AU-1

Style and Author Guide

Second Edition

AIR UNIVERSITY

Air University

Style and Author Guide

Second Edition

Disclaimer

AIR FORCE RESEARCH INSTITUTE

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Foreword

As the intellectual and leadership center of the Air Force, the Air University (AU) produces cutting-edge scholarship on airpower to advance our understanding of defense and national security issues. The *Air University Style and Author Guide* helps ensure that the form and style of AU scholarship are as impressive as the substance.

Like its predecessor, this second edition of AU-1, *Air University Style and Author Guide,* will prove to be indispensable to AU faculty, staff, students, and prospective authors. Faithful use of this guide will help the airpower community produce scholarly manuscripts that conform to current academic norms of style, format, language, and documentation.

Part 1 of this publication, "Air University Style Guide for Writers and Editors," provides guidance on such matters as grammar, mechanics, and documentation of sources. Part 2, "Air University Press Author Guide," offers instructions for authors who wish to submit manuscripts for possible publication by AU Press. In most matters, the *Air University Style and Author Guide* follows the *Chicago Manual of Style*, 16th edition, but it also addresses many military-specific matters of style and mechanics that are not covered in most other style guides. AU-1 is an important reference tool for all AU writers, and I highly encourage its use.

STEVEN L. KWAST
Lieutenant General, USAF
Commander and President, Air University

Preface

Writing is easy. All you have to do is cross out the wrong words.

—Mark Twain

I am pleased to introduce the second edition of AU-1, *Air University Style and Author Guide*. This edition reflects the latest guidance from the *Chicago Manual of Style*, 16th edition, and authoritative Department of Defense sources. It is designed to be useful to every researcher and writer at Air University, whether authoring a course paper, thesis, journal article, or book for publication.

The *Style Guide* includes part 1, "Air University Style Guide for Writers and Editors," which has served as AU's style manual since 2001, and part 2, "Air University Press Author Guide," which provides instructions for potential AU Press authors. The guidance in part 1 is divided into five sections: terms and usage, abbreviations, grammar and punctuation, mechanics, and documentation. Within each section, entries are arranged alphabetically.

One strength of the *Style Guide* is its coverage of military style issues, such as acronyms, military ranks, and specialized military terms. For this reason, the *Style Guide* may be of interest to those outside the Air Force who write or edit manuscripts about military issues. But it is also an accessible and authoritative source of guidance applicable to all disciplines: punctuation, the treatment of numbers, grammar issues such as parallelism and passive voice, and so forth. New users will find the index helpful in locating specific topics. The *Style Guide* is also available electronically (a PDF file) from the AU Press website, making it easily searchable for key terms.

Of course, the *Style Guide* cannot address every aspect of writing or every style issue. For topics not covered here, users should consult the *Chicago Manual of Style*, 16th edition, which this guide follows in most matters. We base spellings and definitions on *Webster's Third New International Dictionary of the English Language, Unabridged*, and *Merriam-Webster's Collegiate Dictionary*, 11th edition (in the guide, the term *dictionary* refers to one or both of these sources). For advice on grammatical issues, we recommend the eighth edition of *Index to English* by Wilma R. and David R. Ebbitt or the seventh edition of *Rules for Writers* by Diana Hacker and Nancy Sommers.

Many individuals at AU, the Air Force Research Institute, and AU Press have contributed to the development of this second edition. It is an improve-

ment but undoubtedly imperfect. We invite interested writers and editors to send comments and suggestions for later editions to Dr. Marvin Bassett, editor of the *Air University Style and Author Guide (*aupress.style@us.af.mil).

ALLEN G. PECK, AD-26
Director, Air Force Research Institute

Note on Changes to the Second Edition

Nine years have passed since publication of the first edition of AU-1, *Air University Style and Author Guide*, which replaced the *Air University Style Guide for Writers and Editors*, also designated AU-1. The new AU-1 introduced expanded coverage of stylistic principles, a revised organizational scheme, a numbering system to facilitate the location of entries, and an author guide to assist contributors in submitting their work to Air University Press. Although the second edition of the guide retains those features, it offers both new guidance and changes to existing principles occasioned by additional experience dealing with the needs of Air Force writers and by the appearance of the 16th edition of the *Chicago Manual of Style*, AU-1's authoritative source of stylistic guidance. It also adds tabs that allow users to locate the guide's major sections quickly and easily.

Users of the guide will find much that is new in part 1, "Air University Style Guide for Writers and Editors." For example, section 1.0, "Terms and Usage," revises the use of access dates in notes and bibliography entries (1.3); covers the treatment of Arabic terms and names (1.10); updates the handling of classified sources (1.21); provides more in-depth advice about creating and alphabetizing an index (1.37); and offers more latitude in the use of subheadings (1.60). Section 2.0, "Abbreviations," permits spelling-out of the titles *President* and *Senator* and recommends use of the two-letter abbreviations of the US Postal Service. It also presents the digital object identifier (DOI) as a more stable locator than the URL (2.142); notes the new uppercase styling of Global Positioning System (GPS) (2.194); adds the academic degree master of philosophy in military strategy (MPMS) from the School of Advanced Air and Space Studies (2.309); and clarifies the use of unmanned aircraft system (UAS) (2.477) and unmanned aerial vehicle (UAV) (2.478). Section 3.0, "Grammar and Punctuation," addresses the handling of apostrophes in proper nouns and possessives ending in silent "s" and an "eez" sound (3.2.1); it also permits the use of a comma following a question mark or an exclamation point in the title of a work (3.2.5). In section 4.0, "Mechanics," users of the guide learn that (like *Airman*) *Sailor*, *Soldier*, and *Marine* are capitalized in references to US personnel (4.1.125, 4.1.135, 4.2.150); that the second element of a hyphenated number is capitalized in the titles of works (*Lolita's Twenty-First Birthday*) and in the name of a numbered air force (Twenty-Third Air Force) (4.1.149, 4.3.19); that they can choose between terms such as *web*/*website* or *Web*/*Web site* (4.1.154); that they should follow the dictionary's spelling of compound words with *cyber* and use open styling with *cyber* words that don't appear in the dictionary (4.2.62); that the term *Koran* has two secondary variants considered part of standard usage, as is the case with

variant forms of *sharia* (4.2.135, 4.2.222); that *Shiite* is the guide's recommended spelling (4.2.223); that an exception to the general rule for spelling whole numbers occurs if several numbers appear in the same sentence, some normally spelled out and some normally represented by numerals (4.3); that cardinal rather than ordinal numbers are used with abbreviations of military units (97th Air Mobility Wing / 97 AMW) (4.3.17); and that certain principles govern whether the names of websites or sections of websites are displayed in roman type, italics, or quotation marks (4.4). In section 5.0, "Documentation," readers find that the guide now clarifies the alphabetizing of single and multiauthor entries in a bibliography (5.1) and that the first paragraph of a block quotation is indented but not its subsequent paragraphs (5.2). Appendix A, "Note Citations," now allows inclusion of the subject of a memorandum, offers guidance on documenting information found in blogs, and recommends forms of notes and bibliography entries for doctrine publications in light of the reorganization and renaming of those publications by the Curtis E. LeMay Center for Doctrine Development and Education. Finally, Part 2, "Air University Press Author Guide," outlines the guidelines on copyright, fair use, and permissions that AU Press has adopted from the University of Chicago Press. Thus, with this second edition, the *Air University Style and Author Guide* continues to fulfill its objective of meeting the needs of Air Force writers by providing the most recent and pertinent stylistic guidance available.

Part 1

Air University Style Guide for Writers and Editors

1.0   Terms and Usage

This section contains explanations of the conventional use of selected common words (e.g., *a* or *an*, *bimonthly*, *entitle* or *title*, *while*) and of terms having distinctive meanings in publishing (e.g., *caption*, *foreword*, *glossary*, *illustrations/figures*, *running heads*, *tables*). It also provides guidance on the use of terms that might prove distracting or offensive to readers (e.g., *Negro*, *profanity*, *sexist language*) and identifies acceptable variants of certain words (e.g., *US Air Force / Air Force / USAF*, *weapon system / weapons system*, *World War I / World War 1 / First World War / Great War*).

1.1   **a/an**. Use *a* before *consonant sounds* and *an* before *vowel sounds*: *a* historical event, not *an* historical event. Since an abbreviation is usually read as a series of letters or as a word, choose the indefinite article in accordance with the pronunciation of the first letter (*an* NCA decision) or the pronunciation of the word (*a* NATO meeting).

1.2   **above**. You may use *above* to refer to information higher on the same page or on a preceding page:

> The report found flaws in the above interpretation.

1.3   **access date**. An access date is the date on which you consult an online resource. You do not have to include it in a note or bibliography entry. You may wish to do so, however, if the resource has no date of publication or revision. If you do include an access date, place it before the URL or DOI, preceded and followed by a comma (in a note) or a period (in a bibliography entry). See also URL (2.486), DOI (2.142).

> 1. "Glossary," SitePoint, accessed 21 October 2010, http://www.sitepoint.com/glossary.php?q=I.

> "Glossary." SitePoint. Accessed 21 October 2010. http://www.sitepoint.com/glossary.php?q=I.

1.4   **aerospace**. In general, use *air and space* (1.8) rather than *aerospace*.

1.5   **aircraft**. Show model designations by adding the letter without a space: F-4C, B-52H.

1.6   **air force**. When referring to the air force of the United States, use *United States Air Force*, *US Air Force*, *Air Force*, or *USAF*. Use *air force* to refer to an air force in general. See also 4.1 (capitalization of armies, navies, air forces, etc.).

1.7   **Air Force–wide** (adj., adv.). Use an en dash (3.2.6) in this compound.

1.8   **air and space**. Use this term rather than *aerospace*.

1.9   **and/or**. Acceptable, but don't overuse. According to Ebbitt and Ebbitt (see "Bibliography," p. 185 of this guide), "*and/or* is used primarily in business writing. . . . It is objected to by some readers because *and/or* looks odd and because *and* or *or* alone is often all that's needed. But it's sometimes useful when there are three alternatives—*both* the items mentioned or *either* one of them: inflation and/or depression" (p. 24). See also slash (3.2.17).

1.10   **Arabic terms and names**. In transliterations of Arabic, use an apostrophe (') to represent the hamza (Qur'an) and an opening single quotation mark (') to represent the 'ayn ('Abd al-Rahman al-Jabarti). Use a hyphen to join the Arabic definite article, *al*, to a noun (al-Qaeda). For the titles of works and journals as well as the names of organizations, capitalize only the first word and proper nouns; capitalize *al* only when it begins a sentence or the title of a work.

> *Kitab al-Muqaffa al-kabir*
> *Tahdhib al-kamal fi asma' al-rijal*
> *Al-Qa'ida's Doctrine for Insurgency*

Arabic surnames often include prefixes such as *Abu*, *Abd*, *Ibn*, *al*, or *el*, the capitalization of which varies. In general, lowercase such terms joined with a hyphen; do not drop them when using the surname alone.

> Abdul Aziz Ibn Saud; Ibn Saud
> Syed Abu Zafar Nadvi; Abu Zafar Nadvi
> Barzan Ibrahim al-Tikriti; al-Tikriti

Alphabetize Arabic names by surname, using the part of the name following the article *al* but retaining *Abu*, *Abd*, and *Ibn*.

> Abu Zafar Nadvi, Syed
> Ibn Saud, Abdul Aziz
> Tikriti, Barzan Ibrahim al-

1.11   **arms control** (n.)

1.12   **arms-control** (adj.)

1.13   **art, artwork**. See illustrations/figures (1.36).

1.14   **back matter**. Elements following the main text of a book are known as the back matter. In order, they include appendix(es), chronology (if not in the front matter), abbreviations (if not in the front matter), glossary, bibliography, list of contributors, and index(es). Use Arabic numerals to number the pages of the back matter.

1.15   **below**. You may use *below* to refer to information lower on the same page or on a following page:

> These exercises, discussed below, are important to a unit's training.

1.16   **biannual, biennial**. *Biannual* and *semiannual* mean twice a year; *biennial* means every two years; *biannual* can also mean every two years. For clarity, use *twice a year* or *every two years*.

1.17   **bimonthly**. *Bimonthly* can mean every two months or twice a month; *semimonthly* means twice a month. For clarity, use *every two months* or *twice a month*.

1.18   **biweekly**. *Biweekly* can mean every two weeks or twice a week. For clarity, use *every two weeks* or *twice a week*.

1.19   **black (people)** (n., adj.). Use black (or Black) officer, black (or Black) people, blacks (or Blacks). See also white (people) (1.77).

1.20   **caption**. A caption, which describes an illustration or a figure, follows the number of the figure on a line parallel to and flush left with the bottom of the figure. Place a period at the end of the caption if it is a complete sentence; preferably, use sentence-style capitalization even if it is not a complete sentence (see also titles of works [4.1.149]; tables [1.62]). Do not use a period at the end of a caption that is an incomplete sentence unless you follow it with a complete sentence:

> Figure 1. Carrier air wing. As the Air Force assembles composite wings, it would do well to study how the Navy operates its carrier air wings. The composite nature of the carrier air wing is evident from this deck photo of the USS *Theodore Roosevelt* and its complement of aircraft.
>
> Figure 2. System flowchart applied to mission accomplishment

Note that the figure designation and caption may be set in boldface:

> **Figure 2. Operationally responsive space: View of near-space architecture**
>
> **Figure 3. Responsiveness of space architecture**. The ORS initiative divides improvements in responsiveness into categories that include the space vehicle, launch vehicle, and infrastructure. Improving each of these areas simultaneously presents a challenge. (Reprinted from briefing, Lt Col Gus Hernandez, Headquarters Air Force Space Command [AFSPC], Directorate of Plans and Requirements, subject: ORS Overview, 7 March 2005.)

Use headline-style capitalization and italics for a work of art:

> Figure 9. *Starry Night*

You may either spell out or abbreviate "figure," and you may separate its number from the caption by using either a period or (if the figure number and caption are typographically different) a space. Choose one style and use it consistently.

> Fig. 1. US bomb tonnage dropped on Germany by month
> Figure 3 US airpower versus the world
> **Plate 3** Venice in winter

Identify the source of an illustration with a credit line, in parentheses, at the end of the caption. Use "reprinted from" or "adapted from," depending upon whether you have copied the illustration or modified it, respectively:

> Figure 3. Competitive effects on general and administrative costs. (Adapted from Maj Paul G. Hough, "Financial Management for the New World Order," *Airpower Journal* 6, no. 3 [Fall 1992]: 51.)

> **Figure 3. Responsiveness of space architecture**. The ORS initiative divides improvements in responsiveness into categories that include the space vehicle, launch vehicle, and infrastructure. Improving each of these areas simultaneously presents a challenge. (Reprinted from briefing, Lt Col Gus Hernandez, Headquarters Air Force Space Command [AFSPC], Directorate of Plans and Requirements, subject: ORS Overview, 7 March 2005.)

For a photo obtained free of charge, place the photographer's name underneath the photo and use the word "courtesy":

> Photograph courtesy of Col Mike Schrieve

> Mayor Lunsford at the groundbreaking ceremony for the industrial plant, September 2002. Courtesy of Cathi Fredericks.

Unless fair use applies (see appendix C), copyrighted illustrations require permission. (Generally, AU Press authors must obtain permission for all copyrighted illustrations to be reproduced in an AU Press publication.)

> Reproduced by permission from T. R. Fehrenbach, *This Kind of War* (Washington, DC [or D.C.]: Brassey's, 2000), facing 237.

If you use words such as *left*, *right*, *top*, *bottom*, or *left to right* to identify individual subjects within an illustration, put them in italics, preceding the subjects they identify.

> Figure 1. *Left to right*: George Jones, Henry Johnson, and John Hopkins

> Figure 3. *Upper left*, B-1; *upper right*, F-15; *lower left*, C-5; *center*, XV-3; *lower right*, XV-15

If you include a list of illustrations, which follows the table of contents on a separate page, you do not have to reprint the captions exactly as they appear in the text. If they are lengthy, you should shorten them. See also illustrations/figures (1.36).

1.21 **classified sources**. If your document will be available to the general public, do not cite either classified information or the titles of classified documents (whether in the text, notes, bibliography, etc.).

1.22 **click**. One kilometer.

1.23 **copyright**. See appendix C of this guide.

1.24 **dates**. Write exact dates in the sequence day-month-year, without commas. Use numerals for the day, spell out the month, and use a four-digit year. When you use only the month and year, no commas are necessary:

> FDR referred to 7 December 1941 as a day that would live in infamy.
>
> The date March 2003 was special to her.

You may use 9/11 when referring to the terrorist attacks of 11 September 2001.

1.25 **direct quotations**. See quotations (5.7).

1.26 **dot-com** (n., adj.). A company that markets its products or services online via a website.

1.27 **East Berlin, East Germany**. Use *East Berlin* or *East Germany*, not just *Berlin* or *Germany* alone, in references to the city and country when they were divided.

1.28 **entitle, title** (v.). The terms *entitle* and *title* are used interchangeably in the sense of designating or calling by a title: A book entitled (*or* titled) *Roderick Random* was on the list of required readings.

1.29 **epigraph**. An epigraph is a pertinent quotation that may be used at the head of a chapter. Do not enclose an epigraph in quotation marks. Set it in italics in the same sized type as the text or in roman a size smaller. Do not place a note number at the end of an epigraph to identify the source in a list of notes.

> *A foolish consistency is the hobgoblin of little minds, adored by little statesmen and philosophers and divines.*
> —Ralph Waldo Emerson
> *Essays, First Series: Self-Reliance*

1.30 **figures**. See numbers (4.3) or illustrations/figures (1.36), as appropriate.

1.31 **foreword**. A foreword (*not* spelled *forward*) is part of the front matter of a book, appearing before the preface. Usually it is two to four pages long and written by someone other than the author of the book. The name of the person who wrote the foreword may appear at the end of the piece. See also front matter (1.32).

1.32 **front matter**. Elements preceding the main text of a book are known as the front matter. In order, they include the title page, disclaimer page (AU Press publications), dedication, epigraph, table of contents (which should list parts of the front matter that follow it but none that precede it), list of illustrations, list of tables, foreword, about the author page (AU Press publications), preface, acknowledgments (if not part of preface), introduction (if not part of text), abbreviations (if not part of back matter), and chronology (if not part of back matter). Use lowercase Roman numerals to number the pages of the front matter.

1.33 **glossary**. A glossary is an alphabetized list of terms and their definitions. See also back matter (1.14).

Glossary of Internet Terms

browser	A client program (software) that is used to look at various kinds of Internet resources
cookie	Commonly refers to a piece of information sent by a Web server to a Web browser that the browser software is expected to save and to send back to the server whenever the browser makes additional requests from the server
download	To transfer data (usually a file) from one computer to another—the opposite of *upload*

If your text includes a number of acronyms or initialisms, you may wish to include them in a list of abbreviations (an umbrella term that includes both acronyms and initialisms), located before the bibliography.

Abbreviations

AWACS	Airborne Warning and Control System
LGB	laser-guided bomb
MANPADS	man-portable air defense system

1.34 **headings**. See subheadings (1.60).

1.35 **idem (the same)**.

1.36 **illustrations/figures**. Illustrations or figures include graphics of some type, as seen in charts, graphs, "wiring diagrams," and so forth.

They also include maps, photographs, and paintings. Tables (1.62) are not considered illustrations.

Number your illustrations consecutively throughout the text, and refer to them by their numbers, either parenthetically "(fig. 8)" or as part of the text:

> The totals shown in figure 3 are rounded off to the nearest dollar.

Place an illustration as close to such a reference as possible, preferably immediately following the paragraph in which you first mention it.

If each chapter in a book is written by a different author, the numbering of figures and tables restarts with each new chapter. For precise identification of figures and tables, use a combination of chapter number, a period, and figure/table number: 2.1, 2.2, 2.3, and so forth. If a book has appendixes with figures and/or tables, the numbers should include the letter of the particular appendix (A.1, A.2, B.1, B.2, C.1, C.2, etc.).

If you include a gallery, a section consisting solely of illustrations, you don't have to number the illustrations unless you refer to them in the text. If you have numbered illustrations in the text, other than those in the gallery, use, for example, "(fig. 1)" and "(plate 1)" to refer to an illustration in the text and to one in the gallery, respectively. Place a reference to the location of the gallery at the end of the table of contents (e.g., "Illustrations follow page 150").

If you include a list of illustrations, place it on a separate page, following the table of contents. Title it "Illustrations" (without the quotation marks), but cite it in the table of contents as "List of Illustrations" (without the quotation marks):

<div align="center">Contents</div>

List of Illustrations
List of Tables
Foreword
About the Author
Preface

You may either spell out or abbreviate "figure," and you may separate its number from the caption by using either a period or (if the figure number and caption are typographically different) a space. Choose one style and use it consistently.

Fig. 1. US bomb tonnage dropped on Germany by month
Figure 3 US airpower versus the world
Plate 3 Venice in winter

Identify the source of the illustration with a credit line. Place it at the end of the caption, in parentheses, introduced by *reprinted from* or *adapted from*, depending upon whether you have copied the illustration or modified it, respectively. Before using an illustration from a copyrighted source, obtain a formal (written) release from the copyright owner. See also caption (1.20); tables (1.62); appendix C.

1.37   **index**. An index helps the reader find details about particular subjects. Meaningful entries direct the reader to pertinent references in the text but not to passing remarks. Include terms relevant to the book's purpose—that is, key terms that a reader/researcher would find useful. For example, you would expect to find terms such as *Schwarzkopf, Norman*; *United States Central Command*; and *Operation Desert Storm* in the index of a book on the Gulf War of 1991. However, you would not expect to find *Orlando Country Club* in this index even though the book may have mentioned in passing that General Schwarzkopf was a member. Just as you should not include terms of peripheral interest, so should you omit obvious subjects. For example, there's no point in including *Arnold, Henry H.* in the index of a biography of Hap Arnold.

You have some latitude in choosing which parts of a book to index.

1. Do not index elements of the front matter such as the title page, dedication, lists of illustrations and tables, and acknowledgments.

    a. You may index the foreword and preface if they are about the subject of the book rather than about how it came to be written.
    b. You may also index a true introduction, whether or not it is part of the front matter.

2. You should not index most of the back matter (glossary, bibliography, etc.).

3. You may index appendices if they contain important information omitted from the main text of the book; do not index appendices if they merely reproduce a document (e.g., the text of a treaty) discussed in the text.

4. Do not index reference endnotes, but you may index textual endnotes (if you do, the index citation should include the page number, *n* for *note*, and the note number [without spaces or punctuation] [e.g., 134n14; 134nn14–16 (consecutive notes)]).

5. You may index material in figures and tables if it is of particular importance (e.g., 138 fig. 2; 311 table 6).

Create a concordance of key terms only after editing of the manuscript is complete. A concordance compiled before this stage might include terms subsequently edited out and/or might omit terms added during editing. Similarly, any editing done after the index is generated could shift key terms to pages other than those indicated in the index. If you add or delete key terms during proofreading and correcting page proofs, be sure to update the concordance to reflect those changes. You can create a concordance as follows:

1. Create a new document on your word processor.

2. Open the file (preface, chapter, etc.) to be indexed.

   a. Select and copy a key term.
   b. Paste the term onto the newly created concordance file. (Copying and pasting are preferable to keying-in the term since the latter introduces the possibility of error.)

3. Repeat this process until you have listed all key terms (in a single column, with each term on a separate line) in the concordance file.

4. Periodically, you may wish to alphabetize the terms in the concordance by using the word processor's "sort" feature. By doing so, you can tell at a glance whether or not you have entered duplicate terms (include the key term in the concordance only once, regardless of how often it occurs in the manuscript).

Note to authors submitting *book* manuscripts for publication by AU Press: You are responsible for submitting a seed list of key terms to be indexed, from which your editor will build a concordance. See the instructions for submitting manuscripts in part 2 of this style guide. AU Press will generate the index, and your editor will edit it according to the procedures described below.

Indexing software uses the concordance to generate an index that includes the page numbers on which the entries appear. You should then edit the index, taking into account such features as the following:

1. main entries (alphabetized [see discussion below]) and the page number(s) on which they appear (main entries are lowercased unless they are proper nouns and are punctuated with commas; subsequent lines are indented; and personal names are in inverted order [last name first]):

   bracketing, 15, 61, 72,
       75, 91
   Chennault, Claire, 9

2. subentries (alphabetized) and the page number(s) on which they appear:

> Brittany, 597; airfield campaign in, 165; Allied base in, 270; as part of Overlord, 68; rail targets in, 217, 249
> Cobra: air operations, 232–34; air-tank cooperation, 239–42; artillery spotting, 270; bomb results, 234–37

3. cross-references. *See* references (in italics) direct the reader to the full entry:

> Persian Gulf War. *See* Gulf War

See also references (in italics) direct the reader to additional information:

> D-day, 46–47, 49, 116. *See also* Operation Overlord

Alphabetize index entries according to the letter-by-letter system, explained and illustrated as follows by the *Chicago Manual of Style*, 16th edition, sections 16.59 and 16.61:

> In the letter-by-letter system, alphabetizing continues up to the first parenthesis or comma; it then starts again after the punctuation point. Spaces and all other punctuation marks are ignored. Both open and hyphenated compounds such as *New York* or *self-pity* are treated as single words. The order of precedence is one word, word followed by a parenthesis, word followed by a comma, then (ignoring spaces and other punctuation) word followed by a number, and word followed by letters. . . .

> NEW (Neighbors Ever Watchful)
> NEW (Now End War)
> New, Arthur
> New, Zoe
> new-12 compound
> newborn
> newcomer
> New Deal
> new economics
> newel
> New England
> "new-fangled notions"
> Newfoundland
> newlyweds
> new math
> new/old continuum
> news, lamentable
> News, Networks, and the Arts
> newsboy
> news conference
> newsletter

News of the World (Queen)
news release
newt
NEWT (Northern Estuary Wind Tunnel)
New Thorndale
new town
New Year's Day

Omit an initial *the* used informally with place-names, organizations, and businesses (Bronx, University of Alabama, Kobek Group). Omit an initial *The* in the titles of English-language newspapers, magazines, and journals (*New York Times*, *New Republic*, *Air and Space Power Journal*). For foreign newspapers, magazines, and journals, place an initial article (e.g., *La, Die*) at the end of the title, preceded by a comma (*Monde, Le*; *Spiegel, Der*; *Revue Maritime, La*). For other English-language titles, place an initial *A, An,* or *The* at the end of the title, preceded by a comma ("Death in the Desert, A"; "Apology, An"; *Sound and the Fury, The*). Omit subtitles in both main entries and subentries. However, if the subtitle is necessary for distinguishing one entry from another, leave an initial *A, An,* or *The* as is (*Air Expeditionary Force, The: A Strategy for an Uncertain Future?*). For other foreign titles, leave an initial article as is, and do not ignore it in alphabetizing (*Eine kleine Nachtmusik*). For all titles, leave an initial preposition as is, and do not ignore it in alphabetizing.

"For Him I Sing"
Hairy Ape, The

For purposes of alphabetizing, do not ignore articles, prepositions, and conjunctions occurring in a main entry. In alphabetizing subentries, however, ignore initial articles, prepositions, and conjunctions.

A-10s over Kosovo [word followed by a number has higher precedence; see above]
Air and Space Power Journal
Airpower, Chaos, and Infrastructure [word followed by a comma has higher precedence; see above]
Airpower and Ground Armies
Air Power and Maneuver Warfare
Airpower and the Ground War in Vietnam
Airpower in the Context of a Dysfunctional Joint Doctrine
Airpower versus Terrorism
Air-to-Ground Battle for Italy
Churchill, Winston: as anti-Fascist,
    369; on Curzon line, 348, 379; and
    de Gaulle, 544

In names, initials come before spelled-out names beginning with the same letter.

> Travers, P. Lyndon
> Travers, Pamela

Index an abbreviation as a main entry, followed by the full name in parentheses. Alphabetize abbreviations according to the letters that comprise them, not according to their full names.

> ICBM (intercontinental ballistic missile)
> IG (inspector general)

In an index containing relatively few entries beginning with numerals, alphabetize them as if they were spelled out. Numerous such entries should appear at the beginning of the index, before the "A" entries, in numerical order.

"Nine Lives"
19th Century Masters
"Nineteenth Sunday after Trinity"

1st Special Operations Wing
2nd Wing
5th Allied Tactical Air Force
8th Fighter-Bomber Wing
9th Fighter Squadron
12th Wing
16th Special Operations Squadron
23rd Fighter Squadron
24th Marine Amphibious Unit
31st Fighter Wing

Arrange similar entries containing numerals in numerical order.

JP 1-0, *Joint Personnel Support*
JP 3-02, *Amphibious Operations*
JP 4-01.2, *Sealift Support to Joint Operations*
JP 5-0, *Joint Operation Planning*

Alphabetize names beginning with "Mac" or "Mc" and names with "Saint" or "St." letter by letter, as they are.

MacCauley, Henry
Madison, James
McLaughlin, John

McMillan, William
Saint Clair, Charles
Saint John, Albert
St. Laurent, Ron
St. Martin, Howard

For a detailed treatment of indexing, see the *Chicago Manual of Style*, 16th edition, chapter 16. See also Arabic terms and names (1.10).

1.38 **Internet address**. See URL (uniform [or universal] resource locator) (2.486) and DOI (digital object identifier) (2.142).

1.39 **Islam** (n.), **Islamic** (adj.). Merriam-Webster's dictionary offers the following meanings for *Islam*: "The religious faith of Muslims including belief in Allah as the sole deity and in Muhammad as his prophet; the civilization erected upon Islamic faith; the group of modern nations in which Islam is the dominant religion."

1.40 **Islamism** (n.). Merriam-Webster's dictionary offers the following meanings for *Islamism*: "The faith, doctrine, or cause of Islam; a popular reform movement advocating the reordering of government and society in accordance with laws prescribed by Islam."

1.41 **Islamist** (n.). An adherent of Islamism (see 1.40).

1.42 **latitude, longitude**. Spell out the terms *latitude* and *longitude* in text or standing alone: longitude 80 degrees east; the polar latitudes, from 20° 50' north latitude to 20° 50' south latitude. In tables you may abbreviate as follows:

> lat 41°15′40" N
> long 90°18′30" W

1.43 **lists**. Run lists into the text or set them apart vertically. Use Arabic numerals in both styles. For a run-in list, enclose the numbers in parentheses without a period. Use commas to separate items in a simple series if there is little or no punctuation within the items; otherwise, use semicolons:

> Plain English standards include the following: (1) present material in a logical, orderly sequence, (2) write in a clear, uncluttered style, and (3) write in active voice.

Note that items in the series should be syntactically parallel.

Introduce a vertical list with a grammatically complete sentence, usually followed by a colon. If you number the items, use numerals with periods and capitalize the first word in each item; if the items aren't numbered, lowercase all words (except proper nouns, abbreviations usually in uppercase, etc.). The items need not have end punctuation unless they are complete sentences. Like the items in a run-in list, those in a vertical list should be syntactically parallel. If the items in the list complete the sentence that introduces them, lowercase the first word in each item, follow each item with a comma or semicolon, and place a period at the end of the last item. Set the list flush with the text or indent. Align run-over lines with the first word after the numeral:

> The following steps increase your effectiveness as a communicator:
>
> 1. Use English that is alive.
> 2. Analyze the purpose and audience, taking care to select a subject that will be of interest to the audience.
> 3. Conduct the research.
> 4. Support your ideas.

> Compose three sentences:
>
> 1. To illustrate the use of commas in dates
> 2. To distinguish the use of semicolons from the use of periods
> 3. To illustrate the use of parentheses within dashes

> The five categories of research sources are as follows:
>
> abstracts of student papers
> Air Force sources
> DOD sources
> periodicals
> other sources

> The loan officer told Richard to
>
> 1. fill out the application forms,
> 2. make a copy for himself, and
> 3. return all paperwork in one week.

1.44   **mottoes**. Enclose mottoes and similar expressions in quotation marks, capitalize them as if they were titles, or capitalize the first word only:

> "A penny saved is a penny earned" was his favorite maxim.
>
> The flag bore the motto Don't Tread on Me.
>
> He was fond of the motto All for one and one for all.

1.45 **Negro, Negroes**. Do not use these terms except in historical citations: "In October 1940, the War Department announced . . . that Negro Aviation Units would be organized as soon as the necessary personnel were trained."

1.46 **nicknames**. Enclose a nickname in quotation marks when it accompanies the full name:

> George Herman "Babe" Ruth

Omit the quotation marks when a nickname is used as part of or in place of a personal name:

> Stonewall Jackson
> the Iron Duke

1.47 **percent**. Always spell out *percent* in humanistic text, and precede it with Arabic numerals: a 3 percent increase. You may use the % symbol in tables and in scientific or statistical text.

1.48 **personal information**. Do not include information of a personal nature in your manuscript (e.g., mentioning the name of your spouse and/or children, your place of birth, etc.—anything that would make you easier to identify—in the acknowledgments or in a biographical sketch).

1.49 **preliminaries**. See front matter (1.32).

1.50 **profanity**. Do not arbitrarily use profanity, vulgarity, abusive/offensive language, and so forth, in any of the writing you do under the auspices of Air University. When quoting passages that contain such terms, you may leave them out entirely, inserting ellipses (see 3.2.7) to mark the omissions; substitute "[expletive deleted]"; or use hyphens for all letters except the first (e.g., s---).

Terms and Usage

1.51 **proofreaders' marks**. The following signs are used in marking manuscripts:

ℐ	Delete	_M_	Insert em dash
ℐ	Delete and close up	_N_	Insert en dash
⌢	Close up; delete space	;|	Insert semicolon
⧻	Insert space	:|	Insert colon
¶	Begin new paragraph	⊙	Insert period
☐	Indent one em from left or right	set?	Insert question mark
⊏	Move to left	?	Query to author—in margin
⊐	Move to right	sp	Spell out
⊐⊏	Center	tr	Transpose
⊔	Move down	wf	Wrong font; set in correct type
⊓	Move up	bf	Set in boldface type
∧	Insert marginal addition	rom	Set in roman type
fl	Flush left		
=	Straighten type; align horizontally	ital	Set in italic type—underscore word
fr	Flush right		
‖	Align vertically	caps	Set in capital letters
⋀	Insert comma	sc	Set in small capitals
⋁	Insert apostrophe (or single quotation mark)	lc	Set in lowercase
⋁	Insert quotation marks	c & lc	Caps and lowercase
∧	Insert here _or_ make subscript (H₂O)	⌐	Lowercase letter
∨	Insert here _or_ make superscript (a²)	stet	Let it stand; restore words crossed out
=	Insert hyphen		

───

NOTE: If you want to underline a word for emphasis, you must so indicate in a marginal note to the printer. All words underscored in a typed manuscript without such a note will always appear in italics.

The following paragraph illustrates the use of proofreaders' marks:

HOW AN EDITOR MARKS A MANUSCRIPT

Editing a manuscript from which type is to be set requires a different method than that used in correcting proof. A correction or an operational sign are inserted in a line of type not in the margins as in proof reading. Operators looks at every line of the manuscript as they set type, so any editors change must be in it's proper place and clearly written.

For more information on proofreaders' marks, see the 16th edition of the *Chicago Manual of Style*, 2.116–.129.

1.52   **retired military personnel**. Use this style in running text: Maj Ronald R. Dowdy, USAF, retired. Use "Retired" (with an initial capital letter) in a stand-alone context (e.g., a byline or an epigraph).

1.53   **running heads**. Running heads, located at the tops of pages of published works, serve as reference points for readers. When included in a book, they also appear on the pages of the contents, preface, foreword, and so forth (but not on the first page of those parts) when they run more than one page. Use the same running head (e.g., Contents, Preface, etc.) on both the verso (left) and recto (right) pages of these front-matter elements. Headings should not appear on display pages such as the title, disclaimer, dedication, and so forth.

Do not put a running head on the first page of a chapter, part titles, or any page containing only a table or an illustration. If a page includes both a table (or an illustration) and lines of text, however, include a running head. The following are some acceptable arrangements for running heads on text pages (for others, see the 16th edition of the *Chicago Manual of Style*, 1.11):

Verso	*Recto*
Part title	Chapter title
Chapter title	Chapter title
Chapter title	Chapter subtitle
Chapter number	Chapter title
Author (multiauthor books)	Chapter title

Including the book title as a running head on the verso page is no longer common practice since most readers know what book they're reading and would rather have running heads tell them where they are in the book.

Acceptable arrangements for running heads in the back matter include the following:

Verso	*Recto*
Appendix A	Title of appendix
Appendix	Appendix (if not titled)
Glossary	Glossary
Bibliography	Bibliography
Bibliography	Section title
Index	Index

Use running heads on the text pages and those of the front and back matter of any AU Press publication (whether book or monograph) that contains chapters. If a publication does not contain chapters, do not use running heads on either the text pages or those of the front and back matter. For publications that contain chapters, use running heads in accordance with the guidance above (e.g., if the foreword, preface, etc. runs more than one page). Select running heads for the text and front/back matter from the options specified above.

1.54 **Russia, Russian**. Use *Russia* and *Russian* in reference to the nation before 1917; to the former Russian Soviet Socialist Republic; to the independent state formed after the breakup of the Soviet Union in 1991; and to the language and the ethnological origin of the people of that state. See also CIS (Commonwealth of Independent States) (2.105); Soviet(s), Soviet Union, USSR (1.59).

1.55 **semiannual**. Avoid *semiannual*; use *twice a year* instead.

1.56 **sexist language**. Do not use terms that denigrate or patronize people (e.g., *the weaker sex*), that stereotype occupations by sex (e.g., always referring to a nurse as *she* or a pilot as *he*), or that exclude either sex from positions of authority (e.g., a *commander* should brief *his* staff on new policy).

You may use pairs of masculine and feminine pronouns (*his or her*, *he or she*, *him or her*) in reference to antecedents whose sex is unspecified (every *patient* had *his or her* temperature checked). Such references can become numerous and awkward, however, so use them sparingly. You can avoid this problem by making both the pronoun and antecedent plural (all *patients* had *their* temperatures checked). If the antecedent is an indefinite pronoun (*each*, *either*, *neither*, *one*, *no one*, *everyone*, *someone*, *anyone*, *nobody*, *everybody*, *somebody*,

anybody), which is considered singular, use a pair of singular pro-nouns—not a plural pronoun—to refer to it (*everyone* had *his or her* temperature checked [instead of] *everyone* had *their* temperature checked). Avoid the practice of alternating masculine and feminine pronouns in referring to antecedents of unspecified sex (using *she* in one passage and *he* in another) since this may be confusing to read-ers. Similarly, avoid such clumsy combinations as *he/she* and *s/he* as pronouns of common gender.

You may use *she* (and appropriate variants) in reference to nations, cities, and ships (*Britain* must guard *her* traditions).

You may use *he* (and appropriate variants) in reference to military foes (the *enemy* had massed *his* forces on the border).

You may use *man*, whether freestanding or in compounds, in ref-erences to occupations and offices (*policeman, chairman, congress-man*) or to both men and women (*mankind, manpower, free men*). However, if you find such usage offensive or if you believe your au-dience might, consider substituting gender-neutral terms (*officer, chairperson* or *chair, member of Congress, persons, people*).

1.57   **sic (so; thus; in this manner)**. Use *sic*, italicized and bracketed, to indicate misspelling or improper usage in the original text:

> The newscaster announced that "the pilot got out of his plane and laid [*sic*] down on the ground after his harrowing flight."

1.58   **so-called**. A word or words following *so-called* should not be en-closed in quotation marks or italicized:

> The so-called model citizen beat his wife regularly.

1.59   **Soviet(s), Soviet Union, USSR**. Use *Soviet(s), Soviet Union*, or *USSR* instead of *Russian(s)* or *Russia* in references to the people or the na-tion from 1917 to 1991. See also CIS (Commonwealth of Independent States) (2.105).

1.60   **subheadings**. Use up to three levels of subheadings to divide text: centered (first level), flush and hang (second level), and run-in (third level) (note that the period at the end of a run-in subheading is not in boldface). Use headline-style capitalization for centered and flush-and-hang subheadings; use sentence-style capitalization for run-in subheadings. If text is partitioned, it should be divided into at least two parts (i.e., at least two centered, at least two flush-and-hang, and at least two run-in subheadings). You may immediately follow an upper-level subheading with a lower-level subheading without inter-vening text.

Observations [centered]

Why the Composite Wing Worked So Well [flush and hang]
The composite training undergone by the wing's personnel contributed to the successful completion of their mission. . . .

Evaluation and inspection. [**run-in**] Tactical evaluations, operational readiness inspections, and other exercises have created a solid foundation of training in both units and individuals. . . .

If you wish, you may place a superscript note number at the end of a subheading in a book chapter or journal article or at the end of the title of a journal article (but not a book's chapter title):

Special Operations Aviation: A Legacy of Neglect[6]

Even though the US Army recorded the first use of aircraft in an irregular campaign (the 1916 Mexican Punitive Expedition), the US Marine Corps foresaw the utility of airpower as a niche capability. . . .

1.61   **subtitle**. Use a colon to separate a title from its subtitle. One space follows the colon. If the title is written in sentence style, the first word of the subtitle (following the colon) is capitalized. Alternatively, the subtitle may be set in a smaller size font than that of the main title (no colon).

Skating on Thin Ice: A Study of Honesty in Political Campaigning

Skating on thin ice: A study of honesty in political campaigning

Skating on Thin Ice
A Study of Honesty in Political Campaigning

1.62   **tables**. Tables permit the economical presentation of large amounts of information. Number all tables and refer to them in the text by those numbers, either directly or parenthetically. In referring to a table, don't just repeat the facts presented in the table. Most of the time, a simple cross-reference is sufficient (e.g., see table 10). Number the tables (with Arabic numerals) in the order in which they appear in the text. Numbering is continuous throughout the text. However, if a book consists of chapters by different authors, the numbering restarts with each chapter (e.g., 1.1, 1.2, 2.1, 2.2, 3.1, 3.2, etc.). If a book has appendixes with tables, the table numbers should include the letter of the particular appendix (A.1, A.2, B.1, B.2, C.1, C.2, etc.).

Place the numbered title, written in sentence style, above the table, flush left. You may separate the table's number from its title by using either a period or (if the table number and caption are typographically different) a space. Choose one style and use it consistently.

Table 3. Army and air component budgets, 1922–41
TABLE 3 Army and air component budgets, 1922–41

Note that the table designation and caption may be set in boldface:

Table 2. Two assessment information requirements

The title should identify the table and give facts rather than provide discussion and comment:

Table 3. Improvement of prediction of peer leadership characteristics

Not:

Table 3. Improvement of prediction of peer leadership characteristics by addition of other managerial leadership characteristics

If the table continues to other pages, use a notation such as Table 3 (*continued*) at the top of the next page. Parenthetical information included in the title should be lowercased:

Table 13. Federal employees in the progressive era (total plus selected agencies)

A table must have at least two columns. At the top of the columns, include headings that identify the material in the columns. Do not use vertical rules to separate the columns. Make the first column heading singular in number (e.g., Party). The other headings may be singular or plural (e.g., Votes, Seats won). Preferably, all headings should be in sentence-style capitalization. If you include subheadings with the column headings, enclose them in parentheses. You may use abbreviations in the subheadings. Because the width of the column headings determines the width of the table, keep the headings as brief as possible.

List the names of items in the left-hand column (stub) of your table; use sentence-style capitalization and put information about them in the other columns. Be sure that items in the stub are grammatically parallel. Do not number stub items and do not use ditto marks in the stub. Indent runover lines one em. Write stub items in sentence style, without a period at the end:

Computers at headquarters
  Dell
  HP
  Apple
Printers at headquarters
  Brother
  Canon
  Lexmark

If the word "Total" appears at the end of the stub, its indention should be greater than any preceding it.

Align a column of figures on the decimal points or commas. Also align dollar signs and percentage signs. If all figures in a column are the same kind, place the dollar signs and percentage signs only at the top of the column and after any horizontal rule cutting across it. Omit the signs if the table title or column head shows what the figures are.

In a column consisting of information expressed in words, center all items if they are short, but flush them left if they are long.

If you wish to refer to specific parts of a table, use superscript letters—beginning with *a*—as reference marks. You may use them on column headings, on stub items, and in the body of the table—but not on the table number or title. Place the reference marks beginning at the upper left and extending across the table and downward, row by row. If you reproduce a table from another source, identify it below the body of the table, introduced by the word *Source*(*s*) (often in italics and followed by a colon). Or, since the word *source* lacks specificity, consider using *reprinted from* (unless fair use applies [see appendix C], obtain permission from the copyright holder) or *adapted from*, depending upon whether you have copied the table or modified it, respectively. Do not identify the source by placing a note number after either the table number or the title and then including an endnote in the list of chapter notes. If you include a note about the entire table, place it after the source and precede it with the word "Note" and a colon.

If you include a list of tables, place it on a separate page, following the list of illustrations (which is on a separate page, following the table of contents). Title it "Tables" (without the quotation marks), but cite it in the table of contents as "List of Tables" (without the quotation marks). If you have only a few tables, you may include them in the list of illustrations, under the subhead "Tables" (without the quotation marks).

<div align="center">Contents</div>

List of Illustrations
List of Tables
Foreword
About the Author
Preface

Table 1. Sorties flown in Operation Desert Storm

Sortie	Allies	USAF	Other US	Total coalition
AI[a]	4,600	24,000	11,900	40,500
OCA[b]	1,400	4,500	600	6,500
CAS[c]	0	1,500	1,500	3,000
Total strike sorties[d]	6,000	30,000	14,000	50,000
Aerial refueling	1,500	10,000	1,500	13,000
DCA[e]	4,100	3,200	2,700	10,000
SEAD[f]	0	2,800	1,200	4,000
Tactical airlift	4,300	14,000	0	18,300
Other[g]	1,100	6,000	7,900	15,000
Total nonstrike sorties	11,000	36,000	13,300	60,300
Approximate grand total of all Desert Storm sorties				110,300

Reprinted from Department of the Air Force, *Air Force Performance in Desert Storm* (Washington, DC [or D.C.]: Government Printing Office, April 1991); and author's collation of published data.

Note: These figures represent the most reliable information currently available.

[a]Air interdiction—in this case a conflation of both strategic (against Iraqi installations) and operational (against Iraqi air, ground, and naval forces) bombing, including battlefield interdiction (against Iraqi forces behind the front).

[b]Offensive counterair (i.e., attacks against Iraqi air force bases and related facilities).

[c]Close air support (i.e., attacks against Iraqi ground forces at the front).

[d]*Strike* as here defined includes all aircraft that penetrated hostile airspace in the course of ground-attack missions, *with or without* ground-attack ordnance of their own.

[e]Defensive counterair (i.e., air defense patrols and intercepts).

[f]Suppression of enemy air defenses (i.e., attacks against Iraqi antiaircraft missiles, guns, and related radar and other facilities).

[g]Airborne early warning, airborne electronic surveillance, electronic warfare, and other.

1.63 **the**. If an initial *the* is part of the titles of journals, magazines, or newspapers, incorporate it into the surrounding text:

> Most of the people in the office read the *Wall Street Journal*.

In note and bibliography entries, omit an initial *the* that is part of the titles of journals, magazines, or newspapers:

> 1. Cameron W. Barr, "Mideast Takes a First Wary Step," *Christian Science Monitor*, 30 June 2003.

See also index (1.37); abbreviations (2.0).

1.64 **trademarks**. The symbols ® and ™, which often accompany registered trademark names on product packaging and in advertisements, need not be used in running text.

1.65 **Truman, Harry S.** Use a period after the *S* (even though the initial doesn't stand for anything).

1.66 **United States**. Spell out *United States* in text when it is used as a noun. See also abbreviations (2.0); US (United States) (2.487).

1.67 **United States Air Force, US Air Force, Air Force, USAF**. See also USAF (United States Air Force) (2.489).

1.68 **United States Army, US Army, Army, USA**

1.69 **United States Marine Corps, US Marine Corps, Marine Corps, the Corps, USMC**

1.70 **United States Navy, US Navy, Navy, USN**

1.71 **upon** (prep.). *Upon* may be used as a synonym of *on*: His salary depends upon his performance.

1.72 **vice** (prep.). *Vice* can mean "in place of, replacing": John Doe was appointed postmaster vice Richard Roe.

1.73 **weapon system(s) or weapons system(s)**. Choose one variant of this phrase, and use it consistently.

1.74 **Web (or web) address**. See URL (uniform [or universal] resource locator) (2.486) and DOI (digital object identifier) (2.142); see also web terms (4.1.154).

1.75 **West Berlin, West Germany**. Use *West Berlin* or *West Germany*, not *Berlin* or *Germany* alone, in references to the city and country when they were divided.

1.76 **while**. You may use *while* to mean "during the time that":

> Take a nap while I'm out.

or "as long as":

> While there's life, there's hope.

or "whereas":

> Skiing is easy for an expert, while it is dangerous for a novice.

or "although":

> While respected, he is not liked.

or "similarly and at the same time that":

> While the book will be welcomed by scholars, it will make an immediate appeal to the general reader.

1.77   **white (people)** (n., adj.). Use white (or White) officer, white (or White) people, whites (or Whites), Caucasians. See also black (people) (1.19).

1.78   **word division**. Generally, you should follow the syllable division indicated in the dictionary when you break words at the end of lines. Note the following prohibitions: do not carry over a final syllable whose only vowel sound is that of a syllabic "l" (prin-ciples, *not* princi-ples); do not carry over a vowel that forms a syllable in the middle of a word (preju-dice, *not* prej-udice); do not divide a word if doing so would result in a one-letter division (e.g., again, idol, item, unite); avoid carrying over two-letter endings (fully, *not* ful-ly); if possible, do not break hyphenated compound words except at the hyphen (court-/martial, *not* court-mar-/tial); words originally compounds of other words but now spelled solid should be divided at the natural breaks whenever possible (school-master *is better than* schoolmas-ter); also, try to make a division after a prefix rather than dividing at any other point in the word (dis-pleasure *is better than* displea-sure). Do not end more than three succeeding lines in hyphens.

1.79   **World War I (or 1), the First World War, the Great War, the war, the world war**

1.80   **World War II (or 2), the Second World War, the war, the world war**

1.81   **Xerox**. The term *Xerox* is a registered trademark. You can use the capitalized word as a noun meaning a xerographic copier and the lowercased word (*xerox*) as a verb meaning to copy on a Xerox copier.

1.82   **zero, zeros (also zeroes [standard but used less frequently])**. Use a 0 in tables to denote zero amount instead of using a dash or leaving the space blank.

1.83   **zip code or ZIP (zone improvement plan) code; zip** (n.); **zip-code** (v.). In writing a mailing address, do not use a comma before the ZIP code (or after, if including "USA"): Troy, AL 36081 USA.

2.0 Abbreviations

The broader term "abbreviations" includes acronyms (AMRAAM), initialisms (RPA), and contractions (Dr.). Use abbreviations sparingly: don't abbreviate words and phrases merely for the sake of doing so when brevity is not of the essence, and don't saturate writing with abbreviations to the detriment of reader comprehension.

Avoid using abbreviations in headings unless the spelled-out term would make the heading unwieldy. You may, however, begin or end a sentence with an abbreviation.

Spell out the name of an agency, organization, and so forth, the first time you use it, and follow it with the abbreviation in parentheses; you may use the abbreviation (without periods) thereafter. (If you are certain that your audience is familiar with a particular abbreviation [e.g., AFB, CNN, USAF], you need not define it on first usage.)

> North Atlantic Treaty Organization (NATO)
> Air Command and Staff College (ACSC)
> Internal Revenue Service (IRS)
> program evaluation review technique (PERT)
> professional military education (PME)

As a reminder to the reader, you may want to spell out an abbreviation that you have identified previously—especially when you haven't used it in a long time—and then resume using the abbreviation (it isn't necessary to include it again parenthetically after the subsequent spelled-out form):

> The Pioneer remotely piloted aircraft provided substantial imagery support to Marine, Army, and Navy units during Operation Desert Storm. These RPAs were so good that many more could have been used.

Because readers may not look at the elements of the front matter consecutively (if at all), establish abbreviations within each element independently (foreword, preface, abstract, etc.). For example, even if you have established "AWACS" in the foreword (Airborne Warning and Control System [AWACS]), reestablish this abbreviation if it occurs later in the front matter (e.g., in the preface). Reestablish abbreviations starting in the body of the publication (e.g., first chapter, section, part, etc.) even though they appear in the front matter. The same principle holds true for elements of the back matter and for a book collection of essays by different authors. For example, reestablish abbreviations in an appendix even if you have used them in the front matter or body, and reestablish abbreviations in each essay even if you have used them in other essays in the book.

Although the first appearance of a term to be abbreviated may be plural or possessive, do not make the abbreviation plural or possessive: remotely piloted vehicles (RPV); two concepts of operations (CONOPS); law of armed conflict's (LOAC). Use the plural or possessive form for subsequent occurrences of the abbreviation, when appropriate: RPVs, two CONOPS, LOAC's. Consider an abbreviation a singular noun: the PGM *is*. . . .

Generally, use *the* with an abbreviation if you would use the definite article with the spelled-out term unless the combination seems awkward:

> He works for the DOD.
> The city is home to many DOD employees.
> NATO found itself at a crossroads.

Use capital letters for the abbreviations of computer-file extensions such as PDF, GIF, and JPG (or JPEG) unless they are actually appended to file names (f22.jpg).

Although an abbreviation may be in all capital letters, the spelled-out term isn't necessarily capitalized:

> intercontinental ballistic missile (ICBM)
> precision-guided munition (PGM)

Italicize an abbreviation if you would italicize its spelled-out form (note that the parentheses are not italicized):

> *Oxford English Dictionary* (*OED*)
> *Journal of the American Medical Association* (*JAMA*)

Spell out the names of countries in text when they are used as nouns (however, you may use USSR [Union of Soviet Socialist Republics] to refer to the country as it existed between 1917 and 1991). If space is a consideration, you may abbreviate the names of countries in tables, lists, notes, and so forth.

> United States (US)
> United Arab Emirates (UAE)
> United Kingdom (UK)
> France (Fr.)
> Germany (Ger.)
> Israel (Isr.)

See also CIS (Commonwealth of Independent States) (2.105); US (United States) (2.487); USSR (Union of Soviet Socialist Republics) (2.508).

Abbreviations

Abbreviate civilian and military titles or ranks that precede a person's full name. Do not use periods with these abbreviations. Spell out titles or ranks that precede a person's last name only (see also military titles and offices [2.296]):

Adm Chester W. Nimitz	Admiral Nimitz
Vice Adm John Smith	Vice Admiral [or Admiral] Smith
Rear Adm Michael Wiggins	Rear Admiral [or Admiral] Wiggins
Cdr Henry Price	Commander Price
Air Chief Marshal Sir Arthur Harris	Air Marshal Harris
Gen Norton Schwartz	General Schwartz
Brig Gen James Stewart	Brigadier General [or General] Stewart
Lt Col Martin L. Green	Lieutenant Colonel [or Colonel] Green
Maj Frank T. Boothe	Major Boothe
Capt Donald D. Martin	Captain Martin
1st Lt Peter N. Cushing	First Lieutenant [or Lieutenant] Cushing
2d [or 2nd] Lt Boyd D. Yeats	Second Lieutenant [or Lieutenant] Yeats
CMSgt Robert Patterson	Chief Master Sergeant [or Chief or Sergeant] Patterson
MSgt Walter Austin	Master Sergeant [or Sergeant] Austin
A1C K. L. Jones	Airman First Class [or Airman] Jones
Prof. Harold Bloom	Professor Bloom
Assoc. Prof. John Cooper	Associate Professor [or Professor] Cooper
Asst. Prof. Dwight Hicks	Assistant Professor [or Professor] Hicks
Gov. Robert Bentley	Governor Bentley
Amb. John D. Negroponte	Ambassador Negroponte
Rep. Terri Sewell (D-AL)	Representative Sewell
Cong. Mike Rogers (R-AL)	Congressman Rogers
Senator Richard Shelby (R-AL) *or* Sen. Richard Shelby	Senator Shelby
President Barack Obama *or* Pres. Barack Obama	President Obama
Rev. John Brannon	the Reverend John Brannon
Hon. James Lunsford	the Honorable James Lunsford

Abbreviate titles such as Mr., Mrs., and Dr. when they precede either a full name or last name.

Spell out a unit of measure on first usage, follow it with the abbreviation in parentheses, and use the abbreviation thereafter. *English units of measure in unscientific text include periods*: lb., mi., in., ft., qt.,

gal. Capitalize abbreviations for terms derived from proper names (e.g., Hz). Singular and plural abbreviated forms for units of measure are the same (e.g., 5 lb.). See also numbers (4.3).

gallon	gal.
hertz	Hz
kilogram	kg
miles per hour	mph
degrees Celsius	70° C
revolutions per minute	rpm
kilometer	km
millimeter	mm
pounds per square inch	psi
nautical mile	nm

Spell out the names of states when they occur in text. In notes, bibliographies, tables, figures, mailing addresses, and so forth, use the two-letter abbreviations of the US Postal Service.

AL	KS	ND
AK	KY	OH
AS (American Samoa)	LA	OK
AZ	ME	OR
AR	MD	PA
CA	MA	PR (Puerto Rico)
CO	MI	RI
CT	MN	SC
DE	MS	SD
DC	MO	TN
FL	MT	TX
GA	NE	UT
GU (Guam)	NV	VT
HI	NH	VA
ID	NJ	VI (Virgin Islands)
IL	NM	WA
IN	NY	WV
IA	NC	WI
		WY

In notes, bibliographies, and reference lists, you may use abbreviations freely, but be consistent. You may also use abbreviated forms in parenthetical references. Use the following terms: vol. 1, bk. 1, pt. 2, no. 2, chap. 2, fig. 4, art. 3, sec. 4, par. 5, col. 6, p. 7, n.d. (no date). The plurals are vols., bks., pts., nos., chaps., figs., arts., secs., pars., cols., pp.

2.1 **A4/6 (Education Logistics and Communications)**. Formerly AFIADL (Air Force Institute for Advanced Distributed Learning)

2.2 **AAA (antiaircraft artillery)**

2.3 **AAM (air-to-air missile)**

2.4 **AB (air base)**. Cite a first reference to a specific air base as follows: Rhein-Main Air Base (AB), Germany. Subsequent references: Rhein-Main AB, Germany; the air base; the base.

2.5 **ABCCC (airborne battlefield command and control center)**

2.6 **ABD (air base defense)**

2.7 **ABL (airborne laser)**

2.8 **ABM (antiballistic missile)**

2.9 **academic degrees and titles**. Abbreviate academic degrees and titles (no periods) after a personal name. See also associate's degree (4.1.21); bachelor's degree (4.1.22); doctorate (4.1.55); master's degree (4.1.96).

> BA
> MA
> PhD
> LLD
> MD
> DDS

2.10 **ACC (Air Combat Command)**

2.11 **ACCE (air component coordination element)**

2.12 **ACSC (Air Command and Staff College)**

2.13 **AD (anno Domini)**. Use either small caps with or without periods or full caps without periods (choose one style and use it consistently); the abbreviation precedes the year: AD 107. See also BC (before Christ) (2.75, 4.1.26), BCE (before the common era) (2.76), CE (of the common era) (2.98).

2.14 **ADCON (administrative control)**

2.15 **ADVON (advanced echelon)**

2.16 **AEF (air and space expeditionary force)**

2.17 **AEG (air expeditionary group)**

2.18 **AETC (Air Education and Training Command)**

2.19 **AETF (air and space expeditionary task force)**

2.20 **AEW (airborne early warning; air and space expeditionary wing)**

2.21 **AFB (Air Force base)**. Because of its familiarity, you need not spell out this abbreviation on first usage: Maxwell AFB, Alabama. Subsequent references: the Air Force base; the base. In notes and bibliographies, abbreviate the name of the state: Maxwell AFB, AL.

2.22   **AFCC (Air Force component commander)**

2.23   **AFCENT (US Air Forces Central)**

2.24   **AFCERT (Air Force computer emergency response team)**

2.25   **AFDC (Air Force Doctrine Center).** Now the Curtis E. LeMay Center for Doctrine Development and Education.

2.26   **AFDD (Air Force doctrine document)**. No longer used. See "Doctrine Publications, Manuals, Instructions, Directives, and Others" in "Appendix A: Note Citations" and "Appendix B: Bibliographic Entries."

2.27   **AFFOR (Air Force forces)**

2.28   **AFHRA (Air Force Historical Research Agency)**

2.29   **AFI (Air Force instruction)**

2.30   **AFIT (Air Force Institute of Technology)**

2.31   **AFLC (Air Force Logistics Command)**

2.32   **AFLNO (Air Force liaison officer)**

2.33   **AFMAN (Air Force manual)**

2.34   **AFMC (Air Force Materiel Command)**

2.35   **AFOATS (Air Force Officer Accession and Training Schools)**

2.36   **AFOSI (Air Force Office of Special Investigations)**

2.37   **AFPAM (Air Force pamphlet)**

2.38   **AFPD (Air Force policy directive)**

2.39   **AFRC (Air Force Reserve Command)**. See also Reserve(s) (4.1.124).

2.40   **AFRI (Air Force Research Institute)**

2.41   **AFROTC (Air Force Reserve Officer Training Corps)**

2.42   **AFSOC (Air Force Special Operations Command)**

2.43   **AFSPC (Air Force Space Command)**

2.44   **AFTTP (Air Force tactics, techniques, and procedures)**

2.45   **AF/XO (Deputy Chief of Staff for Plans and Operations, USAF)**

2.46   **AF/XOI (Air Force Director of Intelligence, Surveillance, and Reconnaissance)**

2.47   **AI (air interdiction)**

2.48 **AIAA (American Institute of Aeronautics and Astronautics)**

2.49 **AIDS (acquired immune deficiency syndrome)**

2.50 **ALCM (air launched cruise missile)**

2.51 **ALO (air liaison officer)**

2.52 **a.m. (ante meridiem [before noon])**. Either write the abbreviation in lowercase with periods or set it in small caps with or without periods (choose one style and use it consistently): 9:00 a.m.

2.53 **AMC (Air Mobility Command)**

2.54 **ampersand (&)**. Whenever a title occurs in a manuscript (e.g., in running text, tables, notes, bibliography entries, etc.), use *and* rather than an ampersand (e.g., *Aviation Week and Space Technology* instead of *Aviation Week & Space Technology*). You may use either an ampersand or *and* in company names (e.g., either Harper & Row or Harper and Row) in notes, bibliography entries, tables, and so forth—select either an ampersand or *and*, and use it consistently. When company names occur in running text, however, use *and* rather than an ampersand unless the official name of the company includes the latter. Do not put a space before or after an ampersand used in an abbreviation (e.g., R&D).

2.55 **AMRAAM (advanced medium-range air-to-air missile)**

2.56 **ANG (Air National Guard)**. Capitalize the shortened title: the Guard, *but* guardsman.

2.57 **ANZUS (Australia–New Zealand–United States Treaty)**

2.58 **AO (area of operations)**

2.59 **AOC (air operations center; air and space operations center)**

2.60 **AOR (area of responsibility)**

2.61 **ARM (antiradiation missile)**

2.62 **ARNG (Army National Guard)**. Shortened form: the Guard

2.63 **ASAP (as soon as possible)**

2.64 **ASAT (antisatellite weapon)**

2.65 **ASBC (Air and Space Basic Course)**

2.66 **ATACMS (Army Tactical Missile System)**

2.67 **ATAF (Allied Tactical Air Force [NATO])**

2.68 **ATO (air tasking order)**

2.69 **AU (Air University)**

2.70 **AUL (Air University Library)**. See also MSFRIC (Muir S. Fairchild Research Information Center) (2.312).

2.71 **AWACS (Airborne Warning and Control System)**

2.72 **AWC (Air War College)**

2.73 **AWOL (absent without leave)**

2.74 **base**. See AB (air base) (2.4); AFB (Air Force base) (2.21).

2.75 **BC (before Christ)**. Use either small caps with or without periods or full caps without periods (choose one style and use it consistently); the abbreviation follows the year: 240 BC. See also BCE (before the common era) (2.76); AD (anno Domini) (2.13, 4.1.4).

2.76 **BCE (before the common era)**. See also BC (before Christ) (2.75); CE (of the common era) (2.98).

> In 586 BCE, the Babylonians captured Jerusalem.

2.77 **BDA (battle damage assessment)**

2.78 **BMD (ballistic missile defense)**

2.79 **BMDO (Ballistic Missile Defense Organization)**

2.80 **BPC (building partner/partnership capacity)**

2.81 **BRAC (base realignment and closure)**

2.82 **BVR (beyond visual range)**

2.83 **C2 (command and control)**

2.84 **C3 (command, control, and communications)**

2.85 **C3I (command, control, communications, and intelligence)**

2.86 **C4 (command, control, communications, and computers)**

2.87 **C4I (command, control, communications, computers, and intelligence)**

2.88 **C4ISR (command, control, communications, computers, intelligence, surveillance, and reconnaissance)**

2.89 **CALCM (conventional air-launched cruise missile)**

2.90 **CAOC (combat [or combined] air operations center)**

2.91 **CAP (Civil Air Patrol; combat air patrol; crisis action planning)**

2.92 **CAS (close air support)**

2.93 **CBRN (chemical, biological, radiological, and nuclear)**

2.94 **CBU (cluster bomb unit)**

2.95 **CBW (chemical and biological warfare)**

2.96 **CCAF (Community College of the Air Force)**

2.97 **CCDR (combatant commander)**

2.98 **CE (of the common era)**. See also AD (anno Domini) (2.13), BCE (before the common era) (2.76).

> The years 66–70 CE mark the first Jewish revolt against Rome.

2.99 **CEP (circular error probable)**

2.100 **CFACC (combined force air component commander)**

2.101 **chapter**. Abbreviate *chapter* in parenthetical references (chap. 5). Lowercase and spell out the word in text. Use Arabic figures for chapter numbers, even if the chapter numbers in the work cited are spelled out or in Roman numerals. The same principle holds true for other divisions of a book: part 1, section 3, book 7, volume 2.

2.102 **CHOP (change of operational control)**

2.103 **CIA (Central Intelligence Agency)**

2.104 **CINC (commander in chief)**. Use only in reference to the president of the United States. Use CCDR (combatant commander) in reference to leaders of combatant or unified commands (e.g., the commander of US Central Command).

2.105 **CIS (Commonwealth of Independent States)**. An association of sovereign states formed in 1991, including Russia and 11 other republics formerly part of the Soviet Union. See also Soviet(s), Soviet Union, USSR (1.59).

2.106 **CJCS (chairman of the Joint Chiefs of Staff)**

2.107 **CNA (computer network attack)**

2.108 **CND (computer network defense)**

2.109 **CNO (chief of naval operations)**

2.110 **CO (commanding officer)**

2.111 **COC (combat operations center)**

Abbreviations

2.112   **COCOM (combatant command)**

2.113   **COG (center of gravity)**

2.114   **COIN (counterinsurgency)**

2.115   **COMAFFOR (commander, Air Force forces)**

2.116   **COMPUSEC (computer security)**

2.117   **COMSAT (communications satellite)**

2.118   **CONOPS (concept of operations)**

2.119   **CONUS (continental United States)**

2.120   **CRAF (Civil Reserve Air Fleet)**

2.121   **CSAF (chief of staff, United States Air Force)**

2.122   **CSAR (combat search and rescue)**

2.123   **CV (aircraft carrier; carrier)**

2.124   **CW (chemical warfare)**

2.125   **DARPA (Defense Advanced Research Projects Agency)**

2.126   **DC or D.C. (District of Columbia)**

2.127   **DCGS (distributed common ground/surface system)**

2.128   **DEA (Drug Enforcement Administration)**

2.129   **DEFCON (defense readiness condition)**

2.130   **DFAS (Defense Finance and Accounting Service)**

2.131   **DHS (Department of Homeland Security)**

2.132   **DIA (Defense Intelligence Agency)**

2.133   **DIRMOBFOR (director of mobility forces)**

2.134   **DIRSPACEFOR (director of space forces)**

2.135   **DMPI (designated [or desired] mean point of impact)**

2.136   **DMSP (Defense Meteorological Satellite Program)**

2.137   **DMZ (demilitarized zone)**

2.138   **doctrine publications, instructions, manuals, pamphlets, and pol-
icy directives**. For doctrine publications, see "Doctrine Publications,
Manuals, Instructions, Directives, and Others" in "Appendix A: Note
Citations" and "Appendix B: Bibliographic Entries." For others, on

first usage in the text, spell out the type of publication (instruction, manual, etc.) and follow it with the abbreviation in parentheses; use the abbreviation and number for subsequent references. Italicize the title of the publication: Air Force Instruction (AFI) 90-201, *Inspector General Activities* (subsequent reference: AFI 90-201); Air Force Manual (AFMAN) 37-104, *Managing Information to Support the Air Force Mission* (subsequent reference: AFMAN 37-104); Army Field Manual (FM) 27-10, *The Law of Land Warfare* (subsequent reference: FM 27-10); Air Force Pamphlet (AFPAM) 36-106, *Supervisor's Records* (subsequent reference: AFPAM 36-106); Air Force Policy Directive (AFPD) 36-4, *Air Force Civilian Training, Education, and Development* (subsequent reference: AFPD 36-4). For note and bibliography entries, see manuals, instructions, directives, and other publications, p. 159 and p. 177 of this guide.

2.139   DOD (Department of Defense)

2.140   DODD (Department of Defense directive)

2.141   DODI (Department of Defense instruction)

2.142   DOI (digital object identifier). Like a URL (see 2.486), a DOI is a character string that locates a resource on the Internet. Unlike a URL, which may change, a DOI is permanent, identifying the resource in all of its forms (PDF, HTML, etc.) and including the latest URL for the resource. Copying a DOI into a resolver such as the one found at the DOI System website (http://www.doi.org/) or adding it to the string http://dx.doi.org/ in your browser's address bar will take you to the resource. Because a DOI is permanent and therefore has more stability than a URL, you should include a resource's DOI (if available) rather than its URL in a note or bibliographic citation.

> 1. Steve Lawrence and C. Lee Giles, "Searching the World Wide Web," *Science* 280, no. 5360 (3 April 1998): 99, doi:10.1126/science.280.5360.98.
>
> Lawrence, Steve, and C. Lee Giles. "Searching the World Wide Web." *Science* 280, no. 5360 (3 April 1998): 98–100. doi:10.1126/science.280.5360.98.

In a printed work, if you must break a DOI, do so before a single slash if possible. Do not break after a dot since this looks like a period at the end of a line and might confuse the reader; rather, place the dot at the beginning of the next line. Do not hyphenate a word at the end of a line since some DOIs contain hyphens as part of the address, and do not leave a hyphen that's part of a DOI at the end of a line. Additionally, break *before* a tilde (~), a comma, an underline (_), a question mark, a number sign (#), or a percent symbol; *after* a colon or double slash; and *before* or *after* an equals sign or an ampersand (&).

2.143 **Dr. (doctor)**. Use a period with the abbreviation. See also abbreviations (2.0); Mr., Mrs., Ms. (2.310).

2.144 **DRU (direct reporting unit)**

2.145 **DSN (Defense Switched Network)**

2.146 **EAF (expeditionary air and space force)**

2.147 **EBO (effects-based operation)**

2.148 **EELV (evolved expendable launch vehicle)**

2.149 **e.g. (for example).** Avoid using *e.g.* in text; use *for example* instead. Use the abbreviation, followed by a comma, only in parenthetical references or tables.

2.150 **ELINT (electronic intelligence)**

2.151 **EMP (electromagnetic pulse)**

2.152 **EO (executive order)**. Lowercase and spell out *executive order* in general references when the number is not given: the executive order. Always capitalize the term when a number accompanies it, but abbreviate the term with the number only after spelling it out on first reference: Executive Order (EO) 1654, EO 1654, the executive order.

2.153 **et al. (and others)**. *Et al.* follows the full name of the first author listed in a note reference to a work by more than three authors (note that *et* is not an abbreviation and therefore has no period):

> 1. Jaroslav Pelikan et al., *Religion and the University*, York University Invitation Lecture Series (Toronto: University of Toronto Press, 1964), 109.

2.154 **etc. (and so forth)**. The spelled-out term *et cetera* is rarely used. Use its abbreviation, *etc.*, only in lists, tables, notes, and parenthetical references. Use *and so forth* in running text, set off by commas.

> Joan had a variety of candy bars in her purse (Baby Ruths, Snickers, Mounds, etc.).
>
> The animal shelter offered such dogs as terriers, Pomeranians, Chihuahuas, and so forth, for adoption.

2.155 **EU (European Union)**

2.156 **EW (early warning; electronic warfare)**

2.157 **F2T2EA (find, fix, track, target, engage, and assess)**

2.158 **FAC (forward air controller)**

2.159 **FAC(A) (forward air controller [airborne])**

2.160   **FARC (Revolutionary Armed Forces of Colombia)**

2.161   **FBI (Federal Bureau of Investigation)**

2.162   **FBIS (Foreign Broadcast Information Service)**

2.163   **FEBA (forward edge of the battle area)**

2.164   **FEMA (Federal Emergency Management Agency)**

2.165   **FID (foreign internal defense)**

2.166   **FLIR (forward-looking infrared)**

2.167   **FLOT (forward line of own troops)**

2.168   **FM (field manual [Army])**

2.169   **FMV (full motion video)**

2.170   **FOA (field operating agency)**

2.171   **FOB (forward operating/operations base)**

2.172   **FOIA (Freedom of Information Act)**

2.173   **FOUO (for official use only)**

2.174   **FP (force protection)**

2.175   **FPCON (force protection condition)**

2.176   **FRAG (fragmentation code)**

2.177   **frequencies**. See abbreviations (2.0).

2.178   **FS (fighter squadron)**

2.179   **FSCL (fire support coordination line)**

2.180   **FW (fighter wing)**

2.181   **FY (fiscal year)**. FY 2004, FY 04

2.182   **GAO (Government Accountability Office)**

2.183   **GBU (guided bomb unit)**

2.184   **GCA (ground controlled approach)**

2.185   **GCI (ground control intercept)**

2.186   **general (military rank)**. See abbreviations (2.0); capitalization (4.1); military titles and offices (2.296).

2.187   **GEO (geosynchronous Earth orbit)**

Abbreviations

2.188   **g-force**

2.189   **GHz (gigahertz)**

2.190   **GIG (Global Information Grid)**

2.191   **GLCM (ground launched cruise missile)**

2.192   **GMT (Greenwich Mean Time)**

2.193   **GO (general order)**. Lowercase and spell out *general order* in references when the number is not given: the general order. Capitalize the term when a number accompanies it, but abbreviate the term with the number only after spelling it out on first occurrence: General Order (GO) 6-325, GO 6-325, the general order.

2.194   **GPS (Global Positioning System)**

2.195   **GSA (General Services Administration)**

2.196   **G suit**

2.197   **GWOT (global war on terrorism)**

2.198   **HARM (high-speed antiradiation missile)**

2.199   **HF (high frequency)**

2.200   **H-hour (specific time when an operation or exercise begins)**

2.201   **HIV (human immunodeficiency virus)**

2.202   **HMMWV (high mobility multipurpose wheeled vehicle)**

2.203   **HMW (health, morale, and welfare)**

2.204   **HRO (humanitarian relief organization)**

2.205   **HUD (head-up display)**

2.206   **HUMINT (human intelligence)**

2.207   **HUMRO (humanitarian relief operation)**

2.208   **Hz (hertz)**

2.209   **IA (information assurance)**

2.210   **IADS (integrated air defense system)**

2.211   **ibid. (in the same place)**. Use the abbreviation "ibid." (for "ibidem") in a note to refer to one work cited in the immediately preceding note. Do not use "ibid." if the preceding note cites more than one source; instead, use a shortened form (5.5). Do not italicize this abbreviation in your notes. Do not use *op. cit.* (*opere citato*, "in the work

cited") or *loc. cit.* (*loco citato*, "in the place cited"). Instead, use the shortened form of the citation. You may also use "ibid." to refer to a work cited earlier in the same note.

> 7. Richard G. Davis, *Carl A. Spaatz and the Air War in Europe* (Washington, DC [or D.C.]: Office of Air Force History, 1993), 331.
> 8. Ibid., 301. [same source as cited in preceding note, different page]
> 9. Ibid. [same page (i.e., 301)]
> 10. Gen Richard B. Myers, "A Word from the Chairman: Shift to a Global Perspective," *Air and Space Power Journal* 17, no. 3 (Fall 2003): 5. "By shifting our view from a regional to a global perspective, we will better comprehend and respond to America's security needs in the twenty-first century" (ibid., 8).

See also notes (5.5).

2.212 **ICBM (intercontinental ballistic missile)**

2.213 **i.e. (that is)**. Avoid using *i.e.* in running text; use *that is* instead. Use the abbreviation, followed by a comma, only in parenthetical references or tables.

2.214 **IED (improvised explosive device)**

2.215 **IEEE (Institute of Electrical and Electronics Engineers)**

2.216 **IFF (identification, friend or foe)**

2.217 **IG (inspector general)**

2.218 **IMA (individual mobilization augmentee)**

2.219 **IMINT (imagery intelligence)**

2.220 **INFOCON (information operations condition)**

2.221 **INFOSEC (information security)**

2.222 **INS (inertial navigation system)**

2.223 **INTELSAT (International Telecommunications Satellite Organization)**

2.224 **IO (information operations)**

2.225 **I/O (input/output)**

2.226 **IOC (initial operational capability)**

2.227 **IOS (International Officer School)**

2.228 **IP (Internet protocol)**

2.229 **IR (infrared)**

Abbreviations

2.230   **ISAF (International Security Assistance Force)**

2.231   **ISR (intelligence, surveillance, and reconnaissance)**

2.232   **IT (information technology)**

2.233   **IW (irregular warfare)**

2.234   **I&W (indications and warning)**

2.235   **J-1 (manpower and personnel directorate of a joint staff)**

2.236   **J-2 (intelligence directorate of a joint staff)**

2.237   **J-3 (operations directorate of a joint staff)**

2.238   **J-4 (logistics directorate of a joint staff)**

2.239   **J-5 (plans directorate of a joint staff)**

2.240   **J-6 (communications system directorate of a joint staff)**

2.241   **J-7 (operational plans and interoperability directorate of a joint staff)**

2.242   **J-8 (force structure, resource, and assessment directorate of a joint staff)**

2.243   **J-9 (civil-military operations directorate of a joint staff)**

2.244   **JAG (judge advocate general)**

2.245   **JAOC (joint air operations center)**

2.246   **JAOP (joint air operations plan)**

2.247   **JASSM (joint air-to-surface standoff missile)**

2.248   **JCS (Joint Chiefs of Staff)**. Shortened form: joint chiefs

2.249   **JDAM (Joint Direct Attack Munition)**

2.250   **JFACC (joint force air component commander)**

2.251   **JFC (joint force commander)**

2.252   **JFLCC (joint force land component commander)**

2.253   **JFMCC (joint force maritime component commander)**

2.254   **JFSOCC (joint force special operations component commander)**

2.255   **JOC (joint operations center)**

2.256   **JOPES (Joint Operation Planning and Execution System)**

2.257   **JP (joint publication)**

2.258 **Jr.** Use with a period. Commas are not required; if you do use commas, place one before the abbreviation (and after, if it doesn't occur at the end of the sentence or before a semicolon, colon, dash, or an open parenthesis). Select one style and use it consistently. No comma precedes a Roman numeral that follows a name. However, use a comma before *Jr.* and a Roman numeral when the name is inverted (as in an index).

> James Adair Jr. is the mayor.
> James Adair, Jr., is the mayor.
> Steve Bailey III announced his candidacy for a place on the board of education.
> Adair, James, Jr.
> Bailey, Steve, III

2.259 **JROC (Joint Requirements Oversight Council)**

2.260 **JSOW (joint standoff weapon)**

2.261 **JSTARS (Joint Surveillance Target Attack Radar System)**

2.262 **JTF (joint task force)**

2.263 **kg (kilogram)**

2.264 **kHz (kilohertz)**

2.265 **KIA (killed in action)**

2.266 **km (kilometer)**

2.267 **kW (kilowatt)**

2.268 **LANDSAT (land satellite)**

2.269 **LANTIRN (low-altitude navigation and targeting infrared for night)**

2.270 **latitude, longitude**. Spell out *latitude* and *longitude* in text or standing alone: longitude 80 degrees east; the polar latitudes, from 20° 50' north latitude to 20° 50' south latitude. In tables you may abbreviate as follows:

> lat 41°15′40″ N
> long 90°18′30″ W

2.271 **lb. (pound)**

2.272 **LEO (low Earth orbit)**

2.273 **LF (low frequency)**

2.274 **LGB (laser-guided bomb)**

2.275 **LGM (laser-guided missile)**

2.276 **LGW (laser-guided weapon)**

2.277 **LIMFAC (limiting factor)**

2.278 **LNO (liaison officer)**

2.279 **LO (low observable)**

2.280 **LOAC (law of armed conflict)**

2.281 **LOC (line of communications)**

2.282 **loc. cit.** (*loco citato*). In the place cited. Use a shortened reference (5.5) instead.

2.283 **LORAN (long-range aid to navigation)**

2.284 **LZ (landing zone)**

2.285 **MAAP (master air attack plan)**

2.286 **MAGTF (Marine air-ground task force)**

2.287 **MAJCOM (major command)**

2.288 **MANPADS (man-portable air defense system)**

2.289 **MAW (Marine aircraft wing)**

2.290 **MEDEVAC (medical evacuation)**

2.291 **MEO (medium Earth orbit)**

2.292 **MHz (megahertz)**

2.293 **MIA (missing in action)**

2.294 **MiG(s)**. Capital *M*, lowercase *i*, capital *G*. Soviet aircraft developed by the design bureau of Gen Artem Mikoyan and Gen Mikhail Gurevich. Abbreviation derived from the transliteration M̲ikoyan i̲ G̲urevich.

2.295 **military abbreviations**. See Joint Publication 1-02, *Department of Defense Dictionary of Military and Associated Terms.*

2.296 **military titles and offices**. Capitalize and abbreviate titles that precede full names; capitalize and spell out titles that precede surnames only. Lowercase and spell out titles following a personal name or used alone in place of a name:

> Gen Ulysses S. Grant, commander in chief of the Union army; General Grant; the commander in chief; the general
>
> Lt Col Mike Tate; Lieutenant Colonel (or Colonel) Tate; the lieutenant colonel (or the colonel)

Gen Curtis E. LeMay, commander of Strategic Air Command; General LeMay; the general

But General of the Army Douglas MacArthur; Douglas MacArthur, general of the Army; General MacArthur; the general

Sgt Phyllis Forsman; a noncommissioned officer (NCO); Sergeant Forsman; the sergeant

Adm Chester W. Nimitz; Admiral Nimitz, commander of the Pacific Fleet; the fleet admiral

Col (Brig Gen–select) Peter D. Haynes; Brig Gen (sel) Peter D. Haynes

Generals Eisenhower and Montgomery (but Army generals Patton and Bradley); Gen Dwight Eisenhower and Gen Bernard Montgomery

See also abbreviations (2.0); capitalization (titles in apposition, p. 85 of this guide; 4.1).

The following service-specific abbreviations for military rank are provided primarily for reference purposes. In the body of your text, for the sake of simplicity and uniformity, use the cap-and-lowercase style for all ranks, regardless of the service (e.g., Capt rather than CAPT [Navy]). If appropriate, however, you may use the all-caps style in the front and back matter and documentation of books, monographs, theses, and so forth; the same holds true of chapter bylines in a book by multiple authors and in the bylines and documentation of journal articles, as well as material other than the text of the articles (e.g., staff and editorial-board listings, letters to the editor, contributors section, etc.). The cap-and-lowercase variants, if any, are indicated parenthetically below:

<div align="center">Air Force</div>

Officer		Enlisted	
Gen	general	CMSAF	chief master sergeant of the Air Force
Lt Gen	lieutenant general	CCM	command chief master sergeant
Maj Gen	major general	CMSgt	chief master sergeant
Brig Gen	brigadier general	SMSgt	senior master sergeant
Col	colonel	MSgt	master sergeant
Lt Col	lieutenant colonel	TSgt	technical sergeant
Maj	major	SSgt	staff sergeant
Capt	captain	SrA	senior Airman
1st Lt	first lieutenant	A1C	Airman first class
2d/2nd Lt	second lieutenant	Amn	Airman
		AB	Airman basic

Army

Officer		Enlisted	
GEN (Gen)	general	SMA	sergeant major of the Army
LTG (Lt Gen)	lieutenant general	CSM	command sergeant major
MG (Maj Gen)	major general	SGM	sergeant major
BG (Brig Gen)	brigadier general	1SG (1st Sgt)	first sergeant
COL (Col)	colonel	MSG (MSgt)	master sergeant
LTC (Lt Col)	lieutenant colonel	SFC	sergeant first class
MAJ (Maj)	major	SSG (SSgt)	staff sergeant
CPT (Capt)	captain	SGT (Sgt)	sergeant
1LT (1st Lt)	first lieutenant	CPL (Cpl)	corporal
2LT (2d/2nd Lt)	second lieutenant	SPC	specialist
		PFC (Pfc)	private first class
CW5	chief warrant officer 5	PVT/PV2 (Pvt)	private
CW4	chief warrant officer 4		
CW3	chief warrant officer 3		
CW2	chief warrant officer 2		
WO1	warrant officer 1		

Marine Corps

Officer		Enlisted	
Gen	general	SgtMajMarCor	sergeant major of the Marine Corps
LtGen	lieutenant general	SgtMaj	sergeant major
MajGen	major general	MgySgt	master gunnery sergeant
BGen (Brig Gen)	brigadier general	1stSgt	first sergeant
Col	colonel	MSgt	master sergeant
LtCol	lieutenant colonel	GySgt	gunnery sergeant
Maj	major	SSgt	staff sergeant
Capt	captain	Sgt	sergeant
1stLt	first lieutenant	Cpl	corporal
2d/2ndLt	second lieutenant	LCpl	lance corporal
		PFC (Pfc)	private first class
CWO5	chief warrant officer 5	Pvt	private
CWO4	chief warrant officer 4		
CWO3	chief warrant officer 3		
CWO2	chief warrant officer 2		
WO	warrant officer		

Abbreviations

Navy/Coast Guard

Officer		Enlisted	
ADM (Adm)	admiral	MCPON	master chief petty officer of the Navy
VADM (Vice Adm)	vice admiral	MCPOCG	master chief petty officer of the Coast Guard
RADM (Rear Adm)	rear admiral (upper half)	FORCM	force master chief petty officer
RDML	rear admiral (lower half)	FLTCM	fleet master chief petty officer
CAPT (Capt)	captain	MCPOC	command master chief petty officer
CDR (Cdr)	commander	MCPO	master chief petty officer
LCDR (Lt Cdr)	lieutenant commander	SCPO	senior chief petty officer
LT (Lt)	lieutenant	CPO	chief petty officer
LTJG (Lt JG)	lieutenant junior grade	PO1	petty officer first class
ENS (Ensign)	ensign	PO2	petty officer second class
		PO3	petty officer third class
CWO5	chief warrant officer 5	SN	seaman
CWO4	chief warrant officer 4	SA	seaman apprentice
CWO3	chief warrant officer 3	SR	seaman recruit
CWO2	chief warrant officer 2		
WO1	warrant officer		

2.297 MILSATCOM (military satellite communications)

2.298 MISREP (mission report)

2.299 MITRE Corp. (Massachusetts Institute of Technology Research Corporation)

2.300 MMOAS (master of military operational art and science [degree, Air Command and Staff College]). See also master's degree (4.1.96).

2.301 MNF (multinational force)

2.302 MOA (memorandum of agreement)

2.303 MOB (main operating base)

Abbreviations

2.304 **MOE (measure of effectiveness)**

2.305 **months of the year**. In running text, write exact dates in day-month-year sequence, without commas. Spell out the month, use figures for the day, and use a four-digit year. When you use only month and year, no commas are necessary.

> FDR referred to 7 December 1941 as a day that would live in infamy.
> The date March 2003 was special to her.

You may use 9/11 when referring to the terrorist attacks of 11 September 2001. If documentation, figures, and tables contain numerous dates, you may abbreviate certain months (Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec.) and use the day-month-year sequence without a comma (7 Dec. 1941) to reduce clutter. Choose one style for the documentation, figures, and tables, and use it consistently. See also numbers (4.3).

2.306 **MOS (military occupational specialty)**

2.307 **MOU (memorandum of understanding)**

2.308 **mph (miles per hour)**

2.309 **MPMS (master of philosophy in military strategy [degree, School of Advanced Air and Space Studies])**. See also master's degree (4.1.96).

2.310 **Mr., Mrs., Ms.** Use a period with all. Spell out "Mister" when it connotes military rank (e.g., Army warrant officers): Mister Roberts.

2.311 **MRE (meal, ready to eat)**

2.312 **MSFRIC (Muir S. Fairchild Research Information Center)**. See also AUL (Air University Library) (2.70).

2.313 **MSS (master of strategic studies [degree, Air War College])**. See also master's degree (4.1.96).

2.314 **MTW (major theater war)**

2.315 **NAF (nonappropriated funds; numbered air force)**

2.316 **NAS (naval air station)**

2.317 **NASA (National Aeronautics and Space Administration)**

2.318 **NATO (North Atlantic Treaty Organization)**

2.319 **NAVAID (navigation aid)**

2.320 **NAVSAT (navigation satellite)**

2.321 **NBC (nuclear, biological, and chemical)**

2.322 **NCA (National Command Authorities)**. No longer used. Use *president* and/or *secretary of defense*, as appropriate.

2.323 **NCO (noncombat operations; noncommissioned officer)**

2.324 **NCOIC (noncommissioned officer in charge)**

2.325 **NDU (National Defense University)**

2.326 **NEA (Northeast Asia)**

2.327 **NEO (noncombatant evacuation operation)**

2.328 **NETOPS (network operations)**

2.329 **NGA (National Geospatial-Intelligence Agency)**. Formerly the National Imagery and Mapping Agency (NIMA)

2.330 **NGB (National Guard Bureau)**

2.331 **NGO (nongovernmental organization)**

2.332 **NIPRNET (Nonsecure Internet Protocol Router Network)**

2.333 **nm (nautical mile)**

2.334 **no**. Use a period after the abbreviation for *number*.

2.335 **NOFORN (not releasable to foreign nationals)**

2.336 **NORAD (North American Aerospace Defense Command)**

2.337 **NOTAM (notice to Airmen)**

2.338 **NRO (National Reconnaissance Office)**

2.339 **NSA (National Security Agency)**

2.340 **NSC (National Security Council)**

2.341 **NVG (night vision goggle[s])**

2.342 **NW (network warfare)**

2.343 **OCA (offensive counterair)**

2.344 **OCONUS (outside the continental United States)**

2.345 **OJT (on-the-job training)**

2.346 **OL (operating location)**

2.347 **O&M (operation and maintenance)**

2.348 **OMB (Office of Management and Budget)**

2.349 **OODA (observe, orient, decide, act)**

2.350 **op. cit.** (*opere citato*). In the work cited. Use a shortened reference instead. See also notes (5.5).

2.351 **OPCON (operational control)**

2.352 **OPLAN (operation plan)**

2.353 **OPM (Office of Personnel Management)**

2.354 **OPORD (operation order)**

2.355 **OPR (office of primary responsibility)**

2.356 **OPSEC (operations security)**

2.357 **OPTEMPO (operating tempo)**

2.358 **ORM (operational risk management)**

2.359 **ORS (operationally responsive space)**

2.360 **OSD (Office of the Secretary of Defense)**

2.361 **OT&E (operational test and evaluation)**

2.362 **OTS (Officer Training School)**

2.363 **PA (public affairs)**

2.364 **PACAF (Pacific Air Forces)**

2.365 **page numbers**. You may use the abbreviations *p.* (page) and *pp.* (pages) to designate page numbers, or you may use the number(s) alone, without those abbreviations. Choose one system, and use it consistently:

> 2. Lt Col Kenneth Keskel, "The Oath of Office: A Historical Guide to Moral Leadership," *Air and Space Power Journal* 16, no. 4 (Winter 2002): 48 [or p. 48], http://www.airpower.maxwell.af.mil/airchronicles /apj/apj02/win02/win02.pdf.

2.366 **PAWS (phased array warning system)**

2.367 **PCS (permanent change of station)**

2.368 **PGM (precision-guided munition)**

2.369 **PIREP (pilot report)**

2.370 **PKO (peacekeeping operation)**

2.371 **p.m. (post meridiem [after noon])**. Either write the abbreviation in lowercase with periods, or set it in small caps with or without periods (choose one style and use it consistently).

2.372 **PME (professional military education)**

2.373 **PNT (positioning, navigation, and timing)**

2.374 **POC (point of contact)**

2.375 **POL (petroleum, oils, and lubricants)**

2.376 **POM (program objective memorandum)**

2.377 **POW (prisoner of war)**

2.378 **PPBE (Planning, Programming, Budgeting, and Execution)**

2.379 **PR (personnel recovery)**

2.380 **Prime BEEF (Prime Base Engineer Emergency Force)**

2.381 **PSYOP (psychological operation)**

2.382 **PSYWAR (psychological warfare)**

2.383 **pub (publication)**

2.384 **RAF (Royal Air Force [United Kingdom])**

2.385 **rank**. See military titles and offices (2.296).

2.386 **rates of speed, frequencies, and so forth**. See abbreviations (2.0); numbers (4.3); measurements (4.3.15).

2.387 **RCS (radar cross section)**

2.388 **R&D (research and development)**

2.389 **RDA (research, development, and acquisition)**

2.390 **RDT&E (research, development, test, and evaluation)**

2.391 **RECCE (reconnaissance)**

2.392 **RECON (reconnaissance)**

2.393 **RED HORSE (Rapid Engineers Deployable Heavy Operations Repair Squadron, Engineers)**

2.394 **RMA (revolution in military affairs)**

2.395 **ROE (rule of engagement)**

2.396 **ROK (Republic of Korea)**

2.397 **ROTC (Reserve Officer Training Corps)**

2.398 **RPA (remotely piloted aircraft)**

2.399 **RPG (rocket propelled grenade)**

2.400 **RPV (remotely piloted vehicle)**

2.401 **RRF (rapid reaction [or response] force)**

2.402 **SA (situational awareness)**

2.403 **SAASS (School of Advanced Air and Space Studies)**

2.404 **SACEUR (Supreme Allied Commander, Europe)**

2.405 **SACLANT (Supreme Allied Command, Atlantic)**

2.406 **SAF (secretary of the Air Force)**

2.407 **Saint**. When *Saint* is part of someone's name, follow that person's usage in terms of spelling out or abbreviating the word (e.g., as indicated in *Webster's New Biographical Dictionary*).

Marco de Saint-Hilaire   Barry St. Leger

Abbreviate place-names containing *Saint* only when space is an issue:

Saint (St.) Louis

2.408 **SAM (surface-to-air missile)**

2.409 **SAOC (sector air operations center)**

2.410 **SAR (search and rescue; synthetic aperture radar)**

2.411 **SATCOM (satellite communications)**

2.412 **SBIRS (space-based infrared system)**

2.413 **SCA (space coordinating authority)**

2.414 **SCUD (surface-to-surface missile system)**

2.415 **SDI (Strategic Defense Initiative)**

2.416 **SEA (Southeast Asia)**

2.417 **SEAD (suppression of enemy air defenses)**

2.418 **SEAL (sea-air-land team)**

2.419 **SF (security force; security forces [Air Force or Navy]; special forces; standard form)**

2.420 **SHAPE (Supreme Headquarters Allied Powers, Europe)**

2.421 **SIGINT (signals intelligence)**

2.422 **SIOP (Single Integrated Operational Plan)**

2.423 **SIPRNET (Secret Internet Protocol Router Network)**

2.424 **SITREP (situation report)**

2.425 **SJA (staff judge advocate)**

2.426 **SLAM (standoff land attack missile)**

2.427 **SLAR (side-looking airborne radar)**

2.428 **SLBM (submarine-launched ballistic missile)**

2.429 **SLCM (sea-launched cruise missile)**

2.430 **SLOC (sea line of communications)**

2.431 **SO (special order)**. Lowercase and spell out *special order* in general references when the number is not given: the special order. Capitalize the term when a number accompanies it, but abbreviate the term with the number only after you spell it out on first occurrence: Special Order (SO) T-013, SO T-013, the special order.

2.432 **SOC (security operations center; special operations commander; Squadron Officer College)**

2.433 **SOF (special operations forces)**

2.434 **SOP (standing [or standard] operating procedure)**

2.435 **SORTS (Status of Resources and Training System)**

2.436 **SOS (Squadron Officer School; special operations squadron)**

2.437 **SOUTHAF (Southern Command Air Forces)**

2.438 **SOW (special operations wing; standoff weapon)**

2.439 **SP (security police)**

2.440 **SPINS (special instructions)**

2.441 **Sr.** Abbreviation for "senior." Use with a period. Commas are not required; if you do use commas, place one before the abbreviation (and after, if it doesn't occur at the end of the sentence or before a semicolon, colon, dash, or an open parenthesis). Select one style and use it consistently. Use a comma before the abbreviation when the name is inverted (as in an index).

> M. H. Abrahms Sr. lives at the end of the street.
> M. H. Abrahms, Sr., lives at the end of the street.
> Abrahms, M. H., Sr.

2.442 **SROE (standing rule of engagement)**

2.443 **SSA (space situational awareness)**

2.444 **SSBN (fleet ballistic missile submarine)**

2.445 **SSM (surface-to-surface missile)**

2.446 **SSN (attack submarine, nuclear; space surveillance network)**

2.447 **state names**. See abbreviations (2.0).

2.448 **STOL (short takeoff and landing)**

2.449 **STOVL (short takeoff and vertical landing)**

2.450 **SWA (Southwest Asia)**

2.451 **TACAIR (tactical air)**

2.452 **TACON (tactical control)**

2.453 **TACP (tactical air control party)**

2.454 **TACS (tactical [or theater] air control system)**

2.455 **TACSAT (tactical satellite)**

2.456 **TAF (tactical air force)**

2.457 **TAW (tactical airlift wing)**

2.458 **TBM (tactical [or theater] ballistic missile)**

2.459 **TBMD (theater ballistic missile defense)**

2.460 **TDY (temporary duty)**

2.461 **T&E (test and evaluation)**

2.462 **TERCOM (terrain contour matching)**

2.463 **TIC (troops in contact)**

2.464 **titles of persons and offices**. See capitalization (4.1); military titles and offices (2.296).

2.465 **TLAM (Tomahawk land attack missile)**

2.466 **TLAM/N (Tomahawk land attack missile/nuclear)**

2.467 **TMD (theater missile defense)**

2.468 **TO (technical order)**. Lowercase and spell out *technical order* in general references when the number is not given: the technical order. Always capitalize the term when a number accompanies it, but abbreviate the term only after spelling it out on first occurrence: Technical Order (TO) 00-25-4, TO 00-25-4.

2.469 **TOF (time of flight)**

2.470 **TOT (time on target)**

2.471 **TOW (tube launched, optically tracked, wire guided)**

2.472 **TPFDD (time-phased force and deployment data)**

2.473   **TPFDL (time-phased force and deployment list)**

2.474   **TRADOC (US Army Training and Doctrine Command)**

2.475   **TRS (tactical reconnaissance squadron)**

2.476   **TTP (tactics, techniques, and procedures)**

2.477   **UAS (unmanned aircraft system), UASs (pl.).** Use this abbreviation when you refer to the entire system (i.e., the remotely piloted aircraft [RPA] and the ground control station [GCS]).

2.478   **UAV (unmanned aerial vehicle).** Use RPA (remotely piloted aircraft) or RPV (remotely piloted vehicle) instead.

2.479   *UCMJ (Uniform Code of Military Justice)*

2.480   **UCP (Unified Command Plan)**

2.481   **UHF (ultrahigh frequency)**

2.482   **UK (United Kingdom)**

2.483   **UMD (unit manning document)**

2.484   **UN (United Nations).** The abbreviation can be used as either a noun or an adjective.

2.485   **UNPROFOR (United Nations protection force)**

2.486   **URL (uniform [or universal] resource locator).** A URL is a string that identifies a resource in the World Wide Web. When you cite Internet sources, place the URL (preferably the DOI, if available) at the end of a note or bibliography entry. In a printed work, if you must break a URL, do so before a single slash if possible. Do not break after a dot since this looks like a period at the end of a line and might confuse the reader; rather, place the dot at the beginning of the next line. Do not hyphenate a word at the end of a line since some URLs contain hyphens as part of the address, and do not leave a hyphen that's part of a URL at the end of a line. Additionally, break *before* a tilde (~), a comma, an underline (_), a question mark, a number sign (#), or a percent symbol; *after* a colon or double slash; and *before* or *after* an equals sign or an ampersand (&). See also DOI (2.142).

2.487   **US (United States).** Use the abbreviation as an adjective only.

2.488   **USA (United States Army)**

2.489   **USAF (United States Air Force).** You may use the abbreviation as either a noun or an adjective (serving in the USAF; USAF people). See also United States Air Force, US Air Force, Air Force, USAF (1.67).

2.490 **USAFCENT (United States Air Forces Central)**

2.491 **USAFE (United States Air Forces in Europe)**

2.492 **USAFR (United States Air Force Reserve)**

2.493 **USAFRICOM (United States Africa Command)**

2.494 *USC (United States Code)*

2.495 **USCENTAF (United States Central Command Air Forces)**

2.496 **USCENTCOM (United States Central Command)**

2.497 **USCG (United States Coast Guard)**

2.498 **USCYBERCOM (United States Cyber Command)**

2.499 **USEUCOM (United States European Command)**

2.500 **USJFCOM (United States Joint Forces Command)**

2.501 **USMC (United States Marine Corps)**

2.502 **USN (United States Navy)**

2.503 **USNORTHCOM (United States Northern Command)**

2.504 *USSBS (United States Strategic Bombing Survey)*. Italicize in references to the published work. Initial caps in roman type are appropriate in references to the project prior to publication: United States Strategic Bombing Survey (USSBS).

2.505 **USSOCOM (United States Special Operations Command)**

2.506 **USSOUTHAF (United States Air Force, Southern Command)**

2.507 **USSOUTHCOM (United States Southern Command)**

2.508 **USSR (Union of Soviet Socialist Republics)**. Use *Union of Soviet Socialist Republics* and its abbreviation in references to the country as it existed between 1917 and 1991. The abbreviation can be used as either a noun or an adjective. See also CIS (Commonwealth of Independent States) (2.105); Soviet(s), Soviet Union, USSR (1.59).

2.509 **USSTRATCOM (United States Strategic Command)**

2.510 **USTRANSCOM (United States Transportation Command)**

2.511 **USW (undersea warfare)**

2.512 **UTC (unit type code)**

2.513 **v. (versus)**. Use *v.* (in italics) instead of *vs.* in names of legal cases (also italicized) mentioned in text; in other contexts, use *versus*. See also italics (4.4).

2.514 **VFR (visual flight rules)**

2.515 **VHF (very high frequency)**

2.516 **viz**. (videlicet; that is to say, namely)

2.517 **VLF (very low frequency)**

2.518 **V/STOL (vertical and/or short takeoff and landing)**

2.519 **VTOL (vertical takeoff and landing)**

2.520 **WARNORD (warning order)**

2.521 **Washington, DC (or D.C.)**. It is not necessary to spell out the abbreviation in running text.

2.522 **WIA (wounded in action)**

2.523 **WMD (weapon of mass destruction)**

2.524 **WRSK (war readiness [or reserve] spares kit)**

2.525 **WWW (World Wide Web)**. See also web terms (4.1.154).

2.526 **XO (executive officer)**

2.527 **zip code or ZIP (zone improvement plan) code; zip** (n.); **zip-code** (v.). In a mailing address, do not use a comma before the ZIP code (or after, if including "USA"): Troy, AL 36081 USA.

2.528 **ZULU (time zone indicator for Universal Time or Greenwich Mean Time)**

3.0   Grammar and Punctuation

3.1   *Grammar*

3.1.1 **active voice**. When the grammatical subject performs the action represented by the verb, the verb is in active voice.

> The congregation sang "Abide with Me."
> Mr. Conrad gave his son a car.
> The police caught the thieves.

Most of your writing should be in active voice since it is direct, forceful, and emphatic. See also passive voice (3.1.20).

3.1.2 **antecedents**. A pronoun should agree with its antecedent (the word to which it refers) in number (i.e., singular with singular, plural with plural):

> Incorrect: A *student* should treat *their* teacher with respect.
> Correct: A *student* should treat *his or her* teacher with respect.
> Correct: *Students* should treat *their* teachers with respect.

After a compound antecedent joined by *or*, *nor*, *either . . . or*, *neither . . . nor*, or *not only . . . but also*, the pronoun agrees with the nearer antecedent:

> Neither the aides nor the *undersecretary* was in *his* seat.
> Neither the secretary nor his *aides* consistently stated *their* policy.

3.1.3 **appositives**. An appositive follows and further identifies another noun, as do "classmate" in the first sentence and "Guy Bailey" in the second:

> Guy Bailey, a classmate, is a good friend.
> My classmate Guy Bailey is a good friend.

In the first sentence, since "classmate" is not necessary in identifying "Guy Bailey," it is a nonrestrictive appositive, set off by commas. In the second sentence, however, "Guy Bailey" is necessary in identifying "classmate," so it is a restrictive appositive and is not set off by commas. Note that in the following sentence, "Bob Riley" is a restrictive appositive since it is necessary in identifying "governor"; in such cases, words like "governor" are not titles (here it is in apposition to "Bob Riley") and therefore should not be capitalized or abbreviated:

> Former Alabama governor Bob Riley is now a lobbyist.
> *not*
> Former Alabama Gov. Bob Riley is now a lobbyist.

3.1.4 **awkward structure of modification**. To improve clarity, avoid stringing together a number of modifiers; instead, rewrite to show the relationship among terms:

> Awkward: Some military bases are responsible for thorough long-term range complex management planning.
>
> Clearer: Some military bases are responsible for thoroughly planning the long-term management of range complexes.

3.1.5 **comma splice**. A comma splice occurs when two independent clauses are joined by a comma without a coordinating conjunction or by a comma instead of a semicolon:

> Incorrect: Things are seldom as simple as they appear, people should not make hasty judgments.
> Correct: Things are seldom as simple as they appear, so people should not make hasty judgments.
> Correct: Things are seldom as simple as they appear; people should not make hasty judgments.
> Correct: Because things are seldom as simple as they appear, people should not make hasty judgments.
>
> Incorrect: The can had a dent in it, therefore the store sold it at a reduced price.
> Correct: The can had a dent in it; therefore, the store sold it at a reduced price.
> Correct: The can had a dent in it, so the store sold it at a reduced price.
> Correct: Because the can had a dent in it, the store sold it at a reduced price.

3.1.6 **comparisons**. Comparisons should be logical and complete:

> Illogical: The cry of an owl is more frightening than a hawk.
> Logical: The cry of an owl is more frightening than the cry of [*or* than that of] a hawk.
>
> Illogical: The Burj Khalifa in Dubai is taller than any building in the world.
> Logical: The Burj Khalifa in Dubai is taller than any other building in the world.
>
> Incomplete: The "Mr. Lincoln" is as pretty if not prettier than any other rose.
> Complete: The "Mr. Lincoln" is as pretty as if not prettier than any other rose.
>
> Incomplete: *Tristram Shandy* is different.
> Complete: *Tristram Shandy* is different from other novels of its time.

3.1.7 **court-martial** (n., v.), **courts-martial** (n., plural)

3.1.8 **dangling modifier**. A verbal phrase at the beginning of a sentence dangles when the word it should modify is not present or does not immediately follow the verbal phrase:

Running along the street, my *nose* felt frozen.

Here, *running along the street* seems to modify *nose*. Correct this problem by adding a word that the verbal phrase can logically modify:

Running along the street, *I* felt as if my nose were frozen.

Other examples of dangling modifiers:

Dangling: Droning on in a nasal monotone, the class fell asleep during the professor's lecture.

Correct: Droning on in a nasal monotone, the professor put the class to sleep during the lecture.

Dangling: To carry out the mission, orders had to be followed exactly.

Correct: To carry out the mission, the troops had to follow orders exactly.

Dangling: For defending a unit of Soldiers pinned down by enemy fire, the Air Force Cross was posthumously awarded to A1C William Pitsenbarger in 1966.

Correct: For defending a unit of Soldiers pinned down by enemy fire, A1C William Pitsenbarger was posthumously awarded the Air Force Cross in 1966.

3.1.9 **data**. Singular or plural. Choose one and use it consistently. Be sure that verbs and qualifiers agree with the number that you choose:

The data is now in, but we have not examined it.

The data are now in, but we have not examined them.

3.1.10 **first, firstly**. Use *firstly*, *secondly*, and so forth as sentence modifiers; or *first*, *second*, and so forth. Do not mix the two: *first, secondly.*

3.1.11 **important, importantly**. You may use either word as a sentence modifier. Choose one and use it consistently.

More important, the truth will prevail.

Just as importantly, the truth will prevail.

3.1.12 **it**. Use *it* to refer to inanimate objects and some living things; you may also use this pronoun in impersonal statements and idioms:

The couple bought a house but did not like it.

The newborn baby kept its eyes shut tightly.

It has been three hours since it began to rain.

We will have to play it by ear.

Using *it* rather than an appropriate personal pronoun or noun can make writing stilted: rather than *it is believed*, use *I believe*, *the Air Force believes*, and so forth.

3.1.13   its and it's. *Its* is a possessive pronoun; *it's* is a contraction for *it is*:

> Incorrect: This is country living at it's best.
>
> Correct: This is country living at its best.

3.1.14   I, we. You may use *I* or *we* occasionally in the text rather than the formal "the author(s)."

3.1.15   logistics (n.). Singular or plural. Choose one and use it consistently.

> Logistics belongs to the group of noncombat activities.
>
> Logistics belong to the group of noncombat activities.

3.1.16   media. Use *media* (the plural of *medium*) with a plural verb (*mediums* is also the plural of *medium*). Although *media* is used in the singular in references to agencies of mass communications (plural *medias*), that usage is not well established.

3.1.17   misplaced modifiers. To avoid awkwardness or misunderstanding, place modifiers properly:

> Misplaced: Whitman quotes Emerson in the preface to *Leaves of Grass*, who wrote a letter praising the volume of poetry.
> Properly Placed: In the preface to *Leaves of Grass*, Whitman quotes Emerson, who wrote a letter praising the volume of poetry.
>
> Misplaced: Some pesticides are still used on crops that are suspected of being dangerous.
> Properly Placed: Some pesticides that are suspected of being dangerous are still used on crops.
>
> Misplaced: The bull that was pawing violently attacked the matador.
> Properly Placed: The violently pawing bull attacked the matador.
> Properly Placed: The pawing bull attacked the matador violently.
>
> Misplaced: I only have two dollars left.
> Properly Placed: I have only two dollars left.

3.1.18   none. *None* can be either singular or plural. Choose one and use it consistently.

> None of those accused was really responsible.
>
> None of those accused were really responsible.

3.1.19   parallelism. Use parallel grammatical forms to express parallel elements:

> Not Parallel: The loudmouth was characterized by all talking and no action.
> Parallel: The loudmouth was characterized by all talk and no action.

Not Parallel: The jihadist not only supported terrorism but also he became a suicide bomber.

Parallel: The jihadist not only supported terrorism but also became a suicide bomber.

Not Parallel: The biscuit is hot, flaky, and tastes good.

Parallel: The biscuit is hot, flaky, and tasty.

Not Parallel: Good interviewers must have genuine interest in people, strong curiosity, and discipline themselves to stay on the topic.

Parallel: Good interviewers must have genuine interest in people, strong curiosity, and enough discipline to stay on the topic.

3.1.20 passive voice. Passive voice is a verbal construction consisting of a past participle and some form of the verb *be*.

When the subject of a verb receives the action, the verb is in the passive voice:

"Abide with Me" was sung by the congregation.

Jimmy was given a car by his father.

The pit was dug fully eight feet deep.

They had been caught.

Characteristics of passive voice:

1. The receiver of the verb's action comes before the verb.

2. The verb has two parts: some form of the verb *be* plus the past participle of a main verb (most of them end in *-en* or *-ed*).

3. If the doer appears at all, it follows the verb and is usually the object of the preposition *by*.

Use passive voice sparingly; otherwise, your writing can become wordy and lack forcefulness. But passive voice has several important uses. In the writer's mind, the object may have more importance than the doer:

The bill was passed without opposition.

The well was drilled in solid rock.

Our house was painted last year.

Use passive voice if you do not want to name the person or thing performing the action. For example:

President Reagan was elected in 1980.

The parts were shipped on 1 June.

Passive voice allows various degrees of emphasis by placing the name of the act or the doer at the end:

Our house is being painted. (Active: They are painting our house.)

Our house was painted by Joe Mead and his brother. (Active: Joe Mead and his brother painted our house.)

"Abide with Me" was sung by the choir. (Active: The choir sang "Abide with Me.")

Since passive voice does not always show the doer, you may forget to include important information. The result may be confusing.

Requests must be approved beforehand. (By whom?)

The commander must approve requests beforehand.

The figures were lost. (By whom?)

We lost the figures.

Other examples of awkward passive voice:

Awkward Passive: All topics are shamelessly pontificated upon by Jim.

Active: Jim shamelessly pontificates upon all topics.

Awkward Passive: When the hostages were first taken and initial response planning was initiated, it is noteworthy that using USAF special operations helicopters was considered.

Active: Notably, during the initial response planning that followed the taking of the hostages, the Air Force considered using its special operations helicopters.

3.1.21 **plurals of aircraft designations**. Form plurals by adding an *s* (no apostrophe) to the aircraft designation: F-15s, F-22s, F-4Cs, B-52Hs.

3.1.22 **possessive with a gerund**. Use the possessive case for nouns and pronouns (usually proper names and personal nouns and pronouns) that precede a gerund functioning as the subject of a clause:

John's taking the case to court came as a surprise.

We all thought that his skipping school on Friday was pretty cool.

Mother's admitting her involvement in the prank amused us.

but

Boys playing Little League baseball should always wear batting helmets.

Note that in the last example, *boys* is the subject of the sentence, not *playing*, which is not a gerund but a participle (modifying "boys").

3.1.23 **reflexive/intensive pronouns**. Pronouns such as *myself, yourself, himself, herself, itself*, and so forth, are used reflexively or intensively, not as subjects or objects:

Reflexive: I hurt myself.
Intensive: The general himself led his troops into battle.

Incorrect: Philip and myself were the only people in the theater.

Correct: Philip and I were the only people in the theater.

Incorrect: Richard told his secret to Philip and myself.
Correct: Richard told his secret to Philip and me.

3.1.24 **subject-verb agreement**. A verb with a compound subject joined by *or*, *nor*, *either . . . or*, *neither . . . nor*, or *not only . . . but also* agrees with the nearer subject:

Neither I nor your mother is pleased with this grade.

Either ceiling fans or an air conditioner is essential.

Either an air conditioner or ceiling fans are essential.

The object of a prepositional phrase that intervenes between the subject and verb is not part of the subject and therefore has no effect on its number:

Incorrect: The *effect* of the lessons and principles discussed here *have been* profound.

Correct: The *effect* of the lessons and principles discussed here *has been* profound.

The collective noun *number* is singular when it represents an entity and plural when it represents the members of that entity. Generally, "a number of" takes the plural, and "the number of" takes the singular:

A number of students in our English class *take* the advanced placement test each year.

The number of students in our English class who take the advanced placement test each year *is* increasing.

A verb agrees with its subject, not with the subjective complement / predicate nominative:

His main *source* of pleasure *is* his family and friends.

3.1.25 **subjunctive mood**. The subjunctive mood of verbs occurs in idiomatic expressions of wishes (I wish he *were* going with you); conditions contrary to fact (If I *were* you, I would go); recommendations, demands, resolutions, and so forth, in "that" clauses (I ask that the minutes *be* approved) (I insist that he *listen* closely to the sermon); and certain "formulaic" constructions (God *help* us) (*Be* that as it may) (Heaven *forbid*). The most common subjunctive forms are *were* and *be*. The others take the present tense plural form (i.e., no –*s* ending).

3.1.26 **that, which**. Clauses introduced by the relative pronouns *that* and *which* are of two kinds: restrictive and nonrestrictive.

A clause is restrictive or defining when the information it provides about something in the main clause is essential to the meaning of the statement. It is generally preceded by the relative pronoun *that*; *which* can also introduce a restrictive clause:

> I am looking for the book that (which) I lost yesterday.

A nonrestrictive clause is descriptive, can be set off from the rest of the sentence by commas, must be self-contained, and is introduced only by *which*:

> My house, which is old and large, is located on Elm Street.

In some circumstances *that* can be omitted from restrictive clauses:

> When it is the object of a verb: the songs (that) we used to sing.
>
> When it is the object of a preposition: the house (that) we made the delivery to.
>
> When it is the complement of some form of the verb *be*: Rascal is not the horse (that) his father was.
>
> When it is technically the subject of the verb *be* but standing in the complement position: We gave him all (that) there was.

Some writers take this option to the extreme by omitting *that* altogether. Oftentimes, however, *that* must be retained for clarity. For example, when a time element follows the verb, the conjunction *that* is always needed to make clear whether the time element applies to the material preceding or following:

> Governor Bentley announced today that he would sign the income tax bill.

Here, if *that* is omitted, the sentence could mean either that the governor made the announcement today or that he would sign the bill today.

When a sentence with two parallel clauses requires the expression *and that* in the second part, you must retain *that* in the first part of the sentence for parallel construction:

> The senator said that she would run next year and that James Corley would be her campaign manager.

After verbs like *said* or *announced*, you may omit *that* for conciseness: He said (that) he was tired. But if the subject of the clause following the verb can be mistaken for that verb's direct object, *that* must be retained:

> Easily misread: He said a good many things about the project bothered him.
>
> No misreading: He said that a good many things about the project bothered him.

See also which (3.1.32).

3.1.27 **that, which, who, what**. Use *that* to refer to persons, animals, or things; *which* to refer to animals or things; *who*, *whom*, and *whose* to refer to persons (*but* an argument *whose* point was convincing); and *what* to refer to nonliving things.

3.1.28 **there is, there are**. When *there* is the anticipatory subject, the verb should agree in number with the "real" subject, which follows it: "*There is* a *lesson* to be learned here, and *there are* many more *lessons* to be learned." However, like repeated use of *it is*, repeated use of *there is* and *there are* deprives the sentence of strong subject-verb combinations. See also it (3.1.12).

3.1.29 **this**. Although criticized by some writers, using *this* to refer to the idea conveyed in a preceding sentence is acceptable if the reference is neither confusing nor ambiguous:

> John lost his job. This made his creditors uneasy.

However, do not use *this* when it refers only to some part of an idea or to an antecedent not actually expressed:

> Because of inherited venereal disease, their population remains static. This worries the elders of the tribe. (Venereal disease? Static population? Both?)

> The poet is widely admired, but it is difficult to make a living at this. (Writing poetry, but not expressed in sentence.)

Do not use demonstrative *this* in place of personal pronouns:

> We were much impressed by the tour director. This person (not *this*) is capable and well informed.

3.1.30 **Vietnamese** (n., sing. and pl.; adj.)

3.1.31 **whether**. When this term introduces either a complete or elliptical adverbial clause, use *or not* after *whether*:

> Whether or not the car was in good condition, he was determined to buy it.

In noun clauses, you may use the words *or not* with *whether* for emphasis, but they are not necessary:

Whether Tom goes to Birmingham today depends on the weather.

When the alternatives are fully expressed, the use of *or not* with *whether* is redundant:

Whether he lived inside or outside the city limits was irrelevant.

You should repeat *whether* after *or* when the alternatives are long

and complex (Whether . . . or whether . . .).

3.1.32 which. W*hich* can introduce both nonrestrictive and restrictive clauses:

> I read *The Once and Future King*, which is a retelling of Arthurian legend.

> They proposed an operational testing and evaluation method that was based on an approach which [used to avoid repeating "that"] evolved from their experiences during the testing of the weapon system.

Which sometimes unambiguously refers to an entire preceding statement rather than to a single word:

> She ignored him, which proved unwise.

Sometimes, however, the antecedent of *which* may be in doubt:

> Some people worry about overeating, which can be unhealthy. (Worrying? Overeating?)

Sometimes it is better to rewrite the sentence:

> Worrying about overeating can be unhealthy.

See also that, which (3.1.26).

3.2 *Punctuation*

3.2.1 **apostrophe**. Form the possessive of singular nouns by adding an apostrophe and an *s*, and the possessive of plural nouns (except for irregular plurals) by adding an apostrophe only: the student's book, the oxen's tails, the libraries' directors. However, if the addition of 's to a singular noun causes difficulty in pronunciation, add the apostrophe only: for righteousness' sake. For words like "politics" and "economics," whose singular and plural forms end in "s," form the possessive by adding an apostrophe only. The same holds true of the names of places or organizations ending in "s" although the entity is singular (e.g., United States' position; Calloway Gardens' location).

Show joint possession by using the possessive form for the second noun only: Bill and Judy's home. Show individual possession by using the possessive form for both nouns: our dog's and cat's toys. Form expressions of duration in the same way you do possessives: an hour's delay, three weeks' worth, six months' leave of absence.

You can apply the general rule to most proper nouns, including most names ending in sibilants: Burns's poems, Marx's theories, Jefferson Davis's home, Aristophanes's play, the Rosses' and the Williamses' lands.

Form the possessive of words ending in a silent "s" by adding an apostrophe and an "s" (the Marine Corps's motto; Camus's writings).

Use an apostrophe and an "s" for the possessive of words ending in an "eez" sound: Xerxes's.

To show possession for compound nouns, add an apostrophe and an *s* to the final word: secretary-treasurer's, mother-in-law's, mothers-in-law's.

To show possession for indefinite pronouns, add an apostrophe and an *s* to the last component of the pronoun: someone's car, somebody else's books.

Do not use apostrophes to show plurals of decades identified by century: 1960s, 1980s.

Do not use apostrophes to show plurals of letters and figures unless such punctuation is necessary to avoid confusion: Bs and Cs; 1s, 2s, and 3s; B-52s and F-15s; but A's, a's, i's, and u's.

3.2.2 **brackets**. Use brackets to enclose editorial interpolations within quoted material (to clarify references and make corrections) or in place of parentheses within parentheses.

> "In April [actually July] 1943, Jones published his first novel."

> Gen Charles Horner controlled coalition air assets during the Gulf War (specifically, he was the joint force air component commander [JFACC]).

See also sic (1.57).

3.2.3 **bullets**. See display dots (4.5).

3.2.4 **colon**. In a sentence, the presence of a colon indicates a break of the same degree as one indicated by a semicolon. It also signals some sort of relationship between the separated elements. The second element may illustrate or amplify the first:

> Music is more than a collection of notes: it conveys deep feelings and emotions.

Use a colon to introduce a list or a series. If you use *namely*, *for example*, or *that is* to introduce the list or series, do not use a colon unless the list or series consists of one or more complete clauses:

> The book covered three of the most important writers of the Romantic Period: Byron, Shelley, and Keats.
>
> The book covered three of the most important writers of the Romantic Period, namely, Byron, Shelley, and Keats.

Use a colon after *as follows* or *the following* to enumerate several items:

> Test scores were as follows: two 95s, two 80s, and one 65.
>
> The class made the following test scores: two 95s, two 80s, and one 65.

When a colon is used within a sentence, lowercase the first word that follows it unless (1) that word is a proper name, (2) the colon introduces two or more sentences, or (3) the colon introduces speech in a dialogue or extract:

> Beneath the surface, however, is the less tangible question of values: are the old truths true?
>
> Ed had two must-see attractions on his itinerary: Northwest Florida Alligator Emporium and Crazy Bill's Pink Flamingo Ranch.
>
> He had two reasons for not attending the awards ceremony: First, he was shy. Second, he had nothing appropriate to wear.
>
> The umpire heard the fan loud and clear: "You need glasses, you bum!"

Note also that one space, not two, separates the colon from the following text.

Do not use a colon before a series introduced by a verb or preposition:

> *Incorrect*:
> My three immediate goals are: to survive midyear exams, to get to Colorado, and to ski until my legs wear out.
>
> *Correct*:
> My three immediate goals are to survive midyear exams. . . .

Punctuation

Incorrect:
His friend accused him of: wiggling in his seat, talking during the lecture, and not remembering what was said.

Correct:
His friend accused him of wiggling in his seat. . . .

Place a colon outside quotation marks:

Will had one objection to the poem "Altarwise by Owl Light at the Halfway House": it was incomprehensible.

See also subtitle (1.61).

3.2.5   **comma**. Use a comma as follows:

• to set off nonrestrictive clauses—those you could omit without changing the meaning of the main clause:

Ebenezer Scrooge, who lived alone, refused to celebrate Christmas.

• after relatively long introductory phrases:

After reading the letter from the manufacturer, Mary decided to sue the company.

• before *and* or *or* in a series of three or more elements:

Thomas Hobbes said that life in the Middle Ages was solitary, poor, nasty, brutish, and short.

• to set off addresses and place-names:

The harmless drudge lives at 108 Deerfield Drive, Troy, Alabama, with a full complement of dogs and cats.

They moved from Paris, Texas, to Rome, Georgia, in 1987.

(Note commas *before* and *after* the name of the state.)

• with a coordinating conjunction to separate the independent clauses of a compound sentence:

Dr. Lopez criticized the report, and he asked the committee to revise it.

• to separate adjectives that modify the same noun (as a rule of thumb, if *and* can be substituted for the comma, then the comma is appropriate):

Most people consider her a generous, outgoing person.

• to separate groups of three digits in numbers of 1,000 or more (except page numbers):

2,100
465,230
5,722,465

- to set off material enclosed in quotation marks, parentheses, or brackets (place the comma inside the quotation mark [whether single or double] but outside the closing parenthesis or bracket):

> Tom commented, "The remark 'I mean what I say,' used by a character in *Alice in Wonderland*, provoked a heated discussion."
>
> Although the speaker appeared nervous (he stammered quite a bit), he managed to finish his speech.
>
> When the great ship sailed in 1911 [actually 1912], nobody suspected what lay ahead.

- after a title of a work ending in a question mark or an exclamation point if a comma would normally appear where the question mark or exclamation point occurs:

> I can't find my DVD of *Who's Afraid of Virginia Woolf?*, which I watched last night.
>
> "What Do Colleges Want to Know?," a brochure that Jan got from the counselor's office, was quite helpful.
>
>   1. William M. Arkin, "Baghdad: The Urban Sanctuary in Desert Storm?," *Airpower Journal*, Spring 1997, 4–20.

Note that this rule applies only to titles, not quotations:

> "I think I'm going crazy!" she screamed.

Do not use a comma in the following situations:

- to set off restrictive clauses—those you could not omit without changing the meaning of the main clause:

> The notion that all men are created equal was a radical one.

- after a short introductory phrase:

> By 1865 the Confederacy was clearly doomed.

- to set off the year in military-date style:

> They signed the order on 26 July 1947 in Washington.

- to separate compound predicates in a simple sentence:

> Patsy graduated in May and went to work in June.

- to separate adjectives when the first modifies the combined idea of the second plus the noun:

> The estate is surrounded by an old stone wall.
>
> The professor was a little old man.

Note that the converse of the rule of thumb for determining whether to use a comma to separate adjectives (see above) applies here: since

and would not be appropriate either between *old* and *stone* or between *little* and *old*, then no comma is needed.

- to set off *Jr.*, *Sr.*, or a Roman numeral from a name. Although commas are not necessary with *Jr.* and *Sr.*, you may use them if you wish; if so, place one before and after the abbreviation (choose one style and use it consistently). Commas never set off Roman numerals when used as part of a name except when the name is inverted, as in an index.

> Harry Connick Jr. plays piano and sings.
>
> T. Coraghessan Boyle, Sr., is my neighbor.
>
> Adlai E. Stevenson III
>
> Stevenson, Adlai E., III. *The Citizen and His Government.* Austin, TX: University of Texas Press, 1984.

See also omission of comma in ZIP code (1.83).

3.2.6   **dash**. The most common dashes are the em dash (sometimes typed as two hyphens) and the en dash (sometimes typed as a hyphen).
Use an em dash or a pair of em dashes to indicate a sudden break or abrupt change in thought:

> My world and the real world—what a contrast!
>
> He asked—no demanded—that the door be opened.

to set off interrupting or clarifying elements:

> These are shore deposits—gravel, sand, and clay—but marine deposits underlie them.

to introduce a final statement that summarizes a series of ideas:

> Freedom of speech, freedom of worship, freedom from want, freedom from fear—these are the fundamentals of moral world order.

to set off a word or phrase in the main clause that emphasizes or explains:

> George worked several days on the system—a system that was designed to increase production in the department.

If text set off by a pair of dashes requires a question mark or an exclamation point, place it before the second dash:

> Mr. Incredible's unctuous acquaintance Mr. Blowhard—did he realize how tiresome he was?—excelled at making stupidity a virtue.

Do not use more than one pair of em dashes in a sentence.
The en dash is one-half the length of an em dash and is longer than a hyphen. Use an en dash (signifying *up to and including* or *through*)

to connect continuing or inclusive numbers such as dates, time, or reference numbers:

> 1957–63
> February–March 1971
> pages 12–15

The en dash is also used in place of a hyphen in a compound adjective, one element of which is an open compound or a hyphenated word:

> New York–London flight
> Air Force–wide changes
> quasi-public–quasi-judicial body

Use an en dash (signifying *to*) to express scores from sporting events, voting results, and travel expressions even though they don't reflect a range of values:

> The Biscuits beat the Lugnuts 12–10 last night.
> The delegates to the convention approved the proposal 150–97.
> The Chicago–Cleveland train leaves at two o' clock.

You may also use an en dash to identify a particular university campus:

> The University of Alabama–Tuscaloosa

3.2.7 **ellipses**. Indicate the omission of a word, phrase, line, or paragraph from a quoted passage with ellipsis points, which come in threes, are set on the line like periods, and are separated from each other, from the text, and from any contiguous punctuation by one space.

Use three ellipsis points to indicate an omission in the middle of a quoted sentence: "The nuclear-armed GALOSH ABM interceptor . . . has an inherent ASAT capability against low-altitude satellites." Indicate the omission of the last part of a sentence by a period and three ellipsis points (assuming that more quoted material follows). Leave no space between the period and the preceding word, but use a space after the ellipsis points and capitalize the following word if it begins a complete sentence: "The Soviets also have research programs under way on kinetic energy weapons. . . . These programs have been highly successful." (Four ellipsis points should be preceded and followed by grammatically complete sentences.) If space so dictates, you may leave the period at the end of a line and begin the next line with three ellipsis points. You may place a comma, colon, semicolon, question mark, or an exclamation point either before or after three ellipsis points (but not four): "What is the major strength of the Soviet space program? . . . This is the question we intended to explore fully." Remember that ellipsis points are seldom used at the beginning or end of a quoted passage.

Indicate the omission of one or more paragraphs in a long block quotation by three ellipsis points following the period at the end of the paragraph preceding the omitted paragraph. If a paragraph in the block quotation—other than the first paragraph—begins with a sentence that does not open the paragraph in the original, it should be preceded by three ellipsis points:

> Such a tremendous increase in capability exceeds their future civil and scientific requirements. The gap between what we perceive to be Soviet launch requirements and launch capabilities is of great concern to us. . . .
>   . . . This system will expand the current US ICBM field coverage to include US submarine-launched ballistic missiles.

When you replace part of a quoted passage with different wording, enclose the new term(s) with square brackets, but do not use ellipsis points to show that the original wording has been omitted:

> The nuclear-armed GALOSH ABM interceptor deployed around Moscow has an inherent ASAT capability against low-altitude satellites.

> The nuclear-armed GALOSH [missile] deployed around Moscow has an inherent ASAT capability against low-altitude satellites.

However, if bracketed material is next to ellipsis points which show that part of a quoted passage has been omitted (and not replaced with different wording), retain the ellipsis points:

> The nuclear-armed GALOSH [missile] . . . has an inherent ASAT capability against low-altitude satellites.

In a run-in quotation, do not use ellipsis points before the first word of the quotation, even if the beginning of the original sentence has been omitted, or after the last word of the quotation, even if the end of the original sentence has been omitted:

> For example, we now know that the Soviets "are currently producing about 50 SL-4-/SL-6-type vehicles each year—a rate of nearly one a week."

See also brackets (3.2.2).

3.2.8   **hyphenated compound words**. No all-inclusive rule exists for hyphenating compound words such as *many-sided*, *ill-fated*, and *mother-in-law*. If you are not sure about a particular compound, look it up in the dictionary or the *Chicago Manual of Style*'s (16th ed.) hyphenation guide (7.85), or refer to "The Writing of Compounds" in *Webster's Third New International Dictionary of the English Language, Unabridged*. The following are a few general principles:

Use a hyphen to prevent ambiguity. For example, *slow moving van* could mean a moving van that is slow (in which case, hyphenat-

ing *moving van* would be acceptable) or a van that is moving slowly: *slow-moving van.* Although adjective compounds traditionally are hyphenated before the noun they modify and are written open after the noun, you may omit the hyphen in all cases if there is no chance of ambiguity or misreading: smoke filled room, red hot iron. This principle holds true even if the compound is hyphenated in the dictionary. Do not hyphenate an adjective compound consisting of an adverb ending in *-ly* plus a participle or an adjective (highly developed organism).

Hyphenate adjective compounds beginning with *well*, *ill*, *much*, *better*, *best*, *little*, *lesser*, and *least* when they precede the noun, and leave them open after the noun: well-dressed man (*but* the man is well dressed); best-known work (*but* the work is best known); ill-advised action (*but* the action is ill advised). Leave such compounds open if another adverb modifies only the adverb part of the compound rather than the compound as a whole: very much needed addition, *but* very well-read child. If you use quotation marks to enclose an adjective compound that you would normally hyphenate, you may omit the hyphen: "well dressed" man. See also well- (4.2.276).

Measurement compounds are also hyphenated: six-inch-wide board, three-mile limit, 24-gallon tank. If you abbreviate the unit of measure, omit the hyphen: 24 gal. tank.

Compounds consisting of numerals and the word *percent* are left open: 25 percent decrease.

Hyphenate when the second element of a compound is capitalized or is a number: mid-Atlantic tempest, post-1980 developments.

Hyphenate when spelling the word solid creates a homonym, as in re-mark (mark again) versus remark (say).

Hyphenate some compounds in which the last letter of the prefix is the same as the first letter of the word following: anti-intellectual, anti-inflammatory.

Use a "suspension" hyphen to carry the force of a modifier to a later noun: second- or third-rate powers; second-, third-, and fourth-grade students.

Some noun compounds are always hyphenated: relative words with *great* and *in-law*, such as great-uncle, great-great-grandmother, sister-in-law; noun plus noun, expressing two different but equally important functions, such as secretary-treasurer; two-word compounds ending in *elect*, such as governor-elect (*but* probate judge elect); some multiple-word compounds including a preposition and describing someone or something, such as jack-of-all-trades (*but* flash in the pan). Some permanent compounds beginning with *vice*

are hyphenated, such as vice-chancellor, but not vice admiral or vice president or viceroy. See also vice- (4.2.255).

Do not hyphenate capitalized geographical terms used as adjectives: Southeast Asian country, Mobile Bay cruise. See also compound words (4.2.52); titles of works (4.1.149).

Hyphenate age terms in both adjective and noun forms: a five-year-old child, a five-year-old.

Hyphenate color words before but not after a noun: reddish-brown hair, blue-green water; her hair is reddish brown, the water is blue green.

See also word division (1.78).

3.2.9 **omissions**. See ellipses (3.2.7).

3.2.10 **parentheses**. Use parentheses when material inserted in a sentence is so loosely connected with the main thought of the sentence that commas would not be adequate. Such insertions may be explanatory, amplifying, or digressive:

> Another illustration reflects a much more recent instance of a doctrinal notion (table 4).
>
> This manual (issued to all students) covers the fundamental problems.
>
> The funeral for her brother (she misses him terribly) was a sad affair.

If a comma is necessary, place it after the second parenthesis, not before the first. If the parenthetical element within a sentence is itself a sentence, omit the period but retain a question mark or exclamation point:

> As the machine gunner opened fire (it was a .50-caliber gun), all movement ceased.
>
> As the machine gunner opened fire (was it a .50-caliber gun?), all movement ceased.

If parentheses enclose a freestanding sentence, place the period inside the second parenthesis:

> Albert convinced me to go back to college. (I always found his logic irresistible.)

Use parentheses to enclose enumerating letters or numerals (without periods) within a sentence:

> He wanted to (1) consolidate the position, (2) establish contact with guerrillas, and (3) regain control over the inhabitants.

3.2.11 **period**. Place a period at the end of a declarative or imperative sentence. If you use a quotation at the end of a sentence, place the period within the closing quotation mark (double or single). If you use a quotation before the end of a sentence, omit the period or replace it with a comma. To separate sentences, use only one space after a

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closing quotation mark, as well as after a period or other terminal punctuation (e.g., question mark, exclamation point) (see also colon [3.2.4]). When using parentheses or brackets to enclose a freestanding sentence, place the period inside the final parenthesis or bracket. If the enclosed matter is part of a sentence, place the period outside the final parenthesis or bracket. If a question mark or exclamation point is part of the end of a title, do not replace it with a period in contexts in which the period would normally appear.

> The commander said, "You're only half right."
>
> "One should always say, 'I mean what I say.'"
>
> "I'm sure I say what I mean," said Alice. The Cheshire Cat, however, didn't believe her.
>
> The decision to keep the sentence or drop it is a judgment call. (Writing is hard work precisely because it requires so many judgment calls.)
>
> The driver glanced in his rearview mirror at the passenger (certainly an eccentric fellow).
>
> Arkin, William M. "Baghdad: The Urban Sanctuary in Desert Storm?" *Airpower Journal*, Spring 1997, 4–20.
>
> Last night I watched the movie *Help!* I had forgotten how funny it is.

See also Dr. (doctor) (2.143); Jr. (2.258); lists (1.43); Mr., Mrs., Ms. (2.310); no. (2.334); parentheses (3.2.10); quotation marks (3.2.14); Sr. (2.441); Truman, Harry S. (1.65).

3.2.12 possessive. See apostrophe (3.2.1).

3.2.13 question mark. Put a question mark at the end of a direct question that stands alone, as well as one that occurs within a sentence:

> How can I miss you if you won't go away?
>
> How am I going to pass this test? was the question I kept asking myself.
>
> As Mary asked herself, Why am I doing this for him? she glared balefully at John.

Do not put a question mark at the end of an indirect question:

> I asked him what he was doing.
>
> How he had managed to fool me was the question no one could answer.

Put a question mark inside quotation marks, parentheses, or brackets only when it is part of the quoted or parenthetical matter:

> The colonel asked, "Did you receive our inspection report?"
>
> Did you say, "The base commander wants the report immediately"?
>
> Which of the concepts do you believe to be generally shared (at least by your contemporaries)?

3.2.14 **quotation marks**. Enclose quoted words, phrases, and sentences in double quotation marks. Use single quotation marks to enclose quotations within quotations. Quotations within block quotations require double quotation marks.

> 2. Ellen Nakashima and Craig Whitlock, "With Air Force's Gorgon Drone 'We Can See Everything,' " *Washington Post*, 2 January 2011.

> A. Q. Khan noted that throughout history there have been certain individuals who achieved recognition in certain areas. Shaikh Saadi said: "Honour is not earned, it is conferred by the One Who Confers." According to this concept, if a great deed is accomplished by someone, he should regard it as a gift of God rather than "the muscles of his own arms." It is a special favour from God that a particular individual is selected by providence and singled out for a specific task.[71]

Enclose a nickname in quotation marks when it accompanies the full name:

> George Herman "Babe" Ruth

Omit the quotation marks when a nickname is used as part of or in place of a personal name:

> Stonewall Jackson
>
> the Iron Duke

Enclose a conference title in quotation marks:

> "American Writers in the 1930s," a symposium held at the University of Alabama, 15–16 September 1975
>
> *but*
>
> the 1994 State Conference on Writing across the Curriculum

Use quotation marks to enclose words used in an ironic sense, references to spoken language, and slang terms. Subsequent occurrences of these terms need not include the quotation marks. See also italics (4.4).

> The "consultation" could be heard three blocks away.
>
> In Elizabethan dialogue, a change from "you" to "thou" often implies studied insult.
>
> Jacob's grandfather called his Adam's apple his "go fetch it."

Place a comma or a final period within quotation marks, single or double. Put other punctuation marks within quotation marks only if they are part of the quotation. See also period (3.2.11); question mark (3.2.13).

> He said, "I will go."
>
> He asked, "Shall we evacuate the area?"
>
> "I am sure he used the word 'moron.'"

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If you place quotation marks around an adjective compound that you would normally hyphenate, you may omit the hyphen: "well dressed" man.

Place a colon outside quotation marks or parentheses:

> There is one problem with Walt Whitman's "O Captain, My Captain": it is doggerel.

You may use quotation marks to refer to a word as a word (see also italics [4.4]):

> The word "boy" has a pejorative sense in some contexts.

Do not enclose words such as *yes*, *no*, *where*, *how*, and *why* in quotation marks when they are used singly, except in direct discourse:

> Ezra always answered yes; he could never say no to a friend.
> "Yes," he replied weakly.

Enclose in quotation marks the titles of articles in journals and newspapers; chapter titles; the titles of draft versions of books and other unpublished works; and the titles of short stories, short poems, dissertations, theses, essays, and Air Force doctrine annexes (see "Doctrine Publications, Manuals, Instructions, Directives, and Others" in "Appendix A: Note Citations" and "Appendix B: Bibliographic Entries"). See also italics (4.4); mottoes (1.44); words as words (4.4.23).

3.2.15 semicolon. Use a semicolon to separate independent clauses not connected by a coordinating conjunction:

> John stayed home for the holidays; he had nowhere else to go.

Use a semicolon (not a comma) before words such as *however*, *therefore*, *hence*, *consequently*, *moreover*, *nevertheless*, and so forth, when they connect two independent clauses. (Use a comma after these words.)

> All such missions should remain secondary to the primary mission; however, all commanders of flying Air Force units must prepare to fly such missions with minimum notice.

You may want to use a semicolon with a coordinating conjunction in a compound sentence whose independent clauses are long and contain internal punctuation:

> Ishmael, the narrator, goes to sea, he says, "whenever it is a damp, drizzly November" in his soul; and Ahab, the captain of the ship, goes to sea because of his obsession to hunt and kill the great albino whale, Moby Dick.

When items in a series are lengthy or contain internal punctuation, separate them by semicolons:

> Mark prepared for the exam by reading the material, which caused him great difficulty; by studying with Tom, who knew less than he did; and by praying, which he did frequently.

> We will need the following supplies: pencils, three boxes; pens, five boxes; paper, four reams; typewriter ribbons, fifteen; and staples, two boxes.

Place a semicolon outside quotation marks or parentheses:

> Dan's favorite poem is "Stopping by Woods on a Snowy Evening"; he reads it whenever he feels troubled.

> Sam gave his wife a toaster oven for her birthday (he was a very practical fellow); needless to say, she was overwhelmed.

3.2.16 **series of items**. The number of commas separating items in a series should be one fewer than the number of items in the series. Hence, three items in a series should be separated by two commas: planes, boats, and trains. See also comma (3.2.5).

3.2.17 **slash**. Use a slash (/) to indicate alternatives. If one of the terms is an open compound, use a space before and after the slash: he/she, and/or, Hercules/Heracles, World War I / World War II. In URLs, do not use a space before or after single or double slashes. In printed copy, a line may break before a single slash but not between two slashes. See also and/or (1.9), dates (1.24), URL (2.486), DOI (2.142).

3.2.18 **year (punctuation with)**. See dates (4.3.6).

3.2.19 **zip code or ZIP (zone improvement plan) code (punctuation with)**. See 1.83.

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4.0 Mechanics

4.1 *Capitalization*

Use as few capital letters as possible, and avoid capitalizing anytime you are in doubt. The following conventions will help you decide whether capital letters are appropriate.

Proper nouns—those that name a particular person, place, or thing—are capitalized. One test of a proper noun is that it does not take a limiting modifier; thus, "*this* [or] *any* [or] *some* 857th Combat Support Group," for example, is not appropriate (since there's only one such group). However, a common noun, which isn't capitalized, can take a limiting modifier, as in "this combat support group" (since it's generic). Because the following examples can take a limiting modifier, they are common nouns and, therefore, are not capitalized:

>base supply
>civil engineer squadron
>military personnel flight
>accounting and finance office

Capitalize civil, military, religious, and professional titles and titles of nobility when they immediately precede someone's name:

>President Obama   General Fadok
>Secretary of Defense Hagel   Sergeant Mann
>Queen Caroline   Professor Elliott
>Cardinal Richelieu   Colonel Allen

Capitalize titles associated with more than one person:

>Generals Grant and Lee

Lowercase titles that follow someone's name or that stand alone:

>Barack Obama, president of the United States   the president
>Chuck Hagel, secretary of defense   the secretary
>Richard Shelby, senator from Alabama   the senator
>Gen Mark A. Welsh III, Air Force chief of staff the chief of staff
>Lt Gen David S. Fadok,   the commander
>   Air University commander and president   and president

Lowercase titles used in apposition to a name—no commas (see comma, "restrictive clauses" [3.2.5]; appositives [3.1.3]):

>Montgomery mayor Todd Strange
>Air Force general Edward Rice

Capitalize the names of buildings, monuments, and so forth:

>the White House   the Eiffel Tower
>the Israeli Embassy   the Tomb of the Unknowns

Capitalize the full and (oftentimes) the shortened names of national governmental and military bodies:

US Congress	Congress
Department of Defense	Defense Department, the department
Department of State	State Department, the department
US Air Force	Air Force
US Army	Army
US Marine Corps	Marine Corps, Marines, the Corps
US Navy	Navy
Montgomery City Council	the city council

Capitalize the full names of boards, committees, organizations, and bureaus:

National Labor Relations Board
Committee on Foreign Affairs
Organization of American States
Bureau of the Census
Veterans Administration

Do not capitalize shortened forms of the full titles for departments, directorates, centers, and similar organizations; the same principle applies to the names of conferences:

Department of Labor	the department
Directorate of Data Processing	the directorate
Center for Strategic Studies	the center
Special Plans Division	the division
Air University Press	the press
Design Branch	the branch
Western Region Writing-Style Conference	the conference

Capitalize the full titles of treaties, laws, acts, bills, amendments, and similar documents, but lowercase their shortened forms:

Intermediate-Range Nuclear Forces (INF) Treaty	the treaty
Conventional Forces in Europe (CFE) Treaty	the treaty
Treaty of Verdun	the treaty
National Labor Relations Act	the labor act, the act
First Amendment (to the US Constitution)	the amendment

Capitalize the full names of judicial bodies; lowercase shortened forms and adjective derivatives:

California Supreme Court, state supreme court
Circuit Court of Calhoun County, county court, circuit court
traffic court, juvenile court

Capitalize the names of national and international organizations, movements, alliances, and members of such organizations and political parties. The words *party* and *movement* are capitalized when they are part of an organization's name.

The African National Congress party

Bolshevik, Bolshevist, Bolshevik movement, Bolshevism; bolshevist, bolshevism (referring to the theory or system of thought and to its adherents/advocates)

Communist Party, the party, Communist(s) (member[s] of the organization or movement), Communist bloc, Communism (referring to the Marxist doctrine or totalitarian system of government); communism, communist (referring to the theory or system of thought and to its adherents/advocates)

Communist Party USA (CPUSA)

Common Market

Democratic Party, Democrat, democracy, democrat (general advocate of democracy)

Eastern bloc

Fascist Party, Fascist(s); fascism, fascist (referring to the theory or system of thought and to its adherents/advocates)

Federalist Party, Federalist(s); federalism, federalist (referring to the theory or system of thought and to its adherents/advocates)

Holy Alliance, the alliance

Marxism-Leninism, Marxist-Leninist; marxism, marxist (referring to the theory or system of thought and to its adherents/advocates)

right wing, right-winger, leftist, the Right, the Left

Socialist Party, the party; socialism, socialist (referring to the theory or system of thought and to its adherents/advocates)

Capitalize the names of generally accepted historical or cultural epochs:

Dark Ages

Jazz Age

Middle Ages

Reformation

Roaring Twenties

but

information age

Capitalize the full titles of armies, navies, air forces, fleets, regiments, battalions, companies, corps, and so forth. Lowercase the words *army*, *navy*, *air force*, and so forth, when they are not part of an official title (except when they refer to US forces). Similarly, capitalize the official names of foreign military forces, but lowercase subsequent references to those forces:

Allied armies

Al Quwwat al Jawwiya il Misriya, Egyptian air force, the air force

Army of Northern Virginia

Axis powers

Confederate army (American Civil War)

Continental army (American Revolution)

Eighth Air Force

Fifth Army, the Fifth, the army

1st Battalion, 178th Infantry; the battalion, the 178th

3d [or 3rd] Infantry Division, the division, the infantry

1st Armored Division, the division
III Corps Artillery
French foreign legion
Fuerza Aérea Argentina, Argentinean air force, the air force
Heyl Ha'avir, Israeli air force, the air force
Luftwaffe, the German air force
Nihon Koku Jieitai, Japan air self-defense force, the air self-defense force
the 187th Fighter Group (Air National Guard), the group
People's Liberation Army, Red China's army, the army
Red Army (Russian, World War II), Russian army
Royal Air Force, British air force, the air force
Royal Navy, British navy, the navy
Royal Scots Fusiliers, the fusiliers
Seventh Fleet, the fleet
Twenty-First Air Force
Union army (American Civil War)
United States Air Force, the Air Force
United States Army, the Army, the American Army, the armed forces
United States Coast Guard, the Coast Guard
United States Marine Corps, the Marine Corps, the US Marines,
   the Marines, the Corps, Fleet Marine Corps
United States Navy, the Navy
United States Signal Corps, the Signal Corps

Capitalize the full titles of wars, but lowercase the words *war* and *battle* when used alone:

American Civil War, the Civil War, the war
American Revolution, the Revolution, the Revolutionary War
Battle of Britain
Battle of the Bulge, the bulge
Battle of Bunker Hill, Bunker Hill, the battle
the Blitz
European theater of operations
Falklands War
Gulf War
Korean conflict
Korean War
Operation Overlord
Seven Years' War
Spanish civil war
Tet Offensive
Vicksburg campaign
Vietnam War
western front (World War I)
World War I (or 1), the First World War, the war, the two world wars
World War II (or 2), the Second World War, the war

Capitalize the names of medals and awards:

Distinguished Flying Cross
Medal of Honor
Purple Heart
Victoria Cross
Croix de Guerre (sometimes lowercased)

Capitalize but don't italicize the designations of make, names of planes, and names of space programs:

Boeing 747	Project Apollo
Concorde	Trident missile
Nike	U-boat

Do not capitalize or italicize generic types of vessels, aircraft, and so forth:

aircraft carrier
space shuttle
submarine

Capitalize the titles of official documents, instructions, directives, letters, standard forms, and shortened forms of titles, but don't capitalize common nouns that refer to them:

AFMAN 13-220, *Deployment of Airfield Operations*	the manual
AFPAM 11-216, *Air Navigation*	the pamphlet
AFPD 10-1, *Mission Directives*	the policy directive
AFI 63-101, *Acquisition and Sustainment Life Cycle Management*	the instruction

Capitalize such words as *empire*, *state*, *county*, and so forth, that designate political divisions of the world, when they are part of a proper name. Lowercase these terms when they are not part of a proper name or when they stand alone:

Montgomery County, the county
11th Congressional District, the congressional district, the district
Fifth Ward, the ward
Indiana Territory, the territory of Indiana, the territory
New England states
New York City, the city of New York, the city
Roman Empire, the empire
Washington State, the state of Washington
the British colonies

Capitalize all principal words in titles and subheadings. See also titles of works (4.1.149).

Capitalize proper names that designate parts of the world or specific regions:

Central America	eastern Europe, but Eastern Europe (political division)
central Europe, *but* Central Europe (political division of World War I)	Far East
the Continent (Europe), the European continent	Far West
the East, easterner, eastern seaboard	the Gulf, Persian Gulf region
East Coast	the North, northerner, Northerner (Civil War context)
	North Africa, northern Africa

North American continent	Tropic of Cancer
North Pole	West Coast
the South, southerner, Southerner (Civil War context)	western Europe, *but* Western Europe (political division)
Southeast Asia	Western world
Southern Hemishpere	
South Pacific, southern Pacific	
the Southwest (US)	

Lowercase the names of the four seasons unless they are personified; however, capitalize them as part of the date of publication in note references:

> spring, summer, fall, winter
> In April, Spring sends her showers to pierce the drought of March.
> 　　2. Dr. James H. Toner, "Military OR Ethics," *Air and Space Power Journal* 17, no. 2 (Summer 2003): 80.

Capitalize the names of specific academic courses:

> DS 613-Strategic Force Employment
> CL 6362-Air Staff Familiarization

Capitalize registered trademark names (see also trademarks [1.64]):

Coca-Cola (*but* cola drink)	Levi's
Kleenex (*but* tissue)	Ping-Pong (*but* table tennis)
Band-Aid	Xerox (*but* xerox [verb])

Capitalize signs, notices, and mottoes in text (see also mottoes [4.1.105]):

> The company had a No Entrance sign at the gate.
> The cry of the French Revolution was Liberty, Equality, and Fraternity.

Capitalize the generic part of proper nouns when it occurs in the plural, whether it follows or precedes the nouns:

> the Alabama and Mississippi Rivers
> Fairview and Maple Streets
> Mounts Washington and Rainier

4.1.1　**active Air Force**

4.1.2　**active duty** (n., adj.)

4.1.3　**acts, amendments, bills, and laws**. Capitalize the full title (formal or popular) of an act or a law, but lowercase all shortened forms: Atomic Energy Act, the act; Sherman Antitrust Law, the antitrust law, the law; Article 6, the article.

A legislative measure is a bill until it is enacted; it then becomes an act or a law. Lowercase the names of bills and proposed constitutional amendments: equal rights amendment (not ratified), food stamp bill.

Capitalize the formal title of an enacted and ratified amendment to the United States Constitution (including the number): the Fifth Amendment, the 18th Amendment. But lowercase informal titles of amendments: the income tax amendment.

4.1.4 **AD (anno Domini)**. Write the abbreviation using either small caps with or without periods or full caps without periods (choose one style and use it consistently); the abbreviation precedes the year: AD 107. See also BC (before Christ) (2.75, 4.1.26).

4.1.5 **administration**. Capitalize *administration* as part of the proper name of an agency: General Services Administration. Lowercase the term as part of the name of a political organization: Nixon administration.

4.1.6 **agency**. Capitalize *agency* in proper names, but lowercase the shortened form: Federal Security Agency, the agency.

4.1.7 **air base**. Capitalize *air base* when it is part of a proper noun: Kadena Air Base, Japan. Lowercase the shortened form: the air base.

4.1.8 **air force**. Capitalize *air force* when you refer to the US service: United States Air Force, Air Force. Use lowercase letters for an air force in general. Capitalize the term when it is part of the official name of a foreign air force: Royal Air Force. Use lowercase letters for subsequent references: British air force. See also capitalization (4.1).

4.1.9 **Air Force base**. Capitalize *base* when the full term is part of a proper noun: Maxwell Air Force Base, Alabama. Otherwise, lowercase *base*: the Air Force base.

4.1.10 **Air Force One** (the president's aircraft)

4.1.11 **AirLand Battle**

4.1.12 **Airman, Airmen** (capitalize in references to US Air Force personnel)

4.1.13 **Air Staff**

4.1.14 **allied, allies**. Capitalize *allied* or *allies* in the context of World War I and World War II.

4.1.15 **a.m. (ante meridiem [before noon])**. Either write the abbreviation in lowercase with periods or set it in small caps without periods (choose one style and use it consistently). See also p.m. (post meridiem [after noon]) (4.1.117).

4.1.16 **amendments**. See acts, amendments, bills, and laws (4.1.3).

4.1.17 **appendix**. Capitalize *appendix* as a document title: Appendix A, Appendix B, Appendix C. Lowercase the term in textual references (see appendix A). If you wish to include a document such as an Air Force instruction as an appendix to your study, reproduce that document verbatim.

4.1.18 **armed forces**

4.1.19 **army**. Capitalize *army* when you refer to the US service: United States Army, Army. Lowercase the term when you refer to an army in general. Capitalize *army* when it is part of the official name of a foreign army: Red Army. Use lowercase letters for subsequent references: Russian army. See also capitalization (4.1).

4.1.20 **article (part of a document)**. See acts, amendments, bills, and laws (4.1.3).

4.1.21 **associate's degree**. Capitalize the name of the degree (Associate of Arts, Associate of Science) when it follows someone's name (John Smith, Associate of Arts). Lowercase when referring to the degree in general terms (John Smith has an associate of arts degree). See also academic degrees and titles (2.9); bachelor's degree (4.1.22); doctorate (4.1.55); master's degree (4.1.96).

4.1.22 **bachelor's degree**. Capitalize the name of the degree (Bachelor of Arts, Bachelor of Science) when it follows someone's name (John Smith, Bachelor of Arts). Lowercase when referring to the degree in general terms (John Smith has a bachelor of arts degree). See also academic degrees and titles (2.9); associate's degree (4.1.21); doctorate (4.1.55); master's degree (4.1.96).

4.1.23 **battalion**. Capitalize *battalion* in proper names: 3d [or 3rd] Battalion, 10th Battalion.

4.1.24 **battle**. Capitalize *battle* in proper names: Battle of the Bulge, Battle of Bunker Hill.

4.1.25 **Battlefield Airman/Airmen**

4.1.26 **BC (before Christ)**. Write the abbreviation using either small caps with or without periods or full caps without periods (choose one style and use it consistently); the abbreviation follows the year: 240 BC. See also AD (anno Domini) (2.13, 4.1.4).

4.1.27 **Berlin airlift**

4.1.28 **Berlin Wall**

4.1.29 **bills (congressional)**. See acts, amendments, bills, and laws (4.1.3).

4.1.30 **black (people)** (n., adj.). You may either capitalize or lowercase this term; choose one style and use it consistently. See also white (people) (4.1.159).

4.1.31 **board**. Capitalize *board* when it is part of a proper name: National Labor Relations Board. Lowercase it in generic references: the board.

4.1.32 **Bosnian crisis**

4.1.33 **building names**. Capitalize the names of governmental buildings, churches, office buildings, hotels, and specially designated rooms: the Capitol (state or national), Criminal Courts Building, First Presbyterian Church, Empire State Building, Oak Room.

4.1.34 **bureau**. Capitalize *bureau* when it is part of a proper name but not in reference to a newspaper's news bureau: Bureau of Indian Affairs, Newspaper Advertising Bureau, Washington bureau of the *New York Times.*

4.1.35 **chief of staff**. See capitalization (4.1).

4.1.36 **civil service**

4.1.37 **coalition forces**

4.1.38 **cold war or Cold War**. Lowercase *cold war* in references to an ideological conflict in general; uppercase the term in references to the ideological conflict between the United States and the Soviet Union.

4.1.39 **committee**. See congressional committees and subcommittees (4.1.46).

4.1.40 **communism**. Lowercase when referring to the theory or system of thought. Capitalize when referring to the Marxist doctrine or a totalitarian system of government, as in the former Soviet Union. See also capitalization (4.1).

4.1.41 **communist** (n., adj.) Lowercase as a noun or adjective when referring to an adherent or advocate of the theory or system of thought. Capitalize as a noun or adjective when referring to a member, adherent, or advocate of a Communist organization or movement or to a person involved in revolutionary activities. See also capitalization (4.1).

Capitalization

4.1.42 **Communist bloc**. See also capitalization (4.1).

4.1.43 **Communist Party**. See also capitalization (4.1).

4.1.44 **Congress**. Capitalize *congress* when referring to the US Congress.

4.1.45 **congressional**. Lowercase *congressional* except when it is part of a particular title or office: *Congressional Record*, Congressional Budget Office, congressional district.

4.1.46 **congressional committees and subcommittees**. Capitalize *committee* or *subcommittee* when either word is part of a full title: Committee on Foreign Affairs, the committee; Subcommittee on Energy and the Environment, the subcommittee.

4.1.47 **congressman, congresswoman**. Lowercase *congressman* and *congresswoman* except when they precede a person's name. Capitalize *senator* and *representative* when they precede a person's name: Congresswoman Lowey, the congresswoman from New York; Senator Shelby, the senator from Alabama. See also abbreviations (2.0).

4.1.48 **constitutional amendments**. Capitalize the full titles of amendments to the US Constitution: Fifth Amendment, 18th Amendment, the amendment. See also acts, amendments, bills, and laws (4.1.3).

4.1.49 **courses, academic**. See capitalization (4.1).

4.1.50 **Cuban missile crisis**

4.1.51 **Democratic Party, Democrat(s) (member[s] of the party), democracy**. See also capitalization (4.1).

4.1.52 **department**. See capitalization (4.1).

4.1.53 **directions (north, south, east, west, north-northwest [NNW], north-northeast [NNE], south-southwest [SSW], south-southeast [SSE])**. See also capitalization (4.1).

4.1.54 **director, directorate**. See capitalization (4.1).

4.1.55 **doctorate**. Capitalize the name of the degree (Doctor of Philosophy, Doctor of Education) when it follows someone's name (John Smith, Doctor of Philosophy). Lowercase when referring to the degree in general terms (John Smith has a doctorate). See also academic de-

grees and titles (2.9); associate's degree (4.1.21); bachelor's degree (4.1.22); master's degree (4.1.96).

4.1.56 **earth**. In nonscientific writing, lowercase "earth" preceded by "the" or in expressions such as "down to earth." Capitalize the term used as the proper name of our planet, usually without "the."

> The earth's beauty is astounding.
> What on earth are you doing?
> The probe left Earth on its journey to Mars.

In nonscientific writing, lowercase "sun" and "moon" and their plurals.

> He has seen eclipses of both the moon and the sun.
> Titan is the largest of Saturn's moons.

4.1.57 **Earth station**

4.1.58 **e-mail** (n., sing. and pl.; verb)

4.1.59 **e-mailer** (n.)

4.1.60 **empire**. See capitalization (4.1).

4.1.61 **exercises**. Capitalize only the initial letter(s) of the name of the exercise unless the name is an acronym: Desert Strike, REFORGER (return of forces to Germany). See also operations, names of (4.1.111).

4.1.62 **federal, federal government**

4.1.63 **floor leader**. Lowercase *floor leader*, whether preceding or following the name:

> He consulted floor leader Hugh L. Brown, a Republican.
>
> Rep. Hugh L. Brown, the Republican floor leader, was available for questions.

4.1.64 **foreign military services**. See capitalization (4.1).

4.1.65 **fort**. Spell out and capitalize *fort* when it is part of a proper name: Fort Hood.

4.1.66 **free world or Free World**

4.1.67 **führer or fuehrer**

4.1.68 **general (military rank)**. See abbreviations (2.0); capitalization (4.1); military titles and offices (2.296).

4.1.69   Geneva convention(s)

4.1.70   g-force

4.1.71   global war on terrorism (GWOT)

4.1.72   government, federal government, US government

4.1.73   group. Capitalize *group* when it is part of a proper name: 42d [or 42nd] Medical Group, the group.

4.1.74   G suit

4.1.75   Gulf War. See also capitalization (4.1); Persian Gulf War (4.1.115).

4.1.76   headquarters. Spell out and capitalize *headquarters* when referring to Air Force headquarters and headquarters of major commands: Headquarters USAF, Headquarters ACC, *but* the headquarters.

4.1.77   highway. Capitalize *highway* in proper names, but lowercase the shortened form: Alcan Highway, the highway. Use Arabic numerals to designate state, federal, and interstate highways: Interstate 85, Alabama 41.

4.1.78   Ho Chi Minh Trail

4.1.79   house. Capitalize *house* when referring to the House of Representatives, in full or shortened form: the House. Lowercase in other contexts: the lower house of Congress.

4.1.80   information age

4.1.81   international date line

4.1.82   Internet (the global network of computers)

4.1.83   iron curtain. The term *iron curtain* is often capitalized when it refers to the political, military, and ideological barrier that isolated an area under control of the former Soviet Union.

4.1.84   jeep. Lowercase *jeep* when referring to a military vehicle. Capitalize when referring to the trademark of the civilian vehicle.

4.1.85   joint doctrine

4.1.86   Joint Staff. The staff under the chairman of the Joint Chiefs of Staff.

Capitalization

4.1.87 **journals**. Capitalize all main words of the title of a journal, and italicize both the full title and its abbreviation: *Air and Space Power Journal*, *ASPJ*. See also italics (4.4); titles of works (4.1.149).

4.1.88 **judicial branch**. See capitalization (4.1).

4.1.89 **Korean conflict**

4.1.90 **Korean War**

4.1.91 **laws**. See acts, amendments, bills, and laws (4.1.3).

4.1.92 **legislative bodies, legislative branch**. See capitalization (4.1).

4.1.93 **localities and regions**. Capitalize the popular names of specific localities and regions: East Side, Sun Belt, Twin Cities. See also capitalization (4.1).

4.1.94 **Marine Corps, Marine(s), Marine**. Capitalize *Marine(s)* as a synonym for the US Marine Corps: Jim enlisted in the Marines; a Marine landing. Also capitalize references to individuals (US personnel): three Marines, a company of Marines. Shortened title: Marine Corps, the Corps.

4.1.95 **Marshall Plan, the plan**

4.1.96 **master's degree**. Capitalize the name of the degree (Master of Arts, Master of Science) when it follows someone's name (John Smith, Master of Arts). Lowercase when referring to the degree in general terms (John Smith has a master of arts degree). See also academic degrees and titles (2.9); MPMS (2.309); MMOAS (2.300); MSS (2.313); associate's degree (4.1.21); bachelor's degree (4.1.22); doctorate (4.1.55).

4.1.97 **medals**. Capitalize names of specific medals and awards:

> Medal of Honor
> Distinguished Flying Cross
> Legion of Merit

See also capitalization (4.1).

4.1.98 **Middle Ages**

4.1.99 **MiG(s)**. Capital *M*, lowercase *i*, capital *G*. Soviet aircraft developed by the design bureau of Gen Artem *Mi*koyan and Gen Mikhail *G*urevich.

4.1.100   **military establishment**

4.1.101   **military-industrial complex**

4.1.102   **military terms**. Capitalize proper names of armies, navies, air forces, fleets, regiments, battalions, companies, corps, and so forth. Lowercase the words *army*, *navy*, *air force*, and so forth, standing alone or when they are not part of a proper name (except when they refer to US forces):

> When questioned about a separate air force, the general saw it as a matter for the Army to decide.

See also capitalization (4.1).

4.1.103   **military titles and offices**. See 2.296.

4.1.104   **moon**. See also earth (4.1.56).

4.1.105   **mottoes**. Enclose mottoes and similar expressions in quotation marks, capitalize them as if they were titles, or capitalize the first word only:

> "A penny saved is a penny earned" was his favorite maxim.
>
> The flag bore the motto Don't Tread on Me.
>
> He was fond of the motto All for one and one for all.

4.1.106   **naval forces**. Lowercase *naval forces*, but use *Navy forces* in the context of the US Navy.

4.1.107   **naval station**. Capitalize *naval station* only in proper names: Norfolk Naval Station, the naval station, the station. Use *Navy station* to refer to a US Navy installation.

4.1.108   **Navy**. Capitalize *Navy* when referring to the US service. For foreign naval forces, see capitalization (4.1).

4.1.109   **nuclear triad**

4.1.110   **officials, government**. See capitalization (4.1).

4.1.111   **operations, names of**. Write the names of operations with initial capital letters: Operation Haylift, Operation Torch, Operation Crossroad, Operations Desert Shield and Desert Storm, Operation Iraqi Freedom, Operation Enduring Freedom.

4.1.112   **organizations**. See capitalization (4.1).

4.1.113   **panzer, Panzer IV (German tank); panzer division, 17th Panzer Division (German armored division)**

4.1.114 **party (political)**. See capitalization (4.1).

4.1.115 **Persian Gulf War**. See also capitalization (4.1); Gulf War (4.1.75).

4.1.116 **plans**. Capitalize the names of military plans.

> Air War Plans Division, Plan 1 (AWPD-1), Munitions Requirements of the Army Air Forces

4.1.117 **p.m. (post meridiem [after noon])**. Either write the abbreviation in lowercase with periods or set it in small caps without periods (choose one style and use it consistently). See also a.m. (ante meridiem [before noon]) (4.1.15).

4.1.118 **president**. Capitalize *president* only when the term precedes a person's name; otherwise, lowercase it. You may either capitalize and spell out or capitalize and abbreviate *president* when it precedes a full name (choose one style and use it consistently): President John F. Kennedy *or* Pres. John F. Kennedy; President Kennedy; the president. See also capitalization (4.1); abbreviations (2.0).

4.1.119 **RAND or RAND Corporation**

4.1.120 **regiment**. 2d [or 2nd] Armored Cavalry Regiment, the regiment. See also capitalization (4.1); military units (4.3.17).

4.1.121 **regions of the world**. See capitalization (4.1).

4.1.122 **regular**. Capitalize *regular* when it is part of the name of a component: Regular Air Force, Regular Army.

4.1.123 **Republican Party, Republican(s) (member[s] of the party)**. See also capitalization (4.1).

4.1.124 **Reserve(s)**. Capitalize *Reserve(s)* if the term is part of the name of a component: Air Force Reserve, Ready Reserve, Standby Reserve. Capitalize it as a synonym for Air Force Reserve: the Reserve. *But* reserve component, the reserve officer, the reservist(s) (all generic, service unspecified). As a guide to capitalization, apply the following test: if *Air Force Reserve* can be logically substituted for *reserve*, use *R.* The same rule applies to other military services.

4.1.125 **Sailor** (in references to US personnel)

4.1.126 **seasons**. Do not capitalize the four seasons unless they are personified: spring, summer, fall, winter. Capitalize them in publication dates in endnotes for journal references: (Fall 2003). See also capitalization (4.1).

Capitalization

4.1.127 **security classification**. Capitalize only the initial letter of a term indicating a specific security classification: Secret, Confidential.

4.1.128 **Senate**. Capitalize this term in references to the US Senate.

4.1.129 **senator**. You may either capitalize and spell out or capitalize and abbreviate *senator* when it precedes a full name (choose one style and use it consistently); capitalize and spell out the term when it precedes a surname only; lowercase the term when it follows a personal name or is used alone in place of a name: Senator Richard Shelby *or* Sen. Richard Shelby; Senator Shelby; Richard Shelby, Republican senator from Alabama; the senator from Alabama. See also abbreviations (2.0); capitalization (4.1).

4.1.130 **service**. Lowercase *service* in references to one of a nation's military forces (e.g., an army or navy).

4.1.131 **show of force**

4.1.132 **Signal Corps, the corps**

4.1.133 **Smithsonian Institution**

4.1.134 **Socialist Party, Socialist (member of the party), socialism (theory or school of thought), socialist (advocate of socialism)**. See also capitalization (4.1).

4.1.135 **Soldier** (in references to US personnel)

4.1.136 **South**. Capitalize in references to a specific geographical region. See also capitalization (4.1).

4.1.137 **space programs**. Capitalize but do not italicize the names of space programs: Project Apollo.

4.1.138 **space shuttle**

4.1.139 **Speaker of the House of Representatives, the Speaker of the House, the Speaker**. Capitalize *Speaker* to avoid ambiguity.

4.1.140 **Spetsnaz**

4.1.141 **Sputnik**. Capitalize this term; italicize when it is part of the name of a specific satellite: *Sputnik II*.

4.1.142 **squadron**. Capitalize *squadron* in references to a numbered unit, but lowercase it when used alone: 732d [or 732nd] Bomber Squadron, the squadron.

4.1.143 **standby** (n., adj.). Capitalize *standby* in references to the Air Force Reserve: Standby Reserve. See also Reserve(s) (4.1.124).

4.1.144 **stealth bomber, stealth technology**

4.1.145 **sun**. See also earth (4.1.56).

4.1.146 **Supreme Court (of the United States)**. Shortened form: the Court. See also capitalization (4.1).

4.1.147 **theater, theatre**. Shortened form of *theater of operations* or *theater of war.* Lowercase, as in European theater. Either spelling is standard; choose one and use it consistently.

4.1.148 **third world or Third World** (n., adj.)

4.1.149 **titles of works**. Capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions in titles and subheadings. Lowercase articles (*the*, *a*, *an*), coordinating conjunctions (*and*, *but*, *or*, *for*, *nor*, *yet*, *so*), and prepositions, unless they are the first or last words of the title or subtitle. Lowercase the *to* in infinitives. Lowercase the word *as*.

> The Problem with Our Airpower Doctrine

Always capitalize the first element of a hyphenated compound word in a title; capitalize the other elements unless they are articles, prepositions, or coordinating conjunctions:

> Eighteenth-Century Fiction
> Over-the-Hill Gang
> Fly-by-Night Businesses

Do not capitalize the second element of a hyphenated prefix unless it is a proper noun or proper adjective:

> Anti-inflationary Guidelines
> Non-Christian Religions

Capitalize the second element of a hyphenated, spelled-out number:

> Lolita's Twenty-First Birthday

Capitalize the final element of a hyphenated compound at the end of a title unless it is a hyphenated prefix:

> Avoiding a Run-In
> Haven of Anti-intellectualism

See also italics (4.4).

4.1.150 **treaties, pacts, and plans**. See capitalization (4.1).

4.1.151 **Vietnam War**

Capitalization

4.1.152 **wars**. Capitalize full titles of wars, but lowercase the shortened form: Spanish-American War, the war; Korean War, the war; Vietnam War, the war.

4.1.153 **Warsaw Pact, Warsaw Pact nations**

4.1.154 **Web (or web) terms**. The *Chicago Manual of Style* recommends lowercasing "web" (from "World Wide Web") when it appears alone or with other generic terms: web, website (one word), web page. However, *Merriam-Webster's Collegiate Dictionary* lists both lowercased and uppercased forms of the term: Web, Web site (two words), webcam (often cap), webcast (often cap), webmaster (often cap). Choose one system and use it consistently. *World Wide Web* and *Internet* remain capitalized.

See also WWW (World Wide Web) (2.525).

4.1.155 **West(ern)**. Capitalize terms that include *West*(*ern*) if they are considered proper names; lowercase such terms if they are not considered proper names or if they are merely directional: Western world, the West, Midwest (US), Far West, *but* western, far western, western Pacific Ocean. See also capitalization (4.1).

4.1.156 **western front (World War I)**

4.1.157 **Western Hemisphere**

4.1.158 **white paper**. Lowercase *white paper* unless it is part of a title:

> The State Department summarized its findings in a white paper on terrorism.
>
> The State Department released its findings in a report, "A White Paper on Terrorism."

4.1.159 **white (people)** (n., adj.). You may either capitalize or lowercase this term; choose one style and use it consistently. See also black (people) (4.1.30).

4.1.160 **wing**. Capitalize *wing* when it is part of a proper name: 42d [or 42nd] Air Base Wing *but* the wing.

4.1.161 **work order**. Lowercase *work order* when it is used generically. Capitalize the term when it is part of a title (e.g., Minor Maintenance Work Order [AF Form 1827]).

4.1.162 **Wright brothers**

4.1.163 **Xerox** (n.), **xerox** (v.). See also 1.81, 4.1.

4.1.164 **zip code or ZIP (zone improvement plan) code**. See also 1.83.

4.2 *Spelling and Word Formation*

This style guide uses *Webster's Third New International Dictionary of the English Language, Unabridged* and the 11th edition of *Merriam-Webster's Collegiate Dictionary* as authoritative sources for the spelling of common words. These dictionaries often identify variations in spelling that are considered standard usage (e.g., toward *or* towards; adviser *also* advisor; flyer *variant of* flier). Either spelling is acceptable. Select the one you prefer and use it consistently throughout a particular piece of writing. For the spelling of place-names, refer to such authoritative sources as the *Columbia Gazetteer of North America*, *The Times Atlas of the World*, *Merriam-Webster's Geographical Dictionary*, and the section "Geographical Names" in *Merriam-Webster's Collegiate Dictionary*, 11th edition. Note that the noun forms listed below can also be used attributively (e.g., African-American population).

4.2.1 **African-American** (n.)

4.2.2 **Afro-American** (n.)

4.2.3 **aiming point** (n.)

4.2.4 **air base** (n.)

4.2.5 **air chief marshal** (n.)

4.2.6 **aircrew** (n.)

4.2.7 **airdrop** (n.)

4.2.8 **air-drop** (v.)

4.2.9 **air-droppable** (adj.)

4.2.10 **airfield** (n.)

4.2.11 **airframe** (n.)

4.2.12 **airhead** (n.)

4.2.13 **airland** (v.)

4.2.14 **AirLand Battle**

4.2.15 **air lane** (n.)

4.2.16 **airlift** (n., v.)

4.2.17 **Airman** (US personnel) (n.)

4.2.18 **air marshal** (n.)

Spelling and Word Formation

4.2.19 **air-minded** (adj.)

4.2.20 **air-mindedness** (n.)

4.2.21 **airmobile** (adj.)

4.2.22 **airpower** (n.). But land power, sea power, space power.

4.2.23 **airspace** (n.)

4.2.24 **airspeed** (n.)

4.2.25 **air strike** (n.)

4.2.26 **airstrip** (n.)

4.2.27 **air vice-marshal** (n.)

4.2.28 **airworthiness** (n.)

4.2.29 **airworthy** (adj.)

4.2.30 **al-Qaeda**

4.2.31 **anti**-. Words formed with the prefix *anti* are usually solid: antiaircraft, antisubmarine. Exceptions include capitalized words (anti-Semitic), repeated vowels (anti-inflammatory), and misleading or difficult-to-read forms (anti-utopia). See also compound words (4.2.52).

4.2.32 **Ba'ath Party**

4.2.33 **battlefield** (n.)

4.2.34 **battlefront** (n.)

4.2.35 **battleground** (n.)

4.2.36 **battle line** (n.)

4.2.37 **battlespace** (n.)

4.2.38 **beddown** (n.)

4.2.39 **bed down** (v.)

4.2.40 **bin Laden, Osama**

4.2.41 **biplane** (n.)

4.2.42 **Brookings Institution**

4.2.43 **buildup** (n.)

Spelling and Word Formation

4.2.44 build up (v.)

4.2.45 by-product (n.)

4.2.46 call sign (n.)

4.2.47 cease-fire (n.)

4.2.48 choke point (n.)

4.2.49 citizen-soldier (n.)

4.2.50 code name (n.)

4.2.51 code-name (v.)

4.2.52 compound words. There are three types of compound words: open (air brake), solid (aircrew), and hyphenated (air-dry). Compounds are either permanent (included in the dictionary) or temporary (not included in the dictionary). Use the dictionary's spelling of permanent compounds. For help in the spelling of compounds, refer to the hyphenation guide in the *Chicago Manual of Style*, 16th edition (7.85). When in doubt, use open spelling for a temporary compound (e.g., war fighter). See also "The Writing of Compounds" in *Webster's Third New International Dictionary of the English Language, Unabridged.*

Words formed with prefixes like *non-*, *pre-*, and *re-* are usually solid: nonnuclear, prearrange, reenlist.

Words with the suffix *-like* are often used to form new compounds and are generally solid: childlike, businesslike, lifelike; *but* bull-like, Faulkner-like.

Words combined with the suffix *-fold* are solid unless they are formed with numerals: threefold, multifold, 20-fold.

A few noun compounds are always open: those beginning with relationship words, such as Mother Nature, fellow traveler, sister ship, and parent company, and most compounds ending with *general*, such as attorney general, adjutant general, and comptroller general (*but* governor-general).

Adjective compounds consisting of adverbs ending in *-ly* plus participles or adjectives are left open: poorly written story, rapidly developing area. Compounds formed from unhyphenated proper names are left open: Methodist Episcopal Church, Southeast Asian country. Chemical names are open: carbon monoxide poisoning, hydrochloric acid bottle. Words naming colors are hyphenated before a noun but open after: sea-green gown, grayish-blue car; the gown is sea green, the car is grayish blue.

Spelling and Word Formation

Close up permanent compounds that contain combining forms, such as "electrocardiogram" and "socioeconomic," but hyphenate temporary compounds, such as "network-centric." See also hyphenated compound words (3.2.8) and "Words Formed with Prefixes," in the *Chicago Manual of Style*, 16th edition, pp. 383–84.

4.2.53   **copilot** (n.)

4.2.54   **cost-effective** (adj.)

4.2.55   **cost-effectiveness** (n.)

4.2.56   **counter**-. Compound words with the prefix *counter* are usually solid: counterair, countermeasure, counterblow, counterclockwise. See also compound words (4.2.52).

4.2.57   **countries**. Spell out the names of countries in text. See also abbreviations (2.0); United States (1.66); US (United States) (2.487); USSR (Union of Soviet Socialist Republics) (2.508).

4.2.58   **court-martial** (n., v.), **courts-martial** (n., plural)

4.2.59   **coworker** (n.)

4.2.60   **crew member** (n.)

4.2.61   **cross-train** (v.)

4.2.62   **cyber**-. Use the dictionary's spelling of permanent compounds with *cyber*—for example, cyberbully, cyberbullying, cybercafe, cybercitizen, cybercultural, cyberculture, cybernation, cybernaut, cybernetician, cyberneticist, cybernetics, cyberporn, cyberpunk, cybersecurity, cybersex, cyberspace, cyberspeak, cybersurfer, and cyberterrorism. Spell temporary compounds (those not in the dictionary) with open styling: cyber attack, cyber power, cyber war. See also compound words (4.2.52).

4.2.63   **database** (n., v.)

4.2.64   **data link** (n.)

4.2.65   **data-link** (v., adj.)

4.2.66   **daytime** (n.)

4.2.67   **D-day** (n., adj.)

4.2.68   **decision maker** (n.)

4.2.69   **decision making** (n.)

4.2.70   **decision-making** (adj.)

4.2.71   **de-emphasize** (v.)

4.2.72   **dive-bomb** (v.)

4.2.73   **dive-bomber** (n.)

4.2.74   **downsize** (v.)

4.2.75   **drawdown** (n.)

4.2.76   **draw down** (v.)

4.2.77   **e-mail** (n., sing. and pl.; verb); **e-mails** (n., pl.)

4.2.78   **e-mailer** (n.)

4.2.79   **endgame** (n.)

4.2.80   **endnotes**. See notes (5.5).

4.2.81   **end state** (n.)

4.2.82   **end-state** (adj.)

4.2.83   **en masse** (adv.)

4.2.84   **en route** (adv., adj.)

4.2.85   **ensure**. To make sure or certain, guarantee. See also insure (4.2.131).

4.2.86   **fact finder** (n.)

4.2.87   **fact-finding** (n., adj.)

4.2.88   **fait accompli** (n. sing.), **faits accomplis** (n. pl.) (a thing accomplished and presumably irreversible).

4.2.89   **feedback** (n.)

4.2.90   **field marshal** (n.)

4.2.91   **field test** (n.)

4.2.92   **field-test** (v.)

4.2.93   **fighter-bomber** (n.)

4.2.94   **fighter pilot** (n.)

4.2.95   **firearm** (n.)

4.2.96   **firebomb** (n., v.)

4.2.97   **firepower** (n.)

4.2.98   **firsthand** (adj., adv.)

4.2.99   **flight crew** (n.)

4.2.100   **flight line** (n.)

4.2.101   **flight-line** (adj.)

4.2.102   **flight path** (n.)

4.2.103   **flight suit** (n.)

4.2.104   **flight-test** (v.)

4.2.105   **followership** (n.)

4.2.106   **follow-on** (n.)

4.2.107   **follow-up** (n.)

4.2.108   **follow up** (v.)

4.2.109   **footnote** (n.). See notes (5.5).

4.2.110   **foreword** (n.). See also foreword (1.31).

4.2.111   **front line** (n.)

4.2.112   **frontline** (adj.)

4.2.113   **führer or fuehrer**

4.2.114   **full time** (n.)

4.2.115   **full-time** (adj., adv.)

4.2.116   **Gadhafi, Mu'ammar**

4.2.117   **geo-**. Most compounds with the prefix *geo* are solid: geoeconomics, geomagnetic, geonavigation, geopolitics.

4.2.118   **g-force** (n.)

4.2.119   **G suit** (n.)

4.2.120   **half-**. Most adjective compounds with the prefix *half* are hyphenated; a few are closed: half-blooded, half-cocked, half-witted, half-hearted, halfway. See also compound words (4.2.52); hyphenated compound words (3.2.8).

4.2.121 **half century** (n.)

4.2.122 **high**-. Most adjective compounds with the prefix *high* are hyphen- ated before the noun: high-level meeting. After the noun, write them open (but hyphenate after the noun if doing so will prevent ambiguity). Some compounds with this prefix are closed: highbrow, highfalutin, highland. See also compound words (4.2.52); hyphen- ated compound words (3.2.8).

4.2.123 **home page** (n.)

4.2.124 **Hussein, Saddam**

4.2.125 **ill**-. See hyphenated compound words (3.2.8).

4.2.126 **inbrief** (v.)

4.2.127 **inbriefing** (n., v.)

4.2.128 **in depth** (adv.)

4.2.129 **in-depth** (adj.)

4.2.130 **in-process** (v.)

4.2.131 **insure**. This term is often synonymous with *ensure* (i.e., to make certain by taking necessary measures and precautions). *Insure* also carries the distinctive sense of providing or obtaining insurance. See also ensure (4.2.85).

4.2.132 **inter**-. The prefix *inter* nearly always occurs in solid compounds: interrelated, interaction, international. Add a hyphen when the second element is capitalized: inter-American. See also compound words (4.2.52); hyphenated compound words (3.2.8).

4.2.133 **in-theater** (adj., adv.)

4.2.134 **-keeper**. Compound words with the suffix *keeper* are usually writ- ten solid: bookkeeper, scorekeeper, timekeeper, hotelkeeper; *but* tollgate keeper. See also compound words (4.2.52).

4.2.135 **Koran**. *Quran* and *Qur'an* are secondary variants, belonging to standard usage but occurring less frequently than *Koran*. Select one of these three variants and use it consistently throughout your manuscript.

4.2.136 **landmass** (n.)

4.2.137 **land power** (n.)

4.2.138 **log in** (v.)

Spelling and Word Formation

4.2.139   **log-in** (n.)

4.2.140   **logistic or logistical** (adj.)

4.2.141   **log off** (v.)

4.2.142   **log-off** (n.)

4.2.143   **log on** (v.)

4.2.144   **log-on** (n.)

4.2.145   **long term** (n.)

4.2.146   **long-term** (adj.)

4.2.147   **longtime** (adj.)

4.2.148   **man**-. The prefix *man* occurs in solid, hyphenated, and open compound words: mankind, man-hour(s), man jack. See also compound words (4.2.52); hyphenated compound words (3.2.8); sexist language (1.56); work hour(s) (4.2.287).

4.2.149   **man-hour(s)** (n.). See also sexist language (1.56); work hour(s) (4.2.287).

4.2.150   **Marine(s)** (US personnel) (n.)

4.2.151   **material, matériel (or materiel)** (n.) *Material* refers to any matter or substance from which something is made. *Materiel* refers more specifically to apparatus or equipment (e.g., military supplies).

4.2.152   **microcomputer** (n.)

4.2.153   **mid**-. Adjective compounds with the prefix *mid* are usually solid unless the second element begins with a capital letter: midair collision, mid-Atlantic tempest. Noun compounds with this prefix are usually solid; if the second word is a proper noun, the compound may be either open or hyphenated: midsummer, mid Atlantic, mid-Victorian, mid-1944 (all of the following are acceptable: mid- to late 1944, mid-to-late 1944, mid to late 1944). See also compound words (4.2.52); hyphenated compound words (3.2.8).

4.2.154   **militia** (sing.), **militias** (pl.)

4.2.155   **Milošević, Slobodan**

4.2.156   **mind-set** (n.)

4.2.157   **minelayer** (n.)

4.2.158   **mine laying** (n.)

4.2.159   **mine-laying** (adj.)

4.2.160   **minesweeper** (n.)

4.2.161   **minesweeping** (n., v.)

4.2.162   **missileman** (n.)

4.2.163   **multi**-. Words with the prefix *multi* are usually solid: multibreak, multicylinder, multiengine. See also compound words (4.2.52).

4.2.164   **must-read** (n.)

4.2.165   **nation-state** (n.)

4.2.166   **near real time** (n.)

4.2.167   **near-real-time** (adj.)

4.2.168   **near term** (n.)

4.2.169   **near-term** (adj.)

4.2.170   **network-centric** (adj.). See also compound words (4.2.52).

4.2.171   **nighttime** (n.)

4.2.172   **non**-. Words with the prefix *non* are usually solid: nonviolent, nonoperating, nonnegotiable, nonparty. *But* non-English-speaking world. See also compound words (4.2.52).

4.2.173   **off-line** (adj., adv.)

4.2.174   **off-load** (v.)

4.2.175   **onboard** (adj.). An onboard computer.

4.2.176   **on board** (adv.). Aboard. He is on board the ship.

4.2.177   **ongoing** (adj.)

4.2.178   **online** (adj., adv.)

4.2.179   **onload** (v.)

4.2.180   **on-station** (adj.)

4.2.181   **on station** (adv.)

Spelling and Word Formation

4.2.182 **outbrief** (v.)

4.2.183 **outbriefing** (n., v.)

4.2.184 **out-process** (v.)

4.2.185 **over**-. Compound words with the prefix *over* are usually solid: overage, overproduction, overeager, override. See also compound words (4.2.52).

4.2.186 **part-time** (adj., adv.)

4.2.187 **part-timer** (n.)

4.2.188 **peacekeeper** (n.)

4.2.189 **peacekeeping** (n.)

4.2.190 **peacemaker** (n.)

4.2.191 **peacemaking** (n.)

4.2.192 **peacetime** (n.)

4.2.193 **per annum** (adv.)

4.2.194 **per capita** (adv., adj.)

4.2.195 **Philippines**

4.2.196 **policy maker** (n.)

4.2.197 **policy making** (n.)

4.2.198 **policy-making** (adj.)

4.2.199 **post**-. Compound words with the prefix *post* are usually solid: postwar, postaxial, postmortem, *but* post-cold-war world or post–Cold War world. See also compound words (4.2.52).

4.2.200 **pre**-. Compound words with the prefix *pre* are usually solid: preexisting, predetermined, prejudge, preempt. *But* pre-latency-period development. See also compound words (4.2.52).

4.2.201 **pro**-. Compound words with the prefix *pro* are usually solid: progovernment, pronuclear. See also compound words (4.2.52).

4.2.202 **proactive** (adj.)

4.2.203 **proactively** (adv.)

4.2.204 **problem solver** (n.)

4.2.205   **problem solving** (n.)

4.2.206   **problem-solving** (adj.)

4.2.207   **re**-. Compound words with the prefix *re* are usually solid: reedit, reeducate, reelect, reenlist, reequip, reexamine, reunify. See also compound words (4.2.52).

4.2.208   **reachback** (n.)

4.2.209   **real time** (n.)

4.2.210   **real-time** (adj.)

4.2.211   **real-world** (adj.)

4.2.212   **risk taking** (n.)

4.2.213   **risk-taking** (adj.)

4.2.214   **road map** (n.)

4.2.215   **Sailor** (US personnel)

4.2.216   **sea-lane** (n.)

4.2.217   **sealift** (n., v.)

4.2.218   **sea power** (n.)

4.2.219   **self**-. Most *self-* compounds are hyphenated: self-reliant, self-sustaining, *but* selfless, selfsame. See also hyphenated compound words (3.2.8).

4.2.220   **semi**-. Compound words with the prefix *semi* are usually spelled solid: semifinal, semiofficial, *but* semi-indirect. See also compound words (4.2.52).

4.2.221   **semiannual**. See also 1.55.

4.2.222   **sharia**. Islamic law based on the Koran. *Shari'a, shariah,* and *shari'ah* are secondary variants, belonging to standard usage but occurring less frequently than *sharia*. Select one of these four variants and use it consistently throughout your manuscript. (All variants are often capitalized.)

4.2.223   **Shiite**

4.2.224   **short-range** (adj.)

Spelling and Word Formation

4.2.225   **short term** (n.)

4.2.226   **short-term** (adj.)

4.2.227   **Soldier** (US personnel)

4.2.228   **space**-. Compounds with this term are solid, open, and hyphenated: spaceman, spaceship, spaceflight, spacewalk (v.), space suit, space station, space walk (n.), space age, space power, space shuttle, space-age (adj.), space-time. See also compound words (4.2.52); hyphenated compound words (3.2.8).

4.2.229   **space lift** (n.)

4.2.230   **space-lift** (v., adj.)

4.2.231   **space power**

4.2.232   **standby** (n., adj., adv.)

4.2.233   **stand by** (v.)

4.2.234   **standoff** (n.)

4.2.235   **stand off** (v.)

4.2.236   **state of the art** (n.)

4.2.237   **state-of-the-art** (adj.)

4.2.238   **sub**-. Compound words with the prefix *sub* are usually written solid: subcommittee, subcontract, substandard, *but* sub-Saharan Africa. See also compound words (4.2.52).

4.2.239   **superpower** (n.)

4.2.240   **takeoff** (n.)

4.2.241   **take off** (v.)

4.2.242   **takeover** (n.)

4.2.243   **take over** (v.)

4.2.244   **test-fly** (v.)

4.2.245   **theater, theatre**. Shortened form of *theater of operations* or *theater of war*. Lowercase, as in European theater. Either spelling is standard; choose one and use it consistently.

4.2.246 **third**-. Compound words with this term occur in all three stylings: third base (n.), third baseman (n.), third class (n.), third-class (adj.), third degree (n.), third-degree (adj.), third grader, thirdhand (adj., adv.). See also compound words (4.2.52); hyphenated compound words (3.2.8).

4.2.247 **trans**-. Words formed with the prefix *trans* are generally closed: transship, transcontinental, transoceanic. Compounds whose second element is a capitalized word are hyphenated: trans-America, *but* transatlantic. See also compound words (4.2.52); hyphenated compound words (3.2.8).

4.2.248 **tri**-. Compound words with the prefix *tri* are usually closed: tricolor, trilingual, tristate. See also compound words (4.2.52).

4.2.249 **U-boat**

4.2.250 **ultra**-. Most compounds with the prefix *ultra* are solid: ultramodern, ultrasonic, *but* ultra-atomic, ultra-German. See also compound words (4.2.52); hyphenated compound words (3.2.8).

4.2.251 **un**-. Most compounds with the prefix *un* are solid: unbiased, unsolved, unused. See also compound words (4.2.52).

4.2.252 **under**-. Most compounds with this term are solid: underbid, underdevelop, underestimate, underground, undersea, undersecretary, underreport. See also compound words (4.2.52).

4.2.253 **underway** (adj.)

4.2.254 **under way** (adv.)

4.2.255 **vice**-. Compounds with this term can be open, solid, or hyphenated: vice admiral, vice-chairman, vice-chancellor, vice-chief, vice-commander, vice-consul, vice-marshal, vice-minister, vice president, viceroy, vice squad. Hyphenate if the word is not in the dictionary. See also compound words (4.2.52); hyphenated compound words (3.2.8).

4.2.256 **vice versa** (adv.)

4.2.257 **Vietcong** (n., sing. and pl.)

4.2.258 **Vietminh** (n., sing. and pl.)

4.2.259 **walk-**. Most compounds with this term are either hyphenated or solid: walk-on (n.), walkout (n.), walkover (n.), walk-up (n.). See also compound words (4.2.52); hyphenated compound words (3.2.8).

4.2.260 **war-**. Compounds with this term occur in all three stylings: war chest, war power, war room, war zone, warlike, warpath, warplane, warship, wartime, war-game (v.). See also compound words (4.2.52); hyphenated compound words (3.2.8).

4.2.261 **war fighter** (n.)

4.2.262 **war fighting** (n.)

4.2.263 **war-fighting** (adj.)

4.2.264 **war game** (n.)

4.2.265 **war-game** (v.) (e.g., to war-game an invasion)

4.2.266 **war gamer** (n.)

4.2.267 **war gaming** (n.)

4.2.268 **war-gaming** (adj.)

4.2.269 **warhead** (n.)

4.2.270 **war making** (n.)

4.2.271 **war-making** (adj.)

4.2.272 **warplane** (n.)

4.2.273 **warship** (n.)

4.2.274 **wartime** (n.)

4.2.275 **wavelength(s)** (n.)

4.2.276 **well-**. Most compounds formed with *well* are either hyphenated or solid: well-being (n.), well-defined (adj.), well-grounded (adj.), well-intentioned (adj.), well-known (adj.), well-read (adj.), well-spoken (adj.), well-timed (adj.), wellborn (adj.), wellness (n.). Generally, you should hyphenate compounds with *well* before the noun: A well-known man came to my house. Hyphenate if another adverb modifies the compound as a whole: very well-read child. Do not hyphenate when the compound follows the word it modifies: She is well known for her recipes. See also hyphenated compound words (3.2.8).

4.2.277 **weltanschauung** (n., often capitalized). Worldview.

4.2.278 **wide**-. Compounds beginning with this term occur in all three stylings: wide receiver (n.), wideawake (n.), widemouthed (adj.), widespread (adj.), wide-awake (adj.), wide-eyed (adj.), wide-spreading (adj.). See also compound words (4.2.52); hyphenated compound words (3.2.8).

4.2.279 -**wide**. Compounds ending in this term are written solid unless they are long and cumbersome (i.e., if the suffix follows most words of three or more syllables) or unless they include a proper noun: countrywide, nationwide, servicewide, statewide, theaterwide, worldwide, *but* university-wide, Chicago-wide, Air Force–wide. The hyphenated forms remain hyphenated both before and after the words they modify: The rule applied university-wide. See also compound words (4.2.52); hyphenated compound words (3.2.8).

4.2.280 **wingspan** (n.)

4.2.281 **wiretap** (n., v.)

4.2.282 **wiretapper** (n.)

4.2.283 **work**-. Compounds with this term occur in all three stylings: work ethic, workday, work-up (n.). See also compound words (4.2.52); hyphenated compound words (3.2.8).

4.2.284 **work-around** (n.)

4.2.285 **work around** (v.)

4.2.286 **workforce** (n.)

4.2.287 **work hour(s)** (n.). See also man-hour(s) (4.2.149).

4.2.288 **workload** (n.)

4.2.289 **worldview** (n.). See also weltanschauung (4.2.277).

4.2.290 **worldwide** (adj., adv.)

4.2.291 **year**-. Compounds beginning with this term occur in all three stylings: year of grace, yearbook, year-end. See also compound words (4.2.52); hyphenated compound words (3.2.8).

4.2.292 **zero** (n. sing.), **zeros** (n. pl.), also **zeroes** (standard but used less frequently) (n. pl.). See also zero, zeros (1.82).

4.2.293 **zero hour** (n.)

4.2.294 **zero-sum** (adj.)

Spelling and Word Formation

4.3 *Numbers*

Spell out whole numbers zero through nine. Use numerals for those greater than nine:

> Katie read three books in two months.
>
> The convention center can hold 5,000 people.

You may use numerals followed by *million*, *billion*, and so forth, to express large numbers:

> China has more than one (or 1) billion people.
>
> By the end of the year, the corporation was in debt by $2.3 million.

An exception to the general rule applies if several numbers appear in the same sentence, some normally spelled out and some normally represented by numerals. For the sake of consistency, if you must use numerals for one of the numbers, use numerals for all of them. In the first sentence, 3 and 6 would usually be spelled out. In the second sentence, 4 would normally be spelled out:

> By late summer 2012, the rebels' equipment probably included 15–25 ZU-23s, 3–6 57 mm towed air defense artillery guns (or others), and 15–30 SA-7 man-portable air defense systems (MANPADS).
>
> Alex had 4 fig trees and 12 rose bushes in his backyard.

However, both numerals and spelled-out numbers may appear together if they fall into different categories, as in the next example, which includes two sets of parallel numbers. Again, if you must use numerals for one of the numbers in a set, use numerals for all in that set. In the following sentence, 7 and 9 would normally be spelled out:

> Amanda's Girl Scout troop held its annual cookie sale: two girls sold 7 boxes, five sold 9, and eight sold 15.

If you must use numerals for one of the numbers in the other set, use numerals for all in that set. The numbers 2 and 5 would normally be spelled out:

> Amanda's Girl Scout troop held its annual cookie sale: 2 girls sold 7 boxes, 5 sold 9, and 10 sold 15.

The general rule for spelling numbers also applies to ordinal numbers. Either use *d* for both *second* and *third* or use *nd* and *rd* for *second* and *third*, respectively (placed on the line rather than written as superscripts). Choose one style and use it consistently.

> Sergeant Adams conducted the 92d through 103d hours of the drill.
>
> The 122nd and 123rd days of the strike were marked by renewed violence.

Numbers

Spell out any number that starts a sentence:

> Twelve people applied for the job.

Apply to adjective modifiers the rules for spelling out whole numbers zero through nine and for expressing large numbers:

four-mile hike	11-mile hike
five-day week	40-hour week
five-ton truck	9,000-ton ship
two (or 2)-million-member union	10-million-vote margin
four-year-old boy	zero-based budgeting

In mathematical, statistical, technical, or scientific text, express physical quantities such as distances, lengths, areas, volumes, pressures, and so forth, in numerals:

60 miles	110 volts
15 yards	10 tons
40 acres	3 meters
3 1/3 cubic feet	45 pounds

In ordinary text, apply the basic rule for the spelling of numbers:

> Doris lost five pounds in a week.
>
> John's car can barely go 60 miles an hour.

Spell out common fractions in text:

> More than one-third of the class failed the exam.
>
> My brothers and I live within three and one-half miles of each other.

Use numerals to express a combination of mixed numbers and whole numbers:

> He typed the report on 8½-by-11-inch paper.

If you abbreviate a unit of measure, express the quantity with a numeral:

9 mi.	35 mm
30 lb.	20 km

For two or more quantities, the symbol or abbreviation is repeated if it is closed up to the number, but not if it is separated from the number:

35%–50%	2 x 5 cm

Use numerals with symbols:

5½"	8˚ F

Use numerals for decimal fractions:

> He multiplied the number by 3.17.

In text, use the word *percent* preceded by numerals; in a table or chart, or in scientific or statistical text, you may use the symbol *%*.

> 1 percent
>
> 50 percent

Spell out or use numerals for amounts of money in US currency in accordance with the basic rule. If you spell out the number, spell out the unit of currency; if you use numerals, use the symbols $ or ¢:

> The commission raised the tax four cents.
>
> The club raised a total of $425.

Use a dollar sign, numerals, and spelled-out units of millions or billions to express large sums of money:

> Jim signed with the Atlanta Falcons for $3 million.

Use numerals for fractional amounts over one dollar, like other decimal fractions. When you use whole-dollar amounts in the same context with fractional amounts, set the whole-dollar amounts with zeros after the decimal point:

> The music store sold CDs for $12.00 to $15.98.

In text, indicate inclusive years as follows: *1900–1901*; *2007–8*; *1968–72* or *from 1968 to 1972* (never *from 1968–72*). If you are composing a book title that includes dates, repeat all digits: *My High School Incarceration, 1965–1968*. However, do not alter a published title that includes abbreviated dates: *Clarkson's Antagonism, 1946–51*. In chapter titles, subheadings, and captions, use the abbreviated form (in chapter 4, "From Meeting to Marriage, 1932–38").

Spell out references to particular centuries; spell out or use numerals and apostrophes for references to decades:

> the twentieth century
>
> during the sixties and seventies
>
> the '60s and '70s

If you identify decades by their century, use numerals:

> the 1880s and 1890s

Spell out times of day in even, half, and quarter hours:

> We went to the theater at a quarter after seven.
> The service starts at five o'clock.

Numbers

Use numerals to emphasize an exact time:

> The program is televised at 8:35 in the morning.

If you use the 24-hour system, do not punctuate between the hours and minutes:

> The office opens at 0815.
>
> Our duty hours are from 0730 to 1100 and from 1130 to 1600.

Except in the 24-hour system, do not use numerals to indicate noon or midnight (e.g., the ambiguous 12:00 p.m.).

> Thad ate lunch at noon.
>
> Annie regularly stays up past midnight.

Use the following style for inclusive numbers:

First Number	Second Number	Examples
Less than 100	Use all digits	3–10, 71–72, 96–117
100 or multiple of 100	Use all digits	100–104, 600–613, 2100–2123
101 through 109 (in multiples of 100)	Use changed part only, omitting unneeded zeros	107–8, 505–17, 2002–6
110 through 199 (in multiples of 100)	Use two digits, or more if needed	321–25, 415–32, 1536–38, 1496–504, 14325–28, 11564–78, 13792–803

To avoid ambiguity, do not condense inclusive Roman numerals:

> cvi–cix

Use an initial ordinal number (spelled out if ninth or less) to designate particular dynasties, governments, and governing bodies:

> First Continental Congress   98th Congress
> Third Reich   18th Dynasty
> Sixth International   Fifth Republic

Use ordinal numbers to designate political divisions. The rule for spelling out numbers applies:

> Fifth Congressional District
> 12th Precinct
> Second Election District

Form the plurals of spelled-out numbers just as you would form the plurals of other nouns; add *s* (no apostrophe) to form the plurals of numerals:

> Hickock's hand contained two pairs: aces and eights.
>
> The grades for the class included six 98s and three 100s; the rest were below 89.

In numerals of 1,000 or more (except page numbers), use a comma to set off groups of three digits, counting from the right:

> 2,000   34,000

In spelled-out fractional numbers, connect the numerator and the denominator with a hyphen unless either contains a hyphen:

> three-fourths
> six and seven-eighths
> four and one-half years
> seven and twenty-one thirty-seconds

4.3.1 **air force (numbered)**. See 4.3.19.

4.3.2 **caliber (of weapons)**. Use whole numbers or decimals, depending on the type of weapon: .38-caliber revolver, Colt .45, 9 mm automatic (no hyphen between a numeral and an abbreviation), 105 mm howitzer, 12-gauge shotgun.

4.3.3 **centuries and decades**. Spell out (in lowercase letters) references to particular centuries: eighth century, twentieth century. Use numerals if decades are identified by their century: the 1880s and 1890s. See also numbers (4.3).

4.3.4 **chapter (numbers)**. Use Arabic numerals for chapter numbers, even if the chapter numbers in the work cited are spelled out or in Roman numerals: chapter 4. The same principle holds true for other divisions of a book: part 1, section 3, book 7, volume 2.

4.3.5 **currency**. See money (4.3.18); numbers (4.3).

4.3.6 **dates**. Write exact dates in the sequence day-month-year, without commas. Spell out the month, use numerals for the day, and use a four-digit year. When you use only the month and year, no commas are necessary.

> FDR referred to 7 December 1941 as a day that would live in infamy.
>
> The date March 2003 was special to her.

Numbers

You may use 9/11 when referring to the terrorist attacks of 11 September 2001. For inclusive numbers, see 4.3.

4.3.7 **decades**. Use numerals if decades are identified by their century: the 1880s and 1890s. Spell out or use numerals and apostrophes for particular decades: the eighties, the '80s. See also numbers (4.3).

4.3.8 **dollars**. See money (4.3.18); numbers (4.3).

4.3.9 **Earth satellites**. Use Arabic numerals in designations of artificial satellites: *Skylab 2*, *Voyager 2*. Earlier spacecraft used Roman numerals: *Gemini II*. Names of specific spacecraft and artificial satellites are italicized. See also spacecraft (4.4.21).

4.3.10 **figures**. See numbers (4.3) or illustrations (1.36), as appropriate.

4.3.11 **fractions**. See numbers (4.3).

4.3.12 **highway (numbered)**. Use Arabic numerals to designate state, federal, and interstate highways: Interstate 85, Alabama 41.

4.3.13 **hundreds**. See numbers (4.3).

4.3.14 **Mach 2 (etc.)**. Use numerals with "Mach."

4.3.15 **measurements**. Numerals precede abbreviations for units of measure:

> 3 mi. 50 lb.
> 55 mph 35 mm film

See also abbreviations (2.0); hyphenated compound words (3.2.8); numbers (4.3).

4.3.16 **military time**. Measured in hours numbered 0 to 23 (e.g., 0100, 0800, 1600, 2300), from one midnight to the next; midnight is 0000, not 2400. No internal punctuation. See also numbers (4.3).

4.3.17 **military units**. *Air Force units.* Use Arabic numerals to designate units up to and including wings. Spell out the names of numbered air forces:

> 74th Air Control Squadron
> 9th Air Expeditionary Group
> 1st Fighter Wing
> Twenty-Third Air Force

Army units. Use Arabic numerals to designate units up to and including divisions. Write corps names with Roman numerals, and des-

ignate Army groups with Arabic numerals. Spell out the names of numbered armies:

> 256th Infantry Brigade
> 10th Mountain Division
> XVIII Airborne Corps
> 599th Transportation Group
> First US Army

Navy units. Use Arabic numerals to designate the number of task forces; spell out fleet numbers:

> Task Force 58
> Fifth Fleet

Marine Corps units. Use the same designations as Army units:

> 1st Tank Battalion
> 2nd Marine Division
> 3rd Marine Logistics Group
> II Marine Expeditionary Force

If you abbreviate the names of military units, use cardinal rather than ordinal numbers with the abbreviations: 56th Airlift Squadron / 56 AS; 182nd Fighter Squadron / 182 FS; 163rd Air Refueling Group / 163 ARG; 97th Air Mobility Wing / 97 AMW.

For writing ordinal numbers (e.g., 2d or 2nd), see 4.3.

4.3.18 money. Use a dollar sign, numerals, and spelled-out units of millions or billions to express large sums of money. See also numbers (4.3).

> Both companies agreed on a price of $2 million.

4.3.19 numbered air force. Spell out names of numbered air forces: Eighth Air Force, Twenty-Third Air Force. Use numerals for a smaller unit: 15th Air Group. See also military units (4.3.17).

4.3.20 percent. Always spell out *percent* in humanistic text, and precede it with Arabic numerals: a 3 percent increase. You may use the % symbol in tables and in scientific or statistical text. See also numbers (4.3).

4.3.21 quantities. See measurements (4.3.15); numbers (4.3).

4.3.22 satellites. See Earth satellites (4.3.9).

4.3.23 temperature. See numbers (4.3).

4.3.24 time. See military time (4.3.16); numbers (4.3).

4.3.25 units of measure. See measurements (4.3.15).

Numbers

4.3.26 weights and measurements. See measurements (4.3.15); numbers (4.3).

4.3.27 year. Use numerals to designate specific years unless the sentence begins with the year:

> Nineteen forty-five was an eventful year.
> World War II ended in 1945.

In informal contexts, you may abbreviate the full number of a particular year: the spirit of '76.

If you use the month with the year, do not use internal punctuation: The study began in May 1979. See also dates (4.3.6); numbers (4.3).

4.3.28 zero, zeros (also zeroes [standard but used less frequently]). Use a 0 in tables to denote zero amount instead of using a dash or leaving the space blank.

4.4   *Italics*

Italicize titles and subtitles of published books, periodicals, pamphlets, reports, brochures, manuals, proceedings and collections, newspapers, and sections of newspapers published separately, as well as abbreviations of those publications (*The Art of War*, *The United States Strategic Bombing Survey*, *USSBS*, *Air and Space Power Journal*, *ASPJ*, etc.). If you are marking a manuscript by hand, use underlining to indicate italics.

Italicize titles of motion pictures, continuing television and radio series, long poems and musical compositions, plays, and computer/video games. Put titles of TV shows, songs, and radio programs in roman type and enclose them in quotation marks. Put general titles of websites in roman without quotation marks. Italicize titles of websites that are counterparts of or equivalent to printed publications (e.g., books, journals, etc.). Enclose titled sections of websites in quotation marks. Italicize the titles of blogs.

Casablanca	Handel's *Messiah*
public television's *Masterpiece Theatre*	*The Andy Griffith Show*
public radio's *All Things Considered*	"In the Mood"
Paradise Lost	radio's "Christmas '99 at the
Tomb Raider: Chronicles	Kennedy Center"
Wikipedia	*Air Force Magazine* (website)
GlobalSecurity	Library of Congress Online Catalog
The Anomaly's Fortress (blog)	*Alabamalama* (blog)
CNN (website [not CNN.com])	
"Operation Odyssey Dawn" (section of GlobalSecurity website)	
"Daily Report" (section of *Air Force Magazine* website)	

If you use the names of newspapers, titles of books, or other italicized names in the plural, set the plural inflection in roman type: There were five *Journal*s and two *Tribune*s on the shelf.

The font for punctuation should be the same as that of the surrounding text unless the punctuation is part of a title.

Smith played the title role in *Hamlet*, *Macbeth*, and *King Lear*; after his final performance, he announced his retirement. [the commas and the semicolon after the names of the plays are in roman]

A History of the United States Air Force, 1907–1957 [the comma is in italics]

Many editors admire *Wired Style*: it is both elegant and easy to use. [the colon is in roman]

An Apache Life-Way: The Economic, Social, and Religious Institutions of the Chiricahua Indians [the colon and the commas are in italics]

What is meant by *random selection*? [the question mark is in roman]

She is the author of *What's Next?* [the question mark is in italics (it is part of the title)]

> For light entertainment, he reads *King Lear*! [the exclamation point is in roman]
>
> The manual *Online!* is always at my elbow. [the exclamation point is in italics (it is part of the title)]

When a proper name is set in italics, the possessive ending (including the apostrophe) should be in roman:

> the *Pueblo*'s captain

The font for parentheses and brackets should be the same as that of the surrounding text:

> The Asian long-horned beetle (*Anoplophora glabripennis*) attacks maples. [the parentheses are in roman]
> The letter stated that my check had been "recieved [*sic*] with thanks." [the brackets are in roman]

Parentheses or brackets enclosing text on a line by itself appear in the same font as the text:

> *[To be concluded]* [the brackets are in italics]

Italicize the proper names of specific ships and submarines but not the accompanying abbreviations (e.g., USS, SS, HMS): HMS *Shannon*, SS *United States*, CSS *Alabama*, *Kiev*-class aircraft carrier. Capitalize but do not italicize the make of aircraft and ships and the names of space programs: Boeing 707, Project Apollo, ICBM, U-boat, DC-3.

Do not italicize titles of forms or put them in quotation marks. Instead, capitalize the main words: AF Form 673, Air Force Publication / Form Action Request; AU Form 1071, Inspection/Maintenance Record.

Italicize terms singled out as terms and words referred to as words (see also quotation marks [3.2.14]):

> The standard meaning of the term *leftist* is an adherent of the left wing of a party or movement.
>
> Gladys cringed whenever anyone said *ain't*.

Italicize terms from languages other than English: *Leutnant, sic transit gloria mundi, aux armes*. However, if foreign terms have become familiar enough to be included in a standard English dictionary, do not italicize them: weltschmerz, schadenfreude, ad hoc, fin de siècle, blitzkrieg, détente, déjà vu, perestroika, raison d'être, vis-à-vis.

Isolated foreign proper nouns are not italicized, even when cited as foreign terms:

> Moscow (in Russian, Mockba) has been the capital of the Russian national state since the late fourteenth century.

In text, translations of unpublished titles appear in parentheses with headline-style capitalization set in roman; use italics for published titles:

> Leonardo Fioravanti's *Compendio de i secreti rationali* (Compendium of Rational Secrets) became a best-seller.

> Proust's *À la recherche du temps perdu* (*Remembrance of Things Past*) was the subject of her dissertation.

Use italics for the names of legal cases mentioned in text (including the abbreviation "v." [versus]). Use roman for such names when they appear in notes, but italicize shortened forms in subsequent citations:

> Have you ever read *Brown v. Board of Education*?

> 3. Brown v. Board of Education, 347 *US Reports*, 17 May 1954.
> 7. *Brown*. [shortened form]

Italicize the shortened case name in subsequent references in the text:

> *Miranda* or the *Miranda* case

You may occasionally use italics (not boldface or all caps) to emphasize a point:

> Effective *intelligence* is essential to military operations.

This device should be used sparingly. If your text is well written, the reader should have no problem determining what you consider important. See also emphasis (4.4.4).

If a term that normally appears in italics, such as the name of an aircraft or a ship, a foreign word, and so forth, is part of an italicized title (or other text in italics), set it in roman (reverse italics). If an italicized title appears within a title (or other text in italics), retain the italics and enclose it in quotation marks.

> *History Wars: The* Enola Gay *and Other Battles for the American Past*

> *Decoding Clausewitz: A New Approach to "On War"*

4.4.1 **aircraft**. Do not italicize the class designation and class name of aircraft: F-22 Raptor, B-2 Spirit, Boeing 747. Italicize the name of a particular aircraft: *Spirit of St. Louis, Enola Gay.* See also italics (4.4).

4.4.2 **doctrine publications, instructions, manuals, pamphlets, and policy directives**. Italicize the title of the publication: Air Force Doctrine Document (AFDD) 2, *Operations and Organization* (subsequent textual reference: AFDD 2); Air Force Instruction (AFI) 90-201, *Inspector General Activities* (subsequent textual reference: AFI 90-201); Air

Italics

Force Manual (AFMAN) 37-104, *Managing Information to Support the Air Force Mission* (subsequent textual reference: AFMAN 37-104); Army Field Manual (FM) 27-10, *The Law of Land Warfare* (subsequent textual reference: FM 27-10); Air Force Pamphlet (AFPAM) 36-106, *Supervisor's Records* (subsequent textual reference: AFPAM 36-106); Air Force Policy Directive (AFPD) 36-4, *Air Force Civilian Training, Education, and Development* (subsequent textual reference: AFPD 36-4).

4.4.3   **Earth satellites**. Specific names of spacecraft and artificial satellites are italicized: *Skylab 2*, *Voyager 2*, *Gemini II*.

4.4.4   **emphasis**. If you use italics to emphasize a word or words in a quotation, indicate that you have done so by adding a phrase such as "emphasis added" or "italics added" in parentheses following the quotation, as in this block quotation:

> Today we know that in wartime, *even in a conventional war of limited duration*, the two superpowers would fight a battle of attrition in space until one side or the other had wrested control. *And the winner would use the surviving space system to decide the contests on land and sea* (emphasis added).[7]

Similarly, you may use an appropriate phrase to show that an italicized part of a quotation is not your doing but appears in the original, as in this run-in quotation:

> Gen Muir S. Fairchild noted that "each nation differs from all other nations, not only in its *degree* of vulnerability to air attack, but also in the *kind* of vulnerability" (emphasis in original).[21]

In a quotation with a mixture of original and added italics, use bracketed phrases immediately following the italicized passages to differentiate between them, as in this block quotation:

> Whether the means of protecting satellites will be adequate to *ensure the survivability* [emphasis added] of particular space-based BMD systems will depend in part on the kinds of systems deployed and in part on future Soviet antisatellite capabilities. *Insufficient information is now available to resolve the survivability question* [emphasis in original].[24]

4.4.5   **epigraph**. Do not enclose an epigraph in quotation marks. Set it in italics in the same sized type as the text or in roman a size smaller.

> *I will cash any check my ACCE writes.*
> —Lt Gen Mike Hostage
> COMUSAFCENT

See also 1.29.

4.4.6 **foreign terms**. See italics (4.4).

4.4.7 **forms (titles of)**. See italics (4.4).

4.4.8 **instructions**. See doctrine documents, instructions, manuals, pamphlets, and policy directives (4.4.2).

4.4.9 **journals**. Capitalize all main words of the title of a journal, and italicize both the full title and its abbreviation: *Air and Space Power Journal*, *ASPJ*.

4.4.10 **legal cases**. See italics (4.4).

4.4.11 **Luftwaffe**. No italics.

4.4.12 **magazines**. See italics (4.4); journals (4.4.9).

4.4.13 **manuals**. See doctrine documents, instructions, manuals, pamphlets, and policy directives (4.4.2).

4.4.14 **newspapers**. Italicize the names of newspapers: *Christian Science Monitor*, *Chicago Sun-Times*. In text, lowercase *the* and set it in roman type: John read the *Wall Street Journal* religiously. Omit the definite article in note references to newspapers.

4.4.15 **pamphlets**. See doctrine documents, instructions, manuals, pamphlets, and policy directives (4.4.2).

4.4.16 **periodicals**. See italics (4.4); journals (4.4.9).

4.4.17 **policy directives**. See doctrine documents, instructions, manuals, pamphlets, and policy directives (4.4.2).

4.4.18 **see, see also**. Italicize these terms in an index but not in documentation (e.g., endnotes). Capitalize only when they begin a sentence.

4.4.19 **ships, names of**. See italics (4.4).

4.4.20 **sic (so; thus; in this manner)**. Use this term, italicized and bracketed, to indicate misspelling or improper usage in original text:

> The newscaster announced that "the pilot got out of his plane and laid [*sic*] down on the ground after his harrowing flight."

See also italics (4.4).

4.4.21 **spacecraft**. Italicize specific names of spacecraft and artificial satellites: *Gemini II*, *Apollo 11*. Also italicize names of particular space vehicles or components: *Eagle* (*Apollo 11* lunar module), *Columbia* (*Apollo 11* command module or space shuttle), and *Friendship 7* (Alan Shepard's Mercury capsule).

4.4.22 **Spetsnaz**. No italics.

4.4.23 **words as words**. Place words referred to as words in either italics or quotation marks: Tom wasn't sure whether *airpower* was one word or two.

4.5   *Display Dots*

Display dots are typographical devices used to emphasize specific items; they are not organizational devices used to subordinate textual elements. Use them when one item is no more important than the others or when the items do not show a sequence. Entries may be either complete or incomplete sentences but should be syntactically parallel and no longer than two or three sentences. Since display dots are used primarily for emphasis, use them sparingly and keep the information as short as possible. Indent each entry, and align run-over lines with the first word after the dot.

A special court-martial tries intermediate, noncapital offenses. It may be convened by any of the following:

- Any person who may convene a general court-martial.
- A commander empowered by the secretary of the Air Force unless otherwise directed.
- A commander of a wing, group, or separate squadron of the Air Force unless otherwise directed.

Specifically, the Office of Antiterrorism is charged with the following measures:

- Helping the newly formed Air Force Antiterrorism Council keep pace with related developments. Members of the council include senior officers of various deputy and assistant chiefs of staff, the Office of Security Police, the Office of the Judge Advocate General, and other agencies.
- Developing policy and guidance concerning security measures and precautions.
- Monitoring terrorist trends and providing information on such matters to interested agencies and commands.

The Camp David accords provide a process to facilitate the implementation of Resolution 242:

- a five-year transitional period for the West Bank and Gaza, providing full autonomy to the inhabitants;
- negotiations on the final status of the West Bank and Gaza and on a peace treaty between Jordan and Israel, to begin no later than three years into the transitional period;
- a framework for peace negotiations between Israel and Egypt; and
- principles for peace treaties between Israel and its other neighboring states.

The following agencies have been established:

Display Dots

- The Cryptologic-Equipment Engineering-Data Support Center
- The Nuclear-Ordnance Engineering-Data Support Center
- The Air and Space Guidance and Metrological Engineering-Data Support Center
- The Communications-Electronics Engineering-Data Support Center

In classified reports, material emphasized by display dots is considered part of the paragraph that introduced it, not as a separate paragraph.

Display Dots

5.0   Documentation (This guide uses the notes and bibliography system rather than the author-date reference system.)

5.1   bibliography. A bibliography is a list of books, articles, and other works used in preparing a manuscript. It immediately precedes the index and may be arranged alphabetically or divided into the kinds of materials used (books, theses and papers, government publications, periodicals, etc.) (especially in a lengthy bibliography). Whatever the arrangement, do not list any source more than once. It may include only selected titles that may or may not be annotated.

You may annotate the bibliography to direct the reader to other works or to briefly explain the contents, relevance, or value of specific sections of the book.

Invert the names of authors (i.e., last name first) and separate the various components of information with periods.

An alphabetical list is the most common type of bibliography. Arrange all sources alphabetically by the last names of the authors, in a single list. When no author is given, use the first word of the title as the key word for alphabetizing. If a publication issued by an organization carries no author's name, use the name of the organization as the author, even if the organization is also the publisher. Note the following points from the *Chicago Manual of Style* (16th ed.) regarding the alphabetizing of bibliography entries (*Chicago* section cited in parentheses). Otherwise, the principles for alphabetizing an index (see 1.37 of this guide) also apply to a bibliography.

(14.61) A single-author entry precedes a multiauthor entry beginning with the same name. Only the name of the first author is inverted.

> Kogan, Herman. *The First Century: The Chicago Bar Association, 1874–1974*. Chicago: Rand McNally, 1974.
> Kogan, Herman, and Lloyd Wendt. *Chicago: A Pictorial History*. New York: Dutton, 1958.

(14.62) Successive entries by two or more authors in which only the first author's name is the same are alphabetized according to the coauthors' last names.

> Brooks, Daniel R., and Deborah A. McLennan. *The Nature of Diversity: An Evolutionary Voyage of Discovery*. Chicago: University of Chicago Press, 2002.
> Brooks, Daniel R., and E. O. Wiley. *Evolution as Entropy*. 2nd ed. Chicago: University of Chicago Press, 1986.

(14.67) Titles by the same author are normally listed alphabetically. Rather than repeat the author's name in an immediately following

entry, use a three-em dash. An initial *the*, *a*, or *an* is ignored in the alphabetizing. Note that *all* works by the same person (or by the same persons in the same order)—whether that person is editor, author, translator, or compiler—appear together, regardless of the added abbreviation.

Ginger, Ray. *The Bending Cross: A Biography of Eugene Victor Debs.* New Brunswick, NJ: Rutgers University Press, 1949.

———. *Six Days or Forever? Tennessee v. John Thomas Scopes.* Chicago: Quadrangle Books, 1969.

Mulvany, Nancy C. "Copyright for Indexes, Revisited." *ASI Newsletter* 107 (November–December 1991): 11–13.

———, ed. *Indexing, Providing Access to Information—Looking Back, Looking Ahead: Proceedings of the 25th Annual Meeting of the American Society of Indexers.* Port Aransas, TX: American Society of Indexers, 1993.

———. "Software Tools for Indexing: What We Need." *Indexer* 17 (October 1990): 108–13.

The following are examples of citations in bibliographic format:

AFPD 36-4. *Air Force Civilian Training, Education, and Development*, 12 February 2004.

Clausewitz, Carl von. *On War.* Edited and translated by Michael Howard and Peter Paret. Princeton, NJ: Princeton University Press, 1976.

Cressey, George B. *China's Geographic Foundations: A Survey of the Land and Its People.* New York: McGraw-Hill Book Co., 1934.

Curtis E. Lemay Center for Doctrine Development and Education. *Volume I, Basic Doctrine,* 14 October 2011. https://doctrine.af.mil/download.jsp?filename=Volume-1-Basic-Doctrine.pdf.

Cuskey, Walter R., Arnold William Klein, and William Krasner. *Drug-Trip Abroad: American Drug-Refugees in Amsterdam and London.* Philadelphia: University of Pennsylvania Press, 1972.

Drew, Col Dennis M. "Joint Operations: The World Looks Different from 10,000 Feet." *Airpower Journal* 2, no. 3 (Fall 1988): 4–16. http://www.airpower.maxwell.af.mil/airchronicles/apj/apj88/drew.html. [provide beginning and ending page numbers for journal articles]

Fairbank, John K. "The People's Middle Kingdom." *Foreign Affairs* 58 (June 1964): 943–68.

Hall, Col Brian K. "Air Expeditionary Access: The African Connection." *Air and Space Power Journal* 17, no. 3 (Fall 2003): 47–56. http://www.airpower.maxwell.af.mil/airchronicles/apj/apj03/fal03/fal03.pdf.

Schurman, Franz. *China Today.* New York: Vintage Books, 1970.

———. *Imperial China: The Decline of the Last Dynasty and the Origins of Modern China.* New York: Vintage Books, 1967.

Spencer, Scott. "Childhood's End." *Harper's*, May 1979, 16–19.

Stevenson, Adlai E., III. *The Citizen and His Government.* Austin: University of Texas Press, 1984.

See appendix B and page 185 of this guide ("Bibliography"), as well as the 16th edition of the *Chicago Manual of Style*, for more examples and specific rules for developing a bibliography.

5.2   **block quotations**. Use a block quotation for passages easily set apart from the text, eight or more typed lines, 100 words or more, or exceeding one paragraph. Indent from both sides and single-space. Do not use quotation marks to enclose the block quotation. Use double quotation marks to enclose a direct quotation within a block quotation. Do not indent the first paragraph, but do indent subsequent paragraphs. Do not insert a space between paragraphs. The block quotation should reflect the paragraphing of the original.

> In volume one of AFM 1-1, *Basic Aerospace Doctrine of the United States Air Force* (March 1992), Gen Merrill A. McPeak remarks,
>
>> The guidance this manual provides will be valuable to those in field units and to those in headquarters, to those in operations and to those in support areas, to those who understand air and space power and to those who are just learning. In short, this manual will be valuable to the entire force.
>>   I expect every airman and, in particular, every noncommissioned and commissioned officer to read, study, and understand volume I and to become fully conversant with volume II. The contents of these two volumes are at the heart of the profession of arms for airmen.[1]

The sentence that introduces a block quotation may end with a period.

> This assumes that the costs of undertaking the first part of the conflict are "sunk" once the decision for armed intervention is made. One conflict scenario in particular illustrates this point.
>
> Regime change is forced during the course of the initial conflict. Additional marginal losses occur in both the military and civilian populations. Postconflict losses are minimal but still happen due to incidents that arise during nation-building efforts. The costs of nation building are significant, but the total expense is likely to be less than that of the other scenarios.[22]

5.3   **classified sources**. If your document will be available to the general public, do not cite classified information or the titles of classified documents (whether in the text, notes, bibliography, etc.).

5.4   **credit line**. Identify the source of an illustration (see 1.36) with a credit line. Place it at the end of the caption (see 1.20), in parentheses or in different type (or both), introduced by *reprinted from* or *adapted from*, depending upon whether you have copied the illustration or modified it, respectively:

> Figure 3. Competitive effects on general and administrative costs. (Adapted from Maj Paul G. Hough, "Financial Management for the New World Order," *Airpower Journal* 6, no. 3 [Fall 1992]: 51.)

Documentation

Place the photographer's name underneath a photograph and use the word "courtesy" for a photo obtained free of charge:

> Photograph courtesy of Col Mike Schrieve

> Mayor Lunsford at the groundbreaking ceremony for the industrial plant, September 2002. Courtesy of Cathi Fredericks.

Photographs from Air Force or other government sources do not require a credit line although you may include one if you wish (e.g., USAF photo). If all photos derive from a single source, you may omit individual credit lines and simply include an appropriate statement on the disclaimer page (e.g., The photographs in this book are from US Air Force sources.).

Unless fair use applies (see appendix C), copyrighted illustrations require permission. (Generally, AU Press authors must obtain permission for all copyrighted illustrations to be reproduced in an AU Press publication.)

> Reproduced by permission from T. R. Fehrenbach, *This Kind of War* (Washington, DC [or D.C.]: Brassey's, 2000), facing 237.

If you reproduce a table from another source, identify it below the body of the table, introduced by the word *Source*(*s*) (often in italics and followed by a colon). Or, since the word *source* lacks specificity, consider using *reprinted from* or *adapted from*, depending upon whether you have copied the table or modified it, respectively. Do not identify the source by placing a note number after either the table number or the table title and then including an endnote in the list of chapter notes. If you include a note about the entire table, place it after the source and precede it with the word "Note" and a colon.

> *Reprinted from* Department of the Air Force, *Air Force Performance in Desert Storm* (Washington, DC [or D.C.]: Government Printing Office, April 1991); and author's collation of published data.

> *Note*: These figures represent the most reliable information currently available.

See also identifying sources of tables (1.62); appendix C.

5.5   **notes**. Use the numbered-endnote and bibliography system of documentation rather than the author-date reference system. Number the notes consecutively—beginning with 1—throughout a document and throughout the list of notes at the end of chapters or journal articles. Do not place note numbers after epigraphs or chapter titles. In text, put a superior (superscript) number at the end of a sentence or at least at the end of a clause, following any punctuation mark (except

a dash) or a closing parenthesis. In the note itself, place the number (full-sized, not superscript) on the line and follow it with a period.

> Strategic considerations were often discussed,[6] and Arnold urged abandonment of the "old 'island to island' theory."

> Russia agreed to stop sales to Brazil—a longtime practice—at the urging of the State Department.[7]

> (When General Franks gave Bush a probable number of casualties, the president approved the attack.)[8]

> 3. Joseph S. Nye Jr., *The Paradox of American Power: Why the World's Only Superpower Can't Go It Alone* (New York: Oxford University Press, 2002), 8.

Include the following items in a full note reference to a book: (1) author's or editor's full name (as it appears on the title page), first name first, including military rank (abbreviated) or academic title if included on title page, or name of institution responsible for writing the book (alternatively, the editor's name may follow the title of the book [see (3)]); (2) title of the book, including subtitle, in italics; (3) editor, compiler, or translator, if any; (4) edition, if not the first; (5) number of volumes (if referring to a multivolume work as a whole); (6) volume number of multivolume work (if referring to one specific volume); (7) title of volume, if applicable; (8) series, if any, and number in the series; (9) facts of publication—city where published, publisher, and date of publication, all in parentheses; (10) volume number (if citing a multivolume work, all of whose volumes have the same title), followed by a colon; (11) page number(s) of the specific citation; and (12) a URL (or, preferably, a DOI, if available) for Internet sources or some indication of the medium cited (e.g., DVD, CD-ROM).

> 1. Walt Whitman, *Leaves of Grass* (Philadelphia: David McKay, 1891), 29, http://www.whitmanarchive.org/archive1/works/leaves/1891/text/frameset.html.
> 2. Col Phillip S. Meilinger, ed., *The Paths of Heaven: The Evolution of Airpower Theory* (Maxwell AFB, AL: Air University Press, 1997), 47.
> 3. Carl von Clausewitz, *On War*, ed. and trans. Michael Howard and Peter Paret (Princeton, NJ: Princeton University Press, 1976), 13.
> 4. Desmond King-Hele, *Shelley: His Thought and Work*, 2nd ed. (Teaneck, NJ: Fairleigh Dickinson University Press, 1971), 311.
> 5. Wesley Frank Craven and James Lea Cate, eds., *The Army Air Forces in World War II*, 7 vols. (1948–1958; new imprint, Washington, DC [or D.C.]: Office of Air Force History, 1983).
> 6. Wesley Frank Craven and James Lea Cate, eds., *The Army Air Forces in World War II*, vol. 2, *Europe: Torch to Pointblank, August 1942 to December 1943* (1949; new imprint, Washington, DC [or D.C.]: Office of Air Force History, 1983), 288–95.

7. Edward Hubler, *The Sense of Shakespeare's Sonnets*, Princeton Studies in English, no. 33 (Princeton, NJ: Princeton University Press, 1952), 117.

8. George A. Simcox, *A History of Latin Literature from Ennius to Boethius* (New York: Harper, 1883), 2: 438.

Include the following items in a full reference to an article in a periodical: (1) author's full name, first name first, including military rank (abbreviated) or academic title if included in byline of article; (2) title of the article in quotation marks; (3) title of the periodical in italics; (4) volume number (no abbreviation for *volume*) and issue number (use *no.* for *number*) of the periodical; (5) date of the volume or of the issue (enclosed in parentheses and followed by a colon if volume and/or issue number are given; otherwise, the date is set off with a pair of commas); (6) page number(s) of the particular citation; and (7) a URL (or, preferably, a DOI, if available) for online periodicals.

2. Steven Bachrach et al., "Intellectual Property: Who Should Own Scientific Papers?," *Science* 281, no. 5382 (4 September 1998): 1459, doi:10.1126/science.281.5382.1459.

For subsequent references to a source, use only (1) the last name of the author; (2) a shortened form of the title (preferably up to the first four words of the title or up to four key words elsewhere in the title, if more appropriate), omitting an initial "A" or "The"; (3) a comma; and (4) the page number(s) of the reference. Differentiate between authors with the same last name.

3. Edward M. Coffman, *The War to End All Wars: The American Military Experience in World War I* (Madison: University of Wisconsin Press, 1986), 215.

4. Hunter Liggett, *Ten Years Ago in France* (New York: Dodd, Mead, 1928), 84.

5. Dr. Robin Higham and Dr. Mark P. Parillo, "Management Margin: Essential for Victory," *Aerospace Power Journal* 16, no. 1 (Spring 2002): 22, http://www.airpower.maxwell.af.mil/airchronicles/apj/apj02/spr02/spr02.pdf.

6. Maj David W. Coffman, *Operational Art and the Human Dimension of Warfare in the 21st Century* (Newport, RI: Naval War College, 1999), 17.

7. Liggett, *Ten Years Ago*, 80.

8. Edward M. Coffman, *War to End All Wars*, 220.

9. Higham and Parillo, "Management Margin," 23.

The abbreviation *ibid.* (*ibidem*, "in the same place") refers to a single work cited in the note immediately preceding. Never use *ibid.* if more than one work is cited in the preceding note. Do not italicize this abbreviation in your notes. Do not use *op. cit.* (*opere citato*, "in the work cited") or *loc. cit.* (*loco citato*, "in the place cited"). Instead,

use a shortened form of the citation. You may use *ibid.* within the note to indicate successive references to the same work.

> 7. Richard G. Davis, *Carl A. Spaatz and the Air War in Europe* (Washington, DC [or D.C.]: Office of Air Force History, 1993), 331.
> 8. Ibid., 301.
> 9. Gen Richard B. Myers, "A Word from the Chairman: Shift to a Global Perspective," *Air and Space Power Journal* 17, no. 3 (Fall 2003): 5, http://www.airpower.maxwell.af.mil/airchronicles/apj/apj03/fal03 /fal03.pdf. "By shifting our view from a regional to a global perspective, we will better comprehend and respond to America's security needs in the twenty-first century" (ibid., 8).

In subsequent references in one note to works by the same author, repeat the author's last name.

> 10. Col Dennis M. Drew, "Inventing a Doctrine Process," *Airpower Journal* 9, no. 4 (Winter 1995): 43, http://www.airpower.maxwell.af .mil/airchronicles/apj/drew.pdf; and Drew, "Educating Air Force Officers," *Airpower Journal* 11, no. 2 (Summer 1997): 38, http://www .airpower.maxwell.af.mil/airchronicles/apj/sum97/drew.pdf.

A shortened form is permissible for a first citation in a chapter's notes if the full citation has occurred in a previous chapter. If the notes are far apart, use a cross-reference.

> 11. Liggett, *Ten Years Ago*, 90 (see chap. 2, n. 2).

Always use Arabic numerals for volume numbers even when they appear as Roman numerals in the book or journal itself.

Examples of full and shortened references:

> 3. Franz Schurman, *Imperial China: The Decline of the Last Dynasty and the Origins of Modern China* (New York: Vintage Books, 1967), 206–8.
> 4. John K. Fairbank, "The People's Middle Kingdom," *Foreign Affairs* 58 (1964): 943–68.
> 5. Capt Gerald G. O'Rourke, "Our Peaceful Navy," US Naval Institute *Proceedings*, April 1989, 79–83.
> 6. Franz Schurman, *Japan Today* (New York: Vintage Books, 1970), 97–100.
> 7. Schurman, *Imperial China*, 174. [Shortened form of note 3 with different page number.]
> 8. Ibid., 176. [All information the same as in the preceding note (7) except page number.]
> 9. Carl von Clausewitz, *On War*, ed. and trans. Michael Howard and Peter Paret (Princeton, NJ: Princeton University Press, 1976), 25.
> 10. James N. Stevens, *The Foundations of Communist China*, 2 vols. (Baltimore: Johns Hopkins University Press, 1969), 1:150.
> 11. Ibid., 2:96. [All information the same as in the preceding note (10) except volume number and page number.]
> 12. Ibid., 147. [The same volume number as in the preceding note (11).]
> 13. Ibid. [The same page number as in the preceding note (12).]

You may use shortened forms for all notes in a work only if the bibliography includes all of the sources cited in the notes. Otherwise, use full notes for first citations. For the benefit of the reader, you may wish to include a brief explanatory statement preceding the first set of notes.

> Bibliographic entry:
>
> Reynolds, Col Richard T. *Heart of the Storm: The Genesis of the Air Campaign against Iraq*. Maxwell AFB, AL: Air University Press, 1995.
>
> First note citation to the Reynolds book in a work with full bibliography:
>
> #### Notes
>
> (All notes appear in shortened form. For full details, see the appropriate entry in the bibliography.)
>
> 1. Reynolds, *Heart of the Storm*, 55.
>
> First note citation in a work without full bibliography:
>
> #### Notes
>
> 1. Col Richard T. Reynolds, *Heart of the Storm: The Genesis of the Air Campaign against Iraq* (Maxwell AFB, AL: Air University Press, 1995), 55.

Include an explanation of the circumstances regarding citations of individuals who wish to remain anonymous.

> 10. US embassy official, interview by the author, 10 August 1999. Information obtained under conditions of nonattribution.

See appendix A of this guide or the 16th edition of the *Chicago Manual of Style* for citations of public documents and unpublished materials.

5.6   **plagiarism**. If you use someone else's writing as if it were your own, you have committed plagiarism. This serious offense not only can lead to a lawsuit but also can bring about severe professional repercussions. If you use another person's wording or if you put another person's idea into your own words, you should identify the borrowed passage and credit the author in a note.

> Strategy [is] the art of distributing and applying military means to fulfill the ends of policy.
>
> —B. H. Liddell Hart, *Strategy*

If you use Liddell Hart's definition of strategy in your text with the intention of leading readers to believe that it is your own, you are guilty of plagiarism. Using another writer's exact wording is permissible only if you identify the passage in your text by enclosing it in quotation marks and including an endnote:

> Perhaps strategy is more properly defined as "the art of distributing and applying military means to fulfill the ends of policy."[2]

You should then credit your source by including a proper citation in your list of notes:

> 2. B. H. Liddell Hart, *Strategy*, rev. ed. (New York: Frederick Praeger, 1954), 335.

Similarly, you should identify and credit other people's writing that you put in your own words (paraphrase). Paraphrasing, however, is not simply a matter of changing or rearranging a few words here and there; you must recast the passage:

> *unacceptable paraphrase*:
>
> Strategy is the art of applying and distributing military means to achieve the objectives of policy.[2]
>
> *acceptable paraphrase*:
>
> B. H. Liddell Hart envisioned a country's military as an instrument for carrying out national policy. The purpose of strategy, then, is deciding how to use the military toward this end.[2]

Ideally, you should introduce your paraphrase so that the reader has no question about where your own commentary ends and where your paraphrase begins, as is the case in the example above (i.e., mentioning the author's name marks the beginning of the paraphrase, and the endnote number shows where it ends). See also quotations (5.7) and appendix C.

5.7   **quotations**. Certain rules apply when you quote directly from the work of other writers. You should credit your source by identifying it in an endnote. If you quote at length from a copyrighted work, you should obtain written permission from the holder of the copyright (see also appendix C of this guide). According to the *Chicago Manual of Style* (16th ed., sec. 13.7),

> Although in a direct quotation the wording should be reproduced exactly, the following changes are generally permissible to make a passage fit into the syntax and typography of the surrounding text. . . .
> 1. Single quotation marks may be changed to double, and double to single; . . . punctuation relative to question marks should be adjusted accordingly. . . . Guillemets and other types of quotation marks in a foreign language may be changed to regular single or double quotation marks. . . .
> 2. The initial letter may be changed to a capital or a lowercase letter. . . .

Documentation

3. A final period may be omitted or changed to a comma as required, and punctuation may be omitted where ellipsis points are used. . . .

4. Original note reference marks (and the notes to which they refer) may be omitted unless omission would affect the meaning of the quotation. If an original note is included, the quotation may best be set off as a block quotation . . . with the note in smaller type at the end, or the note may be summarized in the accompanying text. Authors may, on the other hand, add note references of their own within quotations.

5. Obvious typographic errors may be corrected silently (without comment or *sic*; . . .) unless the passage quoted is from an older work or a manuscript source where idiosyncrasies of spelling are generally preserved. If spelling and punctuation are modernized or altered for clarity, readers must be so informed in a note, in a preface, or elsewhere.

You may incorporate quotations in the text as part of a sentence and enclose them in quotation marks or set them off from the text as a block quotation (see 5.2). If the quoted matter is 8 or more lines or more than 100 words, you should usually set it off from the text.

Integrate short quotations into the text. When you use a quotation as part of a sentence, lowercase the initial letter and omit or change the end punctuation (if appropriate), even though the original is a complete sentence beginning with a capital letter. When the quotation is not dependent on the rest of the sentence, capitalize the initial letter (a comma rather than a colon is often used after *said*, *replied*, *asked*, and similar verbs). If a quotation that is only part of a sentence in the original forms a complete sentence as quoted, you may change a lowercase letter to a capital.

> Colonel Green emphasized that "the military plays an important role in the political arena."[7]
>
> Colonel Green said, "The military plays an important role in the political arena."[7]
>
> Colonel Green made the following statement: "Military [services play] an important role in the political arena."[7]

If you include a quotation in a note, place the source after the quotation:

> 23. Intellectual property is "the group of legal rights to things people create or invent. Intellectual property rights typically include patent, copyright, trademark and trade secret rights." "Glossary," SitePoint, accessed 21 October 2010, http://www.sitepoint.com/glossary.php?q=I.

APPENDIX A

Note Citations

Examples of several categories of notes appear below. For other examples, see the 16th edition of the *Chicago Manual of Style*. Place notes at the end of each chapter, journal article, or paper/monograph not divided into chapters—not at the bottom of the page or at the end of the book. For subsequent references, use *ibid.* or a shortened form of the note. Use *ibid.* to refer to the note immediately preceding (do not use *ibid.* if the preceding note contains more than one citation). You may use *ibid.* within the note to indicate successive references to the same work.

> 7. Richard G. Davis, *Carl A. Spaatz and the Air War in Europe* (Washington, DC [or D.C.]: Office of Air Force History, 1993), 331.
> 8. Ibid., 301.
> 9. Gen Richard B. Myers, "A Word from the Chairman: Shift to a Global Perspective," *Air and Space Power Journal* 17, no. 3 (Fall 2003): 5, http://www.airpower.maxwell.af.mil/airchronicles/apj/apj03/fal03/fal03 .pdf. "By shifting our view from a regional to a global perspective, we will better comprehend and respond to America's security needs in the twenty-first century" (ibid., 8).

For subsequent references to a source, use only (1) the last name of the author; (2) a shortened form of the title (preferably up to the first four words of the title or up to four key words elsewhere in the title, if more appropriate), omitting an initial "A" or "The"; (3) a comma; and (4) the page number(s) of the reference. Differentiate between authors with the same last name.

> 3. Edward M. Coffman, *The War to End All Wars: The American Military Experience in World War I* (Madison: University of Wisconsin Press, 1986), 215.
> 4. Hunter Liggett, *Ten Years Ago in France* (New York: Dodd, Mead, 1928), 84.
> 5. Dr. Robin Higham and Dr. Mark P. Parillo, "Management Margin: Essential for Victory," *Aerospace Power Journal* 16, no. 1 (Spring 2002): 22, http:// www.airpower.maxwell.af.mil/airchronicles/apj/apj02/spr02/spr02.pdf.
> 6. Maj David W. Coffman, *Operational Art and the Human Dimension of Warfare in the 21st Century* (Newport, RI: Naval War College, 1999), 17.
> 7. Liggett, *Ten Years Ago*, 80.
> 8. Edward M. Coffman, *War to End All Wars*, 220.
> 9. Higham and Parillo, "Management Margin," 23.

You may use shortened forms for all notes in a work only if the bibliography includes all of the sources cited in the notes. Otherwise, use full notes for first citations. For the benefit of the reader, you may wish to include a brief explanatory statement preceding the first set of notes.

> Bibliographic entry:
>
> Reynolds, Col Richard T. *Heart of the Storm: The Genesis of the Air Campaign against Iraq.* Maxwell AFB, AL: Air University Press, 1995.

Note Citations

First note citation to the Reynolds book in a work with full bibliography:

Notes

(All notes appear in shortened form. For full details, see the appropriate entry in the bibliography.)

   1. Reynolds, *Heart of the Storm*, 55.

First note citation in a work without full bibliography:

Notes

   1. Col Richard T. Reynolds, *Heart of the Storm: The Genesis of the Air Campaign against Iraq* (Maxwell AFB, AL: Air University Press, 1995), 55.

A shortened form is permissible for a first citation in a chapter's notes if the full citation has occurred in a previous chapter. If the notes are far apart, use a cross-reference.

   11. Liggett, *Ten Years Ago*, 90 (see chap. 2, n. 2).

Books

One author

1. Gen William C. Westmoreland, *A Soldier Reports* (Garden City, NY: Doubleday & Co., 1976), 112, 195–96. [Reproduce the author's name as it appears on the title page.]

Two authors

1. John W. Masland and Laurence I. Radway, *Soldiers and Scholars: Military Education and National Policy* (Princeton, NJ: Princeton University Press, 1957), 117–21. [List the authors' names in the order in which they appear on the title page.]

Three authors

1. Robert Strausz-Hupe, William R. Kintner, and Stefan T. Possony, *A Forward Strategy for America* (New York: Harper & Bros., 1961), 117. [List the authors' names in the order in which they appear on the title page.]

More than three authors

1. Gerald Pomper et al., *The Election of 1976* (New York: McKay, 1977), 61. [Give the name of the author listed first on the title page followed by "et al." or "and others."]
2. Chris Hendrickson et al., "Economic Input-Output Models for Environmental Life-Cycle Assessment," *Environmental Science and Technology* 32, no. 7 (1 April 1998): 185.
3. Pomper et al., *Election of 1976*, 60. [shortened form]

No author given

    1. *Soviet Military Power* (Washington, DC [or D.C.]: Government Printing Office, 1983), 13–18. [Do not use *Anonymous* or *Anon.*]

Editor, compiler, or translator

    1. Alfred Goldberg, ed., *A History of the United States Air Force, 1907–1957* (Princeton, NJ: D. Van Nostrand, 1957), 7. [Use the name of the editor, compiler, or translator in place of the author when no author's name appears on the title page.]

    2. J. P. Mayer, *Alexis de Tocqueville: Democracy in America*, trans. George Lawrence (New York: Doubleday & Co., 1969), 648. [When the author's name appears on the title page, place the name of the editor, compiler, or translator after the title, preceded by *ed.* (*edited by*), *comp.* (*compiled by*), or *trans.* (*translated by*).]

    3. Carl von Clausewitz, *On War*, ed. and trans. Michael Howard and Peter Paret (Princeton, NJ: Princeton University Press, 1976), 145–47.

    4. Marshal Foch, *The Principles of War*, trans. Hilaire Belloc (London: Chapman & Hall, 1918), 7, 18–19.

    5. Goldberg, *History*, 10. [shortened form; omit the abbreviation for editor]

Multivolume works and series

    1. Wesley Frank Craven and James Lea Cate, eds., *The Army Air Forces in World War II*, vol. 2, *Europe: Torch to Pointblank, August 1942 to December 1943* (1949; new imprint, Washington, DC [or D.C.]: Office of Air Force History, 1983), 288–95. [One volume in the series.]

    2. Wesley Frank Craven and James Lea Cate, eds., *The Army Air Forces in World War II*, 7 vols. (1948–1958; new imprint, Washington, DC [or D.C.]: Office of Air Force History, 1983). [Entire series.]

    3. Winston S. Churchill, *The Second World War*, vol. 4, *The Hinge of Fate* (Boston: Houghton Mifflin, 1948), 521.

    4. Warren A. Trest, *Military Unity and National Policy: Some Past Effects and Future Implications*, CADRE Paper Special Series: The Future of the Air Force, no. AU-ARI-CPSS-91-7 (Maxwell AFB, AL: Air University Press, December 1991), 12.

Association or institution as author

    1. Gates Commission, *The Report of the President's Commission on an All-Volunteer Armed Force* (Washington, DC [or D.C.]: Government Printing Office, 1970), 3–9.

    2. Department of Health, Education, and Welfare, *Work in America* (Cambridge, MA: MIT Press, 1973), 104–6.

Note Citations

Work of one author in a work edited by another

1. Col John A. Warden III, "Air Theory for the Twenty-First Century," in *Challenge and Response: Anticipating US Military Security Concerns*, ed. Dr. Karl P. Magyar et al. (Maxwell AFB, AL: Air University Press, August 1994), 320–21. [If you are citing the entire chapter or contribution, include the first and last page numbers of the chapter/contribution.]

2. Dr. Lewis B. Ware, "Regional Study 1: Conflict and Confrontation in the Post-Cold-War Middle East," in Magyar et al., *Challenge and Response*, 49. [When you cite a different chapter/contribution in the same book as previously cited, include a shortened citation for that book.]

3. Capt John T. Folmar, "Desert Storm Chapstick," in *From the Line in the Sand: Accounts of USAF Company Grade Officers in Support of Desert Shield / Desert Storm*, ed. Capt Michael P. Vriesenga (Maxwell AFB, AL: Air University Press, March 1994), 19–20.

4. Warden, "Air Theory," 325. [shortened form]

Edition

1. John N. Hazard, *The Soviet System of Government*, 5th ed. (Chicago: University of Chicago Press, 1980), 23–25.

2. Norbert Weiner, *The Human Use of Human Beings: Cybernetics and Society*, 2d [or 2nd] ed. (Garden City, NY: Doubleday, 1951), 68–71.

3. Hazard, *Soviet System of Government*, 24. [shortened form]

Reprint editions

1. Neil Harris, *The Artist in American Society: The Formative Years, 1790–1860* (1966; repr., Chicago: University of Chicago Press, 1982), 43–44.

2. Giulio Douhet, *The Command of the Air*, trans. Dino Ferrari (1942; new imprint, Washington, DC [or D.C.]: Office of Air Force History, 1983), 67.

Periodicals

Volume number not shown

1. "Congress Sends Nixon a Message," *Newsweek*, 19 November 1973, 39.
2. TSgt Jim Katzaman, "Basics of Bombing," *Airman*, June 1986, 8–12.
3. "Unions Are Alien to Our Defense System," *Retired Officer*, May 1976, 25.
4. "Currents in the News," *U.S. News and World Report*, 11 February 1980, 5.
5. Jay Finegan, "Struggling with Inflation," *Times Magazine* (supplement to *Air Force Times*), 1 September 1980, 4.

Volume number shown

1. Col Richard F. Rosser, "American Civil-Military Relations in the 1980s," *Naval War College Review* 24, no. 10 (June 1972): 14–15.

2. Donald S. Zagoria, "China's Quiet Revolution," *Foreign Affairs* 62, no. 4 (Spring 1984): 879–904.

3. Philip Handler, "The American University Today," *American Scientist* 64, no. 3 (May–June 1976): 254–57.

4. Franklin D. Margiotta, "A Military Elite in Transition: Air Force Leaders in the 1980s," *Armed Forces and Society* 2, no. 2 (Winter 1976): 155–84.

5. Rosser, "American Civil-Military Relations," 14. [shortened form]

Newspaper Items

Editorial

1. Editorial, *Atlanta Constitution*, 19 June 1986. [Omit the initial *the* from titles of English language newspapers.]

News story

1. S. Fred Singer, "What Is Happening to World Oil?," *Wall Street Journal*, 10 March 1982.

2. William Robbins, "Big Wheels: The Rotary Club at 75," *New York Times*, Sunday, 17 February 1980, sec. 3.

3. Lt Gen Murphy A. Cheaney, "Military's Quality Medical Care for a Healthy Army," *Washington Times*, 16 December 1985, final edition.

Encyclopedia/Dictionary Articles

1. *Encyclopaedia Britannica*, 15th ed., s.v. "canning, commercial." [Cite the item, preceded by *s.v.* (*sub verbo*, "under the word").]

2. *Dictionary of American Biography*, s.v. "Wadsworth, Jeremiah."

Historical Studies

1. Robert T. Finney, *History of the Air Corps Tactical School, 1920–1940*, USAF Historical Study 100 (Maxwell AFB, AL: USAF Historical Division, Air University, 1955), 35–38.

2. R. Earl McClendon, *Autonomy of the Air Arm* (Maxwell AFB, AL: Documentary Research Division, Air University, 1954), 16–21.

3. Chase C. Mooney and Martha E. Layman, *Organization of Military Aeronautics, 1907–1935*, Army Air Forces Historical Study 25 (Washington, DC [or D.C.]: Army Air Forces Historical Division, 1944), 29–32.

5. Comptroller General of the United States, *Report to the Congress: Student Attrition at the Five Federal Service Academies* (Washington, DC [or D.C.]: General Accounting Office, 1976), 16–23.

6. Nancy Guinn, *Identification of Service Irritants*, AFHRL-TR-75-52 (Brooks AFB, TX: Air Force Systems Command, 1973).

7. James E. Dougherty and Diane K. Pfaltzgraff, *Eurocommunism and the Atlantic Alliance*, special report (Cambridge, MA: Institute for Foreign Policy Analysis, 1977), 6.

8. Department of Defense, *Annual Report of the Secretary of Defense and the Annual Reports of the Secretary of the Army, Secretary of the Navy, and Secretary of the Air Force, July 1, 1958 to June 30, 1959* (Washington, DC [or D.C.]: Government Printing Office, 1960), 44.

9. Maj Mark A. Cochran, *Unit-Level Automation for Air Force Contingency Operations in Low-Intensity Conflict*, Research Report no. AU-ARI-91-4 (Maxwell AFB, AL: Air University Press, June 1992), 21.

Unpublished

1. Maj John B. Hungerford Jr., "Organization for Military Space: A Historical Perspective," Research Report no. 82-1235 (Maxwell AFB, AL: Air Command and Staff College, 1982), 9–19.

2. Report of Air Corps Board, "Revision of Field Service Regulations," study no. 45, 15 November 1983, 2.

3. Report of the General Headquarters Air Force (Provisional) 1933, ca. 20 July 1933.

Unpublished Papers

1. Richard K. Betts, "Soldiers, Statesmen, and Resort to Force: American Military Influence in Crisis Decisions, 1945–1976" (PhD diss., Harvard University, 1975), 78–86.

2. Dorothy Ross, "The Irish-Catholic Immigrant, 1880–1900: A Study in Social Mobility" (master's thesis, Columbia University, n.d.), 142–55.

3. Betts, "Soldiers, Statesmen," 80. [shortened form]

4. P. Thomas, "Utilization of Enlisted Women in the Military" (paper presented at the RAND Conference on Defense Manpower, Santa Monica, CA, February 1976), 8.

5. Deborah D. Lucki and Richard W. Pollay, "Content Analyses of Advertising: A Review of the Literature" (working paper, History of Advertising Archives, Faculty of Commerce, University of British Columbia, Vancouver, 1980).

6. Thomas, "Utilization of Enlisted Women," 7. [shortened form]

Manuscript Collections

For material cited, include title, date, series title (if applicable), name of the collection, and name of the depository. The following examples come from the *Chicago Manual of Style* (16th ed.), 14.240.

1. James Oglethorpe to the Trustees, 13 January 1733, Phillipps Collection of Egmont Manuscripts, 14200:13, University of Georgia Library.

2. Memorandum by Alvin Johnson, 1937, file 36, Horace Kallen Papers, YIVO Institute for Jewish Research, New York.

3. George Creel to Colonel House, 25 September 1918, Edward M. House Papers, Yale University Library.

4. Undated correspondence between French Strother and Edward Lowry, container 1-G/961 600, Herbert Hoover Presidential Library, West Branch, IA.

5. Joseph Purcell, "A Map of the Southern Indian District of North America" [ca. 1772], MS 228, Ayer Collection, Newberry Library, Chicago.

6. Louis Agassiz, report to the Committee of Overseers . . . [28 December 1859], Overseers Reports, Professional Series, vol. 2, Harvard University Archives.

Legal Citations

The examples of legal citations included here assume inclusion in a non-legal work and, therefore, have been adapted to the style of documentation presented in this appendix. Thus, the format for citations of legal books/treatises and articles in periodicals is the same as that shown in the appropriate sections of this appendix.

1. AT&T Corporation v. Iowa Utilities, in *United States Supreme Court Reports*, vol. 525 (1999), 366.

2. Old Chief v. United States, in *Supreme Court Reporter*, vol. 117 (1997), 644.

3. United States v. Dennis, in *Federal Reporter*, vol. 183 (2d [or 2nd] US Circuit Court of Appeals, 1950), 201.

4. Brown v. Board of Education, in *Federal Supplement*, vol. 98 (US District Court, Kansas, 1951), 797.

5. Lugosi [plaintiff] v. Universal [defendant], in *California Reports*, 3d [or 3rd] series, vol. 25 (California Supreme Court, 1976), 813.

6. Daniels v. Weigum, in *California Appellate Reports*, 2d [or 2nd] series, vol. 194 (California Court of Appeals, 1961), 620.

7. *Dennis*, 202. [shortened form (italicized)]

Public Documents

An endnote citing congressional hearings and other public documents should include the following information:

1. Author (name of house, committee, and subcommittee if any)
2. Title of document
3. Number of Congress and session number
4. Date of publication (year)
5. Part and number of report or document, if applicable
6. Page number(s)

Sometimes you may need to include additional information. Take all information from the title page of the document.

Bills, reports, and miscellaneous documents

1. House, *A Bill to Require Passenger-Carrying Motor Vehicles Purchased for Use by the Federal Government to Meet Certain Safety Standards*, 86th Cong., 1st sess., 1959, H.R. 1341, 1–4.

2. House, *Organization and Management of Missile Programs, Eleventh Report by the Committee on Government Operations*, 86th Cong., 1st sess., 1959, H.R. 1121, 154–56.

3. House, *Passenger-Carrying Motor Vehicles*, 3. [shortened form]

4. House Committee on Education and Labor, *White House Conference on Aging: Report to Accompany S. J. Res. 117*, 90th Cong., 2d [or 2nd] sess., 1 May 1968, 5.

5. Senate, *Report of the Federal Trade Commission on Utility Corporations*, 70th Cong., 1st sess., 1935, S. Doc. 92, pt. 71A.

6. House, *United States Defense Policies in 1958*, 86th Cong., 1st sess., 1959, H. Doc. 227, 114.

7. H.R. Rep. 871, 78th Cong., 1st sess., 1943, 49.

8. Senate, *Documents on the International Aspects of the Exploration and Use of Outer Space, 1954–1962*, 88th Cong., 1st sess., 1963, S. Doc. 18, 55–56.

9. Senate Committee on Foreign Relations, *United States Foreign Policy*, 86th Cong., 2d [or 2nd] sess., 1960, Committee Print, 1:729.

10. House Committee on Foreign Affairs, *Central America, 1981: Report to the Committee on Foreign Affairs*, prepared by Hon. Gerry E. Studds, 97th Cong., 1st sess., 1981, Committee Print, 31.

11. House Committee on Education and Labor, *White House Conference*, 3. [shortened form]

12. Department of State, *American Foreign Policy, Current Documents, 1958* (Washington, DC [or D.C.]: Government Printing Office, 1962), 1413.

Note Citations

Hearings

1. Senate, *Study of Air Power: Hearings before the Subcommittee on the Air Force of the Committee on Armed Services*, 84th Cong., 2d [or 2nd] sess., 1956, 52.

2. Senate, *Investigation of Governmental Organization for Space Activities: Hearings before the Subcommittee on Governmental Activities of the Committee on Aeronautical and Space Science*, 86th Cong., 1st sess., 1959, 379–80.

3. Senate, *Study of Air Power*, 1727. [shortened form]

4. House, *Department of Defense Appropriations for 1954: Hearings before the Subcommittee of the Committee on Appropriations*, 83d [or 83rd] Cong., 1st sess., 1953, 317.

5. House, *Inquiry into Operations of the United States Air Services: Hearings before the Select Committee on Inquiry into Operations of the United States Air Services*, 69th Cong., 2d [or 2nd] sess., 1925, pt. 4:2269–70.

6. House, *Department of Defense Appropriations*, 289–91. [shortened form]

Congressional bills and resolutions

Known as public laws or statutes, bills and resolutions first appear in the *Congressional Record*, then in *United States Statutes at Large*, often in the *United States Code Annotated*, and finally in the *United States Code*.

1. Food Security Act of 1985, H.R. 2100, 99th Cong., 1st sess., *Congressional Record* 131 (8 October 1985): H8461.

2. Homeland Security Act of 2002, H.R. 5005, 107th Cong. (2002).

3. S. Res. 218, 83d [or 83rd] Cong., 2d [or 2nd] sess., 1954.

4. Atomic Energy Act of 1946, Public Law 585, 79th Cong., 2d [or 2nd] sess. (1 August 1946), 12, 19.

5. Atomic Energy Act of 1946, *US Statutes at Large* 60 (1947): 767, 774. [Citations to the statutes are to volume, year, and page number.]

6. Declaratory Judgment Act, *US Code*, vol. 28, secs. 2201–2 (1952). [Citations to the code are always to section number, not page.]

7. Atomic Energy Act, 12. [shortened form]

Executive department documents

1. Department of Defense, *Profile of American Youth: 1980 Administration of the Armed Services Vocational Aptitude Battery* (Washington, DC [or D.C.]: Office of the Assistant Secretary of Defense [Manpower, Reserve Affairs, and Logistics], March 1982), 19.

2. Department of Defense, *Official Guard and Reserve Manpower Strengths and Statistics, Fiscal Year 1985 Summary* (Washington, DC [or D.C.]: Assistant Secretary of Defense [Reserve Affairs], n.d.), 8.

3. Department of Defense, *Profile of American Youth*, 23. [shortened form]

Presidential proclamations, executive orders, other documents

1. President, Proclamation, "Supplemental Quota on Imports of Long-Staple Cotton," *Federal Register* 15, no. 196 (10 October 1950): 127, microfiche.

2. Executive Order (EO) 9877, Functions of the Armed Services, 26 July 1947.

3. *Public Papers of the Presidents of the United States: Dwight D. Eisenhower, 1957* (Washington, DC [or D.C.]: Government Printing Office, 1958), 796.

4. EO 9877, Functions. [shortened form]

5. *Public Papers: Eisenhower*, 274–90. [shortened form]

6. Statement of the President, 26 January 1968, in *Weekly Compilation of Presidential Documents* 4, no. 4 (29 January 1968): 133.

7. UN General Assembly, Resolution 1721 (XVI), "International Cooperation in the Peaceful Uses of Outer Space," 20 December 1961.

Classified Sources

If your document will be available to the general public, do not cite classified information or the titles of classified documents (whether in the text, notes, bibliography, etc.). If arrangements have been made to publish your work as a classified document, then any references you make to other classified documents should include the classification of the title (immediately following the title) and the overall classification of the document (at the end of the publication data), as follows (note that U=unclassified):

1. [document number], [title of document] (U), [date]. ([level of classification, e.g., Secret])

2. [originating office], [title of document] (U), [date], supporting document [number of supporting document]. ([level of classification, e.g., Top Secret])

3. [name of author], [title of document] (U) ([place of publication]: [publisher], [date]), [page no(s)]. ([level of classification, e.g., Secret])

Declassified Sources

1. Central Intelligence Agency, *National Intelligence Estimate Number 11-5-57* (Washington, DC [or D.C.]: Central Intelligence Agency, 1957), 62. Document is now declassified.

Letters, E-Mails, and Endorsements

1. Lt Col C. C. Culver to chief of Air Corps, letter, 9 June 1928; 1st end. [endorsement], Maj L. W. McIntosh, executive, Office of the Chief of Air Corps, to commandant, Air Corps Tactical School, 1 September 1928.

If you wish, you may include the subject of the letter/e-mail.

2. Maj W. G. Kilner, executive, Office of Chief of Air Service, to commandant, Air Service Tactical School, letter, subject: Proposed Revision of the Policy of the Army and Navy Relating to Aircraft, 12 April 1925.

3. Adjutant general to commanding generals, all corps areas et al., letter, 31 December 1934.

4. Maj John Smith, chief, Office of Public Affairs, Maxwell AFB, AL, to the author, e-mail, 20 November 2005.

5. Kilner to commandant, letter. [shortened form]

6. Capt Harry A. Johnson, Command and General Staff School, to chief, Air Corps, letter, 18 January 1935; 2d [or 2nd] end., Lt Col H. A. Pratt, chief, Air Corps, Materiel Division, to chief, Air Corps, 16 February 1935; 3d [or 3rd] end., Col A. G. Fisher, president, Air Corps Board, to chief, Air Corps, 15 July 1945.

7. Smith to the author, e-mail. [shortened form]

Memorandums

Regular memorandum

1. Lt Col G. W. Bundy, War Plans Division, War Department General Staff, to Lt Col Clayton J. Bissell, War Plans Division, memorandum, 18 July 1941.

If you wish, you may include the subject of the memorandum.

2. Col William W. Momyer, deputy commandant for evaluation, Air War College, to Maj Gen John DeF. Barker, deputy commanding general, Air University, memorandum, subject: Progress of the Manual Program, 17 September 1952.

3. Bundy to Bissell, memorandum. [shortened form]

Draft memorandum

1. Chief, Air Corps, to chief of staff, Army, draft memorandum, 28 March 1938.

Memorandum of understanding

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When citing electronic books available online, include as much of the information as can be determined that would also apply to printed books (author, title, volume, place of publication, publisher, date of publication, and so forth). Include the URL (or, preferably, a DOI if available) as part of the citation. You need not include the date accessed (e.g., "accessed 11 March 2011") unless the material has no date of publication or revision. If you do include an access date, place it before the URL or DOI, preceded and followed by a comma.

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4. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), also available online at http://press-pubs.uchicago.edu/founders/ and as a CD-ROM.

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When citing online magazines, include as much of the information as can be determined that would also apply to the printed version (author, title of article, date, and so forth). Include the URL (or, preferably, a DOI if available) as part of the citation. You need not include the date accessed (e.g., "accessed 11 March 2011") unless the material has no date of publication or revision. If you do include an access date, place it before the URL or DOI, preceded and followed by a comma. Include specific page numbers if available.

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Online newspapers, news services, and other news sites

When citing online newspapers or news articles posted by news services, include as much of the information as can be determined that would also apply to the printed version (author, title of article, date, and so forth). Include the URL (or, preferably, a DOI if available) as part of the citation. You need not include the date accessed (e.g., "accessed 11 March 2011") unless the material has no date of publication or revision. If you do include an access date, place it before the URL or DOI, preceded and followed by a comma.

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1. John Powell to Grapevine mailing list, 23 April 1998, no. 83, http://www.electriceditors.net/grapevine/archives.php. (*Chicago*, 14.223)

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If the site no longer exists, indicate that fact parenthetically at the end of the
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(site discontinued). (*Chicago*, 14.245)

Blogs

Include the author (even if the name is an alias) of the entry, title of the
entry in quotation marks, title of the blog in italics followed by the word
"blog" in parentheses, date, and URL. Comments on entries should include
the name of the person making the comment, date of the comment, the words
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1. John Eyster, "Should Religious Values Influence Public Policies?,"
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Reference works online

Cite online versions of encyclopedias and dictionaries in the same way you
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1. *Encyclopaedia Britannica Online*, s.v. "Sibelius, Jean," accessed 19 July
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Online multimedia

Include such information as the name of the composer, writer, performer,
or person responsible for the content; the title, in italics; the name of the re-
cording company or publisher; the identifying number of the recording; the
URL (or, preferably, a DOI if available); and the type of medium. You need

not include the date accessed (e.g., "accessed 11 March 2011") unless the material has no date of publication or revision. If you do include an access date, place it before the URL or DOI, preceded and followed by a comma.

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APPENDIX B
Bibliographic Entries

Examples of several categories of bibliographic citations appear below. For other examples, see the entry *bibliography* (5.1) and chapter 14 of the *Chicago Manual of Style* (16th ed.).

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Westmoreland, Gen William C. *A Soldier Reports*. Garden City, NY: Doubleday & Co., 1976.

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Pomper, Gerald, William G. Mayer, Marjorie Randon Hershey, and Kathleen A. Frankovic. *The Election of 1976*. New York: McKay, 1977. [For 4 to 10 authors or editors, include all names; for more than 10 authors, list the first 7 followed by *et al.*]

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Clausewitz, Carl von. *On War*. Edited and translated by Michael Howard and Peter Paret. Princeton, NJ: Princeton University Press, 1976.
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If your document will be available to the general public, do not cite classified information or the titles of classified documents (whether in the text, notes, bibliography, etc.). If arrangements have been made to publish your work as a classified document, then any references you make to other classified documents should include the classification of the title (immediately following the title) and the overall classification of the document (at the end of the publication data), as follows (note that U=unclassified):

[originating office]. [title of document] (U). Supporting document [number of supporting document]. ([level of classification, e.g., Top Secret])

[name of author (last name first)]. [title of document] (U). [place of publication]: [publisher], [date]. ([level of classification, e.g., Secret])

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Part 2

Air University Press Author Guide

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Submission Instructions

APPENDIX A

Publishing Agreement

Publishing Agreement

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APPENDIX B
Author's Checklist

Air University Press
Author's Checklist

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APPENDIX C
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Illustrations Log

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