* need to be spelled out at first use in citations or when used in unit designations in the index. Note that no periods are used with these abbreviations.

Abbreviation	Term
AAR	after action report, after action review
Abn	Airborne
Armd	Armored
Arty	Artillery
Asst	Assistant

Table 9.1—CMH Citation Abbreviations (continued)

Abbreviation	Term
atty	attorney
Avn	Aviation
Bde	Brigade
bfgr	briefing
Bn	Battalion
Br	Branch
Bull	Bulletin
Cav	Cavalry
Cdr	Commander
Ch	Chief
Chem	Chemical (unit identification)
Cir	Circular
Cmd	Command
Co	Company (military sense only)
conf	conference
corresp	correspondence
Def	Defense
Dep	Deputy
Det	Detachment
DF	Disposition Form
Dir	Directive
Div	Division (military sense only)
Eng	Engineer (unit identification)
EO	executive order
Exec Sum	executive summary
fax	facsimile
FO	Field Orders
Gen	General (in reference to an office or title [as in Inspector Gen or Gen assembly]; for rank use Gen., see 9.18)
GO	General Orders
Gp	Group
HQ	headquarters
Inf	Infantry
info	information
Intel	Intelligence
interv	interview
jnl	journal
ltr	letter
Mech	Mechanized (unit identification)
Med	Medical (unit identification)
memo	memorandum

Table 9.1—CMH Citation Abbreviations (continued)

Abbreviation	Term
MFR	memorandum for the record
mil	military
min	minutes
msg	message
mtg	meeting
Mtn	Mountain
ofc	office
Ofcr	Officer
Op(s)	Operation(s)
Ord	Ordnance (unit identification)
ORLL	Operational Report–Lessons Learned
PL	Public Law
Plt	platoon
PO	Permanent Orders
Psy	Psychological (unit identification)
rad	radiogram
rcd(s)	record(s)
Rgt	Regiment
rpt	report
Sch	School
sec(s)	secretary(-ies)
Sep	Separate
Sig	Signal (unit identification)
Sitrep ^a	situation report
SO	Special Orders
Spt	Support (unit identification)
Sqdn	Squadron
SS	Summary Sheet/Staff Summary Sheet
sub	subject
sum	summary
Sus	Sustainment (unit identification)
telecon	telephone conversation (<i>not</i> telephone conference or teleconference)
telg	telegram
Trans	Transportation (unit identification)
VTC	video teleconference

a. Although many in the Army write *SITREP* (as recommended in the *DoD Dictionary of Military and Associated Terms*) or *SitRep*, CMH writes *Sitrep* because this is how the word appears in *Merriam-Webster*. See also 3.6.

Table 9.2—Common Scholarly Citation Abbreviations

These abbreviations do *not* need to be spelled out at first use in citations.
Do not drop the periods from these abbreviations when they appear in citations.

Abbreviation	Term
abr.	abridged
art.	article (in the legal sense)
anon.	anonymous
b.	born
ca.	circa
chg.	change
Cong.	Congress (do not abbreviate when used as the author or publisher)
cont.	continued
corr.	corrected
d.	died
dept.	department (capitalize as Dept. when appropriate)
diss.	dissertation
doc.	document
DOI	digital object identifier
e.g.	<i>exempli gratia</i> (for example)
et al.	<i>et alii, et aliae, et alia</i> (and others)
encl.	enclosure
enl.	enlarged
ff.	and following
H.R.	House of Representatives (for congressional citations)
ibid.	<i>ibidem</i> (in the same place)
i.e.	<i>id est</i> (that is)
ill.	illustrated, illustration, illustrator
loc.	location
MS	manuscript
n.d.	no date
n.p.	no page
para.	paragraph
repr.	reprint
Ret.	Retired (as part of a military rank)
Res.	Resolution (for congressional citations)
rev.	revision, revised, revised by
S.	Senate (for congressional citations)
sec.	section
sess.	session (for congressional citations)
supp.	supplement
trans.	translator, translated, translated by (do not add <i>by</i> in the citation)
U.S.C.	United States Code

Table 9.2—Common Scholarly Citation Abbreviations (continued)

Abbreviation	Term
v.	versus
ver.	version

Table 9.3—Common Citation Spell-outs

These abbreviations (and others not listed here) may be introduced, at the editor's discretion, to save space in citations and indexes. These must be spelled out at first use in citations.

Abbreviation	Term
ADA	Air Defense Artillery [Air Def Arty may be used without spell-out]
AHEC (<i>not</i> USAHEC)	U.S. Army Heritage and Education Center
CG	commanding general
CGSC	Command and General Staff College
CMH	U.S. Army Center of Military History
CONOPS	concept of operations
DA	Department of the Army
DoD	Department of Defense
Exec	executive (unless used as “Exec Sum” or <i>EO</i> , see Table 9.1)
EXORD	execute order
FM	field manual
FRAGO ^a	fragmentary order
Hist	history, historical, historian, historians
HQDA	Headquarters, Department of the Army
MP	Military Police
OPLAN	operation plan
OPORD	operation order
PLANORD	planning order
QM	quartermaster
RG	record group
SigAct ^b	significant activity (report)
UN	United Nations
XO	executive officer

a. Although the *DOD Dictionary of Military and Associated Terms* lists this abbreviation as *FRAGORD*, CMH prefers *FRAGO* because it is the abbreviation used and officially printed in most, if not all, of the Army's fragmentary orders themselves.

b. Although many in the Army write *SIGACT*, CMH prefers *SigAct*, which is also widely used throughout the Army.

Punctuation and Capitalization

9.25 *Separating multiple citations.* Use semicolons to separate the entries when several citations appear in a single note. The entries must appear in the same order as the text material to which they pertain.

Birkhimer, *Historical Sketch*, 94, 99–100; Tidball, “Remarks upon Field Artillery,” 22–24; Downey, *Sound of the Guns*, 147.

9.26 *Introducing a group of sources.* Use a colon to introduce multiple sources documenting a single passage or section.

Unless otherwise indicated, material in this chapter [section, passage] is based on the following: Lyndon B. Johnson, *The Vantage Point: Perspectives of the Presidency, 1963–1969* (New York: Holt, Rinehart and Winston, 1971), 397–99; William C. Westmoreland, *A Soldier Reports* (New York: Doubleday, 1976), 299–301; Graham A. Cosmos, *MACV: The Joint Command in the Years of Escalation, 1962–1967*, *The United States Army in Vietnam* (Washington, DC: U.S. Army Center of Military History, 2006), 261–69.

9.27 *Page ranges and date ranges.* Use an en dash to indicate a span of page numbers. Use a hyphen to indicate a span of months in publication dates. (See **5.8** for more on formatting ranges of page numbers.)

Col. Matthew D. Neuenswander, “JCAS in Operation ANACONDA: It’s Not All Bad News,” *Field Artillery Journal*, HQDA PB–03–2 (May–Jun 2003), 2–4.

9.28 *Before parentheses.* In citations containing parentheses, note that there is never a comma before the first parenthesis.

Michael Shaara, *The Killer Angels* (New York: Ballantine Books, 1974).

not

Michael Shaara, *The Killer Angels*, (New York: Ballantine Books, 1974).

9.29 *Noncommutative style.* Punctuation (usually a comma) after an italicized source should not be italicized.

9.30 *When a source has a subject instead of a title.* Use a colon after *sub* (subject), and then cite the subject exactly as it appears on the document. Do not abbreviate or change punctuation or capitalization of the subject to conform to the style guide. There is no need to spell out acronyms or abbreviations that appear in the original subject. Do not put quotation marks around the subject if none exist in the original. *Note:* If the source has a title, use it and format it as such. Do not insert *sub:* and then follow it with the title.

Msg, Robert W. Komer to Corps Senior Advisers, 19 Jan 1969, sub: Pacification Guidelines for 1969, DepCORDS Files, CMH.

9.31 Special punctuation considerations. When formatting and compiling citations into notes, perplexing punctuation combinations may arise. *Chicago's* Table 6.1 helps to detangle the placement of periods, commas, and semicolons in relation to closing quotation marks, and *Chicago* 14.96 addresses the placement of question marks and exclamation points in titles. In the following example, note the colon outside of the quotation marks in the full form and the unitalicized comma inside the quotation marks in the shortened form.

Charles E. Kirkpatrick, "*Ruck It Up!*": *The Post–Cold War Transformation of V Corps, 1990–2001* (Washington, DC: Department of the Army, 2006), 174.

Kirkpatrick, "*Ruck It Up!*," 172.

Missing Information

9.32 Dates. When the date of a source cannot be ascertained, the abbreviation *n.d.* takes the place of the date in the citation. If an estimate of the date is known, it may be included in brackets with the abbreviation *ca.* For online sources with no date, see **9.45**.

Operational Sum, OEF II, Task Force (TF) PANTHER, n.d., 1, Historians Files, OEF Study Gp.

Rpt, U.S. Department of State, [ca. 16 Jul 2001], sub: U.S. Engagement with the Taliban on Usama bin Laden, NSA GWU, Historians Files, OEF Study Gp.

9.33 Other missing elements. Aside from dates, it is not necessary to acknowledge missing information. Do not write "no sub" (no subject), "author unknown," or "n.p." (no page). Simply skip the element. See **9.61** for guidance on formatting periodical articles that have no author or title.

9.34 When a website no longer exists. See **9.46**.

Shortened Citations

9.35 When to use full v. shortened citations. Give the full details of a source at its first mention in each chapter of the work. Subsequent mentions (within the same chapter) may be shortened. If abbreviations were introduced, they may be used within subsequent full and shortened citations without reintroduction.

First mention in Chapter 1:

Marygail K. Brauner, Timothy Jackson, and Elizabeth Gayton, *Improving Medical and Dental Readiness in Reserve Components*, RAND Research Brief (Santa Monica, CA: RAND Corporation, 2012), 23, Historians Files, Operation Enduring Freedom Study Group, U.S. Army Center of Military History, Washington, DC (hereinafter Historians Files, OEF Study Gp).

Subsequent mention in Chapter 1:

Brauner, Jackson, and Gayton, *Improving Medical and Dental Readiness in Reserve Components*, 25–26.

First mention in Chapter 2:

Marygail K. Brauner, Timothy Jackson, and Elizabeth Gayton, *Improving Medical and Dental Readiness in Reserve Components*, RAND Research Brief (Santa Monica, CA: RAND Corporation, 2012), 27–29, Historians Files, OEF Study Gp.

9.36 Formatting shortened citations. The general format for a shortened citation is the author or editor’s last name, a shortened version of the title, and the page number. For specific examples of properly formatted shortened citations, refer to each type of source in the pages that follow.

Full:

Edward Steers Jr., *Blood on the Moon: The Assassination of Abraham Lincoln* (Lexington: University Press of Kentucky, 2001), 73.

Shortened:

Steers, *Blood on the Moon*, 74.

Note: For multivolume sources, the volume number is used in the shortened citation only when other volumes of the same title are cited in the same publication.

Full:

Richard W. Stewart, ed., *American Military History*, vol. 2, *The United States Army in a Global Era, 1917–2008*, Army Historical Series, 2nd ed. (Washington, DC: U.S. Army Center of Military History, 2010).

Shortened:

Stewart, *American Military History*, vol. 2, 78. [Volume 1 is also cited in this work.]
Stewart, *American Military History*, 78. [Only Volume 2 is cited in this work.]

9.37 Altering the name of a long element. If a component of the citation (the title of a work, the designation of the issuing command, the name of the archive or records collection, etc.) is long and referred to frequently, it may be altered (not just shortened) in subsequent references, to avoid bogging down the citations with lengthy, repetitive information. In these cases, add the phrase “hereinafter cited as [Shortened Name]” or “hereinafter [Shortened Name]” after the shortened element or at the end of the first full citation, enclosed in parentheses. When abbreviating an italicized element, the abbreviation remains italicized. Do not alter or shorten the name of a publisher.

First mention:

Worthington C. Ford, ed., *Journals of the Continental Congress, 1774–1799* (hereinafter *JCC*), vol. 3 (Washington, DC: Government Printing Office, 1904–1937), 124.

Rabia Akhtar, “The Correct Narrative on Pressler,” *Dawn*, 29 May 2017, <https://news/1335979>, Historians Files, Chief of Staff of the Army Operation ENDURING FREEDOM Study Group, U.S. Army Center of Military History, Washington, DC. (hereinafter Historians Files, OEF Study Gp).

Memo, Alexander M. Haig for Henry A. Kissinger, 15 Dec 1970, in *Foreign Relations of the United States, 1969–1976*, vol. 7, *Vietnam, July 1970–January 1972* (Washington, DC: Office of the Historian, U.S. Department of State, 2010) (hereinafter cited as *FRUS*), document (doc.) 89.

Using the altered element:

Ford, *JCC*, 125. [no other volume of this work was referenced in the citations]
Ford, *JCC*, vol. 3, 125. [another volume of this work was referenced in the citations]
Army National Guard Combat Readiness Reform Act of 1992, 10 U.S.C. § 10542(b) (1992), Historians Files, OEF Study Gp. [another document from the same archive]
Telecon, Richard M. Nixon with Haig, 23 Dec 1970, *FRUS*, doc. 96. [another document from the same pub]

9.38 *Citing multiple items from one source in the same note.* When citing multiple items from the same source (such as a book, an entire archive, or even just the same collection within an archive) in one footnote, list the common component(s) at the end of the footnote, preceded by a phrase such as “both in” or “all in.” (See **9.91** for guidance on formatting multiple sources from the same file unit, subseries, series, subgroup, or record group in National Archives and Records Administration citations.)

Interv, J. Patrick Hughes with Lt. Gen. (Ret.) David W. Barno, 3 May 2006, 15; Interv, Lisa Munday with Maj. Gen. Peter Gilchrist, 24 Jan 2007, 114; both in Christopher N. Koontz, ed., *Enduring Voices: Oral Histories of the U.S. Army Experience in Afghanistan, 2003–2005* (Washington, DC: U.S. Army Center of Military History, 2008).

9.39 *Shortened citations v. ibid.* When a citation is identical to the reference that immediately precedes it, use a shortened citation or *ibid.* When space allows, CMH prefers to use shortened citations in lieu of *ibid.*, particularly in publications that use footnotes. Shortened citations prevent the reader from having to flip or scroll back to find the precedent for the *ibid.* To economize space in publications that use endnotes, *ibid.* may be used. *Note:* *Ibid.* is an abbreviation and thus always has a period, even when followed by a comma.

Shortened citations (preferred):

5. Henry Kyd Douglas, *I Rode with Stonewall* (Marietta, GA: R. Bemis Publishing, 1993), 620.
6. Douglas, *I Rode with Stonewall*, 620.
7. Douglas, *I Rode with Stonewall*, 622–24.
8. James Longstreet, *From Manassas to Appomattox* (Philadelphia: J. B. Lipincott Co., 1996), 201–2.
9. Douglas, *I Rode with Stonewall*, 623.

Same sources using ibid. (when space is a concern):

5. Henry Kyd Douglas, *I Rode with Stonewall* (Marietta, GA: R. Bemis Publishing, 1993), 620.

6. Ibid.
7. Ibid., 622–24.
8. James Longstreet, *From Manassas to Appomattox* (Philadelphia: J. B. Lipincott Co., 1996), 201–2.
9. Douglas, *I Rode with Stonewall*, 623.

Historians Files and Author's Files

9.40 *The care and keeping of research files.* When conducting research on a volume, the author will often accumulate a considerable body of material that she or he will want to cite as supporting evidence. This material may consist of personal and official correspondence about the manuscript, interviews, internet sources, diaries of participants, printouts of now-defunct websites, and other documents written by or sent to the author. Various examples in this chapter show how to format sources from these research files in footnotes. The author should indicate in both the first citation mentioning these files and the bibliography or bibliographical note, where this personal material will be retired. *Note:* Names of files or collections that are maintained at research facilities (libraries, museums, etc.) are written with the initial letters capitalized. To style the names of National Archives citation elements, see **9.86–9.94**.

Author's Files, Tessa Louver Estate Library, Sagadahoc, ME.

Historians Files, U.S. Army Center of Military History, Washington, DC (hereinafter Historians Files, CMH).

Southern Historical Collection, Louis Wilson Library, University of North Carolina, Chapel Hill, NC.

Personal research materials that are maintained privately may be listed simply as “author’s files,” “author’s records,” or “author’s private collection,” all in lowercase, with no location given.

Ltr, Elizabeth C. Coughlin to Margaret J. Barker, 24 Feb 1988, author’s files.

Online Sources

Online sources generally fall into three categories: (1) material published directly on a website that does not appear in print elsewhere (see also **9.75–9.76**), (2) material published traditionally elsewhere that also appears online, and (3) archival materials that have never been published traditionally (or are quite rare) but can be accessed online. This chapter presents guidance on formatting citations for all of these online sources as appropriate.

9.41 *Printouts.* Because URLs (universal resource locators) can become obsolete, authors should print copies of the relevant sections of their online sources and retain the printed copies as part of their permanent research records. These printouts may be saved electronically (as PDFs) or on paper. Authors should not in their files the dates on which they accessed the website, whether the source has a publication date or not. See also **9.40**.

9.42 *URLs.* URLs are used in conjunction with the required elements of a full citation. URLs rarely if ever appear in shortened citations. When citing a URL, always use the full address, including

the protocol (<http://> or <https://>). Remove the hyperlink and format the URL to match the surrounding text. Do not underline or italicize the URL; do not use a different font color. See **Appendix C** for the treatment of line breaks in URLs.

<http://www.history.army.mil>
<https://www.opm.gov/veterans/html/vetsinfo.asp>

An overly long URL, especially those with long strings of letters and symbols at the end, can often be replaced by a better, shorter version of the link. Whenever a URL is longer than one line of text in manuscript, attempt to find a shorter URL linking to the same source. Do not use link shorteners (e.g., Bitly or TinyURL) to condense URLs.

Use:

<https://www.history.com/topics/renaissance/machiavelli>

Instead of:

https://www.history.com/topics/renaissance/sxsrf=ALeKk0149Q9IwhsAMAHvZu8vnThkNPGSNA%3A1608657442003&ei=ISriXHXPJL45gKAvgAg&q=machiavelli+the+prince&oq=machiavelli+the+prince&gs_lcp=CgZwc3ktYWIQAzILCC4QsQMqy

9.43 DOIs. A DOI (digital object identifier) is a unique and permanent URL string that has been assigned to a piece of intellectual property, such as a journal article or book. The DOI follows the intellectual property into any medium in which it is published and will always redirect a user to the latest and correct website hosting the item. If an item being referenced has a DOI, the URL containing it should be used in the citation, as these URLs will not become obsolete.

Robert Mayer, “Scott’s Editing: History, Polyphony, Authority,” *Modern Philology* 112, no. 4 (May 2015): 661–90, <https://doi.org/10.1096/679716>.

9.44 Page numbers. If a book or article has been published in hard copy as well as online, it probably will be paginated, and page numbers should be used in the citation. However, most online content will not be broken into distinct pages, and it will not be possible to list page numbers in these citations. It is not necessary to write “n.p.” in these cases.

9.45 Publication v. accessed dates. Publication dates of online sources should be used in citations whenever possible. If a publication date can be determined, do not include an accessed date in the citation (unless the site has been discontinued; see **9.46**). If a publication date cannot be determined, write *n.d.* in its place and include an accessed date as shown. Note that there is no comma before the parenthetical phrase. Accessed dates for *all* online sources, whether they have publication dates or not, are retained in the author’s files; see **9.40**.

“History of the NATO-led Stabilisation Force (SFOR) in Bosnia and Herzegovina,” SFOR Stabilisation Force, n.d., <https://www.nato.int/sfor/docu/d981116a.htm> (accessed 22 Dec 2020).

Maj. Sean P. Larkin, “Air-to-Ground Fratricide Reduction Technology: An Analysis” (master’s thesis, U.S. Marine Corps Command and Staff College, n.d.), 13, <https://www.dtic.mil/cgi-bin/GetTRDoc?AD=ADA506423> (accessed 4 Mar 2016), Historians Files, OEF Study Gp.

9.46 *When a website or page no longer exists.* If a URL being cited no longer exists, include the phrase “page [or site] discontinued” and the accessed date as shown. Note that there is no comma before the parenthetical phrase.

Amir Mir, “War and Peace in Waziristan,” *Asia Times*, 4 May 2005, <http://www.atimes.com/atimes/SouthAsia/GE04Df03.htm> (page discontinued; accessed 6 Jan 2014), Historians Files, OEF Study Gp.

9.47 *When a source is published in more than one medium.* Many sources are published online as well as in print. When the content online is identical to the printed version of the same source, authors should cite the printed source and do not need to include the URL in the citation. However, if the author has consulted the online version extensively or exclusively, the URL should be included in the citation, according to the formatting guidance provided here. See also **9.57**.

PUBLISHED SOURCES

This section pertains to publicly available published sources. Note that certain published items (such as letters or interviews) should be formatted following the rules for that particular item, followed by the publication details of the source in which the item appears. See **9.95–9.104** for correspondence and **9.129–9.134** for interviews, speeches, and the like.

Note: In the templates provided throughout this section, *x*’s (both lowercase and uppercase) are used as placeholders for numeric portions of the citation, such as page number, volume number, issue number, document or law identification number, Congress number, and so on. If the meaning of an *x* is unclear, consult an editor.

Books

Use the following formats for all published books and pamphlets, as well as stand-alone booklets, studies, and monographs. (For unpublished monographs, written as capstone projects for degree programs, see **9.126**.)

9.48 *Book (single or multiple authors).* See **9.8** for more information about multiple authors.

Author M. Last, *Title of Book* (City, ST: Publisher, YEAR), x.

Shortened: Last, *Shortened Title*, x.

Sten Rynning, *NATO in Afghanistan: The Liberal Disconnect* (Stanford, CA: Stanford University Press, 2012), 25–40, 97–99.

Rynning, *NATO in Afghanistan*, 123–27.

9.49 *Book within a series (no general editor)*

Author M. Last, *Title of Book*, Name of Series (City, ST: Publisher, YEAR), x.

Shortened: Last, *Shortened Title*, x.

Maj. Gen. Joseph A. McChristian, *The Role of Military Intelligence, 1965–1967*, Vietnam Studies (Washington, DC: Department of the Army, 1974), 97–115.

McChristian, *Role of Military Intelligence*, 1.

9.50 *Book with an author and an editor or translator.* If the book has both an editor and a translator, list the editor before the translator. If the editor is the translator, write it as “ed. and trans. Name M. Last...”

Author M. Last, *Title of Book*, [Name of Series,] ed. [or trans.] Name M. Last (City, ST: Publisher, YEAR), x.

Shortened: Last, *Shortened Title*, x.

Theodor W. Adorno and Walter Benjamin, *The Complete Correspondence, 1928–1940*, ed. Henri Lonitz, trans. Nicholas Walker (Cambridge, MA: Harvard University Press, 1999), 60–69.

Adorno and Benjamin, *Complete Correspondence*, 67.

9.51 *Book with an editor or translator, but no author*

Name M. Last, ed. [or trans.], *Title of Book*[, Name of Series] (City, ST: Publisher, YEAR), x.

Shortened: Last, *Shortened Title*, x.

Christopher N. Koontz, ed., *Enduring Voices: Oral Histories of the U.S. Army Experience in Afghanistan, 2003–2005* (Washington, DC: U.S. Army Center of Military History, 2009), 260.

Merle L. Pribbenow, trans., *Victory in Vietnam: The Official History of the People’s Army of Vietnam, 1954–1965*, Military History Institute of Vietnam (Lawrence: University Press of Kansas, 2002), 101–8.

Koontz, *Enduring Voices*, 173.

Pribbenow, *Victory in Vietnam*, 4.

9.52 *Chapter in an edited book (within a series or not)*

Author M. Last, “Title of Chapter,” in *Title of Book*, ed. Name M. Last[, Name of Series] (City, ST: Publisher, YEAR), x.

Shortened: Last, “Shortened Title,” x.

Rem Kortenber, “The Netherlands: To Fight, or Not to Fight? The Rise and Fall of a Small Power,” in *Coalition Challenges in Afghanistan: The Politics of Alliance*, eds. Gale A. Mattox and Stephen M. Greiner (Stanford, CA: Stanford University Press, 2015), 143–44.

Claudio Franco, “The Tehrik-e-Taliban Pakistan,” in *Decoding the New Taliban: Insights from the Afghan Field*, ed. Antonio Giustozzi (New York: Oxford University Press, 2012), 293.

Mark J. Reardon, “Unanticipated Battle: Musayyib—July 2006,” in *Tip of the Spear: U.S. Army Small-Unit Action in Iraq, 2004–2007*, ed. Jon T. Hoffman, Global War on Terrorism Series (Washington, DC: U.S. Army Center of Military History, 2009), 105–27.

Kortenber, "The Netherlands," 145.
 Franco, "The Tehrik-e-Taliban Pakistan," 292.
 Reardon, "Unanticipated Battle," 105–27.

9.53 *Different chapter (by the same or a different author) in a book already cited*

Author M. Last, "Title of Chapter," in Last, *Shortened Title of Book*, x.

Shortened: Last, "Shortened Title," x.

Mark D. Sherry, "Fighting in the Valley of Peace: Najaf—August 2004," in Hoffman, *Tip of the Spear*, 65–93.

Sherry, "Fighting in the Valley of Peace," 74–76.

9.54 *CMH publications.* When citing CMH publications, always include the series title (not the subseries) if the publication is in a series. Add the volume number and edition information as appropriate. For works that originally were published by the Office of the Chief of Military History, cite the exact edition used (see also **9.11**).

Brooks E. Kleber and Dale Birdsell, *The Chemical Warfare Service: Chemicals in Combat*, United States Army in World War II (1966; Washington, DC: U.S. Army Center of Military History, 1990), 63. [This citation refers to the CMH reprint of a book first published by the Office of the Chief of Military History.]

Louis Morton, *The Fall of the Philippines*, United States Army in World War II (Washington, DC: Office of the Chief of Military History, Department of the Army, 1953), 247–350. [This citation refers to the original edition of the book, not the 1993 reprint by CMH.]

Christopher N. Koontz, ed., *Enduring Voices: Oral Histories of the U.S. Army Experience in Afghanistan, 2003–2005* (Washington, DC: U.S. Army Center of Military History, 2008), 6, 10–21.

Richard W. Stewart, ed., *American Military History*, vol. 1, *The United States Army and Forging of a Nation, 1775–1917*, Army Historical Series, 2nd ed. (Washington, DC: U.S. Army Center of Military History, 2009).

Kleber and Birdsell, *Chemical Warfare Service*, 67.

Morton, *Fall of the Philippines*, 600.

Koontz, *Enduring Voices*, 6.

Stewart, *American Military History*, 45. [implies only Volume 1 is cited in the publication]

Classic Texts

9.55 *Classical and scriptural texts.* When citing these texts, use book, chapter, verse, stanza, act, scene, and/or line numbers as locators instead of page numbers. Use arabic numbers. In some cases, editor and publisher information may be omitted. Version information should be given for translated texts and for texts in which the numbering systems are inconsistent across versions. It may be helpful to describe the locators used for each type of work at first mention.

For example, “references are to book, chapter, and verse,” “references are to stanza and line,” or “references are to act, scene, and line.” Note the various ways in which these texts may be shortened in subsequent citations. See *Chicago* for further guidance on citing classical and scriptural texts.

The Holy Bible, New Revised Standard Version (NRSV), 2 Kings 11:8.

The Quran, trans. M. A. S. Abdel Haleem (Oxford, UK: Oxford University Press, 2005), 15:25.

Homer, *The Odyssey*, trans. Emily Watson (New York: W. W. Norton, 2018), 2:168–69 (references are to book and lines).

William Shakespeare, *Richard III*, eds. Barbara A. Mowat and Paul Werstine (New York: Simon & Schuster, 2018), 5.4.9–13 (references are to act, scene, and lines).

Holy Bible, NRSV, Genesis 25:19–36:43.

Quran, 23:1–5.

Homer, *Odyssey*, 1:1–10.

Shakespeare, *Richard III*, 2.1.1–8.

Periodicals

9.56 *Use of definite articles.* Do not include the article *the* in the names of English-language periodicals within citations. When referencing English-language newspapers and periodicals in the main body or discursive text, use the article *the*, lowercased and not italicized, even if the article is part of the official title of the publication. Always retain articles (and keep them italicized) in the names of non-English-language newspapers.

Main body or discursive text:

a reporter from the *Washington Post*

a reporter from *Le Monde*

Citation:

“Military Ends Pearl Harbor Project to Identify the Dead,” *New York Times*, 7 Dec 2021.

Maria Stöhr, “Resistance Across the Border to the Myanmar Military Junta,” *Der Spiegel*, 12 Oct 2021.

9.57 *When to include the URL.* If the article was published *only* online and not in print, include the URL in the citation. If the author consulted a PDF or an online version of a printed article, include the URL whether or not the print version was also consulted. If the author consulted *only* the print version of an article that also happens to be available online, including the URL is optional.

9.58 *Article in a journal.* Use this form for scholarly or professional periodicals available mainly by subscription. Journals are often specialized (as opposed to being for general readers). Examples: *New England Journal of Medicine*, *American Political Thought*, *Wisconsin Magazine of History*. If you are having trouble determining whether a periodical is a journal or

a magazine, consult an editor. If the article you are citing contains citations itself, treat the source as a journal. This form may also be used for widely published newsletters. Use this form, not *Bluebook* legal style, for articles in legal journals, as shown in the example below.¹

Include the volume and issue number, as well as the date. Do not use *Volume*, *Vol.*, or *vol.* before the volume number, but do include *no.* before the issue number, if there is one. If given, include the month(s) or the season of the pub along with the year. Abbreviate months using the three-letter abbreviations, without periods, as described in 6.3. Use a hyphen to indicate the issue date of a bimonthly publication, such as “Jan-Feb 2006.”

Use specific page references in the footnote, whether it is a full footnote or a shortened one. The full page range of the article may be given in the bibliography, if desired. *Note:* This is the only format in which a colon is used before page numbers, and it is only used in full citations (in footnotes or bibliography), not in shortened citations.

See 9.62 for the special journal-like formatting of *Army Green Books*. See 9.65 for the journal-like formatting of *Congressional Record* documents.

Author M. Last, “Title of Article,” *Name of Journal X*, no. X (Date): x[, URL, file designation, repository].

Shortened: Last, “Shortened Title of Article,” x.

Maj. Gen. Peter W. Chiarelli and Maj. Patrick R. Michaelis, “Winning the Peace: The Requirement for Full-Spectrum Operations,” *Military Review* 95, no. 4 (Aug-Sep 2005): 4–7.

Matthew Carlton Hammond, “The Posse Comitatus Act: A Principle in Need of Renewal,” *Washington University Law Quarterly* 75, no. 2 (Jan 1997): 953–94, Historians Files, U.S. Army Center of Military History (CMH).

Gen. Wesley A. Clark, “Transforming NATO’s Military for the 21st Century,” *SHAPE Officer’s Association Newsletter*, no. 109 (n.d.): 5–7.

Chiarelli and Michaelis, “Winning the Peace,” 8.

Hammond, “The Posse Comitatus Act,” 954–55.

Clark, “Transforming NATO’s Military,” 6.

9.59 *Article in a magazine.* Use this form for weekly or monthly periodicals that are more accessible to general readers, even if the subject matter is specialized. Examples: *Scientific American*, *National Review*, *New Yorker*, *Atlantic*. Even if numbered by volume and issue, magazines are cited by date only. The date, being an essential element in identifying the source, is not enclosed in parentheses. Use specific page references in the note. (The full page range of a magazine article is *not* given in the bibliography. Note that this differs from the treatment of a journal article.) When page numbers are included in the citation, use a comma (not a colon) to separate them from the date. Articles consulted online, or those that are only published online, may not have page numbers.

¹ Harvard Law Review’s *The Bluebook: A Uniform System of Citation* is the most widely used guide for citing legal sources.

Author M. Last, "Title of Article," *Name of Magazine*, date, x[, URL, file designation, repository].

Shortened: Last, "Shortened Title of Article," x.

Jill Lepore, "Will Trump Burn the Evidence?," *New Yorker*, 23 Nov 2020, 12.

Lucian Perkins, "Double Take: A Photographer's Mistake During a 2001 Assignment in Afghanistan is Seen Through New Eyes During the Pandemic," *Washington Post Magazine*, 6 Jun 2020, <https://www.washingtonpost.com/magazine/2020/06/10/photographers-mistake-during-2001-assignment-afghanistan-is-seen-through-new-eyes-during-pandemic/?arc404=true>.

Tobias Hoonhout, "Milley Apologizes for Attending Trump's Church Photo-Op: 'I Should Not Have Been There,'" *National Review*, 11 Jun 2020, <https://www.nationalreview.com/news/milley-apologizes-for-attending-trumps-church-photo-op-i-should-not-have-been-there/>. [Note: This article was only published online, not in the printed issue of the magazine. For more examples of articles that are published solely as website content, see 9.75–9.76.]

Lepore, "Will Trump Burn the Evidence?," 14.

Perkins, "Double Take."

Hoonhout, "Milley Apologizes."

9.60 *Article in a newspaper or newsmagazine; article from a news agency.* For articles that appear in newspapers or weekly publications (such as *Newsweek* or *Time*), whether citing a printed version or an online version of the article, do not cite page numbers. URLs are especially helpful for these articles. *Note:* When citing articles from news agencies like Reuters, the Associated Press, or Agence France Presse, the news agency is not italicized.

Author M. Last, "Title of Article," *Name of Publication* [or Name of News Agency], date, URL[, file designation, repository].

Shortened: Last, "Shortened Title of Article."

Craig Smith, "NATO Runs Short of Troops to Expand Afghan Peacekeeping," *New York Times*, 19 Sep 2004.

Rick Atkinson, "You Can't Armor Your Way Out of This Problem," *Washington Post*, 2 Oct 2007, <https://www.washingtonpost.com/wp-dyn/content/article/2007/10/01/AR2007100101760.html>, Historians Files, OEF Study Gp.

David McCullough, "History: 1776—Washington's War," *Newsweek*, 15 May 2005.

Diana S. Correll, "Glass Found in South Carolina National Guard Soldiers' Pizza While Deployed in DC," *Army Times*, 11 Jun 2020, <https://www.militarytimes.com/news/your-military/2020/06/11/report-glass-found-in-south-carolina-national-guard-soldiers-pizza-while-deployed-in-dc/>.

Isabel Coles, "Iranians Play Role in Breaking IS Siege of Iraqi Town," Reuters, 1 Sep 2014, <https://www.reuters.com/article/us-iraq-security-miltias-iran-idUSKBN0G-W2Y420140901>, Historians Files, CMH.

Smith, "NATO Runs Short of Troops."

Atkinson, "You Can't Armor Your Way Out of This Problem."

McCullough, “History: 1776—Washington’s War.”
 Correll, “Glass Found in Soldiers’ Pizza.”
 Coles, “Iranians Play Role in Breaking IS Siege.”

9.61 *Article with no author or title.* On rare occasion (usually with pre-1900 publications), an article may not have an author or a title. Simply include the information that is available. Articles that have neither an author nor a title should retain the date of the article in the shortened citation. In some cases, the full and shortened citations may be identical.

“Patrol Base Kelsey Named for Fallen Soldier,” *Army Times*, 27 Dec 2007, Historians Files, CMH.

“Allen Named to Act in Pershing’s Stead,” *Washington Post*, 11 Oct 1921.
New York Press, 4 Sep 1991.

“Patrol Base Kelsey Named for Fallen Soldier.”
 “Allen Named to Act in Pershing’s Stead.”
New York Press, 4 Sep 1991.

9.62 *Army Green Book.* This is an annual, special edition of *ARMY Magazine*, published by the Association of the United States Army (AUSA). Formatting here is tricky, as the *Green Books* have volume and issue numbers that fall in line with *ARMY Magazine*, but they are known and treated as standalone publications throughout the industry. These references are often misformatted as chapters in published books, but they should be formatted as periodicals, with special attention given to the title, as shown.

Author M. Last, “Title of Article,” *YEAR–YR Army Green Book, ARMY Magazine X*, no. X (Date): x, [URL].

Shortened: Last, “Shortened Title of Article,” *YEAR–YR Army Green Book*, [x].

John M. McHugh, “Leading Our Way to the Army’s Future,” *2014–15 Army Green Book, ARMY Magazine 64*, no. 10 (Oct 2014): 17–22.

Gen. Carter F. Ham, “The Time Is Now: Army Delivers in Unprecedented Year,” *2020–21 Army Green Book, ARMY Magazine 70*, no. 10 (Oct 2020), <https://www.ausea.org/articles/time-now-army-delivers-unprecedented-year>.

Unit deployment data and strength figures are derived from the *2001–02 Army Green Book, ARMY Magazine 51*, no. 10 (Oct 2001): 209–34.

McHugh, “Leading Our Way,” *2014–15 Army Green Book*, 19.

Ham, “The Time Is Now,” *2020–21 Army Green Book*.
2001–02 Army Green Book, 217.

Government Publications and Public Documents

This section presents examples of public documents commonly cited in CMH publications. To cite a type of published document not listed here, adapt the general pattern of the closest model. Include as much information as possible and format the elements in a manner that is consistent with the formats given here.

9.63 Army Posture Statement

Names of Authors [usually The Hon. Name M. Last and Gen. Name M. Last], Office(s) Submitting the Report [usually Ofc of the Ch of Staff of the Army], ["Title of Article,"] *YEAR Army Posture Statement* (Washington, DC: Headquarters, Department of the Army, date), x[, URL, file designation and repository].

Shortened: Last(s), ["Title of Article," or] *YEAR Army Posture Statement*, x.

The Hon. Francis J. Harvey and Gen. Peter J. Schoomaker, Ofc of the Ch of Staff of the Army, *2005 Army Posture Statement* (Washington, DC: Headquarters, Department of the Army, 6 Feb 2005), https://www.army.mil/e2/downloads/rv7/aps/aps_2005.pdf, Historians Files, OEF Study Gp.

The Hon. Pete Geren and Gen. George W. Casey Jr., Ofc of the Ch of Staff of the Army, "Comprehensive Soldier Fitness Program," *2009 Army Posture Statement* (Washington, DC: Headquarters, Department of the Army, 7 May 2009).

Harvey and Schoomaker, *2005 Army Posture Statement*, 21.

Geren and Casey, "Comprehensive Soldier Fitness Program."

9.64 Army Regulations

Army Regulation (AR) XXX–XX, *Title* (City, ST: Publisher, [Mon] YEAR), x.

Shortened: AR XXX–XX, *Title [Shortened if Necessary]*, x.

Army Regulation (AR) 350–25, *Civil Affairs Training* (Washington, DC: Department of the Army, Apr 1967), 1.

AR 600–21, *Race Relations and Equal Opportunity* (Washington, DC: Department of the Army, 1973).

AR 350–25, *Civil Affairs Training*, 2.

AR 600–21, *Race Relations and Equal Opportunity*, 10–16.

9.65 Congressional documents. Use these examples to format laws, statutes, bills, resolutions, hearings, acts, statements, studies, testimonies, and other congressional records. For reports or studies by, to, or for Congress, see **9.66** and **9.73**. Ordinals for sessions of Congress should follow legal style: 2d, not 2nd, for example. In citations without a speaker or author, begin with "U.S. Congress" (unabbreviated) or the name of the report. If the item being cited is in the *Congressional Record*, include that information as shown in the format and examples below. Otherwise, do not include publisher information (such as GPO) for congressional documents. It is not necessary to include URLs or file designation and repository information for these public documents.

Citing the Congressional Record:

After the Congress number has been given [XX Cong.] insert a comma and then: *Congressional Record* XX [, pt. x] (date): [S or H, if citing daily record] x [page numbers]. *Note:* Whenever possible, cite the permanent volumes, which often reflect corrections and updates from the daily editions. If citing the daily House or Senate editions, use S or H before the page numbers. The *Congressional Record* (1899–present,

as of this printing) is available online, along with the indispensable Congressional Record Index, at <https://www.congress.gov/congressional-record>. Search for older years at <https://www.govinfo.gov/>.

Laws and statutes:

Bills and joint resolutions that have been signed into law are first published separately as slip laws, then they appear as session laws (statutes) in the *United States Statutes at Large*, and finally they are incorporated into the *United States Code* (U.S.C.). Note that *Statute* is abbreviated to *Stat.* and the number following it is the page number on which the law starts. To cite a specific page within the law, include the page number and other identifiers after the date. It is not necessary to include Congress or session numbers.

Example from Chicago:

Slip law: [no example provided]
 Session law: Homeland Security Act of 2002, PL 107–296, 116 Stat. 2135 (2012).
 U.S. Code: Homeland Security Act of 2002, 6 U.S.C. § 101 (2012).

CMH example for a PL cited as a session law:

Intelligence Reform and Terrorism Prevention Act of 2004, PL 108–458, 118 Stat. 3638 (2004), 3776, sec. 7102(a).

Shortened:

PL 107–296, 116 Stat. 2136–38 (2012).
 6 U.S.C. § 101 (2012).
 PL 108–458, 118 Stat. 3638 (2004), 3777.

Bills (proposed laws) and resolutions (not yet signed into law):

The abbreviations *H.R. Res.* and *S. Res.* are used to show whether the bill originated in the House or Senate. The title of the bill is followed by the bill number, the number of Congress, section number (if relevant), and the date. It is not necessary to use a session number. Insert *Congressional Record* information whenever possible.

Authorization for Use of Military Force, S. Joint Res. 23, 107th Cong., *Congressional Record* 147, no. 120 (14 Sep 2001): S9421. [This cites the daily record.]
 Food Security Act of 1985, H.R. Res. 2100, 99th Cong., *Congressional Record* 131, pt. 19 (8 Oct 1985): 26529. [This cites the permanent (bound) record.]
 S. Joint Res. 23 (14 Sep 2001), S9422.
 H.R. Res. 2100 (8 Oct 1985), 26530–33.

Hearings, investigations, testimonies, and statements

Titles of hearings should be cited in full and set in italics. List the relevant committee as part of the title. Note that the words *Through* and *Before* are capitalized in these citations, following *Bluebook* legal style as recommended in *Chicago*. Include the

number of the Congress, followed by the date (in parentheses). It is not necessary to use a session number. Follow with the relevant publication details, using the *Congressional Record* whenever possible, and the page number (if any). If citing a specific speaker, start the citation with the type of speech (testimony, statement, remarks, etc.), followed by the speaker's name.

Testimony, Thomas T. Eckert, *Impeachment Investigation Before the Judiciary Committee*, 39th Cong. and 40th Cong. (30 May 1867), *Investigation of the Charges Against Andrew Johnson* (Washington, DC: Government Printing Office, 1867), 674.

War Contract Hardship Claims: Hearings on S. 1477 Before the Subcommittee of the Committee on the Judiciary, 79th Cong. (12–13 Apr 1946), (Washington, DC: Government Printing Office, 1946).

Statement, David Walker, *H.R. 5005, The Homeland Security Act of 2002, Day 3: Hearing Before the Select Committee on Homeland Security*, 107th Cong. (17 Jul 2002), 199–215, <https://www.congress.gov/107/chrg/CHRG-107hhr83173/CHRG-107hhr83173.pdf>.

Statement, Ted Kennedy, *Joint Resolution on Nuclear Weapons Freeze and Reductions: Hearing on S. Joint Res. 163 Before the Committee on Foreign Relations*, 97th Cong., *Congressional Record* 128, pt. 3 (10 Mar 1982): 3832–34.

Testimony, Eckert, *Impeachment Investigation* (30 May 1867), 675.

War Contract Hardship Claims (12–13 Apr 1946), 32.

Statement, Walker, *H.R. 5005* (17 Jul 2002), 204.

Statement, Kennedy, *Nuclear Weapons Freeze and Reductions* (10 Mar 1982), 3833.

Miscellaneous items entered into the Congressional Record

For all other types of sources that appear in the *Congressional Record*, format the item according to whatever it is (speech, article, report, etc.) and end the citation with the *Congressional Record* format as discussed above.

Brig. Gen. Hudson Austin (broadcast speech, Radio Free Grenada, 19 Oct 83, approximately 2230), transcript in *Congressional Record* 130, pt. 5 (27 Mar 1984): S6756.

Austin, (broadcast speech, 19 Oct 83), S6756.

9.66 *Congressional Research Service reports and issue briefs.* Format these publications as books, with the addition of the document identification code (R, RS, RL, or IB, etc., followed by the number) after the title. It is not necessary to include URLs or file designation and repository information for these public documents. See also **9.65** and **9.73**.

Author, *Title of Report*, [RL/RS/IB]XXXXX (Washington, DC: Congressional Research Service, date), x.

Shortened: Last, *Title Shortened if Necessary*, x.

Vincent Morelli and Paul Belkin, *NATO in Afghanistan: A Test of the Transatlantic Alliance*, RL33627 (Washington, DC: Congressional Research Service, 3 Dec 2009), 9.

Amy Belasco, *Troop Levels in the Afghan and Iraq Wars, FY2001–FY2012: Cost and Other Potential Issues*, R40692 (Washington, DC: Congressional Research Service, 2 Jul 2009), 39.

Nina M. Serafino, *Peacekeeping: Issues of U.S. Military Involvement*, IB94040 (Washington, DC: Congressional Research Service, 25 Aug 2000), 15.

Morelli and Belkin, *NATO in Afghanistan*, 11–15.

Belasco, *Troop Levels*, 39.

Serafino, *Peacekeeping*, 16.

- 9.67** *Department of the Army Historical Summary (DAHSUM)*. Note that the abbreviation *DAHSUM* is generally not used in citations. However, in publications that cite DAHSUMs frequently or where space is a concern, the abbreviation may be introduced according to the guidelines in **9.37**.

Author M. Last, *Department of the Army Historical Summary, Fiscal Year YEAR* (Washington, DC: U.S. Army Center of Military History, YEAR), x.

Shortened: Last, *Department of the Army Historical Summary, Fiscal Year YEAR*, x.

Steven E. Everett and L. Martin Kaplan, *Department of the Army Historical Summary, Fiscal Year 1993* (Washington, DC: U.S. Army Center of Military History, 2002), 77–79.

Brian F. Neumann, *Department of the Army Historical Summary, Fiscal Year 2005* (Washington, DC: U.S. Army Center of Military History, 2013), 13.

William M. Donnelly, ed., *Department of the Army Historical Summary, Fiscal Year 2016* (Washington, DC: U.S. Army Center of Military History, 2019), 8.

Everett and Kaplan, *Department of the Army Historical Summary, Fiscal Year 1993*, 22.

Neumann, *Department of the Army Historical Summary, Fiscal Year 2005*, 18.

Donnelly, *Department of the Army Historical Summary, Fiscal Year 2016*, 30–36.

- 9.68** *Executive Order (EO)*. Executive orders are published in many places. For the sake of consistency, cite the *Federal Register* whenever possible. Note that the date used in the citation is the date the order was published in the *Federal Register*, not the date the president signed or issued the order. This format may also be used for presidential proclamations, as shown. For other presidential documents, see **9.72**. The abbreviation *EO* does not need to be introduced at first use.

Name O. President, EO [or Proclamation] XXXXX, “Title,” *Federal Register* X, no. x (date published): x, [URL].

Shortened: Last, EO [or Proclamation] XXXXX, x.

John F. Kennedy, EO 11063, “Equal Opportunity in Housing,” *Federal Register* 27, no. 228 (24 Nov 1962): 11527–30.

Barack H. Obama, Proclamation 9465, “Establishment of the Stonewall National Monument,” *Federal Register* 81, no. 125 (29 Jun 2016): 42215, <https://federalregister.gov/a/2016-15536>.

Kennedy, EO 11063, 11529.

Obama, Proclamation 9465, 42216.

9.69 *Field Manuals, handbooks, etc.* Use this form for all publications that resemble manuals, such as handbooks, deskbooks, factbooks, technical manuals, guides, and newsletters (when such items are substantial publications meant for wider dissemination and not, for example, unit-level news). Note that version and date information are included in the shortened citation. If using the abbreviation *FM*, it must be introduced at first use.

Issuing Headquarters Type of Book [X–XX], *Title of Manual* [, ver. info] (Place: Publisher, date), x.

Shortened: Issuing HQ Type [X–XX], *Shortened Title* [ver. info], date, x.

Headquarters, Department of the Army (HQDA) Field Manual (FM) 3–07, *Stability Operations and Support Operations* (Washington, DC: Government Printing Office, 2003), 3–3–3–9.

Rule of Law Field Force–Afghanistan, Rule of Law Field Support Officers Deskbook, *Guidelines and Lessons Learned for Military Support to Justice Sector Development in Afghanistan* (2012), Historians Files, OEF Study Gp.

Headquarters (HQ) International Security Assistance Force (ISAF) Handbook, *Resolute Support Security Force Assistance Guide*, ver. 3.0, Cdr’s Advisory and Assistance Team (Kabul: Headquarters, International Security Assistance Force, 2014), 37–39, Historians Files, OEF Study Gp.

War Department (WD) Technical Manual (TM) 20–205, *Dictionary of United States Army Terms*, Jan 1944, 159.

Department of the Army (DA) FM 17–100, *The Armored Division and Combat Command*, chg. 1, Jun 1959, 23.

Center for Army Lessons Learned (CALL) Newsletter 93–6, *Operations Other than War Vol. II Disaster Assistance* (Fort Leavenworth, KS: Center for Army Lessons Learned, Oct 1993).

HQDA FM 3–07, *Stability Operations*, 2003, 4–3.

Rule of Law Field Force–Afghanistan, Rule of Law Field Support Officers Deskbook, *Guidelines and Lessons Learned*, 2012, 6.

HQ ISAF Handbook, *Resolute Support Security Force Assistance Guide*, ver. 3.0, 2014, 40.

WD TM 20–205, *Dictionary of U.S. Army Terms*, Jan 1944, 159.

DA FM 17–100, *Armored Division and Combat Command*, chg. 1, Jun 1959, 23.

CALL Newsletter 93–6, *Operations Other Than War*, 16.

9.70 *Official Records of the Army (OR)*. Though the full, official title of this series is The War of the Rebellion: A Compilation of the Official Records of the Union and Confederate Armies, it is often casually referred to as the Official Records of the Union and Confederate Armies in the War of the Rebellion or just the Official Records of the Union and Confederate Armies and

even just the Official Records (OR). The following examples show the formats for OR citations, with and without a specific report. *Note:* Do not use the abbreviation OR in the shortened citation if it has not been introduced in the full citation. If the year of publication for the volume being cited is unknown, include the phrase “130 vols.” before the first parenthesis and use the range of years 1880–1901 for the year of publication.

General form: U.S. War Department, *The War of the Rebellion: A Compilation of the Official Records of the Union and Confederate Armies* (Washington, DC: U.S. Government Printing Office, YEAR) (hereinafter cited as *OR*), ser. x, vol. x, pt. x, x.

Specific report: Rpt, Name M. Last, date, in U.S. War Department... [remainder of citation is identical to the general format]

Shortened general: *OR*, ser. x, vol. x, pt. x, x.

Shortened specific report: Last, *OR*, ser. x, vol. x, pt. x, x.

U.S. War Department, *The War of the Rebellion: A Compilation of the Official Records of the Union and Confederate Armies* (Washington, DC: U.S. Government Printing Office, 1993) (hereinafter cited as *OR*), ser. 1, vol. 5, pt. 1, 16, 293.

Rpt, Lt. Edward P. Doherty, 26 Apr 1965, in U.S. War Department, *The War of the Rebellion: A Compilation of the Official Records of the Union and Confederate Armies* (Washington, DC: U.S. Government Printing Office, 1994) (hereinafter cited as *OR*), ser. 1, vol. 46, pt. 1, 1319.

OR, ser. 1, vol. 49, pt. 2, 933–34.

Doherty, *OR*, ser. 1, vol. 46, pt. 1, 1319.

9.71 *Public documents from other governing bodies and departments*

National Terrorism Advisory System Bull, Department of Homeland Security, 27 Jan 2021, https://www.dhs.gov/sites/default/files/ntas/alerts/21_0127_ntas-bulletin.pdf.

Virginia Constitution (Const.), art. I, § 3.

U.S. Department (Dept.) of State, “Trade Expansion Act of 1962,” *Commercial Policy Series*, no. 196 (n.d.), 21–25. [This is a fact sheet about the act.]

National Terrorism Advisory System Bull, 27 Jan 2021

VA Const., art. I, § 1–2.

U.S. Dept. of State, “Trade Expansion Act of 1962,” 24.

9.72 *Public papers and statements of government officials.* Most public presidential papers are published in the multivolume works *Compilation of the Messages and Papers of the Presidents, 1789–1897* and *Public Papers of the Presidents of the United States*. To cite these items, follow the recommendations for multivolume books. Published public statements of other government officials also follow this format. See also **9.68**.

William J. Clinton, *Public Papers of the Presidents of the United States: William J. Clinton, 1994, Book 1* (Washington, DC: Government Printing Office, 1995), 1726.

William J. Perry, *Public Statements of William J. Perry, Secretary of Defense, 1995*, vol. 4 (Washington, DC: Historical Office, Office of the Secretary of Defense, n.d.), 2676.

Shortened, when other books and volumes of the same papers are also being cited:

Clinton, *Public Papers, 1994, Book 1*, 1725.

Perry, *Public Statements, 1995*, vol. 4, 2676.

Shortened, when no other books or volumes of that author's papers are cited in the same publication:

Clinton, *Public Papers*, 1725.

Perry, *Public Statements*, 2676.

9.73 Report or study to/for Congress. Use this format for reports to Congress from the Department of Defense and other Executive Branch agencies, such as the Department of Homeland Security and the U.S. Agency for International Development. Many of these reports have extremely long titles that include the names of public laws, amendments, or acts, sometimes referring to specific sections, and so forth. It is not necessary to use these extensive, complete titles at first mention. It is acceptable to use just the beginning of the title, which should cover the central topic of the report. Note that the date is retained in the shortened format; this helps differentiate reports of the same name that are submitted annually. Note that some reports may be cited as part of a published book (as in the examples shown). See also **9.65–9.66**.

Issuing Agency, *Name of Report*, Rpt to Cong., date [or (Place: Publisher, date)], x, URL, file designation, repository.

Shortened: Agency, *Shortened Name of Report*, date, x.

Department of Defense (DoD), *Progress toward Security and Stability in Afghanistan*, Rpt to Cong., Aug 2009, 9, Historians Files, OEF Study Gp.

DoD, *Progress Toward Security and Stability in Afghanistan*, Rpt to Cong., Nov 2013, 9, https://archive.defense.gov/pubs/October_1230_Report_Master_Nov7.pdf.

U.S. Agency for International Development (USAID), *Iraq Transition Initiative: FY 2019*, Rpt to Cong., 12 Jun 2019, https://www.usaid.gov/sites/default/files/documents/1966/OTI_ReportCongress_Iraq_FY2019.pdf.

U.S. Dept. of the Treasury, *Report from the Register of the Treasury of the Commerce and Navigation of the United States for the Year Ending the 30th of June, 1859*, Rpt to Cong. (Washington, DC: William A. Harris, 1859), 532.

Robert E. Dunne and B. Crichton Jones, Permanent Subcommittee on Investigations, *Staff Study of Major Riots and Civil Disorders—1965 Through July 31, 1968* (Washington, DC: Government Printing Office, 1968), 6–14.

DoD, *Progress toward Security and Stability in Afghanistan*, Aug 2009, 16.

DoD, *Progress Toward Security and Stability in Afghanistan*, Nov 2013, 27.

USAID, *Iraq Transition Initiative*, 12 Jun 2019, 2.

U.S. Dept. of the Treasury, *Report from the Register of the Treasury*, 1859, 244–46.

Dunne and Crichton, *Major Riots and Civil Disorders*, 1968, 12.

9.74 United Nations (UN) documents. It is unnecessary to list file designation and repository information for these published, publicly available sources. Be sure to spell out United Nations (UN) at its first use in a citation to introduce the acronym. For resolutions and documents from the General Assembly, use the undocs.org URL whenever possible. For UN Security Council resolutions, use the unscr.com URL whenever possible. In publications with many citations of UN Security Council resolutions, the abbreviation *UNSCR* may be used (with spell-out at first use) to save space.

Authorizing body [usually the UN Security Council or the UN General Assembly], author or editor if given, topic or title of the paper, the document number or code [if any; such as S/RES/XXXX], page or other locator information, then the date in parentheses, followed by the URL.

Shortened: Identifying code, page or paragraph number.

United Nations (UN) Security Council, Resolution 2222, Protection of Civilians in Armed Conflict, S/RES/2222, ¶ 5 (27 May 2015), <http://unscr.com/en/resolutions/doc/2222>.

UN Security Council, Resolution 1379, S/RES/1379 (20 Nov 2001), <http://unscr.com/en/resolutions/doc/1379>.

UN Security Council, 4414th Meeting, S/PV.4414, 20–4, (13 Nov 2001), <https://digitallibrary.un.org/record/452428?ln=en>.

UN General Assembly, Resolution 67/19, Status of Palestine in the United States, A/RES/67/19, 2–3 (4 Dec 2012), <https://undocs.org/A/RES/67/19>.

UN, General Assembly, Secretary-General, The Situation in Afghanistan and Its Implications for International Peace and Security, A/68/645–S/2013/721, ¶ 9 (6 Dec 2013), <https://digitallibrary.un.org/record/762043?ln=en#record-files-collapse-header>.

S/RES/2222, ¶ 16.

S/RES/1379.

S/PV.4414, 15.

A/RES/67/19, 4.

A/68/645–S/2013/721, ¶ 12–16.

Note: In publications citing many UN resolutions, the abbreviation UNSCR may be introduced to save space. The shortened format remains unchanged.

United Nations Security Council Resolution (UNSCR) 2222, Protection of Civilians in Armed Conflict, S/RES/2222, ¶ 5 (27 May 2015), <http://unscr.com/en/resolutions/doc/2222>.

UNSCR 1379, S/RES/1379 (20 Nov 2001), http://unscr.com/en/_resolutions/doc/1379.

S/RES/2222, ¶ 16.

S/RES/1379.

Website Content

9.75 General. The following format should be used for citing original content from online sources that has not been published in other ways. Do not use this format for links to formally published documents, books, magazines, newspapers, interviews, or other printed material, which should be formatted *as those items are formatted*, followed by a URL if necessary. For online sources with no author—as is often the case with “about” pages, media backgrounders, and fact sheets—begin with the title. If there is no obvious title, use a description of the topic instead. If no date can be determined from the source, use *n.d.* and include an accessed date. See **9.41–9.47** for general guidance on formatting various elements of online sources.

It is not always necessary to include the name of the publishing entity, especially if it is obvious from the URL. (See the Arlington Cemetery example, below.) However, include the name of the website when it is an official news source or to specify a source from a website that hosts multiple kinds of sources, such as shown in the *SWJ Blog* example below. (The *Small Wars Journal* website hosts both an online version of the *Small Wars Journal*, which should be cited as a periodical [without a URL] as it is identical to the print version, and the *SWJ Blog*, which is not part of the official journal publication and should be cited as a blog post [with a URL], not a journal article.) See “Websites, blogs, and social media defined” (*Chicago* 14.205) for further guidance.

Note: It is not necessary to include the file designation and repository information for published website content. The reader will find the source online with the information provided in the citation. However, if the page has been discontinued (essentially becoming an archival source), the file designation and repository information are required.

9.76 Article, essay, or other content (published only online)

[Name M. Last,] “Title of Article” [or Description of Content], Name of Website/Publishing Entity [or Owner/Sponsor of the Site] if not obvious from the URL [and type of pub], date [or *n.d.*], [x,] URL [(access/discontinuation info)], [file designation, repository].

Shortened: [Last,] “Shortened Title of Article” [or Shortened Description], date [or *n.d.*], x.

Carin Zissis and Jayshree Bajoria, “Pakistan’s Tribal Areas,” Council on Foreign Relations Backgrounder, 26 Oct 2007, <https://www.cfr.org/backgrounder/pakistans-tribal-areas>.

Tom Curry, “‘Hillary-care’ in Uniform? Plan to Expand Pentagon Health Insurance for National Guard and Reserve,” NBC News, 24 Aug 2005, https://www.nbcnews.com/id/9063246/ns/politics-tom_curry/t/hillary-care-uniform/.

Gen. Peter W. Chiarelli, “General Chiarelli on Army Suicide Prevention,” *SWJ Blog*, 26 Jun 2009, <http://smallwarsjournal.com/blog/general-chiarelli-on-army-suicide-prevention>.

Russell C. Jacobs, “Biography of Rear Adm. Andrew Carl Bennett, U.S. Navy,” Jun 2007, <http://www.arlingtoncemetery.net/acbennett.htm>.

“Crusader 155mm Self Propelled Howitzer, USA,” Army Technology, n.d., <http://www.army-technology.com> (page discontinued; accessed 30 Jan 2009), Historians Files, CMH.

- “About IMCOM, History,” U.S. Army Installation Management Command, n.d., <https://home.army.mil/imcom/index.php/about/history> (accessed 4 Sep 2009).
- Christopher Prawdzik, “Posse Comitatus Hits the Spotlight,” National Guard Association of the United States, 31 Jul 2002, <http://www.ngaus.org>.
- “Transition: *Inteqal*,” NATO ISAF Backgrounder, 29 Oct 2010, https://www.nato.int/nato_static_fl2014/assets/pdf/pdf_2010_11/20110310_101122-media-backgrounder-inteqal.pdf.
- “Pete Blaber, Foreign and Defense Policy, Operation ANACONDA,” American Enterprise Institute Backgrounder, 1 Mar 2012, 2, <https://www.aei.org/press/operation-anaconda/>.
- “Chief Master Sergeant JoAnne S. Bass, Chief Master Sergeant of the Air Force,” official biography, current as of Aug 2020, <https://www.defense.gov/Our-Story/Biographies/Biography/Article/2411757/cmsgt-joanne-s-bass/> (accessed 8 Feb 2021).
- Zissis and Bajoria, “Pakistan’s Tribal Areas,” 26 Oct 2007.
- Curry, “‘Hillary-care’ in Uniform?,” 24 Aug 2005.
- Chiarelli, “Army Suicide Prevention,” 26 Jun 2009.
- Jacobs, “Biography of Rear Adm. Andrew Carl Bennett,” Jun 2007.
- “Crusader 155mm,” n.d.
- “About IMCOM, History,” n.d.
- Prawdzik, “Posse Comitatus Hits the Spotlight,” 31 Jul 2002.
- “Transition: *Inteqal*,” 29 Oct 2010.
- “Pete Blaber,” 1 Mar 2012, 6.
- “Chief Master Sergeant JoAnne S. Bass,” official biography, current as of Aug 2020.

ARCHIVAL MATERIAL (UNPUBLISHED SOURCES)

General Guidance

Many valuable sources pertaining to military history are unpublished; as a result, CMH publications often contain a high number of archival citations. This section provides formatting examples for many of the most common archival sources used in military history writing. For sources not listed here, simply adapt the closest format.

Note: In the templates provided throughout this section, *x*’s (both lowercase and uppercase) are used as placeholders for numeric portions of the citation, such as page number, volume number, issue number, document or law identification number, Congress number, and so on. If the meaning of an *x* is unclear, consult an editor.

9.77 General format for archival materials. CMH begins archival citations by identifying the type of document or item being cited. (Note that this practice differs from recommendations in *Chicago* and elsewhere.) Because the titles and subjects of archival sources can be unwieldy and enigmatic, beginning with the document type often helps the reader decipher what follows. Note that in some instances, the document type may also include other identifying information, such as a publication number, an identifying code, or the issuing headquarters (see below). The

ultimate goal is for citations to be helpful to readers and future researchers. Authors and editors should adjust the general format when necessary to eliminate redundancies and streamline information. See also **9.86–9.94** for guidance specific to sources from the National Archives.

General format:

Document [or item] type, author or issuing entity to/for recipient, date [or *n.d.*], Title or sub: Subject, x, URL, file designation, repository.

Shortened citation:

Doc [or item] type, last name of author [or shortened name of issuing entity] to/for shortened name of recipient, date [or *n.d.*], Shortened Title or sub: Shortened Subject, x.

9.78 *Identifying numbers and codes.* Include identifying numbers or codes with the document type. Do not use a comma to separate the code or number from the document type.

Operation Order (OPORD) 07–02
Special Orders (SO) 29
Cablegram AE13885F

9.79 *Titles, positions, and affiliations.* When possible, include the titles or positions and the unit or agency affiliations of the authors and recipients in the first, full citation. Separate titles and affiliations with commas. Titles and positions should not be used in shortened, subsequent citations.

Ltr, Capt. Louise A. Oakton, A Co Cdr, 4th Sqdn, 2d Cavalry, to Capt. Richard K. Conners, Rear Det Cdr, 2d Sqdn, 2d Cavalry, 6 Jul 2007, 6, Historians Files, CMH.

Ltr, Oakton to Conners, 6 Jul 2007.

9.80 *No named author or issuer.* If an author is not specified by name, use the name of the agency or unit instead. In these cases, it may be preferable to insert the name of the issuing entity before the document type (without a comma). See **9.81**.

9.81 *Issuing entities.* With some archival sources, particularly military ones, the name of the issuing headquarters or entity may be inserted before the document or item type. In these cases, the issuing entity becomes part of the document type, so no comma is used. There is no need to repeat the name of the issuing entity later in the citation if it has been given with the document type. The following examples show two acceptable formats for each item:

Dir 3188.65, DoD, 6 May 1994, ... *or* DoD Dir 3188.65, 6 May 1994, ...
OPORD 119–4, CTF-K, 1 Jan 2004, ... *or* CTF-K OPOD 119–4, 1 Jan 2004, ...

9.82 *No named recipient.* If there is no specified recipient, use the name of the receiving agency or unit instead. For documents without a recipient (such as journal entries and some reports), simply skip this component.

9.83 *Titles v. subjects v. named operations.* If a document has a title, treat it as a title. If a document has a subject, it is introduced by *sub:.* (See **9.30**.) Do not italicize or add quotation

marks to titles and subjects of archival materials. If the title or subject duplicates information provided earlier in the citation (as is often the case when the issuing entity and/or a publication number are included with the document type), it is unnecessary to repeat that information; simply skip the title/subject component. If there is no title or easily ascertained subject, skip this component. However, if the archival item has a descriptive title or an easily identified subject, these must be included, as they can often help differentiate items with similar names and codes.

The following hypothetical document examples show an item with an actual title, an item with a subject, and an item using a named operation in lieu of a title. (Further guidance for including named operations in citations of military sources is given with specific examples throughout this chapter.)

MNC-I OPORD 06–02, 2 Jun 2006, Providing Security and Stability Operations in Planning Zone Alpha in the Event of Increased Activity in Regional Areas Covered by Forces Wearing Blue and Brown Neckties During a Snack Break, ...
Rpt, CJTF-180, Sep 2005, sub: Afghan National Police Program, ...
Execute Order (EXORD) 10–21, HDP, 7 Oct 2021, Op GRAMMAR POLICE, ...

9.84 *File designation and repository information.* Take care to cite titles of archival collections exactly as they are given. Do not change the spelling, capitalization, or other styles in the names of archival collections or their subsets to match CMH style. Always include the location (city and state) of the repository. Abbreviations may be introduced for use in subsequent citations.

Email, J. Britt McCarley, TRADOC Ch Historian, to author, 24 Apr 2020, sub: Working Draft of Staff Ride Guide Revision, Historians Files, U.S. Army Center of Military History (CMH).
Curtis S. King, “Train the Trainer Walkbook Additions” (unpublished paper, Army University Press, Combat Studies Institute, Sep 2008), 24, Historians Files, CMH.

9.85 *Enclosures.* When the item being cited is an enclosure, cite it (the enclosed item) according to its type, including any locator information (such as page numbers) pertaining to the enclosure, then use the phrase “encl. in” followed by the item in which it is enclosed.

Dept. of Dakota SO 156, 14 Oct 1869, 2, encl. in Ltr, Maj. Gen. A. Baird to Adjutant Gen’s Ofc, 1 Nov 1869, [file designation, repository].

Sources from the National Archives

Citations of archival material from the National Archives and Records Administration (NARA) facilities and its affiliated archives require special formatting. The following guidelines combine CMH’s best practices with specific instructions from the National Archives’ citation guide.² In the examples throughout this section, the green parenthetical numbers (1), (2), (3), (4), (5), and (6)

² “Citing Records in the National Archives of the United States,” General Information Leaflet 17 (Washington, DC: National Archives and Records Administration, 2010), 3–14, <https://www.archives.gov/files/publications/general-info-leaflets/17-citing-records.pdf>.

correspond with the descriptions of NARA citation elements. They are used to help identify these elements in the examples, but they would *not* appear in the published versions of these citations.

9.86 *General format for NARA materials.* Begin a NARA citation just like any other archival citation, with the document type, author or issuer, recipient, date, and title. NARA refers to all of this as the “record item” or just the *item*. For this element of the citation, authors and editors should follow CMH’s general archival format (9.77), along with any special considerations based on the type of item being cited, as described in examples throughout the remainder of this chapter. The rest of the citation (essentially, the file designation and repository information), will be organized following NARA’s style, as described here.

General format for NARA citations (parenthetical numbers align with the element descriptions given below):

(1) Document [or item] type, author or issuing entity to/for recipient, date [or *n.d.*], Title or sub: Subject, x, URL, (2) File Unit: Name of File Unit, (3) [Subseries: Name of Subseries,] Series: Name of Series, (4) Subgroup: Name of Subgroup, (5) Record Group XX: Name of Record Group, (6) repository.

Shortened NARA citation (same as the general format):

(1) Doc [or item] type, last name of author [or shortened name of issuing entity] to/for shortened name of recipient, date [or *n.d.*], Shortened Title or sub: Shortened Subject, x.

9.87 *Elements of NARA citations.* The general format for NARA citations is based on NARA’s most common elements: the file unit, the subseries (when given) and series, the subgroup, and the record group. Some items may not have classifications at each of these levels; some may have additional classifications (such as “collection”). Note that NARA’s classification system evolves; no two archives seem to be organized in the same way. Adapt the format to fit the current classifications used by NARA to describe the item being cited, starting with the smallest classification (usually the file unit) and ending with the largest (record group). Use NARA labels for these elements; do not impose external labels.

- (1) *Record item:* This is the specific item being cited. It may be a letter, report, photograph, map, motion picture, database, or any kind of document. Format this portion of the citation following CMH guidelines, not NARA guidelines. After the item, include the page number(s) or other locator(s), if any, and the URL, if using. Volume information, if any, appears in the file unit element, not here.
- (2) *File unit:* The file folder, jacket, or bound volume that holds the record. Write “File Unit:” as the element label, and then cite the file unit name exactly as it is written in the NARA record. If the file unit name contains the words *file* or *folder*, include them exactly as given. Do not add words that are not in the NARA record, even if the file unit name is purely numeric. When records are bound in volumes, cite the volume information as the first part of the file unit element. If an item does not have a classification at the file unit level, skip this element, and begin the NARA portion of the citation with the series element.

- (3) *Subseries and series*: A set of record items or file units arranged according to a filing system or kept together because they relate to a particular subject or function, result from the same activity, document a transaction, take a particular physical form, or have some other relationship arising out of their creation, receipt, or use. If there is a subseries in addition to the series, list both. Otherwise, simply list the series. Use “Subseries:” and “Series:” as the element labels, and cite the names of these elements exactly as they are written in the NARA record.
- (4) *Subgroup*: A set of series, related by their common origin within an administrative unit or by their connection to a common function or activity. Subgroups may sometimes be formed on the basis of date or geography. It is important to cite the subgroup (if there is one) because identical series titles may be found throughout a record group. Use “Subgroup:” as the label, and then cite the subgroup name exactly as it appears in the NARA record. If there is no subgroup, simply skip over this element. For questions concerning subgroup structure, consult the preliminary inventory or other finding aids.
- (5) *Record group*: A major archival unit that comprises the records of a large organization, such as a government bureau or independent agency. Use “Record Group [or RG] XX:” as the label, and then cite the record group name exactly as it appears in the NARA record. At first mention, give both the record group number and the record group name. Do not cite box numbers. Box numbers change as archives are reorganized, and it is possible that one record group could have several boxes with the same number.
- (6) *Repository and location*: The building or institution in which the records are held. Although it is common among historians to refer to all National Archives and Records Administration facilities by the acronym NARA, CMH uses abbreviations (recommended by NARA) that specify the location of the repository being cited. Do not use the abbreviations NARA (alone), NARA I, or NARA II when referring to a specific repository and location. The following abbreviations, among others, may be introduced at first use of the full repository name and location and then used in subsequent, shortened citations.

LC	Library of Congress, Washington, DC [<i>not</i> LOC]
NAB	National Archives Building, Washington, DC [<i>not</i> NADC]
NACP	National Archives at College Park, College Park, MD [<i>not</i> NARA II]
NPRC	National Personnel Records Center, St. Louis, MO
WNRC	Washington National Records Center, Suitland, MD

For other facilities, use the name given on the facility’s website, such as “National Archives at [City].” Note that many locations have national archives as well as federal record centers. It is not necessary to include NARA’s regional designation or location codes. Citations for presidential libraries should include the full name of the library, followed by the city and state. Subsequent citations can be shortened with abbreviations as shown below.

In the initial citation:

National Archives at Chicago, Chicago, IL (NARA Chicago)
 Chicago Federal Records Center, Chicago, IL (CFRC)
 National Archives at New York City, New York, NY (NARA NYC)

Franklin D. Roosevelt Presidential Library and Museum, Hyde Park, NY (FDRL)
Herbert Hoover Presidential Library and Museum, West Branch, IA (HHL)

In subsequent citations:

NARA Chicago
CFRC
NARA NYC
FDRL
HHL

For a complete list of NARA facilities, including presidential libraries and federal records centers, and their regions, visit <https://www.archives.gov/locations>.

9.88 *Separating elements.* Although NARA uses semicolons to separate elements within a single citation, CMH uses commas for this purpose so that semicolons may be used to separate multiple sources within one note (9.25).

9.89 *Labeling elements.* CMH uses labels to identify individual elements within a citation. Because CMH separates NARA elements with commas, and because many of these elements also *contain* commas, the labels help readers know when one element name ends and another begins.

9.90 *When and how to shorten element names.* (1) Item names may be abbreviated according to CMH standards. At first mention, (2) file unit, (3) series, (4) subgroup, and (5) record group names should be written in full, exactly as they appear in the NARA record. Do not use CMH abbreviations at first mention of these elements; do not adjust the style to match CMH style. However, authors may introduce shortened names for (2) file unit, (3) series, and (4) subgroup names that are used frequently throughout a manuscript. For (5) record groups, authors may introduce the abbreviation RG at the first use of the term “record group.” There is no need to introduce shortened record group names, because subsequent references to the same record group need only be identified by the RG number. Authors may introduce abbreviations for (6) repository names as described in 9.84 and 9.87.

First mention of common elements:

(1) Memo, Maj. C. H. Dayhuff, Adjutant Gen, Ofc of Identification and Transportation, Hoboken, New Jersey, for Surgeon, Port of Embarkation, Hoboken New Jersey, 13 Jun 1911, sub: Bonner F. Fellers, (2) File Unit: Official Military Personnel File for Bonner F. Fellers (hereinafter OMPF Fellers), (3) Series: Official Military Personnel Files, 1912–1998 (hereinafter OMPF, 1912–1998), (5) Record Group (RG) 319: Records of the Army Staff, 1903–2009, (6) National Archives at St. Louis, St. Louis, MO (NARA St. Louis).

A different item with common elements:

(1) War Department (WD) SO 179–0, Maj. Gen. Peyton C. March, Ch of Staff, 31 Jul 1920, (2) File Unit: OMPF Fellers, (3) Series: OMPF, 1912–1998, (5) RG 319, (6) NARA St. Louis.

NARA encourages researchers to develop abbreviation systems to fit their own needs.

9.91 *Citing multiple items from one record group, subgroup, series, subseries, or file unit.* When citing multiple primary source documents in one footnote from the same record group, subgroup, series, or file unit, whether in the first, full citation or in a subsequent, shortened citation, format each source up until the common element(s), separating the sources with semicolons. Then use a phrase such as “both in” or “all in” followed by the common element(s). (See also **9.38**.)

(1) Memo, Gen. Balling for Dept. Counselor, Ofc of the Sec Army, 8 Apr 1951, sub: Lt. Colonel Van Vliet’s Memorandum on the Katyn Massacre; (1) Rpt, Ofc of the Assistant Ch of Staff for Intel to Ch of Staff Army and Sec Army, 25 Aug 1950, sub: Concerning the Massacre of Polish Army Officers; both in (2) File Unit: 319-5937-4-4, (3) Series: Permanent Retention Files, 1918–1963, (5) Record Group 319: Records of the Army Staff, 1903–2009, (6) National Archives at College Park, College Park, MD.

9.92 *Microforms.* When microform versions of textual records are cited, follow the rules for citing the textual record. After the series, cite the microfilm publication name and number, roll or fiche number, and, if available, frame number(s) in parentheses. After the initial citation, subsequent citations to the same publication may be abbreviated by citing the publication number, roll, and frame or fiche number.

(1) Telg 46, Wiley, Moscow, to Sec State, 3 Feb 1935, (2) File Unit: 861.01B/21–861.012/200 – Government, (3) Series: Central Decimal Files, 1910–1963 (Records of the Department of State Relating to Internal Affairs of the Soviet Union, 1930–1939, National Archives Microfilm Publication T1249, roll 17, frame 2), (5) Record Group (RG) 59: General Records of the Department of State, 1763–2002, (6) Franklin D. Roosevelt Presidential Library and Museum, Hyde Park, NY (hereinafter FDRL).

(1) Ltr, N. I. Vavilof, Directeur de l’Institut de Botanique appliquée et d’Amélioration des plates, to William A. Taylor, Ch Bureau Plant Industry, Dept. of Agriculture, 27 Apr 1930, (2) File Unit: 861.01B/21–861.012/200 – Government, (3) Series: Central Decimal Files, 1910–1963 (Microfilm Publication T1249, roll 17, frame 10), (5) RG 59, (6) FDRL.

9.93 *Additional formatting guidance*

Not all NARA sources will be classified using all of the elements described above, but authors should include as much of this information as possible to aid the reader in the search to find the cited item.

Do not cite box numbers, entry numbers, local identifiers, finding aid designators, declassification project numbers, or other variant control numbers. These numbers often are not unique to the item being cited or they refer to a classification system that is no longer being used.

It is not necessary to include the National Archives Identifier number.

9.94 NARA citation examples

(1) Ltr, Amos T. Ackerman, Atty Gen, to Richard Crowley, U.S. Atty, New York, 23 Nov 1871, 60, (2) File Unit: Vol. C, Oct. 27, 1871–Apr. 23, 1873, (3) Series: Instruction Books, 1870–1904, (4) Subgroup: General Records, Letters Sent, 1849–1919, (5) Record Group (RG) 60: General Records of the Department of Justice, (6) National Archives Building, Washington, DC (hereinafter NAB).

(1) Log Book, USS *Olympia*, 25 Oct 1921, 722, <https://catalog.archives.gov/id/148844639>, (2) File Unit: USS *Olympia*, 01/01/1921–12/31/1921, (3) Series: Log-books of U.S. Navy Ships, ca. 1801–1940, (5) RG 24: Records of the Bureau of Naval Personnel, 1798–2007, (6) NAB.

(1) War Department (WD) Form AG 383.6, T/Sgt. Glenn D. Standish, 708th Bombardment Sqdn, 447th Bombardment Gp, 29 Apr 1944, sub: Amended Instructions Concerning Publicity in Connection with Escaped Prisoners of War, to Include Evaders of Capture in Enemy or Enemy-Occupied Territory and Internees in Neutral Countries, in (2) File Unit: Standish, Glenn Donald (T/SGT.), (3) Series: Escape and Evasion Reports, 1942–1945, (5) RG 498: Records of Headquarters, European Theater of Operations, United States Army (World War II), 1942–1947, (6) National Archives at College Park, College Park, MD (hereinafter NACP).

(1) E & E Rpt, T/Sgt. Glenn D. Standish, 708th Bombardment Sqdn, 447th Bombardment Gp, for HQ, European Theater of Ops, P/W and X Det, Mil Intel Service, 29 Apr 1944, 1, (2) File Unit: Standish, Glenn Donald (T/SGT.), (3) Series: Escape and Evasion Reports, 1942–1945, (5) RG 498, (6) NACP.

(1) Dept. of Justice Registration Affidavit of Alien Female, for Anna Hopf, 26 Jun 1918, (3) Series: Enemy Alien Registration Affidavits, 1917–1921, (5) RG 118: Records of U.S. Attorneys, 1821–1994, (6) National Archives at Kansas City, Kansas City, MO (hereinafter NAKC).

This example includes the microfilm information:

(1) Ltr, Bvt. Brig. Gen. Christopher Carson to Sec War Edwin M. Stanton, 2 Jan 1866, sub: acknowledging appointment as brevet brigadier general of U.S. volunteers at Fort Union, New Mexico, 2, (2) File Unit: Consolidated Military Officer's File of Colonel Christopher "Kit" Carson, 1st New Mexico Infantry Regiment, (3) Series: Letters Received, 1863–1917 (Letters Received by the Commission Branch of the Adjutant General's Office, 1863–1870, National Archives Microfilm Publication M1064, roll 247), (5) RG 94: Records of the Adjutant General's Office, 1762–1984, (6) NAB.

An example with a collection instead of a record group:

(1) Rpt, Committee Appointed by the Sanitary Commission, Dec 1861, sub: Value of Vaccination in Armies (Philadelphia, PA: Collins, 1861), 6–9, (2) File Unit: Reports from New York Chapter, No. 566 [A-S], (3) Series: Reports, Essays, and Other Issuances, ca. 1881–ca. 1920, (5) Collection: Records of the American National Red Cross, 1881–2008, (ANRC), (6) NACP.

This one has both a subseries and a series. Instead of a subgroup, there is a file group:

(1) Memo, Special Agent George D. Swerdlin, Region VIII, Counter Intelligence Corps (CIC), for Ofcr in Charge, 25 Jan 1950, (2) File Unit: D 248037 Brandt, Willy, (3) Sub-series: Investigative Records Repository (IRR), (3) Series: U.S. Army Intelligence and Security Command (INSCOM), (4) File Group: Digitized Name Files, (5) RG 319: Records of the Army Staff, (6) NACP.

Correspondence

In most cases, the following sources are *from* an individual or agency and are either *to* or *for* another individual or agency, though some items do not have a recipient. Follow the general format for archival material (9.77). If an identifying number or code is given, insert it with or after the document type.

9.95 *Cable or cablegram*. Although they are formatted identically, cables and cablegrams are different types of correspondence. Do not shorten the word *cablegram* to *cable*. For telegrams, see **9.104**.

Cable, U.S. Embassy Islamabad to Sec State, 14 Sep 2001, sub: Musharraf Accepts The Seven Points, NSA GWU, <https://nsarchive.gwu.edu/NSAEBB/NSAEBB359a/doc09.pdf>, Historians Files, OEF Study Gp.

U.S. Dept. of State Cable, Islam 09499, 13 Nov 2002, sub: S/P Ambassador Haass' Call on [redacted], NSA GWU, <https://www2.gwu.edu/~nsarchiv/NSAEBB/NSAEBB325/doc12.pdf>, Historians Files, OEF Study Gp.

U.S. Dept. of State Cable, Sec State to U.S. Embassy Islamabad, 19 Sep 2001, sub: U.S. Department of State: Deputy Secretary Armitage–Mamoud Phone Call – Sept. 19, 2001, 2, NSA GWU, <https://nsarchive2.gwu.edu/NSAEBB/NSAEBB359a/doc09.pdf>, Historians Files, OEF Study Gp.

Cable, U.S. Embassy Islamabad to Sec State, 14 Sep 2001, sub: Musharraf Accepts The Seven Points.

U.S. Dept. of State Cable, Islam 09499, 13 Nov 2002, sub: S/P Ambassador Haass' Call.

U.S. Dept. of State Cable, Sec State to U.S. Embassy Islamabad, 19 Sep 2001, sub: Deputy Secretary Armitage–Mamoud Phone Call, 4.

9.96 *Diary, personal journal, notebook entry, unpublished memoir, etc*. It is unnecessary to spell out the abbreviation *jnl* at first use. It is unnecessary to use the word *entry*. For field journals, see **9.125**.

Diary, Edmund J. Cleveland, 22 Apr 1965, Edmund J. Cleveland Diary, Southern Historical Collection, Louis Wilson Library, University of North Carolina, Chapel Hill, NC.

Jnl, Clifford Snorkas, 15 Oct 2012, Operation ENDURING FREEDOM Collection, U.S. Army Heritage and Education Center (USAHEC), Carlisle Barracks, PA.

Personal notebook and calendar, Gen. David H. Petraeus, 23 Mar 2009, Petraeus Papers, Special Collections, National Defense University.

Diary, Cleveland, 22 Apr 1965.

Jnl, Snorkas, 15 Oct 2012.

Personal notebook, Petraeus, 23 Mar 2009.

9.97 Disposition Form (DF). It is unnecessary to spell out the abbreviation *DF* at first use. For other official forms, see **9.111**.

DF, Col. Sidney Gritz, Adjutant Gen, to Ch Staff, 6 Dec 1968, sub: Recommendation for Award, File Unit: Clifford Sims, Series: Medal of Honor Awards Case Files, 1965–ca. 1972, RG 472: Records of the U.S. Forces in Southeast Asia, 1950–1976, NACP.

DF, Gritz to Ch Staff, 6 Dec 1968, sub: Recommendation for Award.

9.98 Email. It is unnecessary to define *email* as “electronic mail” at first use; *email* is a word unto itself, not an abbreviation.

Email, Col. (Ret.) Robert M. Hensler to author, 14 Aug 2007, Historians Files, CMH.

Email, Col. (Ret.) Harry D. Tunnell IV to Lt. Col. John R. Stark, 26 Feb 2016, OEF Study Gp.

Email, Steven Cages, historian, Center for Counter Terrorism Studies, to Col. Adrian Donahoe, OEF Study Gp, 9 Mar 2016, sub: SOF Surge, Historians Files, OEF Study Gp.

Email, Mary Jo Reimer to Brig. Gen. (Ret.) John S. Brown, 27 Nov 2009, sub: John–Some Things on the Army Teen Panel, Historians Files, CMH.

Email, Hensler to author, 14 Aug 2007.

Email, Tunnell to Stark, 26 Feb 2016.

Email, Cages to Donahoe, 9 Mar 2016, sub: SOF Surge.

Email, Reimer to Brown, 27 Nov 2009, sub: John–Some Things on the Army Teen Panel.

9.99 Fax. It is unnecessary to define *fax* as “facsimile” at first use; *fax* is a word unto itself, not an abbreviation.

Fax, Islamabad 01792, U.S. Embassy Islamabad to Sec State, 20 Feb 1995, sub: Finally, a Talkative Talib: Origins and Membership of the Religious Students’ Movement, National Security Archives, George Washington University (hereinafter cited as NSA GWU), <https://www2.gwu.edu/~nsarchiv/NSAEBB/NSAEBB97/tal9.pdf>, Historians Files, OEF Study Gp.

Fax, Gen. Eric K. Shinseki, Ofc of the Commanding Gen, U.S. Army Europe, to Col. (P.) John S. Brown, Ch of Programs and Requirements, Supreme HQ Allied Powers Europe, 30 Jun 1999, sub: CMH QDR Questions/Answers, Historians Files, CMH.

Fax, U.S. Embassy to Sec State, 20 Feb 1995, sub: Finally, a Talkative Talib.

Fax, Shinseki to Brown, 30 Jun 1999, sub: CMH QDR Questions/Answers.

9.100 Letter. It is unnecessary to spell out the abbreviation *ltr* at first use.

Ltr, Lt. Col. Steven M. Leonard to Lt. Col. Francis J. H. Park, 25 Sep 2015, Historians Files, OEF Study Gp.

Ltr, unnamed U.S. soldier to his unnamed wife, 17 Sep 1944, 2, encl. in Ltr, Jesse O. Thomas, Asst to the Administrator of the American Red Cross, to Truman K. Gibson, Civilian Aide to Sec Army, 5 Oct 1944, sub: Suggesting a Discussion of

Discriminatory Practices as Addressed in Attached Letter, <https://catalog.archives.gov/id/6922054>, File Unit: Blood Plasma–Red Cross, Series: Hastie-Gibson Subject Files, 1940–1948, Record Group (RG) 107: Records of the Office of the Secretary of War, 1791–1948, National Archives at College Park, College Park, MD (hereinafter NACP).

Ltr, Leonard to Park, 25 Sep 2015.

Ltr, unnamed U.S. soldier to his unnamed wife, 17 Sep 1944, 3.

9.101 *Memo*. Note that someone (or an agency) writes memoranda *for* the recipient, not *to* the recipient. Otherwise, the format is identical to other unpublished correspondence. It is unnecessary to spell out the abbreviation *memo* at first use.

Memo, Sec Rumsfeld for Stephen J. Hadley, 4 Mar 2005, sub: Afghan National Police, Historians Files, OEF Study Gp.

Memo, Commanding Ofcr, USS *Kitty Hawk*, for Dir of Naval History, Ofc of the Ch, Naval Ops, 9 May 2002, sub: USS Kitty Hawk Command History for Calendar Year 2001, <https://www.history.navy.mil/content/dam/nhhc/research/archives/command-operation-reports/ship-command-operation-reports/k/kitty-hawk-cv-63ii/2001.pdf>, Historians Files, OEF Study Gp.

Memo, Col. Alfred W. DeQuoy, Ch, Strategy and Tactics Analysis Gp (STAG), for Lt. Col. Fisher, Mr. Onufrak, Dr. Ling, and Mr. Hurd, 14 Sep 1961, sub: Proposed Reorganization for FY 63–67, 2, File Unit: Folder 201–22, Series: Department of the Army Mobilization Program Planning Files, 1961, RG 319: Records of the Army Staff, 1903–2009, NACP.

Memo, Rumsfeld for Hadley, 4 Mar 2005, sub: Afghan National Police.

Memo, Commanding Ofcr, USS *Kitty Hawk*, for Dir of Naval History, 9 May 2002, sub: USS Kitty Hawk Command History.

Memo, DeQuoy for Fisher, Onufrak, Ling, and Hurd, 14 Sep 1961, sub: Proposed Reorganization for FY 63–67, 9.

9.102 *Memorandum for Record (MFR)*. Neither *to* nor *for* is used. *Note*: It is unnecessary to spell out the abbreviation *MFR* at first use.

MFR, George M. Elsey, Asst to President’s Naval Aide, n.d., sub: Zones of Occupation in Europe, in *Foreign Relations of the United States, 1944*, vol. 1, *The Conference at Quebec* (Washington, DC: Government Printing Office, 1967) (hereinafter *FRUS*), 145–59.

MFR, Floyd L. Parks, 5 Jul 1945, sub: Conference with Marshal Zhukov, Parks Diary Entry, box 1, Parks Papers, U.S. Army Heritage and Education Center (USAHEC), Carlisle Barracks, PA.

MFR, Elsey, n.d., in *FRUS*, 155–56. [no other *FRUS* volumes are cited in the work]

MFR, Parks, 5 Jul 1945.

9.103 Message. When the type of communication is unknown, the generic category of *message* may be used. It is unnecessary to spell out the abbreviation *msg* at first use.

Msg, Cdr, U.S. Mil Assistance Cmd, Vietnam (COMUSMACV), to Cdr in Ch, Pacific (CINCPAC), 26 Aug 1966, sub: Concept of Military Operations in SVN, Historians (Hist) Files, U.S. Army Center of Military History (CMH), Washington, DC.

Msg, MACV 9212, Gen. William C. Westmoreland, COMUSMACV, to Adm. Ulysses S. G. Sharp, CINCPAC, 20 Sep 1966, sub: Containment of Enemy Forces in Sanctuaries, Westmoreland History Files, 9-A-2, Hist Files, CMH.

Msg, Sec State to U.S. Embassy Islamabad, 13 Sep 2001, sub: Deputy Secretary Armitage's Meeting with General Mahmud: Actions and Support Expected of Pakistan in Fight Against Terrorism, 140119Z Sep 01, NSA GWU, <https://nsarchive.gwu.edu/NSAEBB/NSAEBB359a/doc05.pdf>, Hist Files, OEF Study Gp, CMH.

Def Msg System Gen Service (GENSER) Msg, Ofc of the Dep Ch of Staff for Ops and Plans, Force Management Directorate, n.d., sub: CSA Initiative on ALO and AC/RC Balance, Hist Files, OEF Study Gp, CMH.

Msg, COMUSMACV to CINCPAC, 26 Aug 1966, sub: Concept of Military Operations in SVN.

Msg, Westmoreland to Sharp, 20 Sep 1966, sub: Containment of Enemy Forces in Sanctuaries.

Msg, Sec State to U.S. Embassy Islamabad, 13 Sep 2001, sub: Deputy Secretary Armitage's Meeting with General Mahmud.

GENSER Msg, Ofc of the Dep Ch of Staff for Ops and Plans, Force Management Directorate, n.d., sub: CSA Initiative on ALO and AC/RC Balance.

9.104 Telegram. It is unnecessary to spell out the abbreviation *telg* at first use. For cables and cablegrams, see **9.95**.

Telg, Prime Minister Winston Churchill to President Franklin D. Roosevelt, 1 Apr 1945, in Francis L. Loewenheim et al., eds., *Roosevelt and Churchill: Their Secret Wartime Correspondence* (New York: E. P. Dutton, 1975), 699.

Telg, J. A. Ulio, Adjutant General, to Mrs. Marie Schumacher, 18 Sep 1938, <https://www.projectrecover.org/finding-mias-the-impact-on-mia-families/>, Historians Files, CMH.

Telg, Churchill to Roosevelt, 1 Apr 1945.

Telg, Ulio to Schumacher, 18 Sep 1938.

Military Documents

When formatting citations of archival military materials, remember that these items often are drafted hastily and under pressure, and usually without consideration for future historians. The individuals who create these records sometimes leave off dates, names, places, and other critical pieces of information. Many contemporary records have yet to be archived, lack metadata, and

can be riddled with typos and other mistakes. Although authors and editors should strive for consistency, what is most critical is that the citation allows future researchers to identify the document and replicate the research.

9.105 *General guidance and format.* The items in this section follow the general format for archival material, with a few exceptions as noted in the examples. If certain elements of the citation are missing or not provided, skip over them. If the item has an identifying code or number, include it with or after the document type. The issuing entity may be included as part of the document type, or listed after it, as appropriate. If the item has an identifying number or code, it is not necessary to include the title/topic/subject in the shortened citation, unless necessary for disambiguation. These items rarely have a recipient, but if there is one, it is included in the usual order of elements. When appropriate, a named operation can be given in lieu of the title or subject. See also **9.77–9.85**.

Modified general format for military documents:

[Issuing HQ] Document type [identifying code], author or issuing entity [if not given in doc type] to/for recipient or receiving entity, date [or *n.d.*], Title or sub: Subject [or Op COVERED], x, URL, file designation, repository.

Shortened:

[Issuing HQ] Doc type [identifying code], last name of author [or shortened name of issuing entity, if not given in doc type] to/for shortened name of recipient, date [or *n.d.*], Shortened Title or sub: Shortened Subject [or Op COVERED], x.

9.106 *After Action Review or Report (AAR).* U.S. Army personnel are required to submit or present different types of reports after an event has occurred. The three most common post-event reports are an after action review or report (AAR), a significant activity report (SigAct, see **9.122**), and a storyboard (see **9.123**). Some events may require more than one type of report, all of which can be entered into the unit's database of record, such as CPOF (Command Post of the Future). AARs are the official, longer reports that are generally written after named operations or major events. AARs were quite common through the Vietnam era, but SigActs and storyboards have become more popular since 11 September 2001. Note that in citations for AARs, the name of the event or operation is inserted after the document type. There is no recipient or title/subject. It is unnecessary to spell out *AAR* at first use.

AAR, Op COVERED or Event, issuing entity, [dates covered in the report,] publication date [or *n.d.*], x, URL, file designation, repository.

Shortened: AAR, Op COVERED or Shortened Name of Event, issuing entity, publication date [or dates covered or *n.d.*], x.

AAR, Op INTRINSIC ACTION 95–3, 2d Bde, 1st Cav Div, 17 Oct 1995, Historians Files, CMH.

AAR, Attacks on Loc Ninh SF Camp, 21st Mil History Det, 5th Special Forces (SF) Gp (Abn), 23 Dec 1967, 4, 6, encl. 3, File Unit: AARs, 1965–1971, Series: Records of the Office of the Command Historian, Subgroup: Records of Headquarters of the U.S. Military Assistance Command Vietnam (MACV), RG 472: Records of the

U.S. Forces in Southeast Asia, 1950–1976, National Archives at College Park, College Park, MD (hereinafter NACP).
AAR, Op MONGOOSE, TF DEVIL, 1st Bde, 92d Abn, 27 Jan–9 Feb 2003, 19 Mar 2003, 16, Historians Files, OEF Study Gp.
AAR, Dental Care – Installation Mobilization Support Observations and Issues, Army National Guard, 24 Aug 2004, 5, Historians Files, OEF Study Gp.
AAR, Op ENDURING FREEDOM 14, Camp Leatherneck Marine Expeditionary Bde–Afghanistan, 5 Jan 2015, 4–5, Historians Files, OEF Study Gp.
AAR, 3–61 Cav Cdr, 9 Oct 2009, Historians Files, OEF Study Gp.

AAR, Op INTRINSIC ACTION 95–3, 2d Bde, 1st Cav Div, 17 Oct 1995.
AAR, Attacks on Loc Ninh SF Camp, 21st Mil History Det, 5th SF Gp (Abn), 23 Dec 1967, 5.
AAR, Op MONGOOSE, TF DEVIL, 1st Bde, 92d Abn, 27 Jan–9 Feb 2003, 19 Mar 2003, 17.
AAR, Dental Care – Installation Mobilization Support Observations and Issues, Army National Guard, 24 Aug 2004, 7.
AAR, Op ENDURING FREEDOM 14, Camp Leatherneck Marine Expeditionary Bde–Afghanistan, 5 Jan 2015, 8.
AAR, 3–61 Cav Cdr, 9 Oct 2009.

9.107 *Bulletin*. Note that the abbreviation *Bull* does not need to be spelled out at first use. If the bulletin has an identifying code, it is not necessary to include the title/subject in the shortened citation.

[Issuing HQ and/or Type of] Bull [identifying code], issuing entity [if not given in doc type], date [or *n.d.*], Title or sub: Subject of Bulletin, x, URL, file designation, repository.

Shortened: [Issuing HQ and/or Type of] Bull [identifying code], issuer [if not in doc type], date [or *n.d.*], Shortened Title or sub: Shortened Subject [if there is no identifying code], x.

Intel Bull 4594, Military Assistance Command, Vietnam (MACV), 13 May 1967, Historians Files, CMH.

Intel Bull 4594, MACV, 13 May 1967.

9.108 *Circular*. Note that the abbreviation *Cir* does not need to be spelled out at first use. If the circular has an identifying code, it is not necessary to include the title/subject in the shortened citation.

[Issuing HQ and/or Type of] Cir [identifying code], issuing entity [if not given in doc type], date [or *n.d.*], Title or sub: Subject of Circular, x, URL, file designation, repository.

Shortened: [Issuing HQ and/or Type of] Cir [identifying code], issuer [if not in doc type], date [or *n.d.*], Shortened Title or sub: Shortened Subject [if there is no identifying code], x.

Cir 525–1, Headquarters, Department of the Army (HQDA), 20 Apr 1967, sub: Military Operations, Improvement of Civil Affairs Capability, Historians Files, CMH.

Cir 525–1, HQDA, 20 Apr 1967.

9.109 *Command Report.* Command reports are issued under a variety of names, such as activities report, command report, monthly command report, quarterly command report, weekly report, and so on. Most, but not all, command reports include the phrase “Cmd Rpt” in the document type. If the issuer of the report is a commander or a command entity, the document is a command report and should be formatted as such. If the report pertains to a named operation, insert the operation name after the document type. There is no recipient or title/subject. If the date range covered in the report is provided, it may be inserted before the publication date. It is unnecessary to spell out the abbreviation “Cmd Rpt” at first use.

Document type, [Op COVERED,] issuing entity, [dates covered in the report,] publication date [or *n.d.*], x, URL, file designation, repository.

Shortened: Doc type, [Op COVERED,] issuing entity, pub date [or dates covered or *n.d.*], x.

Activities Rpt, HQ, Berlin Cmd, 1 Nov 1946–30 Jun 1947, n.d., File Unit: Unit Reports of Operations, Compiled by the Historical Division, 1947–48, Series/Subgroup: Records of Berlin Command, OMGUS, 1946–48, RG 260: Records of U.S. Occupation Headquarters, World War II, NACP.

Cmd Rpt, Op ENDURING FREEDOM Rotation IV, 130th Mil Historian Det (MHD), Jul 2003–Mar 2004, n.d., 4, 130th MHD Collection, OEF Study Gp.

Cmd Rpt, CTF-92, 3 Sep 2002, A.1.A.3, Historians Files, OEF Study Gp.

Quarterly Cmd Rpt, Field Force, Vietnam (FFV), 1 Jul–30 Sep 1965, 15 Oct 1965, 1, 6, Historians Files, CMH.

Activities Rpt, HQ, Berlin Cmd, 1 Nov 1946–30 Jun 1947.

Cmd Rpt, Op ENDURING FREEDOM Rotation IV, 130th MHD, Jul 2003–Mar 2004, 5.

Cmd Rpt, CTF-92, 3 Sep 2002, A.1.A.4.

Quarterly Cmd Rpt, FFV, 15 Oct 1965, encl. 9, 1.

9.110 *Concept of Operations (CONOPS).* A full operation order (OPORD) includes a section called “Concept of Operations,” but a concept of operations (CONOPS) is sometimes written in lieu of a complete OPORD. If citing the CONOPS portion of a full OPORD, just cite the OPORD, listing the pages or slides on which the CONOPS appears. If citing a CONOPS that was written in lieu of a full OPORD, format the citation as follows. If the CONOPS has an identifying number or code, it is not necessary to include the title/topic in the shortened citation. The abbreviation *CONOPS* must be introduced at first use.

Concept of Operations (CONOPS) [identifying code], issuing entity, date [or *n.d.*], Descriptive Title [if there is one], [Op COVERED,] x, URL, file designation, repository.

Shortened: CONOPS [identifying code], issuing entity, date [or *n.d.*], Shortened Descriptive Title [if there is no identifying code], [Op COVERED,] x.

Concept of Operations (CONOPS), Co A, 1BSTB, 17 Nov 2015, M9 Range Qualification, Op KEEP UP THE FIRE, 6, Historians Files, CMH.

CONOPS, U.S. Army Health Facilities Planning Agency and Defense Health Agency (hereinafter USAHFPA and DHA), 26 Mar 2020, Facility Planning, Hotel to Health Care (H2HC), Acute/Non-Acute COVID-19 Positive, ver. 2, 3, <https://www.usace.army.mil/Portals/2/docs/Contracting/AlternateCareSites/H2HC%20Acute%20or%20Non%20Acute-%20Concept%20of%20Operations-%202020%2003%2026.pdf>.

CONOPS 9999–11, U.S. Strategic Cmd (USSTRATCOM), 30 Apr 2011, Counter Zombie Dominance, author's files.

CONOPS, Co A, 1BSTB, 17 Nov 2015, M9 Range Qualification, Op KEEP UP THE FIRE, 7.

CONOPS, USAHFPA and DHA, 26 Mar 2020, Facility Planning, 5–7.

CONOPS 9999–11, USSTRATCOM, 30 Apr 2011.

9.111 *Department of the Army (DA), Department of Defense (DD), and other forms.* This format can be adapted for other types of government forms, such as green card applications, birth certificates, tax forms, and more. For disposition forms, see **9.97**. For the document type, list DA or DD Form followed by the form number, then the name of the form, and the name of the individual the form is about (when applicable). If using the abbreviations *DD* or *DA*, they must be introduced at first use. *Note:* Sworn statements (DA Form 2923) are given and used for a variety of purposes, such as award recommendations, testimony in an investigation, or an eyewitness account of an incident. If the statement is given in conjunction with an investigation, list the topic or individual being investigated as the *sub.*; if known, as shown in the examples below.

Department of Defense [or Department of the Army or other agency] Form XXXX, Name of Form, [for] Name M. Last [of form subject, when applicable], Name M. Last [of form issuer, when applicable], date [or *n.d.*], [subject,] x, URL, file designation, repository.

Shortened: DD [or DA, etc.] Form XXXX, Last [of form subject], date, x.

Department of Defense (DD) Form 214, Certificate of Release and Discharge from Active Duty, for Antoine Z. Allen, 19 Jun 2015, Historians Files, CMH

Department of the Army (DA) Form 2122, Record of Interment, for Evelyn W. Tefft, 27 Mar 1959, <https://www.findagrave.com/memorial/3435006/>, Historians Files, CMH.

DA Form 2923, Sworn Statement, Jon Mikolashek, 11 Jun 2020, sub: Academic Efficiency Report Appeal, in the investigation of Maj. Gemma M. Snalinsky, Author's Files, CMH.

DA Form 2923, Sworn Statement, S. Sgt. Elias D. Cowell, 19 Apr 2007, sub: Bronze Star Citation for Pfc. Jose Rodriguez, Author's Files, CMH.

DAAC-AS Form 373, Historical Data Card, Unit W47TAA, HHC Fire Spt Gp Kuwait, 16 Oct 1995, Force Structure and Unit History Division, Field Programs and Historical Services Directorate, CMH.

Texas Department of Health Bureau of Vital Statistics Form VS-112, State File no. 75708, Certificate of Death, for John F. Kennedy, 22 Nov 1963, John F. Kennedy Dallas Police Department Collection, Dallas Municipal Archives, Dallas, TX.

DD Form 214, Allen, 19 Jun 2015.

DA Form 2122, Tefft, 27 Mar 1959.

DA Form 2923, Mikolashek, 11 Jun 2020.

DA Form 2923, Cowell, 19 Apr 2007.

DAAC-AS Form 373, Unit W47TAA, 16 Oct 1995.

Form VS-112, State File no. 75708, Kennedy, 22 Nov 1963.

- 9.112 Directive.** It is unnecessary to spell out the abbreviation *Dir* at first use. In publications with many citations of presidential directives, the abbreviation for National Security Presidential Directive (NSPD) may be introduced to save space. If the directive has an identifying code, it is not necessary to include the title/subject in the shortened citation. Note that most directives have titles, not subjects. *Note:* Many directives are “published” in obscure sources located only in archives; these should be formatted as archival material, as shown in the first example below. Directives that have been published in widely available books should be followed by the word *in* and the citation details of the published source, as shown in the second example below. Similarly, directives that are easily accessible online should be formatted as shown in the third example.

[Issuing HQ and/or Type of] Dir [identifying code], issuing entity [if not given in doc type], date [or *n.d.*], Title [or sub: Subject of Directive], x, URL, file designation, repository.

Shortened: [Issuing HQ and/or Type of] Dir [identifying code], issuer [if not in doc type], date [or *n.d.*], Shortened Title [or sub: Shortened Subject] [if there is no identifying code], x.

Department of Defense (DoD) Dir 3025.12, 8 Jun 1968, Employment of Military Resources in the Event of Civil Disturbances, Historians Files, CMH.

Joint Chiefs of Staff (JCS) Dir 1067, 10 May 1945, Military Government of Germany, in Department of State, *Documents on Germany, 1944–1945* (Washington, DC: Government Printing Office, 1995), 15–32.

National Security Presidential Dir (NSPD) 44, George W. Bush, 7 Dec 2005, Management of Interagency Efforts Concerning Reconstruction and Stabilization, 2, <https://fas.org/irp/offdocs/nspd/nspd-44.html>, Historians Files, OEF Study Gp.

DoD Dir 3025.12, 8 Jun 1968.

JCS Dir 1067, 10 May 1945, in *Documents on Germany*, 22.

NSPD 44, Bush, 7 Dec 2005, 3.

- 9.113 Execute Order (EXORD).** Note that an “execute order” (EXORD) is *not* an execution order or an executive order (EO, see **9.68**). Include identifying numbers with the document type, whenever possible. If there is no identifiable title or named operation, skip that portion of the citation. However, if a title/topic/subject is provided, it should be formatted as the title of the EXORD, not listed as a “sub:” anywhere in the citation. If the EXORD has an identifying number or code, it is not necessary to include the title/topic in the shortened citation. If using the abbreviation *EXORD*, spell it out at first use.

[Issuing Entity] Execute Order (EXORD) [identifying code], author or issuing entity [if not given already], date [or *n.d.*], Descriptive Title [if there is one] or Op COVERED [if there is one], x, URL, file designation, repository.

Shortened: [Iss. Ent.] EXORD [identifying code], issuer [if not given already], date [or *n.d.*], Shortened Descriptive Title or Op COVERED [if there is no identifying code], x.

Execute Order (EXORD), Ofc of the Asst Ch of Staff, G-3/5/7, HQDA, 16 Jun 2009, Army Campaign Plan 2009, 64, Historians Files, OEF Study Gp.

Headquarters, Department of the Army (HQDA) EXORD 101-17, 31 Aug 2017, U.S. Army Commemoration of the World War I (WWI) Centennial, secs. 3.B.4.E.6-3.B.4.E.8, author's private collection.

EXORD, Ofc of the Asst Ch of Staff, G-3/5/7, HQDA, 16 Jun 2009, Army Campaign Plan 2009, 65.

HQDA EXORD 101-17, 31 Aug 2017, sec. 3.C.1.A.

9.114 *Field Orders (FO)*. It is unnecessary to spell out the abbreviation *FO* at first use. Note that there is no title or subject.

[Issuing HQ] FO [identifying code], issuing entity [if not given in doc type], date [or *n.d.*], x, URL, file designation, repository.

Shortened: [Issuing HQ] FO [identifying code], issuer [if not in doc type], date [or *n.d.*], x.

FO 10, 5th Div, 25 Jun 1919, Historians Files, CMH.

II Corps FO 19, amendment 2, 2 Oct 1919, 13, Historians Files, CMH.

FO 10, 5th Div, 25 Jun 1919.

II Corps FO 19, amendment 2, 2 Oct 1919, 12.

9.115 *Fragmentary Order (FRAGO)*. A fragmentary order (FRAGO) is issued to modify an existing operation order (OPORD) or to execute a portion of an order. FRAGOs, like OPORDs, should have identifying numbers as part of the document type. Although fragmentary orders usually amend existing orders, not all FRAGO citations will designate what OPORD is being amended. If the OPORD information is provided, include it as shown in the examples below. Not all FRAGOs have an identifiable title or topic. In these cases, skip that portion of the citation. However, if a title/topic/subject is provided, it should be formatted as the title of the FRAGO, not listed as a "sub:" anywhere in the citation. If the FRAGO has an identifying number or code, it is not necessary to include the title/topic in the shortened citation. If using the abbreviation *FRAGO*, spell it out at first use. *Note:* Although the *DOD Dictionary of Military and Associated Terms* lists this abbreviation as FRAGORD, CMH prefers FRAGO because it is the abbreviation used and officially printed in most, if not all, of the Army's fragmentary orders themselves.³

³ Department of Defense, *DOD Dictionary of Military and Associated Terms* (Washington, DC: Department of Defense, Aug 2021), previously app. C to Joint Publication 1, *Doctrine for the Armed Forces of the United States* (Washington, DC: Department of Defense, 12 Jul 2017).

[Issuing HQ] Fragmentary Order (FRAGO) [identifying code], author or issuing entity [if not given in doc type], date [or *n.d.*], Descriptive Title [if there is one] and/or Op COVERED [if there is one], x, URL, file designation, repository.

Shortened: [Issuing HQ] FRAGO [identifying code], issuer [if not given in doc type], date [or *n.d.*], Shortened Descriptive Title and/or Op COVERED [if there is no identifying code], x.

Fragmentary Order (FRAGO) 03–029, CFC, 232201Jan02Z, Modified CFC Guidance Phase III Afghanistan Theater of Ops, sec. 1, 3–5, Historians Files, OEF Study Gp.
CENTCOM FRAGO 07–472, 7 Mar 2007, REDESIGNATION CJTF-76 TO CJTF-92, para. 1.A., Historians Files, OEF Study Gp.

FRAGO 139 to OPORD 02–03, CJTF-190, n.d., attached to CTF-92 Cmd Rpt, para. D.1.A.1, Historians Files, OEF Study Gp.

FRAGO 3–2, 4th Inf Div, 25 Apr 1967, Op FRANCIS MARION, Historians Files, CMH.

FRAGO 03–029, CFC, 232201Jan02Z, sec. 1, 4.

CENTCOM FRAGO 07–472, 7 Mar 2007, para. 1.B.

FRAGO 139 to OPORD 02–03, CJTF-190, n.d.

FRAGO 3–2, 4th Inf Div, 25 Apr 1967.

- 9.116** *General Orders (GO)*. It is unnecessary to spell out the abbreviation *GO* at first use. If a *GO* has an identifying number or code, it is not necessary to include the subject in the shortened citation. Note that *GOs* tend to have titles, not subjects.

[Issuing HQ] *GO* [identifying code], issuing entity [if not given in doc type], date [or *n.d.*], Title [or sub: Subject of *GO*], x, URL, file designation, repository.

Shortened: [Issuing HQ] *GO* [identifying code], issuer [if not in doc type], date [or *n.d.*], Shortened Title [or sub: Shortened Subject] [if there is no identifying code], x.

HQDA *GO* 10, 5 Sep 2006, Units Credited with Assault Landings, 2, Historians Files, OEF Study Gp.

GO 841, HQ, U.S. Army, Vietnam (USARV), 8 Apr 1970, Award of the Valorous Unit Award, Historians Files, CMH.

War Department (WD) *GO* 20, 30 Jan 1919, Awards of Medal of Honor, Historians Files, CMH.

HQDA *GO* 10, 5 Sep 2006, 2.

GO 841, USARV, 8 Apr 1970.

WD *GO* 20, 30 Jan 1919.

- 9.117** *Internal military briefing*. Internal military briefings—those that are given by military for military—are formatted like correspondence. Although briefings are oral presentations, the briefing materials (usually slides) are cited, not the spoken words. Although *bfg* will suffice as the document type, authors may specify the type of briefing (e.g., Decision Bfg, Staff Bfg, Info Bfg) if desired. Identifying details of particular slides or charts (such as “summary chart” or “wrap-up slide”) can be included with the slide or page info, especially when slides or pages are unnumbered. For external military briefings (those that are given by the military for the

public) and nonmilitary briefings, see **9.132**. Note that the abbreviation *bfg* does not need to be spelled out at first use in citations.

[Type of] Bfg, presenter or presenting unit to recipient or receiving unit/office, date, sub: Title of Presentation Here, slide or page info, URL, file designation, repository.

Shortened: [Type of] Bfg, presenter to recipient, date, sub: Shortened, page or slide.

Bfg, Army G-3 Staff to Sec Def, Apr 2002, sub: War on Terrorism: A War of Wills, slide 9, Historians Files, OEF Study Gp.

Bfg, Ofc of the Under Sec Def for Policy to Sec Rumsfeld, 29 Feb 2005, sub: Afghan National Police Update, Historians Files, OEF Study Gp.

Daily Battle Update Brief (BUB), MND-C, 30 May 2009, sub: ISF Casualty Summary, 3 Apr-30 May 2009, author's files.

Bfg, Army G-3 Staff to Sec Def, Apr 2002, sub: War on Terrorism, slide 10.

Bfg, Ofc of the Under Sec Def for Policy to Sec Rumsfeld, 29 Feb 2005, sub: Afghan National Police Update.

BUB, MND-C, 30 May 2009, sub: ISF Casualty Summary.

9.118 Minutes. This format may be used for meeting minutes from any type of organization, not just military organizations. A description of the meeting is inserted after the document type. Note that the author or issuing entity is not included in the shortened format. It is unnecessary to spell out *min* or *mtg* at first use.

Min, description of mtg [and identifying code], author or issuing entity [if not redundant], date [or *n.d.*], x, URL, file designation, repository.

Min, description of mtg [and id. Code], date [or *n.d.*], x.

Min, Combined Chs of Staff 115th Mtg, Ofc of U.S. Sec to the Combined Chs of Staff, 23 Aug 1943, Papers and Min, U.S. Army Center of Military History (CMH) Library, Washington, DC.

Min, Berlin Kommandatura Commandants' Meetings (BKC/M) (46)1, 9 Jan 1946, file 11/149-1/10, Office of Military Government, United States (OMGUS), Landesarchiv Berlin, Berlin, Germany (hereinafter LAB).

Min, BKC/M (46)11, 12 Apr 1946, file 11/149-1/10, OMGUS, LAB.

Min, Combined Chs of Staff 115th Mtg, 23 Aug 1943.

Min, BKC/M (46)1, 9 Jan 1946.

Min, BKC/M (46)11, 12 Apr 1946.

9.119 Operation Order (OPORD). Every operation order (OPORD) should have an identifying number as part of the document type. Every OPORD should have an identifiable operation or event to use as the title. However, if an OPORD has no identifiable subject, simply skip that element. Do not create a "sub:" anywhere in the citation. Because all OPORDs have an identifying number or code, it is not necessary to include the operation name (or event) in the shortened citation. If using the abbreviation *OPORD*, spell it out at first use. Note that *operation* has no *s*. Although people tend to add an *s* in conversation, the term is singular

because the order refers, in theory, to only one operation. (The plural is *operation orders* or *OPORDs*.) This format also may be used for operation plans (OPLANs).

[Issuing HQ] Operation Order (OPORD) [identifying code], issuing entity [if not given in doc type], date [or *n.d.*], Descriptive Title [if there is one] and/or Op COVERED [if there is one], x, URL, file designation, repository.

Shortened: [Issuing HQ] OPORD [identifying code], issuing entity [if not given in doc type], date [or *n.d.*], Shortened Descriptive Title and/or Op COVERED [if there is no identifying code], x.

Operation Order (OPORD) 05–09, Headquarters (HQ), CJTF-76, 17 Dec 2005, Op SECURE PROSPERITY, 2, Historians Files, OEF Study Gp.

Combined Forces Command (CFC) OPORD 02–02, 1 Nov 2001, Phase II-Stage 2 Continued Ops, sec. 1.B, Historians Files, OEF Study Gp.

CFC OPORD 03, 22 Dec 2001, Ops in Afghanistan Phase III and IV, sec. 1.B.1, Historians Files, OEF Study Gp.

OPORD 07, CENTCOM, 29 May 2002, TOA to CJTF-AFG for Phase III and IV Ops in CJOA AFG, 4, Historians Files, OEF Study Gp.

OPORD 14–67, HQ, Mobile Riverine Force (MRF), 26 Jun 1967, Op CORONADO, annex A, Historians Files, CMH.

OPORD 05–09, HQ CJTF-76, 17 Dec 2005, 4–6.

CFC OPORD 02–02, 1 Nov 2001, sec. 1.B.

CFC OPORD 03, 22 Dec 2001, sec. 1.B.1.

OPORD 07, CENTCOM, 29 May 2002, 5–6.

OPORD 14–67, HQ MRF, 26 Jun 1967, annex A.

9.120 *Planning Order (PLANORD)*. Planning orders (PLANORDs) should have identifying numbers as part of the document type, as well as an identifiable topic. Do not use a “sub:” anywhere in the citation. If the PLANORD has an identifying number or code, it is not necessary to include the topic in the shortened citation. If using the abbreviation *PLANORD*, spell it out at first use.

Planning Order (PLANORD) [identifying code], issuing entity, date [or *n.d.*], Descriptive Title [if there is one] and/or Op COVERED [if there is one], x, URL, file designation, repository.

Shortened: PLANORD [identifying code], issuing entity, date [or *n.d.*], Shortened Descriptive Title and/or Op COVERED [if there is no identifying code], x.

Planning Order (PLANORD), CENTCOM, 7 Dec 2010, J–4 Plans, Historians Files, OEF Study Gp.

PLANORD, CENTCOM, 7 Dec 2010, J–4 Plans.

9.121 *Report*. Reports follow the general format for archival materials. There is rarely a recipient. If a report has been published, include the publisher information and the date in parentheses as shown in the examples below or cite it in a format that follows other published materials. If the report has an identifying number or code, it is not necessary to include the title/topic/subject

in the shortened citation. If the date range covered in the report is provided, it may be inserted before the publication date. *Note:* It is unnecessary to spell out the abbreviation *rpt* at first use. Additional guidance for specific types of reports can be found throughout this guide. For AARs, see **9.106**. For command reports, see **9.109**. For reports by, to, and for Congress, see **9.65**, **9.66**, and **9.73**. For reports from the *Official Records of the Union and Confederate Armies in the War of the Rebellion*, see **9.70**. For United Nations reports, see **9.74**. For significant activity reports (SigActs), see **9.122**.

[Type of] Rpt [identifying code], author or issuing entity, [to recipient,] [dates covered in the report,] publication date [or *n.d.*], Title or sub: Subject of Report, x, URL, file designation, repository.

Shortened: [Type of] Rpt [identifying code], issuer, [to recipient], [dates covered,] pub date [or *n.d.*], Shortened Title or sub: Shortened Subject [if there is no identifying code], x.

Rpt, CJTF-190, Sep 2005, sub: Afghan National Police Program, ver. 9, 90, Historians Files, OEF Study Gp.

Rpt, HQDA, 2012, in *Army 2020: Generating Health and Discipline in the Force Ahead of the Strategic Reset* (Washington, DC: Headquarters, Department of the Army, 2012), 40.

Rpt, 2d Bde, 9th Inf Div, 9 Dec 1967, sub: Intensified MRF Operations, encl. 1, Historians Files, CMH.

Blue One Rpt, 1st Bn, 30th Inf Rgt, 15 Jun 2007, 1.

Rpt of Ops, HQ, Berlin District, 1 Apr–30 Jun 1946, 1 Jul 1946, 17–20.

Daily Rpt, Op GUARDIAN TORCH, in Daily Battle Update Brief (BUB), 0500 22 Jun 2007–0500 23 Jun 2007, 23 Jun 2007, author's files.

Periodic Intel Rpt, MACV, 20 Nov 1966, sub: Oct 1966, ix, Historians Files, CMH.

Daily Sitrep 163–05, CJTF-76, 13 Jun 2005, Historians Files, OEF Study Gp.

Sitrep 116, HQ, Task Force OREGON, 14 Aug 1967, Historians Files, CMH.

Rpt, CJTF-190, Sep 2005, sub: Afghan National Police Program, 107.

Rpt, HQDA, 2012, in *Army 2020*, 47–53.

Rpt, 2d Bde, 9th Inf Div, 9 Dec 1967, sub: Intensified MRF Operations, encl. 1.

Blue One Rpt, 1st Bn, 30th Inf Rgt, 15 Jun 2007, 2.

Rpt of Ops, HQ, Berlin District, 1 Apr–30 Jun 1946, 1 Jul 1946, 18.

Daily Rpt, Op GUARDIAN TORCH, in BUB, 0500 22 Jun 2007–0500 23 Jun 2007, 23 Jun 2007.

Periodic Intel Rpt, MACV, 20 Nov 1966, sub: Oct 1966, ii–iii.

Daily Sitrep 163–05, CJTF-76, 13 Jun 2005.

Sitrep 116, HQ, Task Force OREGON, 14 Aug 1967.

9.122 Significant activity report (SigAct). Significant activity reports (SigActs) account for specific and limited information about an event, determined by the required data-collection entry fields for that activity. SigActs can be submitted into a unit's historical record alone or alongside an after action review or report (AAR, see **9.106**) or a storyboard (see **9.123**). If the report has an

identifying number or code, it is not necessary to include the title/topic/subject in the shortened citation. *Note:* The abbreviation *SigAct* (which CMH prefers over *SIGACT*) must be spelled out at first use.

Significant Activity Report (SigAct) [identifying code], author or issuing entity, date [or *n.d.*],
Title or sub: Subject of Report, x, URL, file designation, repository.

Shortened: SigAct [identifying code], issuer, date [or *n.d.*], Shortened Title or sub: Shortened Subject [if there is no identifying code], x.

Significant Activity Report (SigAct) 1, 3d BCT, 3d Inf Div, 12 Jul 2007, sub: IDF
ATK, 1 x US KIA, 15 x WIA, Zone 209, author's files.

SigAct 1, 3d BCT, 3d Inf Div, 12 Jul 2007.

9.123 *Storyboard.* A storyboard is an image-heavy presentation that helps reconstruct and illustrate a significant event. Storyboards are often, but not always, presented briefing-style, and they can be submitted into a unit's database or historical record alone or alongside an after action review or report (AAR, see **9.106**) or a significant activity report (SigAct, see **9.122**). If the storyboard has an identifying number or code, it is not necessary to include the title/topic/subject in the shortened citation. Note that the issuer is not included in the shortened format.

Storyboard [identifying code], author or issuing entity, date [or *n.d.*], Title or sub: Subject of Storyboard, x, URL, file designation, repository.

Shortened: Storyboard [identifying code], date [or *n.d.*], Shortened Title or sub: Shortened Subject [if there is no identifying code], x.

Storyboard, B Troop, 3d Sqdn, 1st Cav Rgt, 3d BCT, 3d Inf Div, 10 Apr 2007, sub:
Skeletal Remains Found Zone 207 Narhwan, author's files.

Storyboard, 1st Bn, 15th Inf Rgt, 3d BCT, 15 May 2007, sub: IED Detonation Zone
69E, slides 6–8, Historians Files, CMH.

Storyboard, 10 Apr 2007, sub: Skeletal Remains Found.

Storyboard, 15 May 2007, sub: IED Detonation, slide 2.

9.124 *Unit newsletter.* Use this format for unit-specific news publications meant for dissemination to troops and their families. The newsletter name, if there is one, may be included in italics after the document type. If there is a volume, issue, or number, include that information after the newsletter name as one would for a periodical. Newsletters rarely have a subject. Do not include the issuing unit in the shortened citation. *Note:* Sometimes sources called “newsletters” are in fact more similar to other types of publications, such as manuals (see **9.69**) and periodicals (see **9.56–9.62**).

Newsletter, [*Title of Newsletter,*] issuing unit, date [or *n.d.*], x, URL, file designation, repository.

Shortened: Newsletter, [*Title of Newsletter,*] date [or *n.d.*], x.

Newsletter, *435 Sentinel*, Combined Joint Interagency TF 435, 10 Apr 2013, 1,
Historians Files, OEF Study Gp.

Newsletter, *BattleCry*, 172d Inf Bde, Apr 2012, 5, Historians Files, OEF Study Gp.

Newsletter, *435 Sentinel*, 10 Apr 2013, 2.

Newsletter, *BattleCry*, Apr 2012, 7–9.

9.125 *Miscellany*. These examples show how the general format can be adapted to a wide array of internal military products, including critiques, fact books, field journals, handbooks, histories, lessons learned, placemats, reviews, road-to-war documents, smart books, summaries, and anything else the cat dragged in. Note that various elements have been skipped, depending on whether the element is pertinent to that particular type of source. These are all acceptable adaptations. Note that the abbreviations *exec* (executive) and *hist* (historical, historians), among others, must be spelled out at first use, but *sum* (summary) and *ORLL* (Operational Report–Lessons Learned), among others, can be used without spell-out. Consult **Tables 9.1, 9.2, and 9.3** for guidance. If the document has an identifying number or code, it is not necessary to include the title/topic/subject in the shortened citation.

Annual Historical (Hist) Review, Third U.S. Army, 13 Jun 1994, Fiscal Year (FY) 1993
Executive (Exec) Sum, 1, Annual Hist Rpt Collection, U.S. Army Center of
Military History, Washington, DC (hereinafter CMH).

Critique 7–67, Op JUNCTION CITY I, 1st Logistical Cmd, 30 Jun 1967, 1–3, Historians
Files, CMH.

Daily Jnl, 1st Bn, 16th Inf, 17 Jun 1967, Historians Files, CMH.

Exec Sum, Executive Officer (XO) to Commanding General (CG), 27 Aug 2007, sub:
Maj. Gen. Lynch’s discussion with 3d Inf Div band reenlistment-eligible soldiers,
author’s files.

Fact Book, Military Assistance Command, Vietnam (MACV), n.d, “Description of the
Organization, Mission, and Scope of the Advisory Effort,” vol. 2, Historians Files,
CMH.

Intel Sum 20, 3d Bde, 25th Inf Div, 31 May 1967, Historians Files, CMH.

Leader Handbook 06–01, Op IRAQI FREEDOM, 1st Cavalry Division, Apr 2006, “First
Team OIF Leader Handbook: for MND-B/US Units Only,” 804-1–804-5, author’s
files.

Operational Summary (Op Sum), Op MAENG HO 9, MACV–Mil History Br (MHB),
12 Feb 1967, 1–29, Historians Files, CMH.

ORLL, I Field Force, Vietnam (FFV), 1 Nov 1966–31 Jan 1967, 6 Mar 1967, 16–18,
Historians Files, CMH.

Placemat, NATO, International Security Assistance Force (ISAF), 31 May 2007,
<https://www.nato.int/cps/en/natolive/107995.htm>, Historians Files, OEF Study Gp.

Smart Book, Headquarters, 1st Squadron, 7th Cavalry, 1st Cavalry Division, 19 Dec
1996, “GARRYOWEN! Sand Saber 1997 Smart Book,” 1-30–1-41, author’s
collection.

Other Archival Documents

9.126 *Academic and research papers, unpublished papers, studies, reports, and monographs.* Use this format for all unpublished research papers, studies, and academic papers, including dissertations, master's theses, monographs, personal experience papers (PEPs), student experience papers (SEPs), and undergraduate theses. For studies without a specific author, begin with the title. For published monographs and studies, follow the format for books (9.48–9.54) or periodicals (9.56–9.62), as appropriate. *Note:* *Sch* is abbreviated without a spell-out, but *PEP* and *SEP* should be spelled out at first use. Do not capitalize the document type.

Author M. Last, "Title of Paper/Study" (document type, Name of School, Institute, or Study-Initiating Organization, year or completion date), x, URL, file designation, repository.

Shortened: Last, "Shortened Title," x.

William Moore, "The Hukbalahap Insurgency, 1949–1954: An Analysis of the Roles, Missions, and Doctrine of the Philippine Military Forces" (student thesis, Army War College [AWC], 1971).

Maj. Sean P. Larkin, "Air-to-Ground Fratricide Reduction Technology: An Analysis" (master's thesis, U.S. Marine Corps Cmd and Staff College, n.d.), 13, <https://www.dtic.mil/cgi-bin/GetTRDoc?AD=ADA506423>, Historians Files, OEF Study Gp, U.S. Army Center of Military History, Washington, DC (CMH).

Norman M. Cary, "The Use of Motor Vehicles in the United States Army, 1899–1939" (PhD diss., University of Georgia, 1990).

Capt. Elijah B. Bales, "Combat Outpost Chamkani Force Redistribution: 1–3 October 2012, Second Platoon's First Combat Actions, Paktiya Province, Afghanistan, Crusher Company, 1-197th Inf, 3d BCT, 101st Airborne Division (Air Assault)" (personal experience paper [PEP], Maneuver Capts Career Course, n.d.), 1–2, Historians Files, OEF Study Gp, CMH.

Robert W. Coakley, Paul J. Scheips, and Vincent H. Demma, "Use of Troops in Civil Disturbances Since World War II, 1945–1965" (Ofc of the Ch of Mil History study 93, rev. ed., CMH, 1971).

"History of the Nonmilitary Activities of the Occupation of Japan" (unpublished study, General Headquarters, Supreme Commander for the Allied Powers [SCAP], 1952), 1–9, CMH.

Luigi Einaudi and Alfred Stepan, "Latin American Institutional Development: Changing Military Perspectives in Peru and Brazil" (unpublished study R-596-DOS, RAND Corporation, 1971), 25–26.

"A New *Layeha* for the Mujahideen," (unpublished paper, Oct 2006), Historians Files, OEF Study Gp, CMH.

Moore, "Hukbalahap Insurgency."

Larkin, "Air-to-Ground Fratricide Reduction Technology," 14.

Cary, "Use of Motor Vehicles in the United States Army," 56.

Bales, "Combat Outpost Chamkani Force Redistribution," 6.

Coakley, Scheips, and Demma, "Use of Troops in Civil Disturbances."

"History of the Nonmilitary Activities of the Occupation of Japan," 6–8.

Einaudi and Stepan, "Latin American Institutional Development," 27–29.
"A New *Layeha* for the Mujahideen."

9.127 *Information papers, white papers, and the like.* Use this form for various unpublished documents that are informational in purpose and content. If a title is provided, use it (and use quotation marks around it). If a title cannot be determined, list the topic instead (without quotation marks). If the source has an author, consider formatting the citation as an unpublished paper (see **9.126**); otherwise, include the author after the title or topic. If the source has been published online and is accessible to the public (such as a backgrounder), it should be treated as a published source, and formatted as a direct-to-website article (see **9.76**). Note that, for the sake of brevity, many of these examples do not give the file designation or repository info, but that information would certainly be included in the finalized citation.

Document Type, "Title," [Author,] Office/Agency, [version info,] date, x, file designation, repository.

Shortened: Doc Type, "Shortened Title," x.

Info Paper, "Army Counterdrug Program, DCSOPS Security, Force Protection and Law Enforcement Division-Counter Drug," Lt. Thomas J. Cleary, 27 Oct 1999.

Info Paper, "How Fast Can the Army Grow? Implications of Regeneration Decisions," Lt. Col. Robert Gleckler and Renee G. Carlucci, Ofc of the Under Sec of the Army, Strategic Initiatives Gp, 12 Sep 2014, 5.

Info Paper, "Precision Guided Munitions: They Cannot Do It Alone," annotated for Army senior leaders by Tim Muchmore, 7 Aug 2001, Historians Files, CMH.

White Paper, "A Concept for Rapid Decisive Operations," J-9 Joint Futures Lab, ver. 2.0, n.d., 6, Historians Files, CMH.

White Paper, "The Army Family," Eric K. Shinseki, 2003, 7–25.

Info Paper, "Army Counterdrug Program."

Info Paper, "How Fast Can the Army Grow," 6.

Info Paper, "Precision Guided Munitions."

White Paper, "A Concept for Rapid Decisive Operations," 8.

White Paper, "The Army Family," 23.

9.128 *Courses and course material.* If the course material has an author, begin with that information, as shown in the first example. Otherwise, begin with the document type ("course material"), as shown in the other examples. Note that the shortened format requires *either* the author's last name or the phrase "course material," followed by the shortened lesson title or, if there is no lesson title, the shortened course name. To cite a lecture, see **9.131**. To cite a paper or assignment written by a student *for* a course, see **9.126**.

[Author M. Name, "Title of Lesson," course material] *or* [Course material, ("Title of Lesson,")], Name of Course [and course number], Name of School, date of course, x, URL, file designation, repository.

Shortened: Last [or Course material], "Shortened Lesson Title" [or Shortened Course Name], x.

Jeffrey M. Borns, “How Secretary of Defense Rumsfeld Sought to Assert Civilian Control over the Military,” course material, Course 5603, National War College, National Def University, 2002, 7, <https://www.dtic.mil/dtic/tr/fulltext/u2/a442491.pdf>, Historians Files, OEF Study Gp, U.S. Army Center of Military History, Washington, DC (CMH).

Course material, Security and Defense Measures in Rear Areas, Trans Sch, 1953, 23, Historians Files, CMH

Course material, “Addendum to Lesson IV–50,” History of Military Art Course, U.S. Mil Academy (USMA), 1962–1963, 9, Dept. of Mil Arts and Engineering, Organizational History, Program of Instruction (POI) Files, USMA, West Point, NY.

Course material, “Counterinsurgency II,” Inf Career Subcourse 497, Inf Sch, Apr 1965, 3, Inf Sch Library, Fort Benning, GA.

Course material, “Lesson Plan A4600/9,” Antiguerrilla Operations in a Local War, Command and Gen Staff College (CGSC), 1959–1959, I-4-1, Combined Arms Research Library (CARL), Fort Leavenworth, KS.

Borns, “How Secretary of Defense Rumsfeld Sought to Assert Civilian Control,” 6.

Course material, Security and Defense Measures in Rear Areas, 36–38.

Course material, “Addendum to Lesson IV–50,” 10.

Course material, “Counterinsurgency II,” 4.

Course material, “Lesson Plan A4600/9,” I-4-2.

SPOKEN SOURCES

The following templates give examples for formatting citations from both published and archival spoken sources such as interviews, addresses, speeches, remarks, and lectures, as well as press briefings, debates, and broadcasts. Note that these sources can be either archival or published. For archival sources, format according to the templates given here, followed by the file designation and repository location information. For published sources, format according to the templates given here, followed by the full citation details for the publication in which the spoken source appears.

9.129 *Transcript v. audio source.* Unless otherwise noted, it is assumed that the source being cited is a transcript of the spoken version. It is not necessary to include the word “transcript” in the citation. If citing an audio or video recording, follow the guidance in *Chicago*.

9.130 *Interview.* This format may be used for *unpublished* and *published* interviews conducted in person, over the phone, through email, by video, or by any other means. When given, use the interviewer’s title or agency affiliation and the interviewee’s title or role relative to the story. When the author is the interviewer, the word *author* may be used in lieu of the interviewer’s name. For *published* interviews, format the citation in the same manner, followed by the details of the publication in which the interview appears. The abbreviation *interv* may be used without a spell-out, as shown. *Note:* This format differs from *Chicago*.

Interv, Interviewer M. Last [or *author*] with Interviewee M. Last, date(s), x, URL, file designation, repository.

Shortened: Interv, Last [or *author*] with Last, date, [x].

Unpublished:

Interv, Peter Connors, Combat Studies Institute (CSI), with Col. David G. Fox, former Cdr, 2d Bn, 5th Special Forces (SF) Gp, 30 Nov 2006, 3, Historians Files, OEF Study Gp, U.S. Army Center of Military History, Washington, DC (CMH).

Interv, Col. Glenn A. Smith and Lt. Col. August M. Cianciolo with Maj. Gen. Delk M. Oden, former Commanding General (CG), U.S. Army Spt Cmd, Vietnam, 27 May 1977, 20, Senior Ofcr Oral History Program, U.S. Army Mil History Institute (MHI), Carlisle Barracks, PA.

Interv, author with Col. William E. LeGro, G-2, 1st Inf Div, 15 Jan 1976, Historians Files, CMH.

Interv, Connors with Fox, 30 Nov 2006, 5.

Interv, Smith and Cianciolo with Oden, 27 May 1977, 22–31.

Interv, author with LeGro, 15 Jan 1976.

Published:

Interv, PBS *Frontline* with U.S. Special Forces (SF) Operational Det Alpha (ODA) 534, n.d., <https://www.pbs.org/wgbh/pages/frontline/shows/campaign/interviews/534.html>, Historians Files, OEF Study Gp.

Interv, J. Patrick Hughes with Lt. Gen. (Ret.) David W. Barno, 3 May 2006, in Christopher N. Koontz, ed., *Enduring Voices: Oral Histories of the U.S. Army Experience in Afghanistan, 2003–2005* (Washington, DC: U.S. Army Center of Military History, 2009), 47.

Interv, Christopher N. Koontz with Maj. Gen. Jason K. Kamiya, 23 Jan 2007, in Koontz, *Enduring Voices*, 237–39.

Interv, PBS *Frontline* with Douglas MacGregor, 26 Oct 2004, <http://www.pbs.org/wgbh/pages/frontline>, Historians Files, CMH.

Interv, PBS *Frontline* with SF ODA 534, n.d.

Interv, Hughes with Barno, 3 May 2006, in Koontz, *Enduring Voices*, 25.

Interv, Koontz with Kamiya, 23 Jan 2007, in Koontz, *Enduring Voices*, 237–39.

Interv, PBS *Frontline* with MacGregor, 26 Oct 2004.

9.131 *Speech, address, remarks, lecture, debate, etc.* Use this format for speeches, addresses, remarks, lectures, papers presented at meetings or conferences, and the like. Do not capitalize the type of talk. If the source was accessed online, include the URL. Note that some speeches or addresses do not have a title. Use this format for lectures given during a course or a seminar, but for printed course material, see **9.128**.

Name M. Last, “Title of Talk” (type of talk, Sponsoring Entity, Location, date), [x,] URL, file designation, repository.

Shortened: Last, “Shortened Title” (type, date), [x.]

Donald H. Rumsfeld, “Beyond Nation Building” (remarks, Intrepid Sea-Air-Space Museum, New York City, 14 Feb 2003), <http://archive.defense.gov/Speeches/Speech.aspx?SpeechID=337>, Historians Files, OEF Study Gp.

George W. Bush, “President Addresses the Nation” (national address, Washington, DC, 7 Sep 2003), <https://georgewbush-whitehouse.archives.gov/news/releases/2003/09/20030907-1.html>, Historians Files, OEF Study Gp.

Barack H. Obama, “The Way Forward in Afghanistan” (speech, Washington, DC, 22 Jun 2011), <https://www.whitehouse.gov/the-press-office/2011/06/22/remarks-president-way-forward-afghanistan>, Historians Files, OEF Study Gp.

Gen. Andrew O’Meara, “CINCSOUTH Plans and Problems” (lecture, Army War College [AWC], 13 Dec 1963), U.S. Army Military History Institute (MHI), Carlisle Barracks, PA.

George W. Bush, “The Second Gore-Bush Presidential Debate” (debate, Winston-Salem, NC, 11 Oct 2001), Commission on Presidential Debates, <https://www.debates.org/?page=october-11-2000-debate-transcript>, Historians Files, OEF Study Gp.

Rumsfeld, “Beyond Nation Building” (remarks, 14 Feb 2003).

Bush, “President Addresses the Nation” (national address, 7 Sep 2003).

Obama, “Way Forward in Afghanistan” (speech, 22 Jun 2011).

O’Meara, “CINCSOUTH Plans and Problems” (lecture, 13 Dec 1963).

Bush, “The Second Gore-Bush Presidential Debate” (debate, 11 Oct 2001).

9.132 *Press or news release, briefing, or conference.* This rose has many names: press briefing, news briefing, press release, news release, press conference, news conference, communiqué, etc. In theory, briefings and conferences are issued orally, and releases and communiqués are issued in a written format, but these terms have become increasingly interchangeable. In the citation, use whatever description is on the original source. Avoid using the descriptions “news transcript” or “press presentation” or other amalgamated names when the source is really a release, briefing, or conference. Note that some of these announcements do not have titles. It is not necessary to write out *bfg* or *conf* at first use. For internal military briefings, see **9.117**.

[Issuing Agency] Announcement Type [number or identifier], [full names of presenters,] [“Title of Announcement,”] date, x, URL, file designation, repository.

Shortened: Issuing Agency Announcement Type [number or identifier], [last names of presenters,] [“Shortened Title,”] date, x.

National Guard Press Release, “Tricare Reserve Numbers Increase,” Sep 2009, Historians Files, OEF Study Gp.

NATO Press Release, “Same Name, Same Banner, Same Mission as NATO Enhances ISAF Role,” 4 Apr 2003, <https://www.nato.int/docu/update/2003/04-april/e0416a.htm>, Historians Files, OEF Study Gp.

Press Conf, Special Agents, U.S. Army Criminal Investigation Cmd, “Seeking Public Help to Find Missing Soldier, Vanessa Guillen,” 26 Apr 2020, author’s files.

Department of Defense (DoD) News Bfg, Sec Def Robert Gates and Chairman, Joint Chs of Staff (CJCS) Gen. Peter Pace, 11 Apr 2007, <https://archive.defense.gov/Transcripts/Transcript.aspx?TranscriptID=3929>, Author’s Files, CMH.

- DoD News Release 1334–06, “DoD Identifies Army Casualty,” 31 Dec 2006.
DoD News Bfg, Col. John W. Charlton, CO, 1st BCT, 3d Inf Div (VTC from Baghdad),
3 Aug 2007, 2–3, Historians Files, CMH.
Kabul Conference Communiqué, “A Renewed Commitment by the Afghan
Government to the Afghan People; A Renewed Commitment by the International
Community to Afghanistan,” 20 Jul 2010, 7, <http://www.afghanistan-un.org/wp-content/uploads/2010/07/FINAL-Kabul-Conference-Communique.pdf>, Historians
Files, OEF Study Gp.
National Guard Press Release, “Tricare Reserve Numbers Increase,” Sep 2009.
NATO Press Release, “Same Name, Same Banner, Same Mission,” 4 Apr 2003.
Press Conf, Criminal Investigation Cmd, “Seeking Public Help,” 26 Apr 2020.
DoD News Bfg, Gates and Pace, 11 Apr 2007.
DoD News Release 1334–06, “DoD Identifies Army Casualty,” 31 Dec 2006.
DoD News Bfg, Charlton, 3 Aug 2007, 4.
Kabul Conference Communiqué, “A Renewed Commitment,” 20 Jul 2010, 8.

9.133 *Telephone conversation (telecon) or video teleconference (VTC)*. Note that *telecon* is the abbreviation for a “telephone conversation” (see **Table 9.1**), which can include any number of people. Therefore, it is not necessary to distinguish a “conference call” from a telecon. Do not use the terms “conference call,” “conf call,” *teleconference*, or *teleconf*. Note that in some cases there will be no recipient. Interviews conducted over the phone or VTC are formatted as interviews, not telecons or VTCs, as shown in **9.130**. Speeches presented over VTC are formatted as speeches (see **9.131**). Neither *telecon* nor *VTC* needs to be spelled out at first use.

Telecon [or VTC], Name M. Speaker [or *author* or unit/group] with Name M. Recipient [or unit/group], date, [x, URL,] file designation, repository.

Shortened: Telecon [or VTC], Last [or *author* or unit] with Last [or Unit], date, [x].

- Department of Defense (DoD) Telecon, Col. Michael M. Kershaw, Commanding Ofcr,
2d BCT, 10th Mtn Div, 5 Oct 2007, 2, Historians Files, CMH.
Telecon, author with Capt. Donald T. Braman, former CO, Troop B, 1st Sqdn, 40th
Cav Rgt, 27 Apr 2009, Author’s Files, National Defense University Library.
VTC, Lt. Col. John Stark, Brian F. Neumann, and Colin J. Williams, OEF Study Gp,
with Maj. (Ret.) Dirk D. Ringgenberg, former Cdr, 74th Inf Det (Long Range
Surveillance), 24 May 2016, Historians Files, CMH.
VTC, Brig. Gen. Kurt B. Pedersen, Director, Directorate for ANA Training and
Equipment Support, 22 Nov 2007, <http://www.nato.int/isaf/docu/speech/2007/sp071122a.html>, Historians Files, OEF Study Gp, CMH.
DoD Telecon, Kershaw, 5 Oct 2007, 1–5.
Telecon, author with Braman, 27 Apr 2009.
VTC, Stark, Neumann, and Williams with Ringgenberg, 24 May 2016.
VTC, Pedersen, 22 Nov 2007.

9.134 *Minutes*. To format citations of minutes taken at a meeting, see **9.118**.

BIBLIOGRAPHIES

Bibliography style depends on the scope of the publication in which the bibliography appears. The most common types of bibliographies used in CMH publications are bibliographical notes, full or selected (traditional) bibliographies, and further readings. Annotated bibliographies may also be used. In some cases, the information provided by an author in the preface (10.11) or acknowledgments (10.12) will suffice, and no bibliography will appear in the back matter. See 10.16, 10.22, and Table 10.1.

Note: Authors should determine bibliography style as early as possible in the research process and maintain appropriate records throughout the writing process. If the publication will have a bibliography (of any kind), a final draft of it is submitted to the editorial team as part of the manuscript (see 12.9–12.10). Bibliographies (of some kind) are required for larger works such as official histories and pamphlets, but are optional for monographs, staff ride guides, and DAHSUMs.

Types of Bibliographies

- 9.135** *Bibliographical note.* Many CMH publications, especially major volumes, contain bibliographical notes in lieu of traditional bibliographies. These begin with a narrative portion followed by separate comprehensive sections, covering the various archival collections, primary books and articles, and secondary books and articles relied on in writing the book. The scope of the research will determine how the sections are subdivided and arranged. Bibliographical notes may include sources that were not referenced in the text if these sources are deemed significant by the author. It is unnecessary (and unwieldy) to list every source referenced in the text in the bibliographical note; each source has been cited in full already (in a footnote or endnote) at its first mention in the text. (*Note:* Although *Chicago* refers to this type of bibliography as a *bibliographical essay*, CMH prefers the term *bibliographical note*.)
- 9.136** *Further readings.* Shorter CMH publications may include a further readings section instead of a selected (or full) bibliography or bibliographical note. Further readings lists are bare bones—entries are listed alphabetically, without annotation or narrative. At CMH, further readings lists may include any source that is deemed significant by the author, whether it has been referenced in the text or not.
- 9.137** *Traditional bibliographies.* In publications with full or selected (traditional) bibliographies, each source is cited in full (in a footnote or endnote) at its first mention in the text. Like further readings lists, traditional bibliographies list sources alphabetically, without annotation or narrative. Full bibliographies include all the works cited in the text, nothing else. Selected bibliographies include only the most significant works referenced in the text, as chosen by the author. A full bibliography is simply called a *Bibliography* in print. A selected bibliography is called, unsurprisingly, a *Selected Bibliography*.
- 9.138** *Annotated bibliography.* An annotated bibliography is a traditional bibliography that includes a note (annotation) after every entry describing the source. This format may be used for monographs.

Table 9.4—Types of Bibliographies

Type	Sources <i>Can it include sources not referenced in the text?</i>	Sources <i>Must it include every source referenced in the text?</i>	Arrangement <i>How are the entries arranged?</i>	Commentary <i>Can it include a narrative or annotations?</i>
Bibliographical note	Yes	No	By subject or source type, then alphabetically	Either or both
Further readings	Yes	No	Alphabetically	Neither
Full bibliography	No	Yes	Alphabetically	Neither
Selected bibliography	No	No	Alphabetically	Neither
Annotated bibliography	No	No	Alphabetically	Annotations

Arranging and Formatting Entries

In general, CMH follows *Chicago's* style for formatting and arranging bibliography entries. Chapter 14, “Notes and Bibliography,” provides an excellent overview of bibliography style (in sections 14.61–14.71) and an especially useful comparison of note and bibliography entries, with side-by-side examples of the most common types of sources, in section 14.23. Further examples of bibliography entries are given throughout the chapter alongside corresponding footnote examples.

9.139 *Arrangement of entries.* Except for bibliographical notes, which list sources discursively throughout the narrative, all bibliographies in CMH publications are organized alphabetically according to the guidelines given in *Chicago*. Some bibliographies may be arranged by subject or source type first, but the entries in each category will be listed alphabetically.

9.140 *Formatting entries.* Bibliography entries differ from footnote and endnote entries in four important ways:

1. The elements are separated by periods rather than commas.
2. Publication information is not enclosed in parentheses.
3. The author's name is inverted (Last, Name M.) so that the entry can be alphabetized by last name.
4. Page numbers and other locators are eliminated. (If the source is an article or chapter in a longer work, the page range of the entire piece may be given.)

To format an entry for the bibliography, start with the full and correct footnote or endnote citation for that source—formatted according to the guidelines in this chapter—and then make the four adjustments listed above. Series titles for books published by CMH should be retained in the bibliography. It is permissible, but not required, to retain series title for non-CMH books. Do not include subseries titles for any publication.

In cases where CMH footnote style differs from Chicago's footnote style, authors should conform first to CMH's footnote style and then adapt the bibliography entry to match. If in doubt, consult an editor.

Here are some examples of the easy transition from note citation to bibliography entry:

Note:

- Harry M. Ward, *The Department of War, 1781–1795* (Pittsburgh: University of Pittsburgh Press, 1962), 65.
- Kathleen M. Fargey, “The Deadliest Enemy: The U.S. Army and Influenza, 1918–1919,” *Army History* 111 (Spring 2019): 33–36.
- M. Sgt. Jorge O. Soriano, “TF DAGGER, Uzbekistan and Afghanistan” (student experience paper, U.S. Army Sergeants Major Academy, 5 Oct 2006), 12, Historians Files, OEF Study Gp.
- Operation Order (OPORD) 05–03, ASF Demobilization and/or Transition to GOA ANSF Service, Combined Forces Command–Afghanistan, 7 Nov 2005, Author's Files, CMH.

Bibliography:

- Ward, Harry M. *The Department of War, 1781–1795*. Pittsburgh: University of Pittsburgh Press, 1962.
- Fargey, Kathleen M. “The Deadliest Enemy: The U.S. Army and Influenza, 1918–1919.” *Army History* 111 (2019): 24–38.
- Soriano, Jorge O. “TF DAGGER, Uzbekistan and Afghanistan.” Student experience paper, U.S. Army Sergeants Major Academy, 2006. Historians Files, OEF Study Gp.
- Operation Order (OPORD) 05–03. ASF Demobilization and/or Transition to GOA ANSF Service. Combined Forces Command–Afghanistan, 7 Nov 2005. Author's Files, CMH.

9.141 *Entries by the same author.* Use a 3-em dash to indicate that an entire name (as in, both first and last name) or group of names has been omitted in a bibliographic reference. See *Chicago* for further guidance.

- Dastrup, Boyd L. *The Field Artillery: History and Sourcebook*. Westport, CT: Greenwood Press, 1994.
- . *King of Battle: A Branch History of the U.S. Army's Field Artillery*. Training and Doctrine Command Branch History Series. Fort Monroe, VA: Office of the Command Historian, U.S. Army Training and Doctrine Command, 1992.
- . *Modernizing the King of Battle, 1973–1991*. U.S. Army Field Artillery Center and School Monograph Series. Fort Sill, OK: Office of the Command Historian, U.S. Army Field Artillery Center and School, 1994.

10 | Front and Back Matter

CMH publications typically fall into one of three categories: books, monographs, and pamphlets. Each publication is composed of three main parts: front matter, main body, and back matter. However, the information included in each of these parts will vary primarily based on the type of publication.

Front Matter

10.1 Order front matter as listed in **Table 10.1**. No one work will likely include all of these elements. This section explains which elements are optional and which are mandatory under certain circumstances.

10.2 Front matter pages are numbered with lowercase roman numerals starting with the half title page (or title page), which is page i. All front matter pages are counted; however, page numbers do not appear on the half title, frontispiece, Library of Congress (LC) cataloging-in-publication (CIP) data, the dedication, or any blank pages.

10.3 *Half title page (optional)*. The half title page contains only the title of the book without the edition number, author's name, or CMH imprint (see **Figure 10.1**).

10.4 *Frontispiece (optional)*. The frontispiece is an illustration that appears on the reverse side (verso) of the title page. If there is no frontispiece, this page is blank (see **Figure 10.2**).

10.5 *Title page*. The title page carries the full title, author(s) name(s), edition number, publisher's name (usually CMH, but on occasion may be another agency name), place of publication (city and state), and year (see **Figure 10.3**). The title page also includes the series name, if applicable, and, unless the publication is a Department of the Army Historical Summary (DAHSUM), the CMH seal.

Note: Always drop the end-of-line punctuation (comma or colon) in display type. This rule applies to chapter titles on the opening page of each chapter as well as the book's title on the title and half title pages.

10.6 *LC CIP data page*. The Library of Congress (LC) cataloging-in-publication (CIP) data page is sometimes called the copyright page; however, because CMH publications are in the public domain, they are not copyrighted (see **Figure 10.4**). CMH books are cataloged by the Library of Congress and, as such, must contain the LC CIP data. The editor will obtain and format the CIP data as part of the production process (see **12.38**).

10.7 *Advisory Committee page*. Any CMH publication that an advisory committee reviewed must include this page. Authors should contact the chief historian to obtain the correct list of sitting committee members (see **Figure 10.5**).

10.8 *Dedication or Epigraph (optional)*. An epigraph is a quotation relevant to the book. If an epigraph is used, the source is given beneath it.

Table 10.1—Parts of Publications

Parts (in order of appearance)	Longer Works, Official Histories	DAHSUMs, Monographs, Staff Ride Guides	Pamphlets
<i>Front Matter</i>			
Half title page	Y	N	N (O for longer pams)
Frontispiece, series title, or blank	Y	N	N
Title page	Y	Y	Y
LC CIP data page	Y	Y	Y
Advisory Committee page	Y	N	N
Dedication or Epigraph	O	O	N
Contents	Y	Y	Y
Foreword (or pamphlet introduction)	Y	Y	Y
Preface	Y	Y	N
Acknowledgments (if not in preface)	Y	Y	N
Second half title	O	O	O
<i>Text</i>			
First text page (Intro or Chapter 1)	Y	Y	Y
Subsequent chapters or sections	Y	Y	Y
Conclusion	Y	Y	N
Afterword or Epilogue	O	O	N
<i>Back Matter</i>			
Notes	N	N	O
First appendix	O	O	N
Subsequent appendixes	O	O	N
Chronology	O	O	N
Bibliography or Further Readings	Y	O	Y
Abbreviations or Glossary	Y	O	N
Map Symbols	O	O	O
Index	Y	O	N
The Author(s)	Y	Y	Y

Y = Yes, N = No, O = Optional

- 10.9 Contents.** The table of contents is headed simply *Contents*, not *Table of Contents* or *List of Contents*. It includes page references for the front matter (such as the foreword, preface, and acknowledgments), chapter (or section) titles and subheads as appropriate, and back matter. It also includes the following lists (in order): figures, tables, charts, maps, illustrations, and image credits (see **Figure 10.6**). Captions for cover images and general image credits should be formatted according to the guidance in **7.19–7.30**. Ensure that facing pages align at the bottom. *Note:* Do not use *Continued* in the Contents even though subheads from a chapter carry over from one page to the next.
- 10.10 Foreword.** Each volume must have a foreword signed by the chief of military history (or chief historian), giving a brief account of the volume and (if applicable) its place in the series of which it is a part. It should be dated as of the date the manuscript is sent to GPO for printing. If a book carries a co-imprint with another authority or agency (such as the Director of Army Staff or Cadet Command), the foreword may be signed jointly by the chief of military history (or chief historian) and the director of the co-imprinting agency (see **Figure 10.7**). See **10.13** for signature block format.
- 10.11 Preface.** The author’s preface should set forth the scope and purpose of the work. It should state any limitations imposed by the subject matter or sources and should include a statement of the author’s responsibility for the content. If significant methodological issues are involved, the methods of research and the organization of the material in the volume should be explained. In cases of multiple authors, the preface will clarify the authorship of specific portions of the volume (see **Figure 10.8**). The preface can call attention to specific pages, such as the glossary and bibliography, and can explain terms or concepts that are recurrent and are of particular importance in the text. The end of the preface may contain acknowledgments when a publication does not have a separate section for acknowledgments. The preface should be dated as of the date the manuscript is sent to GPO for printing, and should include a signature block (see **10.13**).
- 10.12 Acknowledgments.** Sometimes these occur at end of preface; sometimes they stand alone. Acknowledgments should be made to those who contributed information used in the work, facilitated the gathering of such information, aided in revisions, or contributed materially to the processing of the book. See **Figure 10.9**. *Note:* Authors should avoid phrases such as “we would like to thank” or “the author wishes to acknowledge.” These buffer statements dilute the impact of any gratitude the author expresses. Instead, state the acknowledgment directly.
- The author thanks Emily Brandt for...
- We acknowledge Jane Doe and John Smith for their contributions of...
- 10.13 Signature block and date.** Use two lines for the city and date, aligned left. Use the same two lines for the name and title in the signature block. Align left the first letters of each line and flush right to the margin the longer of the two lines. Set the signer’s name in all caps. See **Figures 10.7 and 10.8**. Multiple authors should be formatted as follows.

Washington, D.C.
November 2020

RYAN D. McCARTHY
Secretary of the Army

JAMES C. McCONVILLE
General, U.S. Army
Chief of Staff

Back Matter

- 10.14 Notes.** When endnotes are used in shorter publications such as pamphlets, they should appear at the end of the written text, before any back matter elements such as bibliographies or indexes. *Army History* articles will always have endnotes. Use *Notes* (not *Endnotes*) as the section heading. See also **9.1**.
- 10.15 Appendixes (optional).** Appendixes usually provide additional information about topics covered in the main text or data used to reach the conclusions drawn in the text. If there is more than one appendix, they are labeled *Appendix A*, *Appendix B*, and so on, and given individual titles. If there is only one appendix, it is labeled *Appendix*.
- 10.16 Bibliography or Further Readings.** Bibliography style depends on the type of publication and its scope. Major volumes tend to have bibliographic notes, which are narrative and longer than traditional bibliographies. Shorter works may have a traditional bibliography, a bibliographic note, a further readings section, or nothing at all. See **9.135–9.141** for a discussion of the various types of bibliographies and guidance on formatting them correctly. For bibliographies in pamphlets, see **10.22**.
- 10.17 Abbreviations or Glossary (optional).** A volume may include an alphabetized glossary of technical terms, code names, abbreviations and acronyms, foreign terms, and/or footnote abbreviations. See **Figure 10.10**.
- 10.18 Map Symbols (optional).** If the work includes maps containing various military symbols (especially from earlier eras), include a map symbol page to aid the reader's understanding of the maps. See **Figure 10.11**.
- 10.19 The Author(s).** Most volumes will carry a biographical note about the author or authors (see **Figure 10.12**).

Pamphlets

10.20 Lengthier pamphlets will often contain the following pieces:

- Title page
- Copyright page (bears cover caption and CMH Pub number)
- Contents page
- Introduction, which is similar in content to the foreword and signed by the chief of military history or the chief historian (see **10.10**).

- Half title page (optional)
- Main body of text
- Notes (optional)
- Selected bibliography or further readings

10.21 *Pagination.* In pamphlets, the contents page, the introduction, and the main body of text all begin on the first recto page following the previous section.

10.22 *Further readings in pamphlets.* A pamphlet usually has a further readings list that provides additional information on the topic discussed. This list begins on the first recto page following the end of the main text. See **9.139–9.141** for proper formatting.

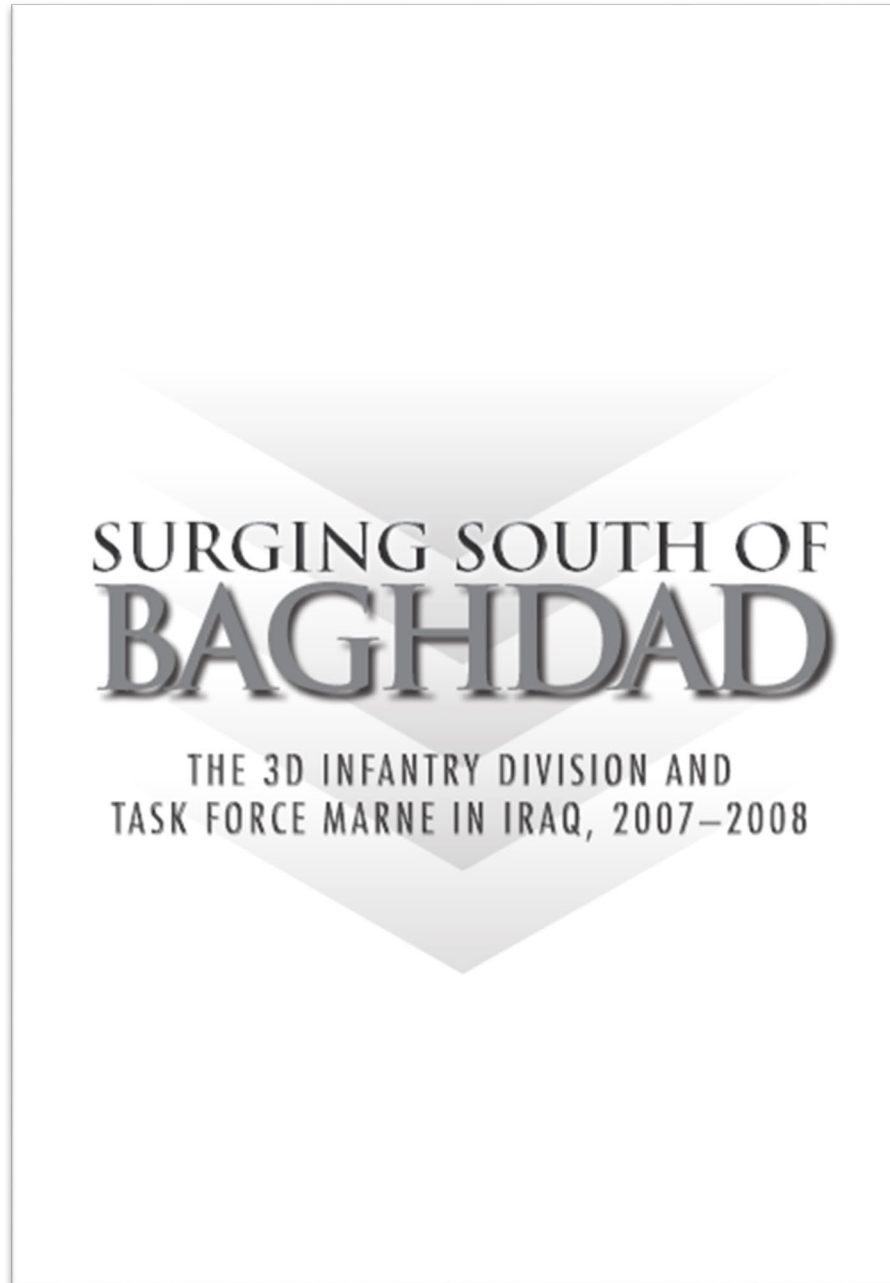


Figure 10.1. Half Title Page

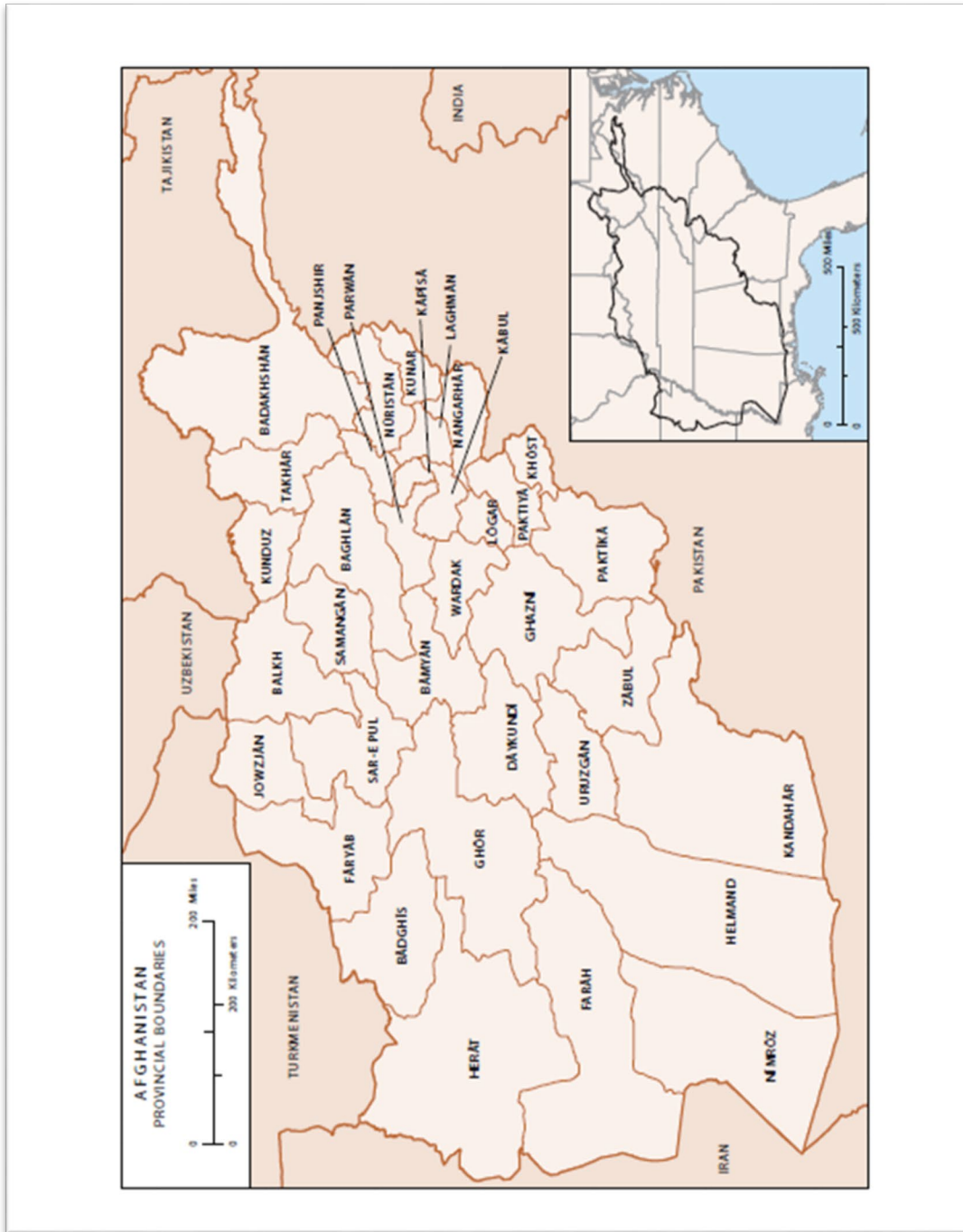


Figure 10.2. Frontispiece

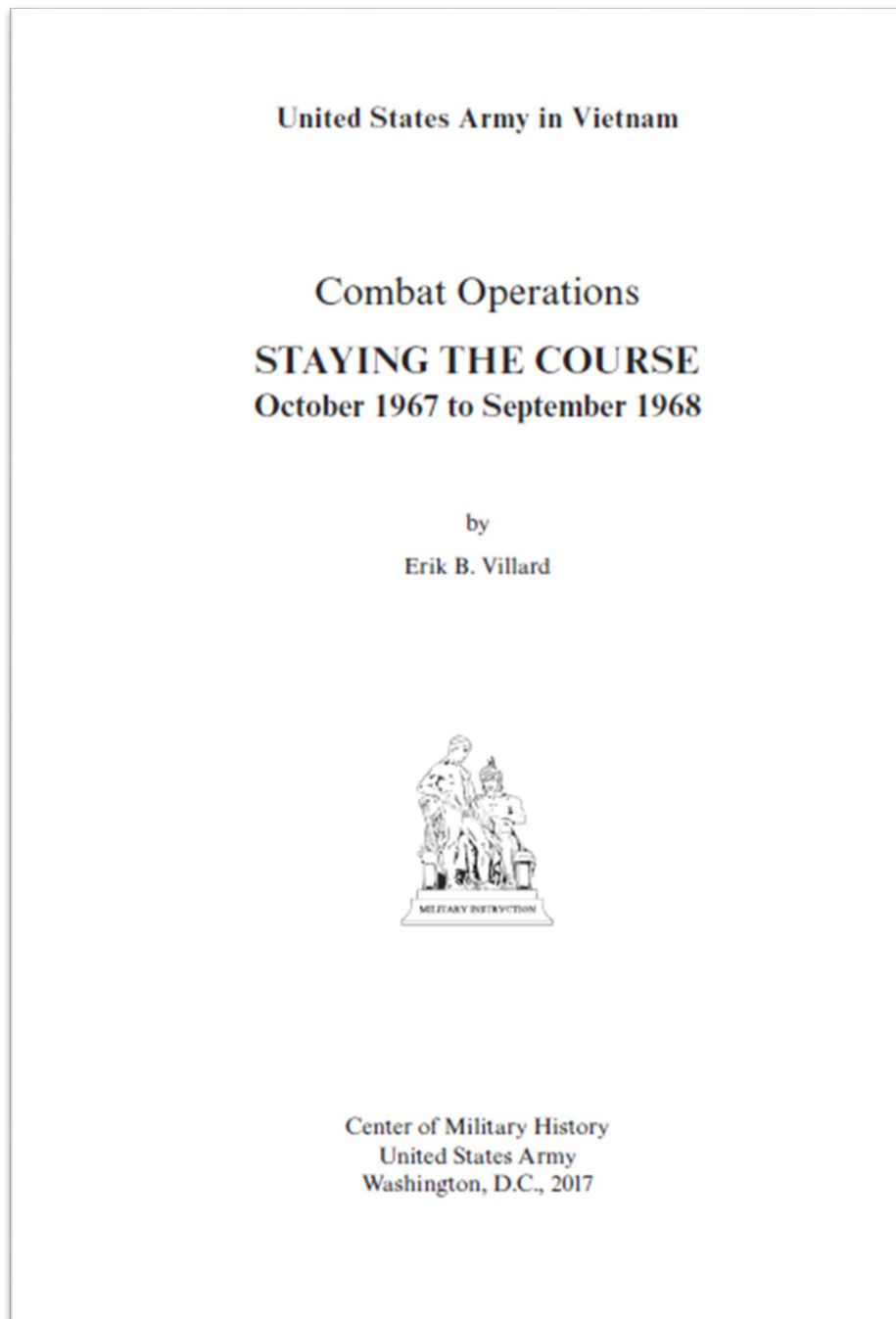


Figure 10.3. Title Pages

THE UNITED STATES ARMY AND THE
COVID-19
PANDEMIC
JANUARY 2020–JULY 2021

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CENTER OF MILITARY HISTORY
UNITED STATES ARMY
WASHINGTON, D.C., 2021

U.S. Army in the Cold War

Building for Peace: U.S. Army Engineers in Europe 1945–1991

*Bricks, Sand, and Marble: U.S. Army Corps of Engineers
Construction in the Mediterranean and Middle East, 1947–1991*

Forging the Shield: The U.S. Army in Europe, 1951–1962

The City Becomes a Symbol: The U.S. Army in the Occupation of Berlin, 1945–1949

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Figure 10.4. Library of Congress CIP Data Page

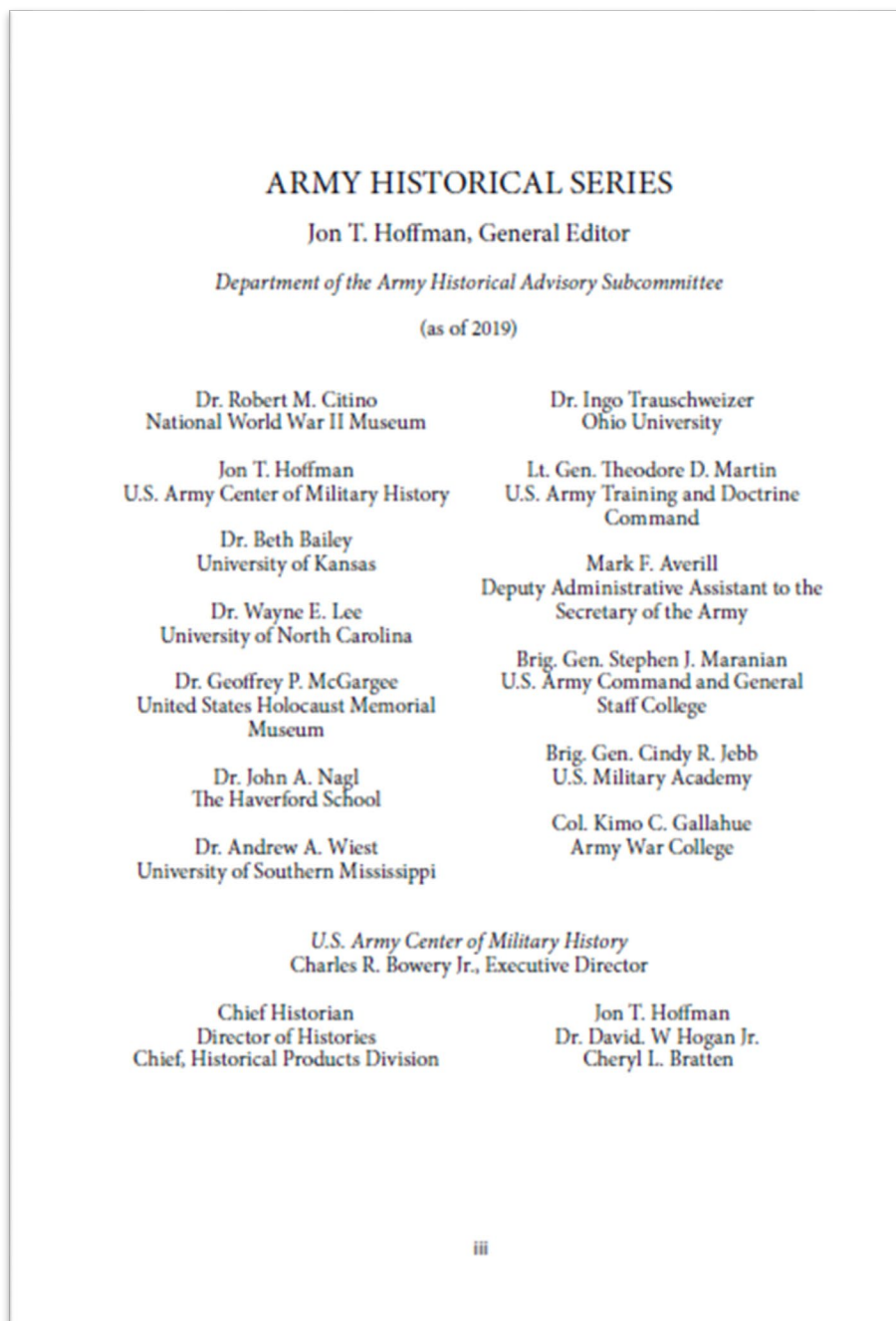


Figure 10.5. Advisory Committee Page

CONTENTS

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<i>Chapter</i>	<i>Page</i>
Foreword	xiii
Preface	xvii
Prologue	1
The Taliban	2
The Birth of al-Qaeda	8
U.S. Army Operations from the Post-Cold War Era to 11 September 2001	12
The Institutional Army before 11 September 2001	18
Factors Influencing U.S. Strategic Views in 2001	24
Arrayal of Forces in September 2001	28
 SECTION 1: LIBERATION	
Introduction	33
 1. The American Response to 11 September 2001	35
The Global War on Terrorism	36
The Bush Doctrine	41
Coalition Building	47
Planning for OEF-Afghanistan	50
The September 11th Attacks and the U.S. Army	64
Preparing for Battle	66
Fleshing Out the Theater Framework	68
Initial Deployment of Conventional Forces	70
Opening Moves	71
 2. Initial Combat Operations	79
The First Shots	79
Into the Heart of Taliban Country	81
Bringing the United Front into the Fight	84
The United Front	87
More Americans Join the Fight	93
Catastrophic Success	95
Second Foray into the Taliban's Heartland	99
Adapting to a Dynamic Operational Environment	102
The Conflict Goes International	112
All Roads Lead to Kandahar	117
Expanding the Hunt for al-Qaeda	119

Figure 10.6. Table of Contents

<i>Chapter</i>	<i>Page</i>
3. Path to Victory	127
The U.S. Army Enters in Force	130
Success Creates Growing Complexity	134
Playing the “Long Game”	136
New Boots on the Ground for Evolving Missions	141
Planning for the Shahi Kot	143
Into the Shahi Kot	151
Day Two and Beyond	157
Pushing South	162
Winding Up ANACONDA	165
Securing the High Ground	168
Operation POLAR HARPOON	169
4. A Campaign in Transition	171
Creating the Afghan National Army	173
CFLCC Prepared to Hand Over	176
The Last Enclave: MOUNTAIN LION	180
Conclusion	185
 SECTION 2: SEARCHING FOR A SOLUTION	
Introduction	191
Political Setting as of May 2002	194
The Operating Environment	198
Enemy Situation as of May 2002	201
The Emergence of Drone Strikes in Pakistan	204
5. Counterterrorism as an Operational Approach	207
Planning Collides with Reality	208
Counterterrorism	212
From Civil Affairs Task Forces to Reconstruction Teams	222
Replacing Warlords with Government Security Forces	228
The Army Adapts to the Campaigns	233
Denying Sanctuary in Eastern Afghanistan	243
General Vines in Command	248
Apparent Success	253
6. Counterinsurgency as an Operational Approach	257
Political Setting as of September 2003	259
Enemy Situation as of September 2003	263
A New Operational Approach	266
General Barno’s First Three Months	273
Accelerating Success	276
Election Preparations	287
Measuring Success	302

<i>Chapter</i>	<i>Page</i>
The U.S. Army Meeting Unanticipated Strategic Needs	305
7. Afghan and ISAF Expansion as an Operational Approach	319
Political Setting as of May 2005	321
Enemy Situation as of May 2005	324
Posturing for a Long War	326
Developing Afghan Government Security Forces	330
The End of the Bonn Process	339
Conclusion	345
Forward Deployed in Afghanistan	345
Back in the United States	347
Bibliographical Note	351
Documents and Publications	351
Oral History Interviews and Manuscript Sources	352
Secondary Sources	353
Operation ENDURING FREEDOM Study Group Biographies	357
Appendix: U.S. Military Terminology and Definitions	361
Acronyms, Abbreviations, and Key Terms	381
Map Symbols and Note Terms	383
Index	387

<i>Number</i>	<i>Page</i>
MAPS	
Afghanistan, Provincial Boundaries	<i>Frontispiece</i>
1.1. Operation ENDURING FREEDOM Service Arrivals, September 2001–February 2002	72
2.1. Northern Theater, 19 October–10 November 2001	90
2.2. Qala-i-Jangi, 25 November–1 December 2001	109
2.3. Fall of Kandahar, 14 November–9 December 2001	112
2.4. Tora Bora, 30 November–19 December 2001	121
2.5. Pakistan's Federally Administered Tribal Areas, 2002	124
3.1. Operation ANACONDA: The Plan, February 2002	149
3.2. Operation ANACONDA, 27 February–20 March 2002	166
5.1. Area of Operations, April 2002–January 2003	215
5.2. Area of Operations, September 2002–August 2003	244
5.3. Area of Operations, August 2003–May 2004	252
6.1. Area of Operations, May 2004–March 2005	293
6.2. Area of Operations, March 2005–March 2006	299

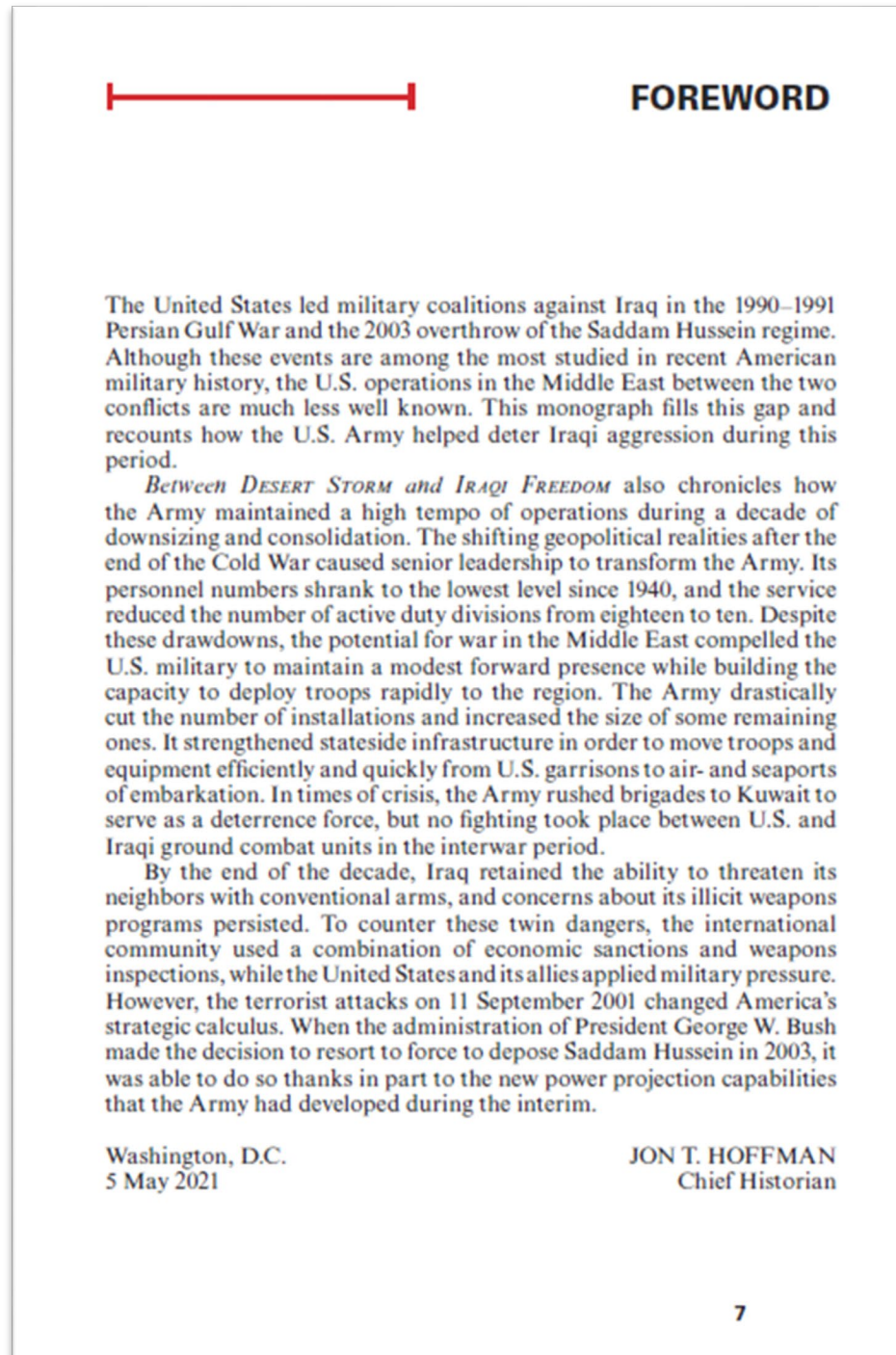
<i>Number</i>	<i>Page</i>
FIGURES	
6.1. Barno's Campaign Model	269
6.2. Army Force Generation Model.....	313
7.1. Note on U.S. Military Tactical Terminology	327
PHOTOGRAPHS	
The Damaged Pentagon on 11 September 2001	36
Firefighters at the World Trade Center Ruins on 14 September 2001	39
Afghan Mountain Range near the Pakistan Border, South of Tora Bora.....	59
Paktiya Province, near the Pakistan Border.....	62
Afghanistan's Agricultural Valleys	68
B-52 Stratofortress Providing Close Air Support to Ground Forces	73
U.S. Air Force C-17 Globemaster	74
ODA 595 "Horse Soldiers" with General Abdul Rashid Dostum's Forces	85
ODA 595 Calling in Close Air Support of United Front Forces near Kunduz	87
Defense Secretary Donald H. Rumsfeld and General Tommy R. Franks.....	103
Qala-i-Jangi Fortress	108
Defense Secretary Donald H. Rumsfeld and Hamid Karzai	115
Cave Complex in the Tora Bora Area.....	123
Detention Operations at Kandahar	133
Senior U.S. Military Leaders Overseeing Operation ANACONDA	147
Soldiers Scanning a Nearby Ridgeline for Enemy Movement during Operation ANACONDA	158
The A-10 Thunderbolt II (Warthog)	160
Soldiers Dig into Fighting Positions during Operation ANACONDA	162
A Soldier Scans the Countryside for Enemy Targets during Operation ANACONDA	165
A Soldier Manning a .50-Caliber Machine Gun during Operation ANACONDA	167
U.S. Navy SEALs Conducting Operations in Afghanistan's Dzadzi Mountains	172
U.S. Navy SEALs Interacting with Local Villagers in the Dzadzi Mountains	177
Lt. Gen. Dan K. McNeill with Governor Hakim Taniwal	179
Soldiers on a Search-and-Attack Mission during Operation MOUNTAIN LION.....	213

	<i>Page</i>
Soldiers Securing an Ordnance Cache Found during Operation MOUNTAIN LION	218
Soldiers Destroying a Weapons Cache during Operation ALAMO SWEEP	220
An Army Civil Affairs Unit in Uruzgan Province	223
Lt. Col. Najibullah Sadiqi, ANA, Presents Kandaks to President Hamid Karzai	231
Soldiers Searching for Arms Caches during Operation ALAMO SWEEP	241
Air and Ground Force Coordination during Operation ALAMO SWEEP	247
Troops Preparing to Enter a Residential Compound during Operation ALAMO SWEEP	251
Lt. Gen. David W. Barno	259
Brig. Gen. Lloyd J. Austin and General John P. Abizaid	270
The Kajaki Hydroelectric Plant	279
Providing Medical Care during a Combined Medical Assistance Mission	283
Soldiers Preparing to Destroy Cases of Ammunition and Various Weapons	284
An Afghan Voter in Khost Province	296
Local Afghan Guards Securing Road Construction in Paktiya Province	299
Defense Secretary Donald H. Rumsfeld Addressing Troops at Bagram	317
Maj. Gen. Karl W. Eikenberry and Ambassador Zalmay Khalilzad	321
ANA Trainees at the Kabul Military Training Center	332
A CH-47 Chinook on an Airstrip near Khost	340
An AH-64, Guarded by ANA Soldiers, Collecting Afghan Presidential Election Ballots	342
 ARTWORK	
Overwatch	xvi
Army Horse Soldiers	31
“I’m OK, Guys”	190
Close Air Support	350

Note on the Images

The majority of the photographs contained in these volumes were taken by U.S. Department of Defense service members and selected specifically to portray Afghanistan from the perspective of those who served. The authors appreciate the U.S. Agency for International Development for the photographs on pages 59, 62, 296, and 299

M. Sgt. Juan C. Munoz, the 2015–2019 Army Artist in Residence, painted the artwork in these volumes based on photographs taken in Afghanistan by military personnel. The U.S. Army thanks Sergeant Munoz for his evocative work and its valuable contribution to the long history of soldiers expressing themselves through their art.

**Figure 10.7. Foreword**

PREFACE

The death of President Abraham Lincoln at the hands of the well-known actor John Wilkes Booth on 14 April 1865 was a devastating event for the Union and an overwhelming shock to the nation as a whole. The timing of the event was itself unsettling, given that the Confederacy was losing the American Civil War, and the brutal, four-year conflict was coming to a close. Lincoln's assassination followed General Robert E. Lee's surrender at the Appomattox Court House on 9 April, yet it occurred before the official surrender of the Confederate government or the capture of its president, Jefferson F. Davis. Many feared that Lincoln's assassination would cause a resurgence in the conflict, and there was a widespread belief that Confederate agents had committed the attack as a desperate attempt to do just that. The immediate reaction of many in the North was to blame the Confederacy either for tacitly supporting the plot or for carrying it out directly. Although the ties between the Confederacy and the assassination continue to be debated to this day, the manhunt for and killing of Booth, the ultimate capture of Booth's co-conspirators, and their eventual trial by a military commission brought some measure of clarity to the situation.

As with all Army staff rides, this one seeks to enlighten participants through their prior study of specific topics and their subsequent visits to relevant physical locations. The goal is for staff ride participants to exercise critical thinking skills and gain valuable insights from the past, all of which could prove useful in addressing future challenges. Elements of this staff ride experience are unique compared to our traditional battlefield staff rides. Its complexity allows for myriad lessons concerning the military, civilian government, legal jurisprudence, and the practice of historical study itself. The Lincoln Assassination Staff Ride sites are conveniently located for audiences whose daily operations take place in the National Capital Region.

Aspects of the Lincoln assassination and the ensuing trial of the conspirators continue to be debated today. This staff ride experience gives participants a chance to explore these historical debates as they learn about an important event in U.S. history. Participation—through attentive reading of source material before the staff ride and active contributions to discussions during the staff ride itself—is essential to historical education and will facilitate successful active learning during this event. The information acquired from both individual study and thoughtful discussions with other staff ride participants and facilitators undoubtedly will lead to increased insight

Figure 10.8. Preface

for military and government personnel and any other individuals involved. Through this experience, participants will learn about specific historical events and their resulting outcomes, and they will relate and apply the insights they gain to contemporary issues.

This guide is meant to help prepare anyone planning to carry out the Lincoln Assassination Staff Ride, and it will give the reader additional sources of information on the subject. Thorough preparation is essential. In the preliminary study phase of the staff ride, participants will read pertinent material before the event. It is highly recommended that students read as much material as possible before the staff ride itself in order to participate fully and derive maximum benefit from the experience. During the field study phase of the staff ride, participants and facilitators will stop at relevant historic sites and take part in discussions of important events and topics related to the site. At the end of the staff ride, participants will go through an integration phase in which information discussed in the earlier phases is analyzed and evaluated for its significance, ensuring the students begin to apply what they have learned. The U.S. Army Center of Military History is excited to present this nontraditional staff ride and is confident that participants will find the experience to be both intellectually enhancing and personally rewarding.

Washington, D.C.
8 January 2020

JOSEPH A. BEARD
SHANE D. MAKOWICKI

ACKNOWLEDGMENTS

Many of the most experienced staff ride practitioners from across the Army History Program and the Department of Defense contributed to this pamphlet revision. Mr. Kevin Kennedy, Mr. Charles Collins, Mr. Gary Linhart, and Dr. Curtis S. King of the Army University Press (AUP) Staff Ride Team contributed content from “Train the Trainer Walkbook Additions,” which they crafted in September 2008 as a guide for future staff ride practitioners. That work, while largely derived from Dr. William G. Robertson’s original 1987 version of this publication, goes into greater detail on the steps and principles Robertson outlined. Additionally, this team has produced the pioneering work “The Exportable Virtual Staff Ride (VSR),” which has proven invaluable to practitioners constructing and executing virtual staff rides. This body of work and several subsequent efforts have helped to adapt and modernize the staff ride concept. Col. Jason Musteen, Ph.D., and Col. Raymond Kimball, Ph.D., both professors at USMA, contributed their knowledge and expertise in traditional and, especially, nontraditional applications of the staff ride methodology. They also provided insight into the potential utility of the “reacting to the past” pedagogical technique. Dr. Christopher S. Stowe, Dr. Bradford A. Wineman, and Dr. Paul D. Gelpi of the Marine Corps General Staff College contributed their knowledge and experience in the revival and modern application of decision-gaming technique in staff rides. Dr. J. Britt McCarley, U.S. Army Training and Doctrine Command (TRADOC) Chief Historian, offered sage advice based on many years of experience in training and educating the Army. I am most grateful to all of these esteemed colleagues for their time and significant contributions to this revised publication.

Washington, D.C.
October 2020

PETER G. KNIGHT, Ph.D.
Chief, Field and International
History Programs Division
U.S. Army Center of Military History

xi

Figure 10.9. Acknowledgments

ACRONYMS, ABBREVIATIONS, AND KEY TERMS

Text Acronyms and Abbreviations

ALP	Afghan Local Police
ANA	Afghan National Army
ANP	Afghan National Police
ANSF	Afghan National Security Forces
BRAC	Base Realignment and Closure
CENTCOM	U.S. Central Command
CFC-A	Combined Forces Command–Afghanistan
CFLCC	Coalition Forces Land Component Command.
CIA	U.S. Central Intelligence Agency
CJSOTF	Combined Joint Special Operations Task Force
CJTF	Combined Joint Task Force
CMH	U.S. Army Center of Military History
COMISAF	Commander, ISAF
CSA	Chief of Staff, Army
CSTC-A	Combined Security Transition Command–Afghanistan
DoD	Department of Defense
FORSCOM	U.S. Army Forces Command
HIG	Hezb-e-Islami Gulbuddin
HMMWV	High Mobility Multipurpose Wheeled Vehicle
IED	improvised explosive device
IJC	ISAF Joint Command
ISAF	International Security Assistance Force
MLRS	multiple launch rocket system
MMAS	Master of Military Art and Science
MRAP	mine-resistant, ambush-protected
NATO	North Atlantic Treaty Organization
ODA	Operational Detachment Alpha
OEF	Operation ENDURING FREEDOM
OIF	Operation IRAQI FREEDOM
OP	operation
RC	Regional Command
RFF	request for forces
SEAL	Navy Sea-Air-Land element
SIGINT	signals intelligence
SOF	Special Operations Forces
TF	Task Force
TRADOC	U.S. Army Training and Doctrine Command
TTP	Tehrik-i-Taliban Pakistan
UN	United Nations
U.S.	United States
USFOR-A	United States Forces–Afghanistan

Figure 10.10. Abbreviations

THE UNITED STATES ARMY IN AFGHANISTAN, 2001–2014

Foreign Terms

<i>al-Qaeda</i>	the foundation or the base [<i>organization name</i>]
<i>amir</i>	ruler, chief, or commander
<i>arbakai</i>	local Afghan militia formations
<i>Atal</i>	Hero [<i>ANA corps name</i>]
<i>Baaz Tsuka</i>	Falcon Summit [<i>operation name</i>]
<i>Ebrat</i>	Lesson [<i>operation name</i>]
<i>Inteqal</i>	Transition [<i>operation name</i>]
<i>jihad</i>	struggle, in the sense of a holy war waged on behalf of Islam
<i>jirga</i>	larger tribal assembly
<i>kandak</i>	Afghan battalion-sized unit
<i>Khanjar</i>	Strike of the Sword [<i>operation name</i>]
<i>Lal Masjid</i>	Red Mosque [<i>place name</i>]
<i>layeha</i>	code of conduct
<i>loya jirga</i>	grand assembly, akin to a national convention
<i>madrassa</i>	religious educational institution
<i>Mosharak</i>	Together [<i>operation name</i>]
<i>mujahideen</i>	holy warriors
<i>Nasrat</i>	Victory [<i>operation name</i>]
<i>Naweed</i>	Good News [<i>operation name</i>]
<i>Oqab</i>	Eagle [<i>operation name</i>]
<i>Oqab Etehab</i>	Eagle Unity [<i>operation name</i>]
<i>Oqab Hamkari</i>	Eagle Teamwork [<i>operation name</i>]
<i>Pamir Hamkari</i>	Mountain Teamwork [<i>operation name</i>]
<i>Panchai Palang</i>	Panther's Claw [<i>operation name</i>]
<i>pashtunwali</i>	ancient Pashtun code of conduct that includes a strong tradition of hospitality
<i>Sailab</i>	Flood [<i>ANA corps name</i>]
<i>Shafafiyat</i>	Transparency [<i>task force name</i>]
<i>Shaheen</i>	Falcon [<i>ANA corps name</i>]
<i>sharia</i>	Islamic religious law
<i>shona ba shona</i>	shoulder-to-shoulder
<i>shura</i>	a local consultative council or assembly
<i>Taliban</i>	students of Islam [<i>organization name</i>]
<i>Tandar</i>	Thunder [<i>ANA corps name</i>]
<i>tashkil</i>	organization, in the sense of an official list
<i>Tolo Hamkari</i>	Dawn of Cooperation [<i>operation name</i>]
<i>Zafar</i>	Victory [<i>ANA corps name</i>]
<i>Zarb-e-Azb</i>	Swift and Conclusive Strike [<i>operation name</i>]

Selected U.S. Military Staff Designations

CJ-2	Combined (Coalition) joint intelligence
CJ-3	Combined (Coalition) joint operations
CJ-4	Combined (Coalition) joint logistics
CJ-35	Combined (Coalition) joint future operations

ACRONYMS, ABBREVIATIONS, AND KEY TERMS

CJ-5	Combined (Coalition) joint planning
CJ-55	Combined (Coalition) joint future plans
CJ-7	Combined (Coalition) joint training
G-3/7	Army operations and training
G-3/S/7	Army operations, plans, and training
J-2	Joint staff intelligence
J-3	Joint staff operations
J-4	Joint staff logistics
S-2	Battalion or brigade intelligence

THE UNITED STATES ARMY IN AFGHANISTAN, 2001–2014

NOTE TERMS

ANA	Afghan National Army
ARCENT	U.S. Army Central Command
CENTCOM	U.S. Central Command
CFC-A	Combined Forces Command–Afghanistan
CFLCC	Coalition Forces Land Component Command
CIA	U.S. Central Intelligence Agency
CINCCENT	Commander in Chief, CENTCOM
CJCS	Chairman of the Joint Chiefs of Staff
CJSOTF	Combined Joint Special Operations Task Force
CJTF	Combined Joint Task Force
CMH	U.S. Army Center of Military History
DoD	Department of Defense
EO	Executive Order
FM	Field Manual
FORSCOM	U.S. Army Forces Command
FRAGO	Fragmentary Order
GO	General Orders
Grp	Group
Hist Files	Historians Files
ISAF	International Security Assistance Force
MHD	Military History Detachment
NATO	North Atlantic Treaty Organization
NSA GWU	National Security Archive, George Washington University
ODA	Operational Detachment Alpha
OEF	Operation ENDURING FREEDOM
OEF Study Grp	Operation ENDURING FREEDOM Study Group
OMC-A	Office of Military Cooperation–Afghanistan
OPORD	Operation Order
PEP	Personal experience paper
RC	Regional Command
RMA	Revolution in Military Affairs
SEP	Student experience paper
SF	Special Forces
SOF	Special Operations Forces
TF	Task Force
TRADOC	U.S. Army Training and Doctrine Command
UN	United Nations






















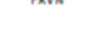
Map Symbols and Terms	
Military Units	
<i>Function</i>	
Armor	
Amphibious Tractor (USMC)	
Aviation	
Cavalry (Armored)	
Engineer or Sapper	
Field Artillery	
Infantry	
Infantry (Airborne)	
Infantry (Air Assault)	
Infantry (Mechanized)	
<i>Size Symbols</i>	
Platoon or Detachment	•••
Battery, Company, or Cavalry Troop	I
Battalion or Cavalry Squadron	II

Figure 10.11. Map Symbols

Staying the Course

Regiment or Group.....	III
Brigade.....	X
Division.....	XX
Corps.....	XXX

Examples

Company A, 1st Battalion, 18th Infantry.....	
1st Battalion, 26th Infantry Regiment.....	
173d Airborne Brigade.....	
1st Cavalry Division (Airmobile).....	
Reconnaissance Platoon, Company C, 5th Battalion, 60th Infantry.....	
3d Marine Division.....	
South Vietnamese 5th Infantry Division.....	
1st Australian Task Force.....	
South Korean 9th Infantry Division.....	
1st PAVN Division.....	
267th PLAF Battalion.....	
32d PAVN Regiment.....	

Geographic Terms

Ap	Hamlet
Chu	Mountain
Cua	Channel, river mouth
Dak	Stream

THE AUTHOR

Thomas Boghardt was born in the Rhineland and grew up in Hamburg, Germany, and Venice, Florida. From 1990 to 1991, he served with the 183d Panzerbataillon of the German army. He received his master's degree in history from the University of Freiburg in 1996, and his Ph.D. in modern European history from the University of Oxford in 2002. Dr. Boghardt taught history at the University of Management Sciences in Lahore, Pakistan, in 2002 before joining Georgetown University's Edmund A. Walsh School of Foreign Service as the Fritz Thyssen Fellow from 2002 to 2004. For the next six years, he worked as a historian at the International Spy Museum in Washington, D.C. In 2010, he joined the U.S. Army Center of Military History as a senior historian.

Dr. Boghardt has published numerous articles and books on intelligence in the twentieth century, and he lectures frequently on this subject. He lives with his wife and two children in the Washington, D.C., area.

Figure 10.12. Author Biography

11 | Indexes

Preparing an index is an arduous task that requires the collaboration of the author, the editor, and—if there is one—the indexer. For more information pertaining to the indexing responsibilities of the author and the editor throughout the publication process, see **12.52–12.58**.

For style and organizational questions not answered here, please refer to the chapter on indexing in *Chicago*, which provides guidance on several different formats.

General

11.1 *What parts of a publication to index.* The main text of a book, including the foreword, introduction, conclusion, afterword, and epilogue, should be indexed. Substantive, discursive content in notes also is indexed (see **11.14**).

The preface, appendixes, and chronologies should be indexed only if they discuss the subject matter of the book or supplement the content of the text. Do not index an appendix that merely contains a reproduced document. Do not index a preface that only discusses how the work came to be written.

Do not index acknowledgments, bibliographies, further readings, lists of abbreviations, glossaries, and author bios. Do not index the content of maps.

The content of tables, charts, captions, and images may be indexed. (See **11.15–11.16**.)

Editorial discretion should be used in determining what to index, both to ensure that essential references are not overlooked and to avoid over indexing.

11.2 *What terms to index.* At a minimum, index all people, geographic place names, and military units. Incidental mentions of people, places, and things need not be indexed.

11.3 *Variations in terminology.* For entities that are referred to by a variety of names throughout a work, use only one term as the main entry. There should not be an index entry for each variation of the name. Instead, locators for all of the different terms should be included in the list of locators for the main entry. Consider adding a cross-reference if a variant of the term is drastically different from the main entry or if the main entry is not the most commonly used term.

For example, the following variations of a term are used throughout a text:

AH–64s, AH–64 Apache gunships, AH–64 gunships, Apaches, Apache gunships, gunships

Locators for all of these terms are consolidated under one main entry (“AH–64 Apache gunships”); two cross-reference (“Apaches” and “gunships”) have been added to the index:

AH–64 Apache gunships, 17, 143, 153–54, 156, 164, 246

Apaches. *See* AH–64 Apache gunships.

gunships. *See* AH–64 Apache gunships.

See **11.5–11.6** for more on cross-references.

11.4 *Indexing information that spans a page break.* Index by paragraph not by an individual item's appearance on a page. For example, Maj. Gen. Leonard T. Gerow's name appears on page 97, not on page 98, but the paragraph, and therefore the discussion, carries over to page 98. The reader is interested in the entire discussion and its relation to Gerow. He and all the other people, places, and things indexed in that paragraph should follow the example below.

Gerow, Maj. Gen. Leonard T., 97–98

If Gerow appears only on the top of page 98, the end of the carried-over paragraph, the entry should be the same as mentioned above because the reader, again, is interested in the entire discussion.

Cross-References

11.5 For the reader's convenience, use cross-references liberally. The purpose of a cross-reference is to point the reader to the main entry. The cross-reference entry has no locators; the main entry lists all of the locators.

11.6 *“See” and “See also.”* *See* is used at the end of a cross-reference entry to refer the reader to the main entry. *See also* is used at the end of a main entry or subentry to point readers toward useful, additional, or related information under another term.

modular brigade combat teams. *See* modularity.

modularity, 307–9, 316, 348

Russia, 114, 116, 341, 348. *See also* Soviet Union.

Soviet Union, 1–4, 6, 8–10, 12–13, 22, 24, 33, 36. *See also* Russia.

When using *See* or *See also*, ensure the main entry the reader is being sent to is written exactly as it appears in the index.

For further guidance on formatting cross-references, see **11.8**, **11.12**, **11.22–11.24**.

Abbreviations

11.7 If a main entry in the index has been introduced with an acronym or other abbreviation in the text, the abbreviation should be placed in parentheses after it.

Department of Defense (DoD), 45, 47–49, 61, 86, 105–6, 140

11.8 Abbreviations that have been introduced properly in the text may be listed in the index as a cross-reference to the spelled-out version, especially those that are widely used. It is not necessary to include *all* abbreviations used in the text as cross-reference entries in the index, but see **11.5**. Editorial discretion is advised. Abbreviations that have been introduced in the text in reverse format (i.e., by giving the acronym first, followed by the spell-out in parentheses), should be indexed using the spelled-out form as the main entry, as shown here for NATO.

CENTCOM. *See* U.S. Central Command (CENTCOM).

Defense Department. *See* Department of Defense (DoD).

Department of Defense (DoD), 45, 47–49, 61, 86, 105–6, 140

DoD. *See* Department of Defense (DoD).

improvised explosive device (IED), 14, 263, 325–26, 343

Joint Direct Attack Munition (JDAM), 110

NATO. *See* North Atlantic Treaty Organization (NATO).

North Atlantic Treaty Organization (NATO), 55, 78–86.

U.S. Central Command (CENTCOM), 38–40, 46, 53, 55–60, 62–63

Note: Within an entry, the abbreviation *U.S.* may be used as an adjective without spelling out the abbreviation. All other abbreviations must be explained in the entry.

11.9 Abbreviations may be used with unit names in subentries and sub-subentries, even if they have not been used in the text. Unit-related abbreviations that are listed in **Table 9.1** (such as Abn, Div, Inf, etc.) may be used in subentries and sub-subentries without a spell-out at first use. Other unit-related abbreviations (such as BCT, STB, etc.) must be introduced at the first use of the spelled-out term. *See* **11.44**.

People

11.10 *Nicknames.* Do not include nicknames in the index, even if they are used in the text.

Cheney, Richard B. *not* Cheney, Richard B. “Dick”

11.11 *Rank.* Index military personnel using the highest rank given in the text.

11.12 *Titles.* Do not list officer or civilian position titles with a name; use a cross-reference instead.

Abrams, General Creighton W., 18–19

Bush, George H. W., 13

Bush, George W., 24–26, 33, 35, 37–38

Chief of Staff, U.S. Army. *See* Abrams, General Creighton W.; Shinseki, General Erik K.

Clinton, William J., 11, 14–17, 21, 24–25

President, U.S. *See* Bush, George H. W.; Bush, George W.; Clinton, William J.

Rumsfeld, Donald H., 14, 26–27, 38–40

Secretary of Defense. *See* Rumsfeld, Donald H.

Shinseki, General Erik K., 21, 23, 24, 29, 69, 71, 178, 234, 306

11.13 Suffixes. Suffixes are included in the index entry. They follow the given name and are preceded by a comma.

Peay, General J. H. Binford, III, 6–10, 15, 18

Tiso, Col. Roland J., Jr., 78, 89, 106

Notes

11.14 Notes. Index the discursive portions of footnotes and endnotes; do not index the source citations. Use the page number followed by an *n* and the note number. Use *nn* to indicate a range of consecutive footnotes on that page. Do not italicize *n* and *nn* or use periods after them and do not insert spaces between the page number and the note number.

134n2 [page 134, note 2]

134nn2–5 [range of consecutive notes on same page; page 134, notes 2 through 5]

134n2, 134n4 [nonconsecutive notes on same page; page 134, notes 2 and 4]

168–69n2 [longer footnote spread across two pages; pages 168 to 169, note 2]

If the entry being indexed appears in both the main text and in a discursive footnote on the same page, list the page number on its own, followed by the locator for the note.

casualties, enemy, 67, 81n6, 97, 97n12, 103

Visual Elements

11.15 Illustrative matter (images, captions, tables, charts, and the like) that is of particular importance should be indexed, especially when the main entry term that would be indexed from these items does not appear in the table of contents.

11.16 Locators for visual elements. References to visual elements should be set in italics, and a headnote should be inserted at the beginning of the index to inform readers of the meaning of italicized locators.

Barno, Lt. Gen. David W., 295–99, 298, 302–5

Examples of headnotes:

Page numbers in italics refer to figures and tables.

Page numbers in italics refer to images and captions.

Formatting Entries

11.17 Index terms exactly as they appear in the text. Follow the capitalization, spelling, accents, italics, small caps, and any other style of the term being indexed.

11.18 The initial letter of each entry is lowercased unless the word is capitalized in the text.

- 11.19** Avoid beginning a main entry with a number, preposition, or article. Invert the phrase and use a comma. Subentries, on the other hand, may begin with numbers, prepositions, articles, and other connective words.

Afghan presidential elections, 2004

Karzai, Hamid

2004 Afghan presidential elections

as president

as tribal leader

Ring Road, the

- 11.20** *Page ranges*. Express page ranges using an en dash and following the guidelines given in 5.8. Do not use p. or pp.

65–68

400–406

206–8

207–18

476–78

- 11.21** *Commas*. Use a comma (or a colon, if use of the comma results in ambiguity) to separate entries from page numbers, and commas to separate page numbers from each other. Do not use a period after the last locator, unless a sentence follows.

Afghan Border Police, 94, 155, 174, 373, 414, 416–39

- 11.22** *Periods*. Only use periods before and after statements beginning with *See* and *See also* or to terminate other complete sentences.

cannons, 155, 163. *See also* howitzers.

CFACC. *See* Combined Forces Air Component Command (CFACC).

CH–53 Sea Stallions, 110, 112, 163–68, 175

- 11.23** *Semicolons*. When *See also* is followed by reference to several entries, use semicolons to separate items.

bombs, 1, 6, 11, 14. *See also* B–1 Lancer bombers; B–2 Stealth bombers;
B–52 bombers.

- 11.24** *Use of italics*. Italicize any terms that are italicized in the text, such as book titles, foreign terms, enemy units, and so forth. Italicize *See* and *See also* unless what follows is in italics. Italicize complete phrases associated with *See* and *See also*.

People’s Army of Vietnam. *See* North Vietnam.

North Vietnam. *See* *People’s Army of Vietnam*.

See also specific types of military equipment.

- 11.25** *Hanging indents*. Main entries are set flush left, with a hanging indent of two em spaces (or 0.5 inches/1.27 cm, when keying text on MS Word at 12-point font) for run-over lines. Subentries are indented one em (0.25 inches/0.63 cm) space, with a hanging indent of two em (0.25 inches/0.63 cm hanging; 0.5 inches/1.27 cm from flush left) spaces for run-over lines.

Afghan National Army (ANA), 140, 173–75, 178, 184, 193–94, 197, 221, 223, 229–33, 251, 261, 275, 277–78, 280, 282, 284, 288–89, 291, 301, 332–34
 central corps, 174, 231, 232, 261
 General Staff, 333, 340, 373–75, 378, 384, 393–94, 397, 421, 423, 429–33, 451, 461, 475, 477–78, 480, 482, 484, 488–89, 491, 501, 532–34, 538
kandaks, 230, 231–32, 275–76, 278–80, 287, 295, 332–34

11.26 *Prepping the index for layout.* When formatting the index to be submitted for layout, leave it as a single-column, single-spaced document. Apply only the styles needed to show key formatting (italics, small caps) and appropriate index entry levels.

Subentries

11.27 Main entries having fewer than six page references do not need to be broken into subentries.

11.28 There must be at least two subentries under a main entry. (Exceptions may be made for entries related to unit designations.)

11.29 Locators (page numbers) that appear in subentries should not be duplicated immediately after the main entry.

Yempuku, Capt. Ralph T., 141, 286, 291, 347, 377
 occupation of Japan, 436–37
 surrender of Japan, 400–401, 403

not

Yempuku, Capt. Ralph T., 141, 286, 291, 347, 377, 400–401, 403, 436–37
 occupation of Japan, 436–37
 Pacific campaigns, 286, 291, 347, 377

11.30 *Subentries as main entries.* Double post subentries as main entries.

Chinese-language program, 315–16
 Fort Snelling, 299–329
 Chinese-language program, 315–16

11.31 *Sub-subentries.* In general, sub-subentries (or second subentries) should be avoided. Instead, double post the subentry as a main entry and allow what would have been second subentries to be normal subentries under the new main entry. Sub-subentries are permissible when indexing units.

Organizing the Index

11.32 *Word-by-word.* CMH prefers the word-by-word system of sorting an index, a method that is described in detail in *Chicago*. In this system, alphabetizing continues until the end of the first word. Sorting begins again with the next word of the entry. The order of precedence is as

follows: one word, word followed by (a space and) a parenthesis, word followed by a comma, word followed by space (and another word), then—ignoring punctuation—word followed by a number, word followed by letters. Abbreviations and hyphenated compounds are considered one word. Capitalizations, italics, and quotation marks do not affect position.

A. Irving & Co.

air

AIR [after interview report]

Air [the city]

Air, Maj. Jessica P. [rank is ignored when alphabetizing names]

Air, Capt. Lincoln X.

air forces

air raids

air support

Air67

airborne divisions. *See* divisions and divisional brigades/brigade combat teams.

aircraft, manufacture of

aircraft armament

airfield

air-ground communication

airlock

11.33 *Sorting entries with MS Word.* Although MS Word's alphabetizing feature most closely resembles the word-by-word system, it is not perfect. For in-house indexes, this may be a good way to start sorting a group of entries, but the resultant list must be edited and adjusted according to these guidelines.

11.34 Do not consider prepositions and articles (such as *of* and *of the*) that appear in the middle of an entry when alphabetizing main entries or subentries.

Dellums, Ronald V.

Department of the Army

Department of the Army Realignment Task Force

Department of Defense

11.35 When a subentry begins with a preposition, an article, or a connective, do not consider it in alphabetizing. Alphabetize subentries in the same manner as main entries.

11.36 Entries that begin with a single letter followed by a number should appear at the beginning of entries for that letter. Main entries that contain two letters followed by a number, numbers, or a letter-number combination should appear alphabetically.

A-10 Thunderbolt II

Abdullah, Zia

Abrams Doctrine

AC-130 gunships

Accelerating Success

Agha (nom de guerre)
AH-1T Sea Cobra gunships

11.37 Entries with “United” or “U.S.” United and U.S. are alphabetized letter by letter as they are spelled. Note that the abbreviation *U.S.* should be used only as an adjective.

United Arab Republic (UAR)
United Kingdom
United Nations Civil Assistance Command, Korea
United States
United States Military Academy
unity of command
urban warfare
U.S. Army, Pacific
U.S. Army Advisory Group in China
U.S. Department of the Army
U.S. Department of Defense

Editing the Index

Note: Editors should consult *Chicago’s* index-editing checklist before editing an index (see *Chicago* 16.133).

11.38 *Layout.* CMH prefers a two-column index with ragged right margins. See **11.25** for guidance on formatting hanging indents for main entries and subentries.

11.39 *Run-over columns.* If an entry breaks at the foot of the last column on a right-hand page (recto) and resumes at the top of the following left-hand page (verso), repeat the main heading followed by an em dash and *Continued* above the carried-over part of the index. No continued line is necessary when entries run over to the next column on the same page or on facing pages (verso to recto).

Bottom of recto:

World War II
concentration of forces, 101, 106, 111
division organization, 119–20
industrial mobilization, 112–13, 114
intelligence operations, 117, 180

Top of verso:

World War II—*Continued*
logistical support, 86–87, 121–22, 124
Mediterranean region, 78–79, 98–99
military diplomacy, 107–8
political considerations, 113–16

11.40 Separate alphabetical groupings by a space. Do not use single-letter headings.

Crumpton, Henry A., 79, 88, 123
Cunningham, Sr. Amn. Jason D., 162

Dadullah Akhund, Mullah. *See* Akhund, Mullah Dadullah.
Dailey, Maj. Gen. Dell L., 56, 66, 158

not

Crumpton, Henry A., 79, 88, 123
Cunningham, Sr. Amn. Jason D., 162

D

Dadullah Akhund, Mullah. *See* Akhund, Mullah Dadullah.
Dailey, Maj. Gen. Dell L., 56, 66, 158

Units

11.41 *Style.* For the proper capitalization, punctuation, and style of unit names, see **1.34–1.39**, **1.45–1.47**, **2.23**, and **5.12**.

11.42 *Units list and the temporary units-only index.* **Units are indexed by their official unit designations**, as listed on the “units list,” which has been approved by CMH’s Force Structure and Unit History Division (hereinafter referred to as FPO) during the writing and editing process. (See **12.7** for more information about the creation of the units list.) It is highly recommended that the indexer prepares the unit names (and any cross-references) separately, and has this temporary units-only index reviewed by FPO before integrating those terms into the full index.

11.43 *Unit designations, variations, and changes.* Many units will be known by their official designations, used in their entirety and without variation, throughout the whole text. These are the easiest units to index.

For other units, after introducing the unit with its official designation, the author may identify a more common name for the unit. (See **1.35**.) For example, after being introduced as the 160th Aviation Regiment (Special Operations), this unit might then be referred to as the 160th Special Operations Aviation Regiment or the 160th SOAR throughout the text. The main entry for this unit would be “160th Aviation Regiment (Special Operations),” with cross-references elsewhere. See **11.58** for a mock index containing this unit. See **11.45** for the treatment of parenthetical elements and **11.46** for a discussion of function versus designation.

In other cases, units may be referred to by a variety of acceptable names (without authorial explanation), all of which relate to the unit’s current, official designation. For example, the official designation of a unit (from the mid-2000s) is the 173d Airborne Brigade Combat Team, and it appears this way at first mention in the text. However, this unit may also be called the 173d Airborne, the 173d Brigade, the 173d BCT, the 173d, the brigade, the BCT, or even “the Sky Soldiers.” Locators corresponding to all these terms should be included under the main entry of “173d Airborne Brigade Combat Team,” with liberal cross-references elsewhere. See **11.58** for a mock index containing this unit.

Occasionally, texts may discuss a unit over a period of time during which its official designation changed. For example, the above unit was first known as the 173d Infantry Brigade during World War I, then simply as the 173d Brigade in the 1920s and 30s, and then as the 173d Airborne Brigade in the 1960s. In 2006, the unit became the 173d Airborne Brigade Combat Team. Indexers should be aware of these transformations, and in the case of the 173d

Airborne Brigade Combat Team, should search the text for 173d Airborne Brigade, 173d BCT, and more. *Note:* Depending on how much of the text is dedicated to each iteration of the unit, it may make sense to have multiple main entries (one for each official designation, with its own locators for that iteration of the unit) with cross-references to and from the other iterations. However, in most case, one main entry should suffice (for the iteration/official designation discussed most) with cross-references from the others.

11.44 *Introducing and using unit-related abbreviations in the index.* To save space and to decrease the instances of run-over lines, certain unit-related abbreviations may be used in subentries and sub-subentries even if they have not been used in the text. Abbreviations that are listed in **Table 9.1** may be used without introduction (i.e., no spell-out is needed). Other abbreviations should be introduced at the first use of the spelled-out term. Do not use abbreviations in main entries, though abbreviations may be *introduced* at the end of a main entry for use in subentries and sub-subentries. Abbreviations may be added as cross-references, pointing the reader to the main entry. For examples, see the treatment of “combat aviation brigades (CABs)” in **11.51** and “special troops battalions (STBs)” in **11.52**.

11.45 *Parenthetical elements.* Parenthetical identifications are not part of a unit’s official designation. If parenthetical elements are used with the first full mention of a unit in the text, the parenthetical element may also be mentioned with the official designation in the index. See **1.35**.

4th Inf Div (Mech)
2d Cav Rgt (Stryker)

11.46 *Function v. designation.* **Main entries should be based on official unit designation, not function.** The function may be listed as a cross-reference. Note that a unit’s function may appear as a parenthetical element (see **11.45**) or as another descriptor such as “Stryker Brigade,” “Sapper Company,” or “Movement Control Team.” Understanding function versus designation helps to keep units indexed logically and in a manner most likely to make sense to readers. The experts in FPO can help discern function from official designation.

For example, an infantry battalion that is airborne capable (i.e., its function) is still an infantry unit and should be indexed under *infantry*. A reader looking in a War on Terrorism book for the 1st Battalion, 504th Infantry Regiment, would not look under *A* for “airborne [units]” just because the unit is organized as airborne. The reader would look under *I* for “infantry [units]” and would find “504th Infantry Regiment” as a subentry and “1st Battalion (Airborne)” as a sub-subentry. (See also **11.51**.)

airborne units. *See* divisions and divisional brigades/brigade combat teams;
infantry regiments, battalions, and companies.

divisions and divisional brigades/brigade combat teams
101st Abn Div

infantry regiments, battalions, and companies
504th Inf Rgt
1st Bn (Abn)

11.47 Organizing main entries. Simple, reader-friendly organization is key. For this reason, **main entries are organized primarily by size.** Most often, there will be three size-based categories that serve as main entries: (1) divisions and brigades/brigade combat teams (see **11.49–11.51**), (2) regiments, battalions/squadrons, and companies/troops/batteries, and (3) companies and detachments for combat support units (see **11.52–11.53**). However, nondivisional brigade-sized units and certain battalion-level units will not fall into these categories (see **11.50–11.53**). Most importantly, remember that no two publications are the same. Organizational choices for one publication may not be appropriate for another. If in doubt, consult FPO.

11.48 Echelons above divisions. Units higher than divisions are indexed alphabetically with the size/echelon as the main entry. Subentries are organized in ascending numerical order. For more on organizing subentries, see **11.54–11.55**.

armies

- First Army
- Third Army
- Eighth Army
- Army groups [World War II period]
 - 6th Army Gp
 - 12th Army Gp

corps

- I Corps
- IX Corps
- X Corps
- XVIII Abn Corps

field forces [Vietnam era]

- I Field Force, Vietnam
- II Field Force, Vietnam

11.49 Divisions, divisional brigades, and divisional brigade combat teams. Under the main entry of (for example) “divisions and divisional brigades/brigade combat teams,” each division will appear as a subentry, arranged in ascending numerical order and then (if identical ordinal numbers exist) alphabetically. Under each division’s subentry, the brigades and/or brigade combat teams appear as sub-subentries, arranged in ascending numerical order. For more on organizing subentries, see **11.54–11.55**. Note that units smaller than brigades are not nested here; see **11.52**.

This example is from the War on Terrorism timeframe, after modularity. Note that abbreviations are used according the guidelines in **11.44**.

divisions and divisional brigades/brigade combat teams

- 1st Armd Div
 - 3d Brigade Combat Team (BCT)
- 1st Cav Div
 - 1st BCT
 - 2d BCT
- 1st Inf Div

2d BCT
 4th Inf Div
 1st BCT
 10th Mtn Div
 2d BCT
 4th BCT
 25th Inf Div
 1st BCT
 2d BCT
 28th Inf Div
 56th BCT
 101st Abn Div
 3d BCT
 4th BCT

Cross-references that may be needed from this topic:

See also aviation brigades and combat aviation brigades; infantry brigades/brigade combat teams (nondivisional); special troops battalions; sustainment brigades.

Cross-references that may be needed to this topic:

airborne divisions. *See* divisions and divisional brigades/brigade combat teams.
 armored divisions. *See* divisions and divisional brigades/brigade combat teams.
 BCTs. *See* divisions and divisional brigades/brigade combat teams.
 cavalry divisions. *See* divisions and divisional brigades/brigade combat teams.
 infantry divisions. *See* divisions and divisional brigades/brigade combat teams.
 mountain division. *See* divisions and divisional brigades/brigade combat teams.

11.50 *Nondivisional brigades and brigade combat teams.* Brigades and brigade combat teams that are not divisional should be listed alphabetically by branch as the main entry. *Note:* Combat support branches, such as chemical, engineers, transportation, etc., have only brigades, not brigade combat teams. *See also* **11.51**.

ABCTs. *See* armored brigades/brigade combat teams (nondivisional).

armored brigades/brigade combat teams (nondivisional)

 155th Armd Bde Combat Team

See also divisions and divisional brigades/brigade combat teams.

battlefield surveillance brigades (BFSBs)

 1st BFSB

 2d BFSB

BCTs. *See* armored brigades/brigade combat teams (nondivisional); divisions and divisional brigades/brigade combat teams; infantry brigades/brigade combat teams (nondivisional).

BFSBs. *See* battlefield surveillance brigades (BFSBs).

brigade combat teams. *See* armored brigades/brigade combat teams (nondivisional); divisions and divisional brigades/brigade combat teams; infantry brigades/brigade combat teams (nondivisional).

engineer brigades
20th Eng Bde
225th Eng Bde
372d Eng Bde

IBCTs. *See* divisions and divisional brigades/brigade combat teams; infantry brigades/brigade combat teams (nondivisional).

infantry brigades/brigade combat teams (nondivisional)
37th Inf Bde Combat Team
172d Inf Bde

See also divisions and divisional brigades/brigade combat teams.

maneuver enhancement brigades (MEBs)
1st MEB
3d MEB

11.51 *Indexing divisional and nondivisional units together.* The artillery, aviation, engineers, and support/sustainment branches may be indexed with the divisional and nondivisional units grouped together for ease of reference. They should be listed alphabetically by branch as the main entry. Each brigade is then listed as a subentry. These are arranged with divisional brigades first, followed by the separately numbered brigades in ascending numerical order. In the example that follows, note that both support and sustainment brigades are indexed under “support.” FPO is always happy to help discern the correct terminology for main entries and the correct order for subentries. For more on organizing subentries, see **11.54–11.55**.

artillery brigades and divisional artillery

1st Armd Div Arty
4th Inf Div Arty
28th Inf Div Arty
38th Air Def Arty Bde
41st Field Arty Bde
65th Fires Bde
210th Fires Bde

See also divisions and divisional brigades/brigade combat teams.

aviation brigades and combat aviation brigades (CABs)

CAB, 1st Cav Div
CAB, 25th Inf Div
101st CAB, 101st Abn Div
159th CAB, 101st Abn Div
77th Avn Bde
185th Avn Bde

See also divisions and divisional brigades/brigade combat teams.

CABs. *See* aviation brigades and combat aviation brigades (CABs).
 combat aviation brigades. *See* aviation brigades and combat aviation brigades (CABs).

support brigades and divisional support

Sus Bde, 1st Inf Div
 Sus Bde, 29th Inf Div
 101st Sus Bde
 279th Spt Bde
 405th Spt Bde
 593d Sus Bde

See also support battalions.

sustainment brigades. *See* support brigades and divisional support.

Cross-references that may be needed to this topic:

division artillery. *See* artillery brigades and divisional artillery.

field artillery brigades. *See* artillery brigades and divisional artillery.

fires brigades. *See* artillery brigades and divisional artillery.

air defense artillery brigades. *See* artillery brigades and divisional artillery.

11.52 *Regiments; battalions and squadrons; companies, troops, and batteries.* At these unit levels, main entries are organized alphabetically by type. Subentries and sub-subentries are created for smaller units that are organic to a larger unit. Additional main entries are created for smaller units and detachments that are *not* organic to a larger unit. For more on organizing subentries, see **11.54–11.55**. *Note:* The word *regiment* can be tricky. The Army has always had regiments, but the word *regiment* does not always appear in a regiment's official designation. See **1.38** for guidance on when to use the word *regiment* in a designation, and, as always, defer to FPO if in doubt.

The two sample indexes that follow show the same units, first as they would appear in a book covering events *before* October 2005, and then as they would appear in a book covering events *after* October 2005.

Before October 2005:

infantry regiments, battalions, and companies	[<i>main entry</i>]
2d Inf	[<i>subentry</i>]
2d Bn	[<i>sub-subentry</i>]
8th Inf	
1st Bn	
Co B	[<i>sub-sub-subentry</i>]
Co C	
12th Inf	
2d Bn	
Co A	
Co C	
28th Inf	

1st Bn
52d Inf
Co A
75th Ranger Rgt
3d Bn
See also armored regiments, battalions, and companies; cavalry regiments, battalions, and companies.

After October 2005:

infantry regiments, battalions, and companies [main entry]
2d Inf Rgt [subentry]
2d Bn [sub-subentry]
8th Inf Rgt
1st Bn
Co B [sub-sub-subentry]
Co C
12th Inf Rgt
2d Bn
Co A
Co C
28th Inf Rgt
1st Bn
52d Inf Rgt
Co A
75th Ranger Rgt
3d Bn
See also armored regiments, battalions, and companies; cavalry regiments, battalions, and companies.

Cross-references that may be needed to this topic, in either example:

75th Ranger Regiment. *See* infantry regiments, battalions, and companies.
infantry battalions. *See* infantry regiments, battalions, and companies.
infantry companies. *See* infantry regiments, battalions, and companies.
Ranger Regiment, 75th. *See* infantry regiments, battalions, and companies.

In the following example, the main entry of “engineer battalions and companies” has subentries for each battalion and, under each battalion, sub-subentries for organic companies. Separately numbered units (e.g., companies that are not part of a battalion) are listed as subentries under the main entry “engineer companies.” Similarly, detachments are listed under their own main entry.

engineer battalions and companies
1st Eng Bn
Spt Co
14th Eng Bn
Co B

- 40th Eng Bn
- 122d Eng Bn
 - Co A
- See also* engineer companies.
- engineer companies
 - 42d Eng Co
 - 50th Eng Co
 - 56th Eng Co
 - 161st Eng Co
 - 561st Eng Co
- See also* engineer battalions and companies.
- engineer detachments
 - 180th Eng Det
 - 300th Eng Det
 - 506th Eng Det

The following example shows how special troops battalions and support battalions should be organized. Note that the abbreviation STB is introduced for “special troops battalions.”

- special troops battalions (STBs)
 - 1st Inf Div
 - STB (divisional)
 - STB, 1st Brigade Combat Team (BCT)
 - STB, 2d BCT
 - 2d Inf Div
 - STB (divisional)
 - 4th Inf Div
 - STB, 1st BCT
 - 10th Mtn Division
 - STB (divisional)
 - STB, 2d BCT
 - 82d Abn Div
 - STB, 4th BCT
- support battalions
 - 307th Spt Bn
 - Co A
 - Co C
 - Co E
 - Co G
 - 626th Spt Bn
 - 782d Spt Bn
 - Co A
 - Co E

Cross-references that may be needed to this topic:

forward support companies. *See* support battalions.
STBs. *See* special troops battalions.

Civil affairs units and psychological operations units, though part of the special operations forces (see **11.53**), are included here because they are indexed according to the same organizational principles that govern conventional units.

civil affairs battalions and companies

92d Civil Affairs Bn

Co A

405th Civil Affairs Bn

Co C

Co D

478th Civil Affairs Bn

civil affairs brigades

361st Civil Affairs Bde

85th Civil Affairs Bde

psychological operations battalions

6th Psy Ops Bn

11th Psy Ops Bn

13th Psy Ops Bn

psychological operations companies

338th Psy Ops Co

325th Psy Ops Co

399th Psy Ops Co

psychological operations groups

4th Psy Ops Gp

7th Psy Ops Gp

11.53 *Special forces and special operations forces.* This example shows how to organize entries for special operations forces, including special forces. (See **Appendix A**, s.v. “special forces” and s.v. “special operations forces” for an explanation of these terms.)

Special forces groups, battalions, and companies are indexed together under the main entry of “special forces regiment, groups, battalions, and companies,” with battalions and companies nested under groups. Because every special forces group is part of the 1st Special Forces Regiment, it is unnecessary to nest all of the groups under the one regiment. If the 1st Special Forces Regiment is not mentioned specifically in the text, it is unnecessary to index the term. If the regiment *is* mentioned in the text, it should appear as the first subentry (as shown below), followed by the groups, arranged in ascending numerical order.

Operational detachments and **special operations commands** are listed under their own main entries.

Note: Although civil affairs units and psychological operations units are part of the special operations forces, they are indexed according to the same principles that govern conventional units. See **11.52** for civil affairs and psychological operations examples.

special forces operational detachments

1st Special Forces Operational Det D
Operational Detachment A (ODA) 716
ODA 3423

See also special forces regiment, groups, battalions, and companies; special operation units.

special forces regiment, groups, battalions, and companies

1st Special Forces Rgt
1st Special Forces Gp
1st Special Forces Bn
Spt Bn
5th Special Forces Gp
1st Special Forces Bn
3d Special Forces Bn
Co A

10th Special Forces Gp
19th Special Forces Gp
5th Special Forces Bn
Spt Co

See also civil affairs battalions and companies; civil affairs brigades; psychological operations battalions; psychological operations companies; psychological operations groups; special forces operational detachments; special operation units.

special operations units

U.S. Army Special Ops Avn Cmd
U.S. Army Special Ops Cmd

See also special forces regiment, groups, battalions, and companies; special forces operational detachments.

Cross-references that may be needed to this topic:

Delta Force. *See* special forces operational detachments, 1st Special Forces Operational Det D.

ODAs. *See* special forces operational detachments.

11.54 *Organizing subentries.* When the units in an index are broken out into the categories described in **11.48–11.53**, organize the subentries in ascending numerical order not by ascending digits. *See also* **11.55**.

infantry regiments and battalions [this text does not discuss any company-level units]

5th Inf Rgt
2d Bn
31st Inf Rgt

1st Bn
116th Inf Rgt
2d Bn
327th Inf Rgt
3d Bn

not

infantry regiments and battalions

116th Inf Rgt
2d Bn
31st Inf Rgt
1st Bn
327th Inf Rgt
3d Bn
5th Inf Rgt
2d Bn

11.55 *Thematic subentries.* Some units will have thematic subentries or sub-subentries associated with them. These entries should be listed alphabetically, followed by any entries for nested units.

divisions and divisional brigades/brigade combat teams:

1st Inf Div
in Afghanistan
2d Bde Combat Team (BCT)
9th Inf Div
25th Inf Div
counterinsurgency school
exercises
1st BCT
2d BCT

11.56 *Non-U.S. Army units.* Units other than those belonging to the U.S. Army should be indexed under the service or country to which they belong. If enemy units are cited in the text in italics, they should be listed in the index in italics.

Air Force units
British Army units
Chinese Army units
foreign units
Iraqi Army units
Marine Corps units
Navy units
North Vietnamese units
South Vietnamese units
Viet Cong units

11.57 *When there are only a few units from a branch in a text.* If only a small number of units from a specific branch are mentioned in a volume, they should be organized by branch under one main entry as: “[branch name] units.” Organize subentries by echelon (largest to smallest), and then by ascending numerical order. Authors and editors are encouraged to ask FPO for assistance and clarification.

Combat support example:

transportation units
 3d Trans Bde (Expeditionary)
 359th Trans Bn
 483d Trans Bn
 51st Trans Co
 464th Trans Co (Medium Boat)
 729th Trans Co
 77th Trans Det

The following example is from a text that mentions very few infantry units. Note that the abbreviation *BCT* was not introduced, as the term only appears twice in this example.

infantry units
 37th Inf Bde Combat Team
 86th Inf Bde Combat Team
 12th Inf Rgt
 1st Bn
 Co A
 52d Inf Rgt
 Co A

See also divisions and divisional brigades/brigade combat teams.

11.58 *Additional examples.* This mock index, complete with cross-references, shows how to index the two units (the 160th and the 173d) discussed at length in **11.43**.

Airborne, 173d. *See* infantry brigades/brigade combat teams (nondivisional), 173d Abn Bde Combat Team.

aviation regiments, battalions, and companies

160th Avn Rgt (Special Ops)
 1st Bn
 Co D
 2d Bn
 3d Bn
 Co B

See also Task Force SWORD.

BCT, 173d. *See* infantry brigades/brigade combat teams (nondivisional), 173d Abn Bde Combat Team.

Brigade, 173d. *See* infantry brigades/brigade combat teams (nondivisional), 173d Abn Bde Combat Team.

infantry brigades/brigade combat teams (nondivisional)

173d Abn Bde Combat Team

173d Inf Bde. *See* 173d Abn Bde Combat Team.

Night Stalkers. *See* aviation regiments, battalions, and companies, 160th Avn Rgt (Special Ops).

Sky Soldiers. *See* infantry brigades/brigade combat teams (nondivisional), 173d Abn Be Combat Team.

SOAR, 160th. *See* aviation regiments, battalions, and companies.

Special Operations Aviation Regiment, 160th. *See* aviation regiments, battalions, and companies.

Task Force SWORD

11.59 *Each publication is different.* HDP and FPO have described an indexing system that works for the majority of the Army's units and for the majority of CMH's publications. However, it is impossible to address every nuance of unit organization within these pages. There will always be outliers. The best solution for organizing a particular publication's units list into logical terms and topics for an index may be one that has not been described here. Authors and editors are encouraged to work with the subject matter experts in FPO to find indexing solutions that will make sense for each publication and its future readers.

12 | From Manuscript to Publication: Preparation, Editing, Design, and Printing

Preparing a CMH manuscript for publication requires a high-functioning partnership between the author, the editor, and the production team. Each member of this collaborative group should understand the functions and challenges of the other members and should display a vested and creative interest in the various phases of preparing timely, high-quality publications.

This chapter provides the steps of manuscript preparation in a recommended sequence. However, this creative process calls for **flexibility over rigidity**. Not all steps may be required for every project, and it may be necessary, on occasion, to adjust the recommended sequence. The HDP division chief should approve any exceptions to these procedures.

Note: The word *manuscript* is used throughout this chapter, but this process can be applied (with or without modifications) to any CMH project or publication, whether intended for print or digital release.

Production Schedule

12.1 The HDP division chief creates and maintains the production schedule for all products the department prepares. (HDP and FPO leadership determine the schedule for reviewing unit lists.)

12.2 All parties involved in the publication—the author, the editor, the cartographer, the designer (also known as a visual information specialist), and any other production staff—should be mindful of the production schedule, adhere to it, and notify others as soon as possible if deadlines cannot be met.

Preliminary Steps

At CMH, an author's job continues far beyond the completion of research and writing. The following important tasks must be completed or well underway *before* the editorial process begins.

12.3 *Approval for production.* The chief historian and the editorial review board must approve pamphlets, monographs, and larger works before HDP begins work on the manuscript.

12.4 *Cartography.* Ideally, for a pamphlet or monograph, this step will happen *six weeks* before editing begins. For larger works, this work should begin *six months* before editing begins. The author incorporates requests for maps into the graphics plan (see **12.5**) and submits the plan to the HDP division chief. The division chief reviews the requests, communicating with the author about map needs as necessary, and then provides the cartographer with guidance and any specific instructions pertaining to the maps. The cartographer begins his or her work using the approved (but unedited) manuscript for reference.

12.5 *Graphics plan.* The author submits a preliminary graphics plan, known as a numbered image and caption list (NICKL), for pamphlets and monographs to the division chief *six weeks* before

the manuscript is to be edited. For larger works, the NICL should be submitted to the division chief *six months* before editing begins. The NICL is a comprehensive list of all of the visual elements the author wishes to include in the manuscript: maps (see **12.4**), photographs, illustrations, charts, tables, figures, art, and so on. There is no set number of graphics that must be included in a CMH product, but one graphic per five manuscript pages is a good starting point. At this stage, the NICL does not need to include captions or labels.

The HDP division chief reviews the preliminary NICL to identify visual elements that will be created by HDP and communicates these needs to the visual information specialist (VI). (Guidance for image placement, caption text, and source information is not required at this point.)

The VI begins his or her work on the in-house visual elements.

The author is responsible for obtaining high-resolution digital images for any visual elements that will not be created in house. HDP has prepared a quick-reference guide, “[Images Step-by-Step: Image Research and Organization for Print in CMH Publications](#),” to assist authors in the process of researching, obtaining, and organizing usable images.

The author and the VI routinely review and update the NICL throughout the production process. The NICL is adjusted as necessary based on availability of specific images. As the plan evolves, the author adds captions or labels, source information, and recommendations for image placement (see **12.13**).

Note: HDP is ultimately responsible for the overall design and layout of any given product. Authors should convey their ideas and preferences (for cover design or other elements of the layout) to the VI, with the understanding that an assortment of factors may necessitate changes to the graphics.

12.6 Permissions. The author is responsible for obtaining permission from the copyright owners for any graphics that are not in the public domain. This process can be tedious and time-consuming. Permission (rights) to use these graphics in print *and on the web* (because we digitize our publications), along with any required restrictions on their use and verbiage for the credits, should be agreed upon in writing and kept in the production files. HDP will process the SAM and GPC requests for copyright permissions if payment for use is required.

Similarly, if the author intends to quote or reprint more than 500 words from one source, he or she must obtain print permission from the copyright owners of that source.

See **Chapter 8** for further guidance in using outside material and obtaining permissions.

12.7 The “units list.” The author compiles a list of all service units, domestic and foreign, mentioned in the manuscript. Organize the list by chapters. For each unit, identify the page number of the first mention, the general timeframe (month/year) being discussed, the unit’s official designation (which should always be used at a unit’s first mention), its parent unit(s) whenever possible (even if not mentioned in the text), and any variations on the unit’s name that appear within the text. FPO should verify all U.S. Army unit designations *before* the submission of the manuscript to HDP.

A well-coordinated units list is a valuable tool for editors, who must confirm that naming conventions are consistent throughout the book, and for indexers, who must confirm that the index has correctly located all mentions of a unit. See **1.34–1.48**, **2.23**, and **5.12** for guidance on the correct formatting of unit names and **11.42** for more information on the critical interplay between the units list and the creation of the index.

Manuscript Submission

This section explains the format in which a manuscript should be submitted to HDP and describes the support materials that should accompany the submission.

- 12.8** *Formatting the manuscript.* The manuscript will be submitted as a Word document with standard 1-inch margins on all sides. Use Times New Roman font in 12-point size. The text should be double-spaced and left justified, with no spaces between paragraphs. Use the footnote features provided in Word to include all notes, so that the superscript numbers in the text are linked automatically to the numbers in the notes. The footnotes should be single-spaced and in 10-point font; Word should do this automatically. Do not insert extra punctuation or spaces at the beginning of the footnotes or adjust the style in any way. *Note:* HDP recommends using shortened citations, not *ibid.*, after the initial full citation, to avoid confusion if material shifts during the editing process. See **Chapter 9** for guidance on formatting source citations for CMH publications.
- 12.9** *Submit a final draft.* The manuscript that the author submits to HDP should be as complete as possible, adhering to the style guidance, standard procedures, and expectations described in this manual. Citations should be complete and properly formatted (see also **12.26**). Authors are expected to know and follow CMH style to the best of their abilities. Although the editors will tidy up loose ends and discrepancies, authors are encouraged to seek advice and input from HDP regarding CMH style early and often.
- 12.10** *Front and back matter.* The manuscript should include, in as complete a form as possible, all appropriate front and back matter, such as title page, contents page, appendixes, and bibliography. See **Chapter 10**.
- 12.11** *Style sheet.* Authors should submit a list of preferred spelling for all foreign names and terms, as well as any other style choices unique to the manuscript, especially if a particular choice contradicts guidance in this manual. This helps editors know what *not* to correct. Editors and authors will refine the style sheet throughout the editing process. See **12.22** for style sheets pertaining to recurring CMH publications.
- 12.12** *Units list.* The vetted units list should be submitted with the manuscript (see **12.7**).
- 12.13** *Numbered image and caption list (NICL).* The NICL (pronounced “nickel”) evolves from the graphics plan. It lists, in order, all of the visual elements that will appear in the publication. The items are numbered sequentially, and these numbers are used in the name of the image file itself (saved in the designated image folder) and in the placement suggestions that the author notates in the manuscript. For each item, include the number and name of the image, the

caption, and the source information, as well as any required verbiage from the owner of the image. For guidance on creating captions, see **7.19–7.26**.

Format:

##: Image Name [the number and name match the file name in the image folder]
Caption (*Source*)

Examples:

01: Joseph Reed

Joseph Reed (*Library of Congress*)

02: Map of Valley Forge Encampment

[no caption]

03: General de Kalb

A portrait of General de Kalb by Charles Willson Peale (*American Battlefield Trust*)

04: Russel and Haig

Edgar A. Russel (*left*), shown here as a brigadier general, being decorated by Field Marshal Douglas Haig (*Library of Congress*)

05: Samuel Mudd

Portrait of Dr. Samuel A. Mudd, detail, 1860 (*Courtesy of the Surratt House Museum/M-NCPPC*)

12.14 Images. Do not embed images in the manuscript or submit them in a PowerPoint presentation. Instead, provide the editor with a link or file path to the folder of images that has been created to collect images as part of the graphics planning process. The author ensures that the images in the folder have been organized and renamed to match the image numbers and names designated in the NICL (see **12.13**).

12.15 Placement suggestions. The author notates (or “flags”) the manuscript with suggested placements for all visual elements. Placement suggestions should be inserted in bold letters in between target paragraphs, with a space above and below the suggestion. Use the number and name of the item as listed on the NICL.

. . . He was armed with a single-shot .44 caliber Derringer pistol and a 7-inch hunting knife.

<INSERT IMAGE: 03 Booth’s .44 Derringer>

During the play’s intermission, Lincoln’s assigned bodyguard for the evening, a policeman named John Frederick Parker, had left the theater. . .

12.16 Text references. The author should include in-text references in the manuscript to point the reader to visual elements such as tables, charts, and maps (see 7.1–7.4). The editor will adjust text references as necessary to ensure that they make sense with the finalized placement of the graphics in layout.

The Editing Process

12.17 Multiple authors. If multiple authors are contributing to a work, they should select one author to act as the liaison or lead. Throughout the editorial and design process, the lead author will combine all feedback and edits from the team of authors before submitting the manuscript back to the editor or designer. The lead author will communicate directly with the editor and designer on behalf of the author team.

12.18 Version control. To ensure version control, all parties involved should understand that **only one person should be working on the manuscript at a time**. Once the author has submitted the manuscript to the editor, the author must not make any further changes to the manuscript until the edited version has been returned. Similarly, when the manuscript is in the hands of the author or the designer, the editor will not make any further edits until the latest version of the manuscript has been returned. In rare cases, usually with especially long manuscripts or incredibly short deadlines, more than one person may be working on different sections of the same manuscript at the same time. These instances require careful coordination and increased communication from all parties involved to avoid reverting to previous versions, undoing your colleague’s work, or duplicating work that has already been accomplished.

12.19 Live and dead copies. Older versions of the manuscript, whether electronic or on paper, should be marked “dead” and filed away so that they are not reintroduced into the work stream accidentally. Whenever an editor receives a manuscript to work on, that version should be left intact for future reference. The editor will copy the manuscript, creating a new, working document in which to make changes. This new version is now the “live” document.

12.20 Preliminary review. The editor scans the entire manuscript, checking it for such overarching matters as the arrangement of material, internal consistency, documentation problems, appropriateness of expression for the intended audience, and adherence to any guidance from the chief historian or chief of military history. Ideally, subject matter experts should complete substantive editing during the review process before a manuscript reaches HDP. But, if significant problems are found at this stage, the editor discusses them with the author to resolve questions and seek agreement on the editor’s intended approach. Major concerns, which may affect the production schedule, should be communicated to the division chief.

12.21 Copyediting. At a copyediting level, the editor works in accordance with the current edition of *The Chicago Manual of Style* as well as CMH’s *Style and Publications Guide* (this manual). When evaluating particular style choices, balancing the advice in these two guides can require individual judgment and, as necessary, consultation with other editors.

- 12.22** *Style sheet.* If the author started a style sheet and submitted it with the manuscript, the editor now maintains it, updating it as necessary to clarify any style choices particular to the manuscript in question. If no style sheet was submitted, the editor may choose to create one if she or he feels it is needed. Managing editors of recurring CMH publications, such as the DAHSUM or *Army History* magazine, should maintain an ongoing style sheet specifying style choices particular to that publication, especially those that differ from the guidance provided in this volume. Managing editors should give a copy of the most recent style sheet to the book or issue editor of a recurring publication every time materials are submitted for editing. When editing a publication in an ongoing series, editors should consult the style sheets maintained for previous books in the series. Ideally, the style throughout a given series will be consistent, but editors need not adhere to outdated style for the sake of consistency. Style evolves; editors may update a series' style sheets as necessary.
- 12.23** *Tracking lists.* The editor ensures, through the creation and maintenance of lists, the initial full identification and subsequent consistency of names of persons, places, and organizations; operations, task forces, and codenames; campaigns, battles, engagements, and wars; weapons, vehicles, aircraft, vessels, and other materiel; abbreviations and acronyms; foreign terms; and technical terms. The editor may track or include other terminology specific to the manuscript on the style sheet. The units list and the list of geographical terms should be vetted by FPO and the cartographer, respectively.
- 12.24** *The units list.* The editor will now review the list of domestic and foreign military units, already vetted by FPO and annotated by the author. The editor manages the units list through the remainder of the production process. See **12.7** and **12.12**.
- 12.25** *Geographical terms.* The list of geographical terms should be vetted by the cartographer assigned to the project to verify that CMH's preferred terms and spelling have been used and to ensure that terms on the maps and in the manuscript match.
- 12.26** *Citations.* The work of properly formatting notes and bibliographies is accomplished primarily by the author. The editor's job is to check the author's work, not to do it from scratch. For unusual sources, the author should supply as much information as possible to assist the editor in determining the format. In the copyediting phase, the editor verifies the complete and proper formatting of footnotes and bibliographical entries, checking that all sources are introduced in full at first mention and that subsequent shortened citations are clear and consistent. Superscripts in the text match the footnote and endnote numbers and are linked automatically. Editors ensure that the bibliography contains the appropriate sources as governed by the type—bibliographical note, further readings, or traditional bibliography (full, selected, or annotated). See **Table 9.4**. All citations (in notes and bibliographical material) should be consistent.
- 12.27** *Text in visual elements.* The editor edits text within graphics, text on maps, and all captions for artwork, maps, photographs, tables, and other visual elements.
- 12.28** *Marking changes for author review.* The editor uses the "track changes" feature in Word to make all changes. This allows the author to see suggested changes easily.

12.29 *Marking queries for author review.* The editor uses the “comments” feature in Word to communicate with the author inside the manuscript by annotating the manuscript with queries to be resolved during author review. The editor may also use the comments to explain certain editorial choices or to bring other issues to the author’s attention that may not be obvious from or related to an editorial choice or a tracked change.

12.30 *Significant editing and rewriting.* For sections requiring significant editing, such as reorganizing or rewriting material, the editor may wish to discuss possible changes with the author before making them, to ensure agreement. The editor should flag significantly edited sections for author review to ensure that the edits have not changed the author’s intent or inadvertently introduced errors. The editor’s good judgment in such matters is paramount.

12.31 *Read-behind.* In most cases, the division chief or senior editor will review the project editor’s changes and comments before the project editor returns the manuscript to the author for review. *Note for editors:* It is always appropriate to ask a colleague to read your project and serve as an additional set of eyes, provided he or she has the time.

Author Review

12.32 *Tracking changes.* Once the editing process has begun, both the author and the editor always should work with the “track changes” feature turned on so that they do not miss any changes made by the other. If you begin to work and realize your changes are not being tracked, start over.

12.33 *Reviewing and accepting changes.* When the editor gives the author the marked-up electronic manuscript, the author reviews the proposed edits and responds to the editor’s queries and comments. *Please note:* The author should *not* formally “accept” any or—heaven forbid—all changes through the option the software provides, as doing so makes the identification of edits and overall version control more difficult. Instead, the editorial changes the author agrees with may simply be left as they are (as visibly tracked changes). The author can request that a change be reverted to the original by using the “comments” feature, and the author may introduce additional editorial changes using the “track changes” feature. This process allows the editor to learn the author’s preferences and unique style without the evidence of suggested changes disappearing.

12.34 For small projects, there may only be one round of edits and author review. For larger manuscripts, several rounds of work, back and forth between the editor and the author, will be necessary.

Preparing the Manuscript for Layout

Once all changes to the text have been settled with the author, the editor finalizes the edits and prepares a complete, clean manuscript according to the following steps.

- 12.35** *Front and back matter.* The editor works with the author to finalize the front and back matter, most of which will have been submitted already with the draft manuscript. See **Chapter 10** for style guidance and the correct order of components. Confer with the cartographer for any back matter related to the maps.
- 12.36** *The foreword.* When the author is a CMH staff member, the author writes a draft of the foreword. For manuscripts with an outside author, the editor asks and encourages the author to write the draft foreword, but on some occasions, the editor will write it. Regardless of its author, the chief historian or the chief of military history must approve the foreword. (On rare occasions, the chief historian or the chief of military history may opt to write the foreword himself or herself, and in these cases, the foreword should be approved by whomever of the two did not write it.)
- 12.37** *Security clearance and review.* When the front matter is complete and all narrative parts of the back matter are in hand, the author provides any clearances to the HDP chief, who uses these for Office of the Chief of Public Affairs (OCPA) clearance. After making sure the manuscript pages are numbered consecutively, from beginning to end or by chapter, the editor informs the division chief that the project is ready to be submitted for open-publication clearance. A second file with all the images and captions will be submitted for review as well, if possible. The division chief coordinates with the Office of Security Review at OCPA to submit the paginated copy and arrange for receipt of clearance notification. *Note:* Publications with subject matter before 1945 do not require open-publication clearance unless the subject matter is intelligence operations.
- 12.38** *Library of Congress (LC) Cataloging-in-Publication (CIP) data.* While the manuscript is waiting for open-publication clearance, the editor completes the online request for LC CIP data. To obtain the CIP data, the editor first must be registered with the LC “PrePub Book Link” website. Then, the editor submits the request for CIP data electronically, accompanied by a clean version of the manuscript. The manuscript does not need to be finalized completely, but the title page must be finalized and the CMH publication (pub) number and CMH series name must be included. CMH publications do not have ISBNs. If the LC form requires an ISBN, enter a dummy ISBN, accompanied by a note reminding the LC not to print the dummy ISBN. Any data added in the online form should match what is in the clean file of the manuscript. The LC then creates a bibliographic record. When the data block is available, the editor copies it exactly onto the LC CIP data page in the manuscript. (See **Figure 10.4**).
- 12.39** *Cleaning the manuscript for layout.* While waiting for clearances and LC CIP data, the editor prepares the manuscript for layout. The editor reviews the entire manuscript one more time to identify any final changes. If there are any unresolved queries or concerns lingering between the editor and author, they should be clarified at this stage. Authors and editors should catch and correct as much as possible while the publication is in manuscript form to minimize the number of changes requested during the page proofs stage.

When the text is completely finalized, the editor will “clean” the manuscript for layout. A clean manuscript should have no comments or tracked changes, no hidden formatting, no extra tabs, and no applied styles. Footnotes flow sequentially and are linked properly. All hyperlinks have

been removed. The manuscript is double-spaced, set in Arial, with no bold, colored, or highlighted text. Italics and small caps should remain.

Graphics and captions are not embedded. Instead, the editor ensures that the NICL, placement suggestions, and text references are in order. At this stage, the NICL should include, for each visual element, the caption (or label), source (when applicable), and description for the contents listing. See **Table 7.1**.

12.40 *Typesetting marks.* It is helpful for the editor to include some basic typesetting instructions for the designer. The typesetting marks should appear in angle brackets directly in front of the text or element to which the style will be applied. There is no space between the typesetting tag and the element it affects. It is not necessary to include an end tag (such as `</CN>`) to indicate the end of a labeled element, unless the element is longer than a paragraph, or the end of the element seems ambiguous otherwise.

Instruction:

set as a chapter number
 set as chapter title
 set as a first-level subhead (A-head)
 set as a second-level subhead (B-head)
 insert a visual component
 formatting details

Example:

`<CN>1`
`<CT>The Response to 11 September 2001`
`<A>Army Adapts to the Campaigns`
`Top-Driven Change`
`<INSERT IMAGE: 01 Joseph Reed>`
`<SET AS TWO-COLUMN LIST>`

12.41 At this point, the editor submits the final, cleaned, electronic version of the edited manuscript—along with any necessary support materials such as the list of captions and sources—to the assigned VI and, when requested, to the division chief, senior editor, or senior VI.

The Design Process

The manuscript now belongs to the production side of the house and is in the hands of the VI, whose job it is to transform the word-processed manuscript into a digital layout of the entire book.

12.42 *Creating the layout.* The designer now converts the word-processing file into an InDesign file (or another page-layout program), with an eye toward spacing, flow, and consistency of design. She or he selects appropriate fonts and styles to support any special characters used in the text. If the publication belongs to a recurring series, the designer applies the appropriate design template. He or she checks and corrects elements of text that tend to go wonky in the transfer, creates the correct flow of pages, sizes the visual elements, creates placeholder boxes for any missing graphics, adjusts the page spacing, and finalizes the pagination.

12.43 *New design templates.* If the publication is the first in a new series, the designer creates sample pages of the proposed design for review by the senior editor, the senior VI, and the project editor. Next, the designer submits the samples to the division chief for approval.

12.44 *Digitizing artwork.* The senior VI works with the designer to determine whether to scan photographs to a high resolution or have the printer photographically capture each piece of art (particularly color work). As digitized images become available, the designer drops them into the placeholders in the layout.

Page Proofs

12.45 *Review.* After preparing and reviewing the page proofs, the designer sends them to the senior VI for review. The designer then incorporates the senior VI's feedback, before sending the page proofs to the editor.

12.46 *Page proofs.* The editor and designer now work back and forth until the layout of the book is ready to be sent to the author. The editor proofreads the laid-out pages against the edited manuscript. In most cases, the errors the editor finds at this stage will be minor. If particularly serious problems are found in the page proofs, which the editor determines need to be fixed before the pages are reviewed by anyone else such as the author, the editor coordinates with the designer to fix them. This should prove rare.

12.47 *Author review.* At this point, if no significant problems have surfaced (or after such problems are resolved), the editor—with the approval of the senior VI and senior editor—provides a copy of the page proofs to the author for review. The senior editor and/or the division chief may also wish to review the proofs at this stage.

12.48 *Combining feedback.* The editor collects the mark-ups from the author, senior editor, and division chief, and, after settling any final changes with the author, combines the corrections on *one set* of page proofs. The editor submits this combined set of corrections to the designer. *Note:* The editor should make every effort to spot all corrections during the first proofread. However, realistically, because of the size of many projects and the level of detail-work required, the editor may find additional corrections upon a second look.

12.49 *Finalizing the layout.* After the designer incorporates the corrections from the combined set of mark-ups, the editor will check this final round of page proofs to make sure that all changes have been made.

12.50 *Command review.* The designer submits two copies of the finalized layout (including the cover) to the division chief for command review. The division chief determines who participates in the command review of any given publication. *Note:* Command review occurs before page numbers have been added to the table of contents *and* before the index, with or without locators, has been added to the layout. At this stage, the list of terms to be indexed may be underway (see **12.52**), but it is not part of the layout, and no locators should be attached to any of the terms.

12.51 *Pagination.* When command review is complete, the designer and editor incorporate any changes, consulting with the division chief as necessary. The editor then confirms the pagination and finalizes the page numbers in the table of contents.

The Index

12.52 *Compiling terms.* The editor uses the tracking lists (**12.23**) to create a combined list of terms to be included in the index. Separately, the editor uses the FPO-approved units list (see **12.7**, **12.12**, and **12.24**) to format the units and unit-related terms for the index (see **11.41–11.59**). The editor submits this formatted units list back to FPO for approval, after which the editor integrates the units and related terms into the combined list of terms for the index. The author reviews and approves the full list of terms and is responsible for adding any additional thematic terms. The author confirms that the scope of the index is appropriate for the publication and its audience. *Note:* This step can occur concurrently with the design process. This compiled list, which eventually will become the draft index, remains a single-column Word document until the designer lays it out.

12.53 *Indexing the finalized layout.* Do not index a book—that is, do not add locators (page numbers) to the terms in an index—before the book has been through command review and the layout has been finalized. Tempting as it may be to get ahead on the project, indexing an unfinished work, even one that is *almost done*, is rarely a good use of time, as the work almost always must be scrapped and started again—from scratch—if changes are made to the text or the layout of the item being indexed. Editing an existing or in-progress index after changes have been made to a book is more difficult and time-consuming than starting over.

Of course, authors and editors may collect terms and themes for the index throughout the entire editing and production process, and they are encouraged to do so (see **12.23** and **12.52**). This is not the same as beginning to construct the actual index.

12.54 *Working with the indexer.* The editor gives the finalized publication and the preliminary list of terms (**12.52**) to the indexer. The editor supplies the indexer with any relevant support material such as this guide (emphasizing **Chapter 11**), the publication’s style sheet, the units list, and all tracking lists.

All parties (author, editor, designer, and indexer) must be aware that once indexing has begun, both the text and the layout are frozen. Substantive changes cannot be made. The only changes that may be made at this stage are those that correct errors discovered through the process of indexing. These changes should be rare and minor. **Corrections at this stage cannot result in reflow** (the shifting of text that alters pagination or footnote placement).

12.55 *Draft index.* The indexer prepares the draft index, formatting and organizing the terms (see **Chapter 11**) and adding all locators. The indexer returns the draft index to the editor.

12.56 *Author review.* After working back and forth with the indexer as necessary, the editor submits the final draft of the index, still in manuscript form, to the author for review. The author submits a mark-up back to the editor, who then incorporates the author’s changes and finalizes the index. The editor submits the finalized index to the designer.

12.57 *Layout.* After receiving the finalized index file from the editor, the designer lays out the pages for the index. The designer transforms the single-column document into two columns.

The designer ensures that the index is formatted according to the guidelines in **Chapter 11**, with no widows or orphans.

12.58 *Proofs and editing.* When the index layout is complete, the designer provides index proofs to the editor and senior editor. The editor submits a combined mark-up back to the designer, and then the designer finalizes the index and incorporates it into the book's final layout.

Preparing the Publication for Print

12.59 *Spec sheet.* The designer creates a spec sheet and submits it to the division chief for reference when compiling the paperwork. Paperwork should be submitted to Army Publishing Directorate at least two weeks before the files are scheduled to go to the printer.

12.60 *Final changes.* When the command review is complete, the editor reviews and combines any final changes (per the division chief's instructions) and submits them to the designer. The designer makes these final corrections. Rarely does this involve consultation with the author.

12.61 *Final check.* After the editor signs off on the final corrections, the designer conducts a last quality-control check of the digital files to be handed off to the Government Printing Office (GPO), and submits the files to the HDP division chief.

Printing and Distribution

12.62 *Print run.* The HDP division chief, senior editor, and senior VI, with input from the chief of military history and the chief historian as appropriate, agree on the size of the print run, initial distribution, and desired GPO sales.

12.63 *Coordinating with APD and GPO.* The HDP division chief coordinates with the Army Publishing Directorate (APD) on distribution matters and monitors the movement of the project through APD to GPO. She or he prepares and submits the following forms.

1. GPO Form 952. Final technical instructions to go with the electronic files through APD and GPO to the printing contractor. (A hardcopy of these instructions is printed to go with the files to the printer for reference.)
2. DA Form 260 (Request for Printing of Publication). Hardcopies are provided to the distribution editor.
3. GPO Form 3868 (Notification of Intent to Publish). Once the project has been logged in at GPO, this is sent directly to GPO Sales and Marketing. (Note that this form does not go to APD with the initial submission of the project.)

12.64 *Book review and publicity preparation.* When applicable, the distribution editor coordinates with the editor, the public affairs officer, and the author to develop a book review package.

12.65 *Printer's proofs.* When proofs are received, the editor checks pagination to ensure the project is complete and in proper sequence; scans each page for missing type; checks the alignment of running heads, sinks, and margins; checks the position of all artwork; and reviews overall product quality. The cartographer checks the quality of the maps. The VI checks the placement, sizing, and quality of all art and, in conjunction with the division chief, any separate color proofs. *Note:* The author does not typically review the printer's proofs.

Based on these reviews, the division chief decides whether to give approval to print or whether whole or partial revised proofs are necessary.

Once approval has been given, the division chief coordinates a date for press inspection with the printer.

12.66 *Press inspection.* In-plant press inspections may be required for publications with spot colors or four-color process, or for black-and-white projects with color covers. Press inspections may also occur for other black-and-white publications, at the discretion of the division chief. In rare cases, a bindery inspection also may be requested through APD.

12.67 *Problems and unexpected expenses.* If problems arise during a press inspection, the division chief has the authority to make decisions on the spot. If especially serious problems arise, the division chief may choose to consult with the senior editor, senior VI, APD, or GPO. The division chief must coordinate with the GPO contract office to approve all decisions that will add to the cost of the job before the printer can proceed.

12.68 *Delivery.* After the project comes off the press, the division chief coordinates with the printer on a delivery date.

12.69 *Inspection.* When copies of a publication arrive, the senior editor and the senior VI—along with the project editor and production staff who worked on the project—inspect the delivered product. If the publication is acceptable, copies are given to the CMH Director. Usually, copies are also provided to the deputy commander, the chief historian, the author, the proponent CMH division chief, and the CMH library.

12.70 *Distribution.* The distribution editor confirms that the Army Publications Distribution Center received its copies. The distribution editor mails the book review packages. Subsequently, copies of all acquired reviews are added to the project's distribution and reprint file.

12.71 *Posting to the CMH website.* Electronic versions of all new CMH publications are posted on the CMH website and available for download. This practice allows CMH publications to reach diverse audiences around the globe, who use our products for informational, research, and other purposes. The VI prepares the PDF for web publication. The distribution editor works with CMH's webmaster to make sure the PDF has been posted on the Center's website.

Reprints

12.72 *Replenishment form.* On receiving a replenishment form from APD, the distribution editor confirms with the division chief that a reprint should go forward.

12.73 *Preparing for print.* The division chief either approves the reprint with no changes or provides instructions to the editor and VI, as necessary, to address errata and other corrections or updates. The rest of the production process resembles the steps described above for new publications.

Appendix A | Words List

A

Abu Ghraib

acknowledgment(s)

active component (never hyphenated)

active duty (never hyphenated)

ad hoc (never hyphenated or italicized)

advance party (*not* advanced party)

adviser (*not* advisor): the national security adviser; *but* National Security Advisor, advisory

aero- (prefix; generally write as a closed compound): aerodynamics, aeronautics

Afghan Uniform Police (*not* Uniformed)

afterward (*not* afterwards)

African American (n.) African-American (adj.)

air- (prefix; generally write as a closed compound): airborne, aircraft, aircrew, airfield, airlift, airplane, airpower, airspace; *but* air-ground teamwork

air base (n.)

air assault (n., adj.), to air-assault (v.)

air strike (n.)

air support (n., adj.)

al-Qaeda

Allied Powers (only capitalized for WWII; otherwise allied forces, allied powers)

Allies (U.S.), allies (enemy) (only for WWI and WWII)

alphanumeric (no hyphen)

a.m.

Americas, the (North, South, and Central America)

among (*not* amongst or amoung)

anti- (prefix; generally write as a closed compound, unless combined with a proper noun or words beginning with *i*): anti-aircraft, anti-American, anticoalition, anti-Communist, anti-inflammatory, anti-intrusion, anti-inflation, antislavery, antitank; *but* anti-republican.

appendixes (*not* appendices)

area(s) of operations (*not* operation)

Army Doctrine Publication (*not* Army Doctrinal Publication)

Army families (do not capitalize *families*)

Army-issue (*not* Army-issued)

B

backlog

back matter (*not* backmatter)

baseline

battlefield

battle group

battlespace

benchmark, benchmarking

benefited

bi- (prefix; generally write as a closed compound): biannual, bidirectional

Black Hawk helicopter (*not* Blackhawk)

bookkeeping

breakdown (n., adj.), to break down (v.)

buildup (n., adj.), to build up (v.)

C

canceled, canceling (one *l*)

cannon (s.); cannons (pl.)

caregiving

catalog

chain of command (n.), chain-of-command (adj.)

checklist

circa: use the abbreviation *ca.* (not *c.*) for *circa*

civil affairs; civil rights (never hyphenated): civil affairs team, civil rights movement

civil-military (always hyphenated): Joint Civil-Military Operations Task Force

Civil War (U.S.), civil war (other)

cleanup (n., adj.), to clean up (v.)

close air support (not hyphenated)

closed-circuit (adj.), closed circuit (n.)

closeout (n.), to close out (v.)

closeup (n.), to close up (v.)

co- (prefix; generally write as a closed compound): coauthor, coalition, coeditor, codependent, coordinate, cosubject, coworker; *but* co-opt (v.) and co-op (n.); *see also* colinear and colocate

code name (n.), to code-name (v.)

Cold War (capitalized)

colinear (*not* co-linear or collinear)

colocate (*not* co-locate or collocate); colocated (adj.)

combat, combated, combating

command and control (n., adj., do not hyphenate, even when used as a modifier)

Commando (capitalized)

Confederate; Confederate army; Confederate States Army (official name of the Confederate land force); Army of the Confederate States of America (official name of the regular army of the Confederacy, an organization that existed mainly on paper); Provisional Army of the Confederate States (the Confederate volunteer/conscripted force raised only for the duration of the war)

CONUS (continental United States)

counter- (prefix; generally write as a closed compound): counterattack, counterbattery, counterclockwise, counterinsurgency, counterintelligence, counteroffensive, counterrevolution, counterterrorism

courthouse

court-martial (singular n.), courts-martial (pl. n.), court-martialed (adj.), to court-martial (v.)

COVID-19 (en dash) [this differs from *Merriam-Webster*]

cross fire (n.), to cross-fire (v.)

cross-country (n., adj., adv.)

crossover

cross-reference (n., adj., adv.)

cutoff (n.), to cut off (v.)

cutout (n.), to cut out (v.)

cyberspace

D

database (one word)

de- (prefix; generally write as a closed compound, unless followed by an *e*): deactivate, de-escalate, demobilization

decision making (n.), decision maker (n.), decision-making (adj.) (Note that this differs from *Merriam-Webster*.)

deployed-to-dwell ratio or deployed-to-dwell-time ratio (*not* dwell-to-deployed or BOG:dwell)

dis- (prefix; generally write as a closed compound): disarmament, disinformation, dismember
disarmament, demobilization, and reintegration (lowercase; no hyphens or quotes)

DoD (*not* DOD)

down- (prefix; generally write as a closed compound): downgrade, downline, download, downsize, downstream

dwell time (lowercase, no hyphen)

E

e- Use *e*- words as follows:

in a title	Email
mid-sentence	email
to begin a sentence	Email
with proper name	eGovernment, ePUB

e.g. (means “for example”; do not use in formal writing; if circumstances allow, use only in parenthetical phrases and follow with a comma)

east, eastern (lowercase when indicating compass direction): *but* East Coast, Eastern Front, Far East, the Northeast, the East (capitalized when designating a region or unit)

electoral college (lowercase)

email

end strength (two words)

endpoint

enemy (for pronouns, use *it* for an enemy as a collective unit and *they/them* for enemies as individual actors)

enslaved person (n): *not slave*

ePUB

ex- (prefix; hyphenate when *ex-* is used to mean “former”) : ex-president, ex-governor

extrastatutory

F

fallback (n., adj.), to fall back (v.)

FC-61 (hyphen); Functional Community 61
federal (lowercase)
Federally Administered Tribal Areas (*not* Area, *not* Administrated)
firebase (one word)
firepower
firsthand
fiscal year (lowercase), see **6.4**
flamethrower
foodborne
Fort (*not* Ft.)
front line (n.), frontline (adj.) [also: PBS *Frontline*]
front matter (*not* frontmatter)
Functional Community 61; FC-61 (hyphen)
further readings (as in the back matter section; always plural)

G

Generating Force (capitalize)
geo- (prefix; generally write as a closed compound): geospatial
Global Positioning System (caps)
Global War on Terrorism (*not* Terror)
government (lowercase)
green-on-blue attacks (*not* Green on Blue)
ground line(s) of communications (*not* communication)
guerrilla

H

handheld (n., adj.)
handoff (n., adj.)
handout (n.), to hand out (v.)
Haqqani Network (capitalize)
hard copy (n.), hard-copy (adj.) (*not* hardcopy)
hardstand (n.)

hereinafter (*not* hereafter)

high-ranking (adj.)

historical mindedness (n.) (no hyphen)

Holocaust (uppercase when referring to the atrocities of WWII)

Humvee (*not* HMMWV or humvee; no spell-out necessary)

hyper- (prefix; generally write as a closed compound): hyperlink, hypertext

I

i.e. (means “that is”; do not use in formal writing; use only in parenthetical phrases, follow with a comma)

inbound

infrastructure

inter- (prefix; generally write as a closed compound): interfaith, interlock, interorganizational

internet (lowercase; do not shorten to *net*; see more at *web*)

JK

judgment

L

lend-lease

lifelong (no hyphen)

line(s) of communications (*not* communication)

line(s) of operation (*not* operations)

M

machine gun (n.), to machine-gun (v.)

macro- (adj.): macro artifact, macro level, macro strategy; *but* macroeconomics, macroscopic

materiel (no accent; Note that this differs from *Merriam-Webster*.)

medevac (n., v.; no spell-out necessary)

memorandums (*not* memoranda)

mid- (prefix; generally write as a closed compound, except when used with a proper noun or certain numeric expressions): midcentury, mid-July, midsentence, midthirties, the mid-1990s, in the mid-twentieth century, mid-twentieth-century history

Middle East (n.), Middle Eastern (adj.)

mis- (prefix; generally write as a closed compound): misinformation, misintelligence

mission-essential task list (hyphenated)

mission rehearsal exercise (not hyphenated)

modularity (lowercase)

mountaintop

multi- (prefix; generally write as a closed compound): multiauthor, multicultural, multilingual, multimodal, multinational, multiprotocol, multiyear

N

nation (meaning the United States), national (lowercase)

nation building (n.), nation-building (adj.)

National Security Advisor, *but* the national security adviser (*see also* adviser)

nation-state (adj., n.; always hyphenated)

no-man's-land

non- (prefix; generally write as a closed compound): nonappropriated, noncommissioned, nonnegotiable, nonstate, nonviolent

north, northern (lowercase when indicating compass direction): *but* Northeast; the North; Northern troops (capitalized when designating a region or unit)

O

OCONUS (outside the continental United States)

off- (prefix; generally write as a closed compound): offlimits, offline, offload, offshore, offsite

on- (prefix; generally write as a closed compound): onboard, oncall, oncoming, ongoing, online, onload, onset, onsite

Operating Force (capitalized)

ordnance (*not* ordinance)

out- (prefix; generally write as a closed compound): outlast, outnumbered, outsource, outwit

P

part-time

payload

p.m.

policymaking (n.), policymaking (adj.), policymaker (n.)

post- (prefix; generally write as a closed compound, unless combined with a proper noun):
postdoctoral, postindustrial, posttraumatic, postwar, post-Vietnam, post–World War I.

pre- (prefix; generally write as a closed compound): preattack, preempt, prewar; *but* pre-position

pre-position (when meaning to position in advance)

predominantly (preferred over predominately)

President (capitalize with name only, lowercase otherwise; never abbreviate)

president-elect

prisoner of war (n.), prisoner-of-war (adj.)

pro- (prefix; generally write as a closed compound): proactive, progovernment, proindustrial,
proregime, proslavery

Prophet Muhammad, the Prophet

protester

Q

quasi argument (adj.)

quasi-judicial (adv.)

Quran (*not* Koran)

R

re- (prefix; generally write as a closed compound, but hyphenate if necessary to avoid ambiguity):
recover (to regain), re-cover (to cover again), redeployment, reedit, reelect, reenact, reenlist,
reevaluate, reinvent, reunify

recordkeeping

relief-in-place

reserve component (never hyphenated)

rollback (n., adj.), to roll back (v.)

rollout (n., adj.), to roll out (v.)

S

schoolhouse

self- (prefix; generally write with a hyphen): self-employed, self-guided, self-made

semi- (prefix; generally write as a closed compound): semiautomatic, semiofficial

service member (*not* servicemember)

shutdown (n.), shut-down (adj.), to shut down (v.)

slave (n): use *enslaved person* instead

sociocultural

socioeconomic

SOF. *See* special operations, special operations forces.

soldier (lowercase)

south, southern (lowercase when indicating compass direction): *but* the South, Southern states, Southeast (capitalized when designating a region or unit)

special forces: This is a U.S. Army branch designation. CMH capitalizes this term when referring to a specific unit or to the organization itself, but not when used merely descriptively. In other words, it follows the same capitalization rules as other branch names. **See 1.26.**

special operations; special operations forces: These are doctrinal terms describing a function, not branch designations or titles, that are *only* capitalized when part of the name of a command, task force, or specific unit. These terms are lowercased at all other times. If in doubt, see **ADP 3–05, *Army Special Operations***. *Note:* The acronym *SOF* may be introduced for “special operations forces” at the discretion of the author and editor.

spell-out (n.), to spell out (v.)

standalone (n., adj.), to stand alone (v.)

standard-issue (adj.)

state of the art (n.), state-of-the-art (adj.)

stateside (adj., adv.)

stopgap (n.)

strongpoint

sub- (prefix; generally write as a closed compound): subentry, subsection, subseries, subzero

surge, the surge (*not* the Surge or The Surge)

surveillance

symposia

synchronization

T

tele- (prefix; generally write as a closed compound): telecommute, teleconference, telework

theater (*not* theatre)

third-party (adj.), third party (n.)

time stamp

timekeeper

timeline

timetable

toward (*not* towards)

trans- (prefix; generally write as a closed compound, unless combined with a proper noun): trans-American, transatlantic, transcontinental, transgender, transpacific, transship, transsocietal

traveled, traveling (one *l*)

troubleshoot (v.), troubleshooter (n.), troubleshooting (n.)

turnaround (n., adj.), to turn around (v.)

turnover

UV

U.K. (adj.), United Kingdom (n.)

UN (adj., n.)

un- (prefix; generally write as a closed compound): unclassified, unfunded, uninterrupted

under- (prefix; generally write as a closed compound): underemployed, underestimate, underrate, understrength

under way (adv.)

upcoming

upstream

up-to-date (adj.), up to date (pred. adj.)

U.S. (adj.), United States (n.), stateside (adj., adv.)

USSR (no periods)

versus: use the abbreviation *v.* (not *vs.*) for *versus*

WX

walk-through (n.)

warfighter (n.), warfighting (v.)

war game (n.), war-game (v.)

warhead

warlord

waterborne

weapon system(s) (*not* weapons system)

web (lowercase; do not underline or italicize website URLs): the web, web page, website, web-based resources, the internet; *but* the World Wide Web

well-known (adj.)

west, western (lowercase when indicating compass direction): *but* the Midwest, West Coast, Western Front, the West, Western conventions (capitalize when indicating a region or unit)

-wide (suffix; generally write as a closed compound): agencywide, citywide, companywide, nationwide, worldwide; *but* Army-wide

workaround (n., adj.), to work around (v.)

workday

workforce

workload

workplace

workstation

workweek

world-class (adj.)

worldwide

wraparound (n., adj.), to wrap around (v.)

YZ

Year 2, Year 3. . .

year-end (adj.), year end (n.)

yearlong (adj.)

year-round (adj.)

zero hour (n.), zero-hour (adj.)

zip code

Appendix B | Usage Recommendations

Collective Nouns

B.1 A collective noun is a singular noun that refers to a group or collection of people or things. Whenever possible, and for the sake of consistency, use singular pronouns and verbs with collective nouns. Note that in the *Chicago Manual of Style* and in some strains of non-American English, certain collective nouns can also take plural pronouns and verbs. All of the following are correct, but CMH prefers the former in each example:

The faculty was in agreement.	[Preferred by CMH]
The faculty were in agreement.	[Preferred in the U.K.]
The enemy is at the gate.	[Preferred by CMH]
The enemy are at the gate.	[Also considered correct]

In CMH publications, words and phrases like *enemy*, *unit*, *family*, “the Army,” and “the Taliban” are treated as singular, collective nouns.

Massoud’s forces fought with more skill and firepower, giving the Taliban its first rebuff.

Deployed alpha detachments learned who the enemy was and who it was not.

To avoid awkward or inelegant phrasing, turn collective nouns into adjectives.

Instead of:

Special Operations teams confirmed that no enemy was defending the isolated airstrip southwest of Kandahar.

try:

Special Operations teams confirmed that no enemy forces were defending the isolated airstrip southwest of Kandahar.

Wordy and Idiomatic Phrases

B.2 Many of the following phrases, though technically correct, are wordy, idiomatic, or just overused. For example, a parallel construction like “not only... but also...,” when used properly and sparingly, can add meaningful emphasis to the part of the phrase coming after “but also.” However, if *and* will do, use *and* instead. In general, it is better to say the same thing in fewer words.

Chicago’s “Glossary of Problematic Words and Phrases” (*Chicago* 5.250) provides other examples of words and expressions that are often confused, or instances where common practice may differ from good usage.

Table B.1—Wordy or Idiomatic Phrases

Avoid Using This	Use This Instead
advance planning [redundant]	planning
as a result of	because
despite the fact that	although, in spite of, despite
due to	because of, attributable to, owing to
due to the fact that	because
during the course of	during
end result [redundant]	result
in close proximity to [redundant]	near, close to
in order for	for
in order that	that
in order to	to
to include	including
not only... but also...	and [unless intentionally emphasizing]
over [when used with amounts]	more than
point in time, at this (that) point in time	point, moment, time, now, then, at this (that) time, moment, point
prior to	before, until
stemmed in large part from	came from
time period	time, period
utilize	use
vast (or great) majority [redundant]	majority
would like to [thank, acknowledge, etc.]	thank, acknowledge, etc

Military Jargon, Slang, and Doctrinal Terms

B.3 *Military jargon and slang.* Be sparing with the use of military jargon and slang; not all military historians and history enthusiasts are familiar with military terminology from all periods. Avoid using slang and jargon if there is a standard English equivalent.

Use military slang (e.g., “pop smoke,” “going to the box,” “Big Chicken Dinner”) only if necessary to capture a specific military mindset or period of use, and always provide a gloss.

Words that are regarded as military jargon may be used without definition if their meaning is well understood by people within the field of military history (e.g., “order of battle,” *redeployment*, “training aid”). More obscure terms—and those that mean something else entirely outside of the military—must be defined within the text (e.g., *stop-loss*, “power projection platform,” *airhead*, *neutralize*, “beach party”).

Editors and authors should confer and agree upon military terminology that is deemed common enough to use; these choices are often dependent upon a publication’s intended audience.

Doctrinal terms. Doctrinal terms should be used (and defined for the reader as necessary) in accordance with their official, doctrinal definitions. Two sources are invaluable here. First, *Army Doctrine Publication (ADP) 1–01, Doctrine Primer* (Washington, DC: Department of the Army, Jul 2019), includes the Army’s glossary of doctrinal terms and, importantly, identifies instances in which the Army’s definition of a term differs from the joint definition. Second, the “DoD Dictionary of Military and Associated Terms,” an offshoot of Joint Publication (JP) 1, *Doctrine for the Armed Forces of the United States* (Washington, DC: The Joint Staff, Nov 2021), is designed to standardize military terminology across the services. It includes an extensive glossary of terms and their definitions as well as a table of shortened words forms (abbreviations, acronyms, and initialisms).

Gendered Language

B.4 *Gendered language.* Whenever possible, opt for nongendered terminology. For the Army, this is particularly important when writing about the post-1978 military, after the Women’s Army Corps was incorporated into the Regular Army. Some instances of gendered language will be unavoidable, especially when using the official names of military equipment such as UAVs (unmanned aerial vehicles), official titles such as the Assistant Secretary of the Army (Manpower and Reserve Affairs), or official ranks such as Airman First Class. Use judgment, however, when considering the use of gendered language in unofficial terminology; many situations can be reworked to avoid the issue all together.

Avoid words and phrases that indicate gender bias, such as irrelevant descriptions of appearance (e.g., “the pretty, young Army nurse”). If it is necessary to describe a person’s appearance, choose words that apply to all genders.

Avoid using “he” and “his” as generic pronoun. Instead, use a nongendered singular noun, replace the gendered pronoun with an article, or restructure the sentence to accommodate a plural noun and/or pronoun.

Table B.2—Gendered Language

Avoid Using This	Use This Instead
airman, airmen	Air Force personnel, Air Force service member, function-specific terms such as pilot and aviator when applicable. [Never make changes to official rank such as Airman First Class] ^a
cavalryman, infantryman	infantry/cavalry soldier(s), troops, service member(s)
chairman, chairwoman	chair (exceptions may be made for formal titles where necessary, e.g., Chairman of the Joint Chiefs of Staff). <i>Note:</i> CMH prefers to avoid <i>chairperson</i> , favoring <i>chair</i> instead.
he, his [to mean the enemy, the enemy's]	it/its (for an organization), they/theirs (for individual enemies), or use the name of the unit or group
he, his [to mean anyone, generically]	one, a person; one's, a person's, that person's [or rewrite the sentence with a plural antecedent]
to man (v.)	to fill, to guard, to operate, to drive, to arm, to staff, to run
man, men, mankind (n.)	person, people, soldier(s), troops, personnel, reservist(s), human(s), humanity
manmade	artificial, constructed
manning, manpower	staff, staffing, staff size, personnel, workforce, labor, labor force, capacity, strength, employees
man-portable	portable [unless the phrase is used as part of an official term, such as a man-portable air defense system (MANPAD)]
national guardsman, national guardsmen	national guard soldier(s), national guard personnel

a. As of December 2021, the U.S. Air Force continues to use the terms *airman* and *airmen* to refer to all members of the service, particularly enlisted personnel. Nevertheless, authors writing for CMH are encouraged to use gender-neutral terminology whenever feasible. Function-related terms, such as aviator or pilot, cannot be used generically, but may be used when describing service members who perform those specific functions.

Gender biased:

When a soldier reports to a new duty station, she must first sign in.
A soldier accused of cheating may waive his right to have counsel present.

Gender neutral:

When reporting to a new duty station, every soldier must first sign in. [Uses a non-gendered singular noun.]
When soldiers report to a new duty station, they must first sign in. [Uses the plural noun and pronoun.]
All soldiers must sign in when they first report to a new duty station. [Complete rewrite.]
A soldier accused of cheating may waive the right to have counsel present. [Uses a definite article.]

For discussions of marital or family relationships, especially in the post-1978 context, use inclusive language that recognizes the service of both men and women and the existence of same-sex marriages (e.g., “Army spouses” or “soldiers’ partners” instead of “Army wives” or “soldiers’ wives”).

When referring to the spouse or partner of a particular individual, it is important to use that person’s name as well—for instance, “President Harry S. Truman wrote to his wife Bess every night” is preferable to “President Harry S. Truman wrote to his wife every night.”

See also “*Gender identity and sexuality*” in **B.5**, below.

Inclusive Language

B.5 Inclusive language. As a service to our readers and to the Army Historical Program, CMH publications should be accessible and hospitable to everyone who reads them. Inclusive language increases accuracy and helps authors and editors to build trust with readers.

To this end, authors should strive to reduce bias within their writing, just as they strive to reduce errors in spelling and grammar. The “[Bias-Free Language](#)” page on the APA Style website is an excellent resource for all authors (whether they are new to or familiar with the concept of bias). It provides both general principles for reducing bias and specific guidance across a range of topics.

Note that the preference for and usage of some terms evolve over time, sometimes slowly and sometimes relatively rapidly. Historians, authors, writers, and editors should strive to stay informed and remain current in their writing, using the most accurate and acceptable terms according to guidance at the time of publication. When in doubt, defer to *Chicago* 5.251–5.260.

Ability and disability

If a person’s situation, medical condition, illness, or injury is relevant to the content, be as specific as possible and avoid inserting value judgements about their circumstance.

rather than:

He is afflicted with multiple sclerosis.
She suffered the amputation of both legs above the knee.

use this instead:

He has multiple sclerosis.
She had both legs amputated above the knee.

Avoid describing people as *crippled*, *disabled*, *handicapped*, or “confined to a wheelchair.” Avoid using as a pejorative terms that contribute to stigmas around physical or mental illness, such as *crazy*, *psycho*, *spastic*, or *schizophrenic*. Period-appropriate medical terminology, such as “shell shock” and *neurasthenia*, may need an in-text gloss or a discursive footnote for clarification.

Age

Avoid referring to someone’s age, unless it is directly relevant to the subject being discussed, or provides context to biographical details (e.g., “At the age of 23, he moved to Cambridge to study law.”). Do not use age as a substitute for *novice* or *beginner*, as in “so simple a child can use it” or “even a senior could manage it.” CMH prefers “older person” or *senior* to *elderly*.

Gender identity and sexuality

When discussing an individual’s gender identity or sexual orientation, carefully consider whether this information is critical to the context of the discussion. Use descriptors of gender identity or sexual orientation as modifiers, not as nouns (e.g., “transgender soldiers,” not *transgenders*). Use the individual’s own preferences for identification and terminology, including personal pronouns. Consider using “of a different sex” or “another sex” instead of “opposite sex,” which implies that gender is binary. See also **B.4**, above.

Nationality

How authors at CMH refer to people who live in the United States is largely dependent on context. Be as specific as possible. Avoid using *citizen* as a generic term for people who live in the United States. Instead, use *people*, *users*, or “the public.” Add descriptors as necessary for specificity: e.g., “people who join the Army” or “people who visit the museum.” Use the terms *citizen* and *noncitizen* (not *alien*) only for text related to U.S. citizenship.

Be careful with *Americans* and “the American public.” These terms are ambiguous and are often used as euphemisms for *citizens*. In most cases, “the public” is equally clear and more inclusive. When it is necessary for disambiguation (for example, when discussing how people in the United States interpreted an Army action in Afghanistan), phrases such as “the American people” or “popular American opinion” can be used without implying the exclusion of noncitizens.

Race, ethnicity, and religion

Avoid using words, images, or situations that reinforce racial, ethnic, or religious stereotypes.

Avoid terms such as *non-White* that treat whiteness as the default.

When referring to a person's race, ethnicity, or religion, use adjectives, not nouns. For example, "a Hispanic person," not "a Hispanic."

When writing about racial or ethnic groups, including native or indigenous groups within the United States, it is preferable, if possible, to refer to the specific nation, region, or tribe of origin rather than a generalized origin. This is particularly important when discussing alliances or enemies. Keep in mind that "many among those who trace their roots to the Aboriginal peoples of the Americas prefer *American Indians* to *Native Americans*, and in certain historical works *Indians* may be more appropriate" (*Chicago* 8.38).

Company I, 9th Infantry, posted at Fort Whipple, Arizona, was composed of Apaches from the San Carlos Reservation.

Before the evacuation could be implemented, hostile Potawatomi warriors gathered around the small post.

A small army of irregulars was recruited largely from non-Vietnamese ethnic groups, particularly the Montagnards of the Central Highlands.

Do not make assumptions. Be aware of the complexities within racial, ethnic, religious, and national identities. These identities can overlap, but should not be used interchangeably. For example, when discussing Iran, remember that not all Iranians (nationality) are Persians (ethnic group) or Muslim (religion), and that Persians are not Arabs (another ethnic group). Iranians may be Persians, Arabs, Kurds, Azerbaijanis, or another ethnicity. Iranians (nationality), Persians, and Arabs (ethnic groups) may be Muslim, Jewish, Zoroastrian, Christian, or other religious denominations.

See 1.14 for further guidance on the usage and capitalization of identity group terminology.

Profanity and Offensive Language

B.6 *Profanity and offensive language.* Profanity is not permitted in CMH publications. When quoted source material contains profane language, judicious editing is required. Expletives should be replaced. See 2.42 for proper formatting. (See 8.27–8.40 for other permissible changes to quoted material.)

The two sides taunted each other with cries of "Roosevelt eats s--t!" or "Tojo eats s--t!"

"Hey General!" Silverman yelled, "Where the f--k are we going?"

Use caution when employing terminology that may be derogatory in the modern context but was regarded as acceptable usage during a particular period (e.g., colored troops, Negro soldier, U.S. Indian Scout). Note, for example, that the term "enslaved people" is used instead of the term *slaves*, because it separates identity from circumstance.

It may be appropriate to provide an introductory gloss or discursive footnote to address the use of particular phrases.

Expressions or terms used in a purely derogatory context, including racial slurs intended to dehumanize the enemy (e.g., the Japanese in World War II, the Vietnamese in the Vietnam War, the Taliban in Operation ENDURING FREEDOM) or other pejorative language regarding an individual's race, color, national origin, gender or sexuality, or religion, should be avoided.

When in doubt, consider this guidance: "Careful writers avoid language that reasonable readers might find offensive or distracting—unless the biased language is central to the meaning of the writing" (*Chicago* 5.253).

Appendix C | Word Division, Breaks, and Stranded Lines

General

C.1 Do not allow more than three succeeding lines to end in hyphens.

Word Division

C.2 Do not divide short words (five or fewer letters).

C.3 Do not divide one-syllable words (*bombed, aimed, prayer*).

C.4 Do not divide words leaving a single letter either at the beginning or end of a line (*o-ver, e-ven, unit-y*).

C.5 Do not carry two-letter end syllables to the next line (*clin-ic, surpris-es, loss-es*).

C.6 Divide words according to pronunciation (*democ-racy or de-mocracy, not demo-cracy*). When in doubt, consult *Merriam-Webster* (for English words).

C.7 Whenever possible, avoid dividing foreign words, but if it must be done, consult an appropriate dictionary for non-English words.

C.8 Wherever possible, words should be divided after prefixes and at the natural breaking point for solid compound words (*pre-cursor, bombard-ment, key-board, heli-copter*).

C.9 Hyphenated compounds should be divided only at the hyphen.

Japanese-American [*not* Japanese-Ameri-can]
Bosnia-Herzegovina [*not* Bosnia-Herzego-vina]
self-determination [*not* self-determina-tion]

C.10 Do not divide proper nouns, especially personal names, if at all possible. If a break within a name is needed, consult *Merriam-Webster* for guidance.

A personal name with one or more middle initials should be broken *after* the initial or initials. Avoid a break before a number, *Jr.*, or *Sr.*

Frederick L. / Anderson
M. F. K. / Fisher
Eliz- / abeth II) [if absolutely necessary]

C.11 Do not divide a word at the end of a carryover page (an odd-numbered page where the reader must turn the page to read the rest of the word). It is permissible to break a word at the end of a column or facing page; however, this practice should be avoided whenever possible.

Other Breaks

C.12 Do not break large numbers expressed as numerals.

C.13 Do not break abbreviations used with numerals.

24°F.

6:35 p.m.

C.14 Do not separate a number or letter, such as (3) or (B), used in a run-in list from the beginning of what follows it. If it occurs at the end of a line, it should be carried over to the next line.

C.15 In dates, do not separate the month from the day, regardless of which dating style is used—military (preferred) or traditional.

30 March / 2008 [*not* 30 / March 2008]

April 17, / 1988 [*not* April / 17, 1988]

C.16 Do not separate references to specific parts of a publication (such as Chapter 6, Volume II, page 45, Map 3, Table 12) from the associated numerical designations, such that the number begins the next line of text.

C.17 If it becomes necessary to break a URL or an email address, do not do so in such a way that an additional hyphen would be needed at the break, as the additional hyphen could be mistaken as part of the address. Break after an existing hyphen or another existing punctuation element (such as a colon, period, slash, double slash, or the @ symbol).

[http://www.](http://www.nato.int/cps/en/natolive/opinions_58469.htm)

[nato.int/cps/en/natolive/opinions_58469.htm](http://www.nato.int/cps/en/natolive/opinions_58469.htm)

[https://www.cnas.org/](https://www.cnas.org/press/press-release/fixing-intel-a-blueprint-for-making-intelligence-relevant-in-afghanistan)

[press/press-release/fixing-intel-a-blueprint-for-making-intelligence-relevant-in-afghanistan](https://www.cnas.org/press/press-release/fixing-intel-a-blueprint-for-making-intelligence-relevant-in-afghanistan)

[grammar.police@](mailto:grammar.police@gmail.com)

[gmail.com](mailto:grammar.police@gmail.com)

These are all acceptable places to break the same URL:

[http://](http://www.history.army.mil/bookshelves.html)

www.history.army.mil/bookshelves.html

or

[http://www.history.](http://www.history.army.mil/bookshelves.html)

[army.mil/bookshelves.html](http://www.history.army.mil/bookshelves.html)

or

[http://www.history.army.mil/](http://www.history.army.mil/bookshelves.html)

[bookshelves.html](http://www.history.army.mil/bookshelves.html)

C.18 Do not break a line in the middle of an ellipsis.

Stranded Lines

C.19 Avoid single, stranded lines known as widows and orphans. Do not leave a single line of text (beginning a new paragraph) at the bottom of a page (*orphan*). Do not leave a single line of text (ending a paragraph) at the top of a page (*widow*). When possible, widows and orphans also should be avoided between columns of text (on the same page).

Appendix D | Additional Services' Rank Abbreviations

General

D.1 *Traditional v. nontraditional abbreviations.* Although CMH does not follow Army abbreviation standards to create its traditional Army rank abbreviations (with the exception of the warrant officer ranks; see **Table 1.1**), CMH *does* follow the abbreviation conventions of the other services, eschewing traditional abbreviation formats as shown in the tables below.

D.2 *Different abbreviation styles.* Note that different services may abbreviate identical or similar ranks differently. Proceed carefully. The variance in “First Class” ranks is shown here as an example:

<i>Service:</i>	<i>Rank:</i>	<i>Abbreviation:</i>
Army	Sergeant First Class	Sfc.
	Private First Class	Pfc.
Air Force	Airman First Class	A1C
Navy/Coast Guard	Petty Officer First Class	PO1

D.3 *Differences in rank structure.* Note that some ranks are not equivalent across the services. For example, a captain in the Navy is an O–6; a captain the Army is an O–3. In the Army, a specialist is always an E–4, whereas in the Space Force, a specialist can be an E–1 through an E–4. See **Table D.5** for a comparative chart of paygrades and ranks across the services.

D.4 *Army ranks.* For rank abbreviations pertaining to the U.S. Army, see **Table 1.1**.

Table D.1—U.S. Navy and U.S. Coast Guard Rank Abbreviations

These abbreviations *do not* need to be spelled out at first use.

See 1.54 for ranks that no longer exist.

Grade	Rank	Abbreviation <i>use with full name</i>	Subsequent Use <i>use with last name</i>
n/a (5-star)	Fleet Admiral	none ^a	Admiral
O-10 (4-star)	Admiral	none ^a	Admiral
O-9 (3-star)	Vice Admiral	V. Adm.	Admiral
O-8 (2-star)	Rear Admiral Upper Half	R. Adm.	Admiral
O-7 (1-star)	Rear Admiral Lower Half	R. Adm.	Admiral
O-6	Captain	Capt.	Captain
O-5	Commander	Cdr.	Commander
O-4	Lieutenant Commander	Lt. Cdr.	Commander
O-3	Lieutenant	Lt.	Lieutenant
O-2	Lieutenant Junior Grade	Lt. (j.g.)	Lieutenant
O-1	Ensign	Ens.	Ensign
W-5	Chief Warrant Officer	CWO5 ^b	Warrant Officer
W-4	Chief Warrant Officer	CWO4	Warrant Officer
W-3	Chief Warrant Officer	CWO3	Warrant Officer
W-2	Chief Warrant Officer	CWO2	Warrant Officer
W-1	Warrant Officer	WO1	Warrant Officer
E-9 ^c	Master Chief Petty Officer of the Navy	MCPON	Master Chief
E-9	Master Chief Petty Officer of the Coast Guard	MCPOCG	Master Chief
E-9	Fleet Master Chief Petty Officer	Fleet MCPOCG	Master Chief
E-9	Command Master Chief Petty Officer	Cmd. MCPO	Master Chief
E-9	Master Chief Petty Officer	MCPO	Master Chief
E-8	Command Senior Chief Petty Officer	Cmd. SCPO	Senior Chief
E-8	Senior Chief Petty Officer	SCPO	Senior Chief
E-7	Chief Petty Officer	CPO	Chief
E-6	Petty Officer First Class	PO1	Petty Officer
E-5	Petty Officer Second Class	PO2	Petty Officer
E-4	Petty Officer Third Class	PO3	Petty Officer
E-3	Seaman	Sn.	Seaman
E-2	Seaman Apprentice	Sn. Apprentice	Seaman
E-1	Seaman Recruit	Sn. Recruit	Seaman

a. The abbreviations *Fleet Adm.* and *Adm.* may be used in citations.

b. The abbreviations for the warrant officer ranks given here are those used by the Navy and the Coast Guard. There is no traditional or long form abbreviation for Chief Warrant Officer or Warrant Officer.

c. The Navy has the additional E-9 rank of Senior Enlisted Advisor to the Chairman [of the Joint Chiefs of Staff], which is abbreviated as SEAC. The Coast Guard has the additional E-9 rank of Deputy Master Chief Petty Officer of the Coast Guard, which they abbreviate as DMCPOCG. No guidance is given for traditional abbreviations.

Table D.2—U.S. Marine Corps Rank Abbreviations

These abbreviations *do not* need to be spelled out at first use.
See 1.54 for ranks that no longer exist.

Grade	Rank	Abbreviation <i>use with full name</i>	Subsequent Use <i>use with last name</i>
O-10 (4-star)	General	none ^a	General
O-9 (3-star)	Lieutenant General	Lt. Gen.	General
O-8 (2-star)	Major General	Maj. Gen.	General
O-7 (1-star)	Brigadier General	Brig. Gen.	General
O-6	Colonel	Col.	Colonel
O-5	Lieutenant Colonel	Lt. Col.	Colonel
O-4	Major	Maj.	Major
O-3	Captain	Capt.	Captain
O-2	First Lieutenant	1st Lt.	Lieutenant
O-1	Second Lieutenant	2d Lt.	Lieutenant
W-5	Chief Warrant Officer	CWO5 ^b	Warrant Officer
W-4	Chief Warrant Officer	CWO4	Warrant Officer
W-3	Chief Warrant Officer	CWO3	Warrant Officer
W-2	Chief Warrant Officer	CWO2	Warrant Officer
W-1	Warrant Officer	WO1	Warrant Officer
E-9 ^c	Sergeant Major of the Marine Corps	Sgt. Maj. M.C.	Sergeant Major
E-9	Sergeant Major	Sgt. Maj.	Sergeant Major
E-9	Master Gunnery Sergeant	M. Gy. Sgt.	Sergeant
E-8	First Sergeant	1st Sgt.	Sergeant
E-8	Master Sergeant	M. Sgt.	Sergeant
E-7	Gunnery Sergeant	Gy. Sgt.	Sergeant
E-6	Staff Sergeant	S. Sgt.	Sergeant
E-5	Sergeant	Sgt.	Sergeant
E-4	Corporal	Cpl.	Corporal
E-3	Lance Corporal	L. Cpl.	Corporal
E-2	Private First Class	Pfc.	Private
E-1	Private (E-1)	Pvt.	Private

a. The abbreviation *Gen.* may be used in citations.

b. The abbreviations for the warrant officer ranks given here are those used by the Marine Corps. There is no traditional or long form abbreviation for Chief Warrant Officer or Warrant Officer.

c. The Marine Corps has the additional E-9 rank of Senior Enlisted Advisor to the Chairman [of the Joint Chiefs of Staff], which is abbreviated as SEAC. No guidance is given for a traditional abbreviation.

Table D.3—U.S. Air Force Rank Abbreviations

These abbreviations *do not* need to be spelled out at first use.

See 1.54 for ranks that no longer exist.

Grade	Rank	Abbreviation <i>use with full name</i>	Subsequent Use <i>use with last name</i>
n/a (5-star)	General of the Air Force	none ^a	General
O–10 (4-star)	General	none ^a	General
O–9 (3-star)	Lieutenant General	Lt. Gen.	General
O–8 (2-star)	Major General	Maj. Gen.	General
O–7 (1-star)	Brigadier General	Brig. Gen.	General
O–6	Colonel	Col.	Colonel
O–5	Lieutenant Colonel	Lt. Col.	Colonel
O–4	Major	Maj.	Major
O–3	Captain	Capt.	Captain
O–2	First Lieutenant	1st Lt.	Lieutenant
O–1	Second Lieutenant	2d Lt.	Lieutenant
E–9 ^b	Chief Master Sergeant of the Air Force	Ch. M. Sgt. A.F.	Chief
E–9	Command Chief Master Sergeant	Cmd. Ch. M. Sgt.	Chief
E–9	Chief Master Sergeant	Ch. M. Sgt.	Chief
E–8	Senior Master Sergeant	Sr. M. Sgt.	Sergeant
E–7 to E–9 ^c	First Sergeant	1st Sgt.	Sergeant
E–7	Master Sergeant	M. Sgt.	Sergeant
E–6	Technical Sergeant	Tech. Sgt.	Sergeant
E–5	Staff Sergeant	S. Sgt.	Sergeant
E–4	Senior Airman	Sr. Amn.	Airman
E–3	Airman First Class	A1C	Airman
E–2	Airman	Amn.	Airman
E–1	Airman Basic	Amn. Basic	Airman

a. The abbreviations *Gen. Air Force* and *Gen.* may be used in citations.

b. The Air Force has the additional E–9 ranks of Senior Enlisted Advisor to the Chief of the National Guard Bureau and Senior Enlisted Advisor to the Chairman [of the Joint Chiefs of Staff], which are abbreviated as SEANGB and SEAC, respectively. No guidance is given for traditional abbreviations.

c. Air Force first sergeants are considered temporary; the rank is lateral (denoted by a diamond on the rank insignia) but is considered senior to their non-diamond counterpart ranks. First sergeants revert to their permanent rank within their paygrade upon leaving the temporary assignment. Only a master sergeant, senior master sergeant, or chief master sergeant can have the additional rank of first sergeant.

Table D.4—U.S. Space Force Rank Abbreviations

These abbreviations *do not* need to be spelled out at first use.
See 1.54 for ranks that no longer exist.

Grade	Rank	Abbreviation <i>use with full name</i>	Subsequent Use <i>use with last name</i>
O–10 (4-star)	General	none ^a	General
O–9 (3-star)	Lieutenant General	Lt. Gen.	General
O–8 (2-star)	Major General	Maj. Gen.	General
O–7 (1-star)	Brigadier General	Brig. Gen.	General
O–6	Colonel	Col.	Colonel
O–5	Lieutenant Colonel	Lt. Col.	Colonel
O–4	Major	Maj.	Major
O–3	Captain	Capt.	Captain
O–2	First Lieutenant	1st Lt.	Lieutenant
O–1	Second Lieutenant	2d Lt.	Lieutenant
E–9 ^b	Chief Master Sergeant of the Space Force	Ch. M. Sgt. S.F.	Chief
E–9	Command Chief Master Sergeant	Cmd. Ch. M. Sgt.	Chief
E–9	Chief Master Sergeant	Ch. M. Sgt.	Chief
E–8	Senior Master Sergeant	Sr. M. Sgt.	Sergeant
E–7 to E–9 ^c	First Sergeant	1st Sgt.	Sergeant
E–7	Master Sergeant	M. Sgt.	Sergeant
E–6	Technical Sergeant	Tech. Sgt.	Sergeant
E–5	Sergeant	Sgt.	Sergeant
E–4	Specialist 4	Spc. 4	Specialist
E–3	Specialist 3	Spc. 3	Specialist
E–2	Specialist 2	Spc. 2	Specialist
E–1	Specialist 1	Spc. 1	Specialist

a. The abbreviation *Gen.* may be used in citations.

b. The Space Force has the additional E–9 rank of Senior Enlisted Advisor to the Chairman [of the Joint Chiefs of Staff], which is abbreviated as SEAC. No guidance is given for a traditional abbreviation.

c. Space Force first sergeants are considered temporary; the rank is lateral (denoted by a diamond on the rank insignia) but is considered senior to their non-diamond counterpart ranks. First sergeants revert to their permanent rank within their paygrade upon leaving the temporary assignment. Only a master sergeant, senior master sergeant, or chief master sergeant can have the additional rank of first sergeant.

Table D.5—Paygrades and Ranks Across the Services

Pay Grade	Army	Marine Corps	Navy	Air Force	Coast Guard	Space Force
<i>Enlisted ranks:</i>						
E-1	Private	Private	Seaman Recruit	Airman Basic	Seaman Recruit	Specialist 1
E-2	Private	Private First Class	Seaman Apprentice	Airman	Seaman Apprentice	Specialist 2
E-3	Private First Class	Lance Corporal	Seaman	Airman First Class	Seaman	Specialist 3
E-4	Corporal; Specialist	Corporal	Petty Officer Third Class	Senior Airman	Petty Officer Third Class	Specialist 4
E-5	Sergeant	Sergeant	Petty Officer Second Class	Staff Sergeant	Petty Officer Second Class	Sergeant
E-6	Staff Sergeant	Staff Sergeant	Petty Officer First Class	Technical Sergeant	Petty Officer First Class	Technical Sergeant
E-7	Sergeant First Class	Gunnery Sergeant	Chief Petty Officer	Master Sergeant; First Sergeant	Chief Petty Officer	Master Sergeant; First Sergeant
E-8	Master Sergeant; First Sergeant	Master Sergeant; First Sergeant	Senior Chief Petty Officer; Command Senior Chief Petty Officer	Senior Master Sergeant; First Sergeant	Senior Chief Petty Officer; Command Senior Chief Petty Officer	Senior Master Sergeant; First Sergeant
E-9	Sergeant Major; Command Sergeant Major	Master Gunnery Sergeant; Sergeant Major	Master Chief Petty Officer; Fleet/Command Master Chief Petty Officer	Chief Master Sergeant; First Sergeant; Command Chief Master Sergeant	Master Chief Petty Officer; Fleet/Command Master Chief Petty Officer	Chief Master Sergeant; First Sergeant; Command Chief Master Sergeant
E-9	Sergeant Major of the Army	Sergeant Major of the Marine Corps	Master Chief Petty Officer of the Navy	Chief Master Sergeant of the Air Force	Master Chief Petty Officer of the Coast Guard	Chief Master Sergeant of the Space Force
E-9	Senior Enlisted Advisor to the Chairman	Senior Enlisted Advisor to the Chairman	Senior Enlisted Advisor to the Chairman	Senior Enlisted Advisor to the Chairman; Senior Enlisted Advisor to the Chief of the National Guard Bureau	Senior Enlisted Advisor to the Chairman	Senior Enlisted Advisor to the Chairman

Table D.5—Paygrades and Ranks Across the Services (continued)

Pay Grade	Army	Marine Corps	Navy	Air Force	Coast Guard	Space Force
<i>Warrant Officer ranks:</i>						
W-1	Warrant Officer 1	Warrant Officer 1	USN Warrant Officer 1	N/A	N/A	N/A
W-2	Chief Warrant Officer 2	Chief Warrant Officer 2	USN Chief Warrant Officer 2	N/A	Chief Warrant Officer 2	N/A
W-3	Chief Warrant Officer 3	Chief Warrant Officer 3	USN Chief Warrant Officer 3	N/A	Chief Warrant Officer 3	N/A
W-4	Chief Warrant Officer 4	Chief Warrant Officer 4	USN Chief Warrant Officer 4	N/A	Chief Warrant Officer 4	N/A
W-5	Chief Warrant Officer 5	Chief Warrant Officer 5	USN Chief Warrant Officer 5	N/A	N/A	N/A
<i>Officer ranks:</i>						
O-1	Second Lieutenant	Second Lieutenant	Ensign	Second Lieutenant	Ensign	Second Lieutenant
O-2	First Lieutenant	First Lieutenant	Lieutenant Junior Grade	First Lieutenant	Lieutenant Junior Grade	First Lieutenant
O-3	Captain	Captain	Lieutenant	Captain	Lieutenant	Captain
O-4	Major	Major	Lieutenant Commander	Major	Lieutenant Commander	Major
O-5	Lieutenant Colonel	Lieutenant Colonel	Commander	Lieutenant Colonel	Commander	Lieutenant Colonel
O-6	Colonel	Colonel	Captain	Colonel	Captain	Colonel
O-7	Brigadier General	Brigadier General	Rear Admiral Lower Half	Brigadier General	Rear Admiral Lower Half	Brigadier General
O-8	Major General	Major General	Rear Admiral Upper Half	Major General	Rear Admiral Upper Half	Major General
O-9	Lieutenant General	Lieutenant General	Vice Admiral	Lieutenant General	Vice Admiral	Lieutenant General
O-10	General	General	Admiral	General	Admiral	General
<i>Reserved for wartime only:</i>						
N/A	General of the Army	N/A	Fleet Admiral	General of the Air Force	Fleet Admiral	N/A