



Marine Corps Historical Center

Writing Guide

Revised Edition 2004

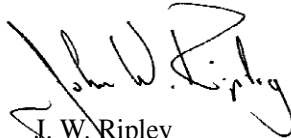
Foreword

The *Writing Guide* of the Marine Corps History and Museums Division is intended primarily for use by historians and curators, both Marine and civilian, assigned to the Division and those others engaged in the preparation of officially sanctioned histories and exhibits. However, the *Writing Guide* can also be a useful reference for historians of Marine Corps history.

Two basic source works have been consulted extensively in the preparation of the *Writing Guide*. In general, the current edition of the *U.S. Government Printing Office Style Manual* has been used for guidance in such areas as capitalization, compounding, punctuation and the use of numerals, while *Merriam Webster's New Collegiate Dictionary* is used as the authority for spelling and word usage. The ultimate authority in such matters is *Webster's Third New International Dictionary*. In those relatively few instances where official Marine historical writing practices differ from these sources, this *Writing Guide* provides examples of the approved and generally long-established methodologies.

This edition is a major revision of the last *Writing Guide*, which was published in October 1983. While most of the material in the previous edition is included in this iteration, it has been completely reorganized and numerous additions have been made.

It is the intent of the Marine Corps that its official historical works be accurate, objective, academically reputable and readable by a general audience interested in the subject matter. Readers of this *Writing Guide* are encouraged to use it critically and to suggest corrections, additions and possible deletions for future revisions to the History and Museums Division (HDH), Marine Corps Historical Center, 1254 Charles Morris Street SE, Washington Navy Yard, DC, 20374-5040.



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The *GPO Style Manual* is available on the Web at:
www.gpoaccess.gov

Table of Contents

Foreword	ii
Table of Contents	iii
A to Z Alphabetized Quick Reference	1
Chapter 1: Introduction	29
The Marine Corps Historical Program Mission	29
Division Publications	29
Chapter 2: The Publication Process	31
Collection Effort	31
Manuscript Preparation	31
Production	33
Distribution and Exploitation.....	33
Preparing Manuscripts for Publication	33
Submitting Manuscripts	34
Chapter 3: Historical Research and Writing	35
The Raw Material.....	35
Critical Evaluation of Sources	35
Evaluating Military Sources	35
The Tentative Outline	37
Research	37
Working Outline and Manuscript Preparation	37
Chapter 4: Effective Historical Writing.....	39
Information Footnotes	41
Style Resources and References.....	41
Chapter 5: Oral History	43
Creating Oral Histories.....	43
Using Oral Histories	44
Chapter 6: Preparing Maps	45
General.....	45
Map Symbols	47
Appendix A: Sample Project Directive.....	53
Appendix B: Suggestions for Good Writing.....	55
Appendix C: The Mechanics of Research.....	57
The Working Bibliography	57
Note Taking	57
Appendix D: Endnotes.....	59
Compendium Endnotes	59
Reference Endnotes.....	61
Appendix E: Bibliographies	81
Formal Bibliographies.....	81
Bibliographical Citations of Published Material	82
Bibliographical Citations of Unpublished Materials	86

Annotated Bibliographies	90
Bibliographical Notes (Bibliographical Essays)	92
Appendix F: Indexing.....	93
Subjects Indexed	93
Foreign Place Names.....	93
Operations	93
Units	93
Sections of the Work to Index	94
Techniques of Indexing	94
Indexing by Hand	95
Appendix G: Writing for Fortitudine	97
General Guidance	97
Photographs	98
Cover Illustrations.....	99
Special Rules	99
Appendix H: References and Guides	101
Guides to the Practice of History	101
Readable Writing	101
Bibliographies.....	102
Guides to Archival Sources	103
Appendix I: Notes on Writing Naval (not Navy) English	105
Appendix J: Citing Internet Sources	111
A Brief Citation Guide for Internet Sources in History and the Humanities	111
Bibliographic Citations	111
Bibliography of Additional Material on Electronic Citations	114
Appendix K: Marine Corps Historical Publications 1920-2004	115

 Marine Corps Historical Center Writing Guide

A to Z

Alphabetized Quick Reference

abaft, astern Preserve the distinction. *Abaft* is a direction within a ship or a bearing from a ship. A bomb may hit the deck 25 yards *abaft* No. 2 stack, or a periscope may be sighted to port, 3 points (34 degrees) *abaft* the beam. But you say that a plane splashed or a bomb missed, 100 yards *astern* of the ship. *Aft of* need not be used at all; *abaft* or *astern* will meet every need. See also **Appendix I, Notes on Writing Naval (not Navy) English.**

abbreviations The use of all capital letters for military abbreviations will not be followed in narrative accounts unless the abbreviation is made up entirely of the initial letters of major words; i.e., unless it is an acronym.

In general, periods are not used with military abbreviations and acronyms. The letters are run together without separation by space or punctuation. This rule does not apply where abbreviations or acronyms include numbers of any kind.

Except for abbreviations of military ranks and dates, abbreviations should be spaced as follows:

CG III MAF

BLT 3/2

I CTZ

7th Mar

CG 1st MarDiv

When writing the history of a

particular period, the abbreviations of that period should be used rather than current terminology. See also **acronyms** entry and **Appendix D, Endnotes.**

“United States” used as an adjective in the text or in the informational footnotes may be abbreviated to U.S. (note use of periods). When abbreviating the names of states to simplify footnote citations or tables and appendices, use the abbreviations found in the *GPO Style Manual* (GPO 9.13) rather than the two-letter style of the U.S. Postal Service.

If dates are abbreviated to conserve space in tables or appendices, the military form will be used and the date written as a single expression. Break up date-time groups for clarity.

Abbreviations for months will conform with the three-letter style specified in the *Marine Corps Individual Records and Accounting Manual* (IRAM) rather than the *GPO Style Manual* (GPO 9.44).

For example:

7Dec41; 7Aug46-27Aug47;

10-18Apr56

0405, 12May45 vice

120405 May 45

Jan, Feb, Mar, Apr, May, Jun,

Jul, Aug, Sep, Oct, Nov, Dec

aboard, on board *Aboard* means the position of objects in relation to a ship. Example: The USS *Coontz* drew close aboard

(within 600 yards), forcing our ship to steer clear.

On board means joined or embarked. Example: The wardroom of the *Coontz* welcomed Ensign Jones on board.

acronyms Use judiciously in Marine Corps historical publications. Abbreviations and acronyms are used in captions, footnotes and citations. They are used in the text only if they are well established in ordinary Service usage and then only if their adoption is warranted to save space or avoid annoying repetition. Introduce all acronyms upon first use by including the complete terms for which they stand. See also **abbreviations** entry.

CAPITALIZING MILITARY

ACRONYMS - Capitalize only the first letters of major words.

Examples:

HQMC
USMC
CinCPac
CG FMFLant
MarCor
MarCorSupDep
LanFor SixthFlt
MedEvac
MarLEx
34th MAU
2d MAW

affect, effect Both of these words have multiple meanings. In general, *affect* means to be given to or to put on a pretense, or to have an influence upon or

to act upon.

When used as a noun, *effect* can refer to the inevitable consequence of an event, influence or impression, or goods. When used as a verb, *effect* means to cause.

aft See **abaft, astern** entry.

aggravate, irritate *Aggravate* means to make worse or more severe.

Irritate means to annoy, bother, or make inflamed.

aircraft See **designations**.

allude To make an indirect reference; a person or thing that is identified is not alluded to, but referred to.

and/or *Do not* use this.

apostrophe See **punctuation** entry.

appendices Appendices are used to provide convenient references, reprint critical documents in full, or allow explanatory discussions that are too long for a footnote. The number and subject matter of appendices will depend on the nature of the work. In general, appendices are not prepared for occasional papers or brief histories. Book-length and multivolume histories almost invariably include appendices. Appendices in multivolume histories should cover the same subjects in the same order.

RESEARCHING APPENDICES

- The Reference Section keeps files listing the commanding officers, lineage, honors, and Medal of Honor recipients for most Marine Corps units.

Suggested Appendices

The following list provides some examples of material that is best covered in an appendix. Following this order (omitting appendices that are not applicable) will, over time, make Marine Corps History and Museums Division publications easier for readers to use.

Bibliographic Essay (if appropriate)

Notes

Appendix A—Command and Staff list or Commanding Officers (rank, first name, middle initials, last name, inclusive dates of command)*

Appendix B—Glossary of Terms and Abbreviations

Appendix C—Chronology (aviation units should include aircraft changes)*

Appendix D—Lineage (available from the Reference Section)*

Appendix E—Honors (as given on certificate; include full citations only for awards recognizing major combat actions)*

Appendix F—Medal of Honor Citations (include full citations)*

Appendix G—Military Map Symbols

Appendix H—Unit Insignia (always included for squadron histories)

Appendix I—T/O & E for Marine Corps and U.S. units**

Appendix J—T/O & E for Allied units**

Appendix K—T/O & E for Enemy units**

Appendix L—Allied Order of Battle***

Appendix M—Enemy Order of Battle***

Appendix N—U.S. equivalents for foreign ranks

Other appendices as appropriate

Appendix—Contributors (always second to last)

Appendix—Reviewers (always last)

* Generally, these appendices should be included in any history of a Marine Corps unit.

** Include all significant changes in T/O & Es for the entire period covered in the book.

*** For major battles or campaigns.

assure, ensure, insure

Assure means to remove worry or uncertainty for a specific person or party.

Ensure means to make an outcome inevitable (in common

usage *insure* is equally valid for this meaning, but we standardize by using *ensure*).

Insure is reserved to describe a financial transaction to provide insurance on lives or objects.

astern See **abaft, astern** entry.

Beaufort scale A scale of force often used to describe wind velocity, though it does not actually measure the wind. Rather, the Beaufort scale assigns a numeric value to wind based on the affect it has on objects. See **knots** entry.

bi, semi *Bi* means every two. *Semi* means half.

bibliography Bibliographies list in one place all the sources that were used and that provided relevant material in preparation of a particular historical work, regardless of whether these sources are cited in the footnotes. Marine Corps historical writers use three types of bibliographies: the formal bibliography (or bibliographical list), the annotated bibliography, and the bibliographical essay (bibliographical notes). Which of these, alone or in combination with others, will be used in a particular manuscript depends upon the nature of the writing project and the terms of the writing directive. For detailed information regarding bibliographies and formatting guidelines, see **Appendix E, Bibliographies**.

brackets Use brackets, not parenthesis, to set off text that is added to a direct quote to clarify or supply missing text. This practice should be done only when absolutely necessary to ensure clarity. It is generally a better practice to simply paraphrase the quote. Example of brackets: “It was,” said Lance Corporal Jerry Acton, “like [the shootout at] the

O.K. Corral.”

bureaucratic words Military and bureaucratic clichés are particularly abhorrent and all too common in official histories. In general, buzzwords and words ending in “ize” should be avoided. A list of bureaucratic clichés and helpful substitutes can be found in Section F, Chapter 1 of the *Department of the Navy Correspondence Manual* (SecNavInst 5216.5D).
Examples:

<u>Instead of</u>	<u>Try</u>
commence	begin, start
finalize	complete, finish
proceed	continue
firm up	make definite plans
effectuate	effect
formalize	make formal arrangements, make permanent
implement	carry out, start
offload	debark, unload
frame of reference	assumptions, premises
time-frame	period, at the same time
accession	add
utilize	use
promulgate	issue, publish

capital, capitol *Capital* is the city where the seat of government is located. Do not capitalize. In a financial context, *capital* means money, equipment or property.

Capitol is the legislature’s building. Capitalize when referring to the building in Washington, D.C. or to equivalent state buildings.

capitalization The following examples provide some guidelines for capitalizing military terms. For information regarding abbreviations and acronyms, see **abbreviations** entry.

capitol See **capital, capitol** entry.

Capitalization Guide

Titles:

assistant chief of staff	Assistant Commandant
branch head	Commandant
commanding general	company commander
director	senior advisor
squad leader	
Inspector General of the Marine Corps	
Quartermaster General of the Marine Corps	
Sergeant Major of the Marine Corps	

Descriptions of individuals:

black Marine/woman Marine	bluejacket(s)
naval aviator/naval attaché	regular/reserve (individual)

Specific units:

battalion	regiment
airborne	
combined action platoon (USMC organization)	
direct air support center (DASC) (unless a specific agency)	
tactical air control (TACC) (unless a specific agency)	
raiders (USMC organization), but Edson's Raiders	
rangers (USA organization), but Darby's Rangers	
Revolutionary Development cadre (RVN organization)	
Rural Reconstruction cadre (RVN organization)	

General organizations:

Inter-Service	Special Forces
Free World forces	naval aviation
Active Reserve/Organized Reserve/Standby Reserve	
Regular/Reserve (establishment)	
Armed Services (synonym for overall military establishment)	
Service, Services (synonym for Army, Navy, Air Force, and Marine Corps)	
allies/allied forces (other than world wars)	
Popular Force (RVN organization)	
Regional Force (RVN organization)	

Operations/Locations:

County Fair operations	Operation Georgia
Western Front (WWI)	Western Pacific
38th Parallel	
Demilitarized Zone (DMZ) (Korea, Vietnam)	

captions Captions fulfill several vital functions. Captions explain photographs and illustrations, provide additional information to the story line, and enhance the appearance and readability of the publication. While graphic elements should always complement the body text, the combination of photograph and caption must be understandable without reference to the text and should never be used as a substitute for information that should appear in the body text.

Caption lengths may vary, as appropriate, from a short phrase to a paragraph. Whenever possible, captions should have both a general and a specific element. The general element gives the context of the photograph while the specific element provides amplifying information or attracts the reader's attention to a specific portion of the photograph. These two elements may constitute two or more separate sentences or may be combined into one sentence. Examples:

(1) General element:

Marines of the 1st Battalion, 6th Marines, land at Camp Lejeune, North Carolina, in August 1984.

(2) Specific element:

armed with the newly introduced M16A2 rifle

(3) Complete caption:

Marines of the 1st Battalion, 6th Marines, armed with the newly introduced M16A2 rifle, land at Camp Lejeune, North Carolina, in August 1984.

CREDIT LINE – Captions must contain a credit line identifying

the source of the photograph. While many sources may not provide inventory numbers for photographs, the credit line should be as specific as possible. Credit lines are set in Roman text

and follow format guidelines similar to body text. Examples:

Photo: DVIC DN-SC-90-08850

Photo: USS *Guam* (LPH 9)

MARG 1-96 Deployment
Cruise Book

Photo: Marine Corps Historical
Center

Photo courtesy of the authors

Photo courtesy of Maj David A.
Krebs

Photo courtesy of *Leatherneck*
magazine

FORMAT - Captions are always set in italic. Therefore, text that would normally be set in italic in the body of the work, the names of aircraft, ships, spacecraft, enemy units, or foreign words, should be set in Roman in captions to retain emphasis.

Example:

*President William J. Clinton ordered the USS *Guam* (LPH 9) to steam toward the coast of Liberia to assist in the evacuation of U.S. citizens and foreign nationals during Operation Assured Response. Joining the *Guam* was the amphibious transport dock ship USS *Trenton* (LPD 14) and the dock landing ship USS *Portland* (LSD 37). All three ships supported amphibious operations with helicopters or landing craft.*

RANKS - To accommodate the often limited space available for captions, all ranks are listed in

abbreviated format. Example:
Col Granville R. Amos (left), the Marine Expeditionary Unit commander, and LtCol Thomas W. Parker, his operations officer, walked the ground visiting each security position inside and outside the American Embassy compound in Monrovia, Liberia. Col Amos came away supporting the initial tactical decision establishing blocking positions outside the embassy.

See **ranks** entry for the correct forms of rank abbreviations.

SOURCES FOR PHOTOGRAPHS – The Reference Section provides photographic support for division publications, exhibits, and a variety of other uses. These photographs may only leave the Reference Section for the brief period required for copying or digitizing. Another source of photographs is the Still Pictures Branch of the National Archives in College Park, Maryland. This branch holds Marine Corps photographs prior to 1982. Marine Corps photographs from 1982 to present are maintained at the Defense Visual Information Center. See **photographs** entry for addresses and contact information.

casualties Do not use the word “*only*” when referring to casualties. List actual numbers when possible. If you need to emphasize that few casualties occurred, use a phrase such as “the division suffered far fewer casualties than it had expected.”

cataloging See **titles** entry.

chapters See **parts, chapters, and sections** entry.

character development The development of key personalities provides valuable context and makes otherwise dry narrative more readable. For minor characters, this requirement can often be handled by a simple phrase, e.g., “Major Short, who in 1956 was the first man to loop a helicopter, flew the first troops into the fire-swept LZ” or, “The battalion commander, a rugged All-American tackle when he attended Georgia Tech, believed in physical fitness.” For major personalities, those who played key roles in the events being described, provide enough information to give the reader an insight into their character and thought process. Here, as elsewhere, when a person is first introduced, he or she should be identified by rank, first name, middle initial, nickname in quotation marks if significant, last name, and Service if not USMC or USMCR; e.g., Colonel Justice M. “Jumping Joe” Chambers.

colors You *set* a sail, *raise* the jack or ensign, *hoist* a signal, but *break (out)* an admiral’s flag, commodore or squadron commander’s broad pennant or division commander’s pennant. Never call the ensign or a pennant a flag; but the ensign and jack, or both, are called the *colors*. Examples: (1) “The Admiral flew his flag in USS *Ohio*,” or “wore his flag in USS *Ohio*.” Both are correct; the former is

preferable. (2) “The guide ship flew a blue pennant at the dip and hoisted it two-blocks as a signal for the boat waves to depart,” is correct. See also

Appendix I, Notes on Writing Naval (not Navy) English.

command chronologies

Since May 1965, all independent units, and all units of battalion/squadron size or larger, have submitted command chronologies. These are the only routinely submitted documents specifically intended to provide a historical record. They provide the bulk of the information for most operational histories. However, reliance on a single source invariably results in unbalanced histories. Command chronologies are no exception to this rule. Remember that the text of the chronology is only a summary of the unit’s activities, and that supporting documents and other sources provide the details.

commas See **punctuation** entry.

compendium notes See **Appendix D, Endnotes.**

complement, compliment

A *complement* is something that completes, or the full crew. A *compliment* means praise.

compound words The *GPO Style Manual*, sections 6.16, 6.21, 6.24, and Chapter 7 provide the basic guidelines for compounding words. In general, an adjective or adverb modifier is compounded with a hyphen, and predicate adjectives are not compounded. For example, “this is a

battle-tested rifle,” but “this rifle is battle tested.” Hyphenate proper nouns when combining forms; thus, “North Carolina troops, but “Mexican-American soldiers.”

The overriding rule of usage should be clarity and consistency. The following list is hardly complete, but provides a few guidelines. When in doubt consult the extensive examples in GPO 7.14.

The abbreviation u.m., is for “unit modifier”; n., for “noun”:

air base (n.)
 airfield (n.)
 air-ground team (u.m.)
 all-weather (u.m.)
 anti-air (u.m.)
 anti-aircraft (u.m.)
 antiguerrilla (u.m.)
 cakecutting (u.m., n.)
 chain-of-command (n.)
 codename (u.m., n.)
 company-size (u.m.)
 counterattack (n.)
 counterbattery (n.)
 enlisted man (u.m., n.)
 firefight (n.)
 fireteam (n.), but fireteam-size
 fixed-wing (u.m.)
 freefire (u.m.)
 frontline (u.m., n.)
 heliborne (n.)
 helicopterborne (u.m.)
 helilift (n.)
 machine gun* (u.m., n.)
 mailcall (n.)
 minefield (n.)
 noncommissioned officer
 offduty (u.m.)
 officer-in-charge (n.)
 senior advisor (n.)
 sub-machine gun* (u.m., n.)
 trooplift (u.m., n.)
 troop space (n.)
 well-fortified (u.m.)

* Differs from GPO guidelines.

comprise, include *Comprise* means to contain or embrace; the whole comprises the parts, but not vice versa. *Include* is nearly a synonym for *comprise* but suggests all the component items are not being mentioned.

continual, continuous *Continual* means repeatedly, over and over again; *continuous* means without any interruption.

credible, creditable *Credible* is believable; *creditable* means worthy of approval.

date Dates within text should be written out in day, month, year format, 8 August 1955, for example. When the story line covers a period of time within the same year, a shorter day, month format is appropriate provided the year is clearly established in a previous reference.

If dates are abbreviated to conserve space in tables or appendices, the military form will be used and the date written as a single expression.

The use of dates based on a *D* or other designated day of attack is out of place in historical narrative. For example, use 4 June 1944, not D minus 2 days; or, 12 June, not D plus 6.

date-time group Use in end-notes only. While not generally used, the abbreviation is dtg.

decimated Destruction of one tenth, or to kill or destroy a large proportion.

decorations A person does not “win” a military decoration or award. Alternative words or phrases are “received,” “was

awarded,” “was decorated for,” “was recognized by,” “a recipient of,” etc. Example:

Colonel Shoup was awarded the Medal of Honor for his courageous leadership on Betio. Subsequently, he received the Legion of Merit with Combat “V” for his service as Chief of Staff, 2d Marine Division, at Saipan and Tinian.

designations The designations of ships, aircraft, ordnance and equipment vary.

AIRCRAFT - Identify model number, name, manufacturer and type of aircraft on the first mention. Thereafter, either the model number or the name may be used. Examples: “The fighter planes were Marine Chance Vought F4U Corsairs,” subsequently, “The Corsairs were devastating in combat.”

ORDNANCE AND

EQUIPMENT - Designations of munitions items follow the system used by the developing Service. The Navy uses a “Mark and Model” system without hyphens but with spaces, as in “Mk 24 Mod 4 flare.” The Army system for standardized items calls for designations to be written without spaces or hyphens, as in M16 rifle, M61A1 gun, or M151 jeep. A noun must follow these designations as the same designation may turn up on different items. The Air Force likewise has its own system, but with several inconsistencies regarding hyphens.

The official name for the current general-purpose military vehicle

is the High Mobility Multipurpose Wheeled Vehicle, abbreviated HMMWV. However, except for quotations, the term “humvee” will be used. The first time the vehicle is mentioned, give the complete official name, abbreviation, and the nickname “humvee.” See also **humvee** entry.

SHIPS - The type, nationality and hull number (where applicable) of ships should be identified on first mention. Example: “The U.S. battleship *North Carolina* (BB 55),” or “The battleship USS *North Carolina* (BB 55),” subsequently, the *North Carolina*.

effect See **affect**, **effect** entry.

either One or the other, but not both.

Right: The lieutenant said to use either weapon.

Wrong: There were enemy forces on either side of the road.

Right: There were enemy forces on both sides of the road.

There were enemy forces on each side of the road.

either...or, neither...nor

Nouns that follow these words do not constitute a compound subject. Rather, they are alternate subjects and require a verb that agrees with the nearest subject: *Neither* the squad *nor* Sgt Smith is going on patrol.

Either Sgt Smith *or* the squad will go on patrol.

ellipses See **punctuation** entry.

endnotes Complete documentation includes page citations of specific sources shown in notes at the end of the text.

Bibliographies or bibliographic essays may be used to supplement the information in the endnotes of extensive studies (see **Appendix E, Bibliographies**). In all cases, Marine Corps histories will include sufficient information regarding a source in endnotes or bibliographies, or in a combination of the two, to enable the reader to identify and locate the materials. While there are similarities between endnote and bibliographical citations, the formats vary. Marine Corps historical writers use compendium and reference notes to document text. These endnotes are used to give credit to sources of information, whether quoted directly or paraphrased. The writer must determine whether to use a compendium note, a series of reference notes, or both. For detailed information and directions for properly formatting endnotes see **Appendix D, Endnotes**.

ensure See **assure**, **ensure**, **insure** entry.

equipment See **designations**.

exhibit labels Preparation of an exhibit can be approached in one of two ways: as a collection of artifacts to be displayed or as a story to be told. Most visitors find the latter more interesting. With a little ingenuity, you should be able to develop a story line for almost any exhibit. Once the story has been developed, assess the artifacts available to illustrate it. You may need to find more items to fill gaps, or leave others out. Organize the artifacts into a logical sequence

and then prepare labels.

MUSEUM LABELS - Museum labels, sometimes referred to as captions, are divided into two categories for the purpose of the *Writing Guide*. First are labels used to support the exhibit theme or story line, which are called “main” and “secondary” labels.

The other category consists of labels used to identify objects exhibited, called “object” labels.

Accuracy - Accuracy is a product of historical research and will not be dealt with here other than to state that draft labels should be submitted for review to an authority on the subject. Labels should also follow standard usage and style as set forth in this *Writing Guide*.

Brevity - Visitors come to a Marine Corps museum to learn about our history or to recall their experiences as Marines. They are not sitting in an easy chair reading a book; they are standing and moving and have budgeted a limited time for their visit.

Therefore, the printed word on labels should be short, and where possible, exciting or dramatic.

The language used must be sparing, bare bones, non-discursive, and present only the facts necessary for the purpose of the label.

A rule of thumb is to use short common words, short sentences, and short paragraphs.

Ideally, additional information of interest should be made available in museum handouts, exhibition brochures, catalogs, or by reference to other historical works.

MAIN AND SECONDARY LABELS - Main and secondary

labels support the exhibit theme or story line. They should rarely exceed 200 words or one double-spaced typewritten page.

Word Limit - If a main or secondary label approaches the 200-word limit it may be appropriate to use a journalistic device from newspapers stories. An overview or synopsis of the subject is presented in a short lead paragraph. Details essential to the complete story to be presented to the visitor are conveyed in the balance of the label.

OBJECT LABELS - Object labels should be limited to identifying the object and a short statement of its use, significance, or provenance—two sentences and not exceeding 25 to 50 words.

Captions - Object labels might be thought of as photograph captions. The practice is to state the main subject of the picture and to follow this with a sidelight to the main subject. For example:

“Socket bayonet for Civil War M1863 rifled musket used by Marines. Only 1 percent of the casualties during that war were caused by bayonets.”

This example identifies the object exhibited and dramatizes the object with pertinent additional information, all in 24 words.

Another example:

“Hat, field, sometimes called a campaign hat, was adopted in 1912. This field hat was worn by Capt _____ in Nicaragua in 1928. He later served as Commandant from 19__ to 19__.”

Again, identification followed by two dramatizing facts, this time

in 31 words.

See **captions** entry for additional guidance on this writing style.

TYPE SIZE - Labels should be set in large type for readability. We normally use 18 or 24 point, which most people can read without glasses. Titles can be in bold face in larger type. Summarizing lead paragraphs can be set bold face in the same size type as the balance of the label. Roman type fonts are more readable than sans serif.

footnotes Any information considered vital to the proper understanding of the story should be in the text and not buried in the footnotes. The writer can use information or explanatory footnotes, however, to improve the flow of the narrative by removing nonessential but pertinent material from the text, while providing it to the reader. Keep information footnotes for cross-referencing purposes to a minimum.

Footnotes may, however, be used when there is a need to inform the reader that a certain important subject will be covered in later pages or to remind the reader it has already been examined. In a series such as *U.S. Marines in Vietnam*, reference to a subject discussed in earlier volumes or projected for future volumes often will be appropriate.

FORMAT - Follow the textual style in the discursive parts of information footnotes. Use abbreviations, military, and bibliographical, only in source citations. Signal information foot-

notes at the appropriate places in the text by insertion of one or more asterisks. Such footnotes are always placed at the bottom of the page of text to which they refer. If more than one such footnote occurs on a page, differentiate them by multiple asterisks. Examples: (1) Simple informational footnotes:

* This was Battery F. For this battery, however, the necessary fire control equipment had not yet arrived; so even with full gun crews, its effectiveness would have been slight.

** According to Gen Wright, MacArthur's G-3, "Admiral Joy may have 'discussed' this often with the Commander in Chief, but no one ever 'argued' with him." MajGen Edward K. Wright, USA, comments on Lynn Montross and Capt Nicholas A. Canzona, "The Pusan Perimeter," 16Feb56 (Comment file, MCHC, Washington, D.C.).

(2) An informational footnote used for cross-referencing:

* See Part 5, "The Battle of Midway," for the story of the events leading up to the decisive naval action that took place near Midway in June 1942.

forceful, forcible *Forceful* means vigorous, strong, effective; *forcible* means having to use force, as in forcible entry.

forego, forgo *Forego* means to precede; *forgo* means to abstain from.

foreign military See **units** entry for examples of foreign military unit designations. See

ranks entry for examples of foreign military ranks.

Fortitudine *Fortitudine* is the bulletin of the Marine Corps Historical Program. It is a 24-page, full-color publication that is distributed throughout the Marine Corps, to general officers and to individual subscribers. It is not a journal of Marine Corps history, even though its articles contain historical information. All *Fortitudine* articles must have news value for the historical program and should appeal to active-duty and former Marines, as well as civilians interested in the Corps and its history. See **Appendix 7, Writing for Fortitudine** for authoring guidelines, writing styles and format information.

hangars, hangers *Hangars* are for aircraft; *hangers* are for clothes.

humvee The official name, High Mobility Multipurpose Wheeled Vehicle, and abbreviation, HMMWV, is unlikely to be recognized by many readers. Except for quotations, the term “humvee” will be used. The first time the vehicle is mentioned, give the complete official name, abbreviation, and the nickname “humvee.” See also **designations** entry.

imply, infer Writers or speakers *imply* an idea in the words they use; a reader or listener may *infer* an idea from they have read or heard.

impracticable, impractical Something *impracticable* cannot

be done; something *impractical* can be done, but it is not useful or valuable.

include See **comprise, include** entry.

indexing The Marine Corps historical writer must provide an index for the work being submitted. See **Appendix F, Indexing** for details and format requirements.

infer See **imply, infer** entry.

insure See **assure, ensure, insure** entry.

Internet The Internet is a decentralized, global network of computers. It is a proper name and is always capitalized. See **Appendix J, Citing Internet Sources** for guidelines on formatting citations for Internet sources.

interviews Conducting a personal interview or creating an oral history requires a great deal of preparation. Refer to **Chapter 5, Oral History** for basic techniques in preparing and conducting interviews. A detailed guide is available on the History and Museums Division Web site at www.history.usmc.mil.

irritate See **aggravate, irritate** entry.

it's, its *It's* is the contraction for it is or it has; *its* shows possession.

italic The general rules in the *GPO Style Manual* apply, subject to the following:

Italic will be used for foreign words and phrases.

Standard abbreviations used in notes, such as *ibid.* and *op. cit.*,

are considered Anglicized and will not be set in italic.

Set the official titles of all enemy units in italic.

Since captions for photographs and illustrations are set in italic, names of aircraft, ships, spacecraft, or enemy units that appear in captions are set in Roman to retain emphasis. See **captions** entry.

Set titles of magazines and books, including short titles used to simplify citations, in italic. Set manuscript and magazine article titles in quotes rather than in italic type.

knots Nautical means of defining the speed at which a ship is traveling or describing wind velocity.

Beaufort Scale	Knots	Weather Bureau Term
1	1-3	light air
2	4-6	light air
3	7-10	gentle breeze
4	11-16	moderate breeze
5	17-21	fresh breeze
6	22-27	strong breeze
7	28-33	strong breeze, moderate gale
8	34-40	fresh gale or gale
9	41-47	strong gale or gale
10	48-55	whole, hard, or heavy gale
11	56-65	storm, or whole gale
12	65-up	hurricane

labels See **exhibit labels** entry.

lay, laid Transitive verb; always takes a direct object.

lie, lay, lain Intransitive verb; no object.

maps Designing accurate and effective maps is an essential part of documenting Marine Corps

history and they should be included whenever appropriate. Refer to **Chapter 6, Preparing Maps** for instructions on creating maps, the use of map symbols and other information to make your maps effective and useful.

Marine The word “Marine” is always capitalized when used in reference to the U.S. Marine Corps. Placing the word at the beginning of a sentence avoids calling undue attention to this practice. Thus, “Marines, soldiers, and sailors crowded on board” is preferred to “Soldiers, sailors, and Marines.”

material, materiel As an adjective, *material* is spelled with an *a*, but as a noun, military *materiel* is correct.

military See specific entries, e.g. **titles, ranks, units**, etc.

mitigate, militate *Mitigate* means to soften, moderate, make less severe. *Militate* means to have weight or effect. You can *militate* against something, but you cannot *mitigate* against it.

neither...nor See **either...or, neither...nor** entry.

nomenclature See **designations** entry.

none, no one *None* means not one or not any and can take a singular or plural verb, depending upon the sense of the sentence. *No one* means no individual.

notes See **Appendix D, Endnotes**. For information and guidelines for recording comprehensive notes and bibliography information during the research

phase of your project, see

Appendix C, The Mechanics of Research.

numerals The *GPO Style Manual* will be used as a basic reference.

Numbers less than 10 are written out, while 10 and numbers greater than 10 are written as Arabic numerals.

Numbers greater than 10 that are clearly rounded off are an exception; thus “we counted exactly 100 bodies,” but “we counted nearly one hundred bodies.”

In lists, if one of the numbers is 10 or above, write all numbers in the list as numerals, e.g., “4 pistols, 5 radios and 10 rifles,” but “six wounded, three killed and one missing.”

Avoid using Arabic or Roman numerals to begin a sentence.

Recast the sentence if necessary.

off, on Say *keep clear of*, not *away from* a minefield, reef, other ships or obstruction. You can “make an approach,” but it is better nautical usage to *close* rather than *approach* the land or another ship.

on board See **aboard, on board** entry.

on See **off, on** entry.

oral history Creating an oral history or conducting a personal interview requires a great deal of preparation. See **Chapter 5, Oral History** for basic techniques in preparing for and conducting interviews. A detailed guide is available on the History and Museums Division Web site at www.history.usmc.mil.

oral, verbal *Oral* refers to spoken words rather than written words. *Verbal* relates to words either written or spoken and is often wrongly used in place of oral. A *verbal* order is written

ordnance See **designations** entry.

organizations See **units** entry.

outlines For information and helpful guidelines to conducting historical research, creating an outline, and writing historical manuscripts, see **Chapter 3, Historical Research and Writing**.

over Over refers to physical location; write *more than 10*, not *over 10*.

parts, chapters, and sections Historical works published by the Division are subdivided in one of three ways. Major works of book-length are broken into parts, chapters, and sections. In instances where the material is particularly cohesive, the writer may eliminate parts and divide the work into chapters, each of which may comprise several sections. In short monographs or pamphlets, only a subdivision into sections may be required. Ensure all titles for parts, chapters, and sections are descriptive of the subject matter.

photographs Photographs are an integral part of any historical publication and should be selected to add to the story told in the text. Photos and their captions, while integrated into the story in strategic locations, should be considered stand-alone elements.

In selecting photographs, the author should pay close attention to the quality. Out of focus photographs, poorly composed pictures and bad lighting will be amplified in the printed version. **COLOR VERSUS BLACK AND WHITE** - All historical publications, and *Fortitudine*, are printed in full color. Therefore, color photographs should be used whenever possible. When color photographs are not available, or in rare cases where a black and white photo lends to the tone of the story better, pay special attention to the contrast and lighting in the photograph. A person standing in a shadow or with a shadow across their face may not print as well as you hope. Also, a washed out photograph with little contrast will reproduce poorly. Edit and Design can help you determine if a photograph will print well.

FORMAT AND RESOLUTION – If you are submitting a hard copy photograph, Edit and Design will scan the photo at the proper resolution for print. However, if you have electronic photos to submit, you should look for files in TIF or JPG format with a minimum resolution of 300 dpi (dots per inch). The resolution can normally be determined using the Properties pull-down menu in your image software. Electronic photo files often will be saved at 72 dpi, which is the screen resolution of most computer monitors. However, these photos may work fine if the dimensions of

the photo are large enough, 10 inches by 20 inches for example. When Edit and Design scales such a file to fit the printed page the resolution is increased. If you have questions about the format or resolution of your electronic photo files, consult Edit and Design.

CAPTIONS – All photographs must have a caption that describes the photo, identifies individuals whenever possible, and credits the photo to the source. See **captions** entry for more information.

SOURCES – The Reference Section has a limited collection of original and reproduced Marine Corps photographs that may be used in historical publications. More extensive, official Marine Corps photograph collections are held at the National Archives and Records Administration (NARA), and the Department of Defense Visual Information Center (DVIC).

These depositories have responsibility for servicing photographic requests, and researchers should contact the proper activities regarding photograph availability and the current schedule of fees. Contact information for these and other repositories and historical resources are listed in **Appendix H, References and Guides**.

possessive See **punctuation** entry.

principal, principle As a noun, *principal* means a leader or key figure; as an adjective, fore-

most. *Principle* means a fundamental truth or guide.

publications For a comprehensive list of the types of publications produced by the Division and a description of each, see **Chapter 1, Introduction**. For guidelines and information about the Division's publication process, see **Chapter 2, The Publication Process**.

punctuation Follow the *GPO Style Manual* subject to the following exceptions and clarifications:

APOSTROPHE AND

POSSESSIVE - Apostrophes in acronyms will be reserved to show possession. Thus, use "11 NFOs" or "three BLTs" rather than the GPO style "11 NFO's" or "three BLT's."

COMMAS - Always use a comma between the penultimate item in a series and the conjunction to avoid confusion.

Example: The general formed Task Force Smith by placing one company each from the engineer, reconnaissance, tank, and assault amphibian battalions under Colonel Smith's command. Names of states and foreign countries when used in conjunction with other geographic names will be regarded as words in apposition and set off by commas before and after. Examples: He moved from Austin, Texas, to New York. The squadron arrived at Atsugi, Japan, on 4 July.

In writing titles of organizations where more than one level of command must be given to speci-

fy the exact unit, commas will be used to take the place of the words "of" or "of the." A comma will follow the last word in the title of the organization.

Example: He was assigned as Commanding Officer, Company A, 1st Battalion, 2d Marines, on 8 November.

The comma will be omitted within the shortened name of military facilities and installations.

Examples: MCAS Beaufort; MCB Camp Lejeune; NAS Key West; The F4U departed MCAS Iwakuni, Japan, at 0200.

Quotations set within the body of a sentence will not be separated with a comma if the introductory material is written to make the quotation an integral part of the sentence. Example: They searched the hills "for more than five hours."

ELLIPSES - Division publications use periods to mark deletions. Special attention must be given to the spacing of the initial period and to the use of either three or four consecutive periods to depict the quoted material accurately. Three spaced periods (. . .) indicate an ellipsis. A fourth period (. . . .) is added to bring a sentence to a close.

Ellipses are not to be used to begin or end quoted material as quotation marks serve that purpose.

HYPHEN - The numerical designation of aviation squadrons and groups will be linked to the abbreviated title of the unit by a hyphen. The hyphen is not used

when the full name of the unit is written out, nor with ground units, nor with the hull designators for ships. Examples: VMA-223; Marine Attack Squadron 223; MAG-32; USS *Alabama* (BB 60); BLT 2/3; BSSG 7. See also **designations** entry.

QUOTATION MARKS - Run quotations of less than five lines in the body of a paragraph. Insert those of five lines or more without quotation marks as separate paragraphs indented on the left. The preceding reference should read, "wrote," "reported," "declared," or "stated," followed by a colon. Set quoted material within another quotation off with single quotation marks if the material falls in the body of the paragraph and with normal quotation marks if indented. Set manuscript and magazine article titles in quotes. See **quotes** entry.

quotes Any quotation longer than five printed lines should be clearly indented from the body of the text and presented without quotation marks. All other quotations will be in the body of the text clearly indicated by quotation marks. See also **punctuation** entry.

When it is necessary to include additional words to clarify the text or to supply a missing element, use brackets [] around the words. See also **brackets** entry. Examples: (1) Quote within the body of a paragraph:

"We have a list of capabilities as long as your arm," Colonel Berndt said regarding his primary

mission to evacuate American citizens from Haiti. "My job is to be ready for anything."

(2) Long quote indented from the body of the text:

Despite the confusion that ensued after the column had been cut off from the forward elements of the task force, the remaining troops quickly established a defensive perimeter. Sergeant Charles Dickerson later recalled:

Two thirds of the column was cut off, the first third going on up the road further. The road ran in sort of an 'S' shape, not extreme, and at the left there was a small ditch. At the right there was quite a large ditch, and at the right of that was a railroad track, then another ditch. And further to the right was a plateau 20 feet higher than the road. Then there were rice paddies on further about 100 to 200 yards, and there was a river; and on the other side of the river was the mountain. The Chinese came from the front between the hill and this plateau. They came down the ditch from the far side of the railroad track and over the road at the front of the column. They came to the rear out of the valley and across a culvert. On the left rear, they came down the mountain to the culvert and the rice paddy area.

(3) Use bracketed text in a quote to clarify or supply missing text:

“It was,” said Lance Corporal Jerry Acton, “like [the shootout at] the O.K. Corral.”

ranks Use full military ranks in the text and textual footnotes. Use rank abbreviations only in endnote citations and photographic captions. With general officers and admirals, lieutenant colonels, lieutenant commanders, second and first lieutenants, and lieutenants (junior grade), however, after the first mention the title may be shortened simply to “General Lejeune,” “Colonel Smith,” “Commander Jones,” or “Lieutenant Turner,” assuming this creates no confusion or ambiguity.

The rank used in the text will be the rank held at the time of the action described. Confine references to current or retired rank to footnotes and citations. See also **titles** entry.

FOREIGN MILITARY RANKS AND TITLES - At first mention, write out the full rank, including honorifics. Use the foreign rank, providing the American equivalent in parenthesis if the ranks are not identical. Example: *Oberst* (Colonel) Count Merz von Quirnheim subsequently referred to as Colonel von Quirnheim.

In succeeding references, use the foreign rank for English speaking countries; e.g., use sub-lieutenant, not ensign or lieutenant (junior grade).

For non-English speaking countries, use English equivalents, preserving special distinctions; e.g., a German kanonier should

be identified as a gunner, not a private.

Do not abbreviate foreign ranks if there is no direct American equivalent.

HISTORICAL RANKS AND TITLES - U.S. Services have used many different ranks and titles over their histories. Try to use the term used during the period under discussion. Explain the term in the text or a footnote if it might confuse modern readers. Ensure any abbreviations you use are easily decipherable and are not easily confused with a modern abbreviation. For example, abbreviating “supply sergeant” as “SSgt” would lead most readers to think the individual referred to was actually a staff sergeant. For Marine Corps ranks before 1970, consult *United States Marine Corps Ranks and Grades, 1775-1969*, a historical reference pamphlet published by the Historical Division, HQMC.

The following is an illustrative list of preferred abbreviations for ranks and titles frequently used when writing about Marine Corps history before the Vietnam War:

MajGenComdt: major general commandant

Commo: commodore

TSgt: technical sergeant

PlSgt: platoon sergeant

SupSgt: supply sergeant

QMSgt: quartermaster sergeant

FldMscFC: field music first class

Refer to the following **Current**

U.S. Ranks table for proper abbreviations of current U.S. ranks.

Current U.S. Ranks

The following is a list of U.S. ranks currently in use with accepted Marine Corps Historical Center abbreviations:

Officers

U.S. Navy and Coast Guard

FAdm: fleet admiral	Cdr: commander
Adm: admiral	LCdr: lieutenant commander
VAdm: vice admiral	Lt: lieutenant
RAdm: rear admiral*	Lt (jg): lieutenant (junior grade)
Commo: commodore	Ens: ensign
Capt: captain	

U.S. Marine Corps, Army and Air Force

GenArmy: general of the Army	Col: colonel
GenAF: general of the Air Force	LtCol: lieutenant colonel
Gen: general	Maj: major
LtGen: lieutenant general	Capt: captain
MajGen: major general	1stLt: first lieutenant
BGen: brigadier general	2dLt: second lieutenant

* The Navy divides rear admirals into two groups: rear admirals, upper half, who wear two stars, are pay grade O-8, and are equivalent to major general; and rear admirals, lower half, who wear one star, are pay grade O-7, and are equivalent to brigadier general. When it is necessary to distinguish between them, simply mention the number of stars worn.

Officer Commissioning Programs

U.S. Naval Academy and Navy ROTC

Midn: midshipman

U.S. Military Academy, Air Force Academy, Coast Guard Academy, Army and Air Force ROTC

Cdt: cadet

Officer Candidate School (all services)

Cand: candidate

*Warrant Officers (all services)**

MWO-5: master warrant officer (Army)
 CWO-5: chief warrant officer (Marine Corps)
 CWO-4: chief warrant officer
 CWO-3: chief warrant officer
 CWO-2: chief warrant officer
 WO-1: warrant officer
 MG: Marine gunner**

* The Air Force no longer uses the warrant officer rank.

** Used only for Marine Corps warrant officers authorized to wear the bursting bomb insignia.

Current U.S. Ranks (cont.)

Enlisted

U.S. Marine Corps

SgtMaj: sergeant major / MGySgt: master gunnery sergeant

1stSgt: first sergeant / MSgt: master sergeant

GySgt: gunnery sergeant

SSgt: staff sergeant

Sgt: sergeant

Cpl: corporal

LCpl: lance corporal

PFC: private first class

Pvt: private

*U.S. Navy and Coast Guard**

MCPO: master chief petty officer PO3: petty officer third class

SCPO: senior chief petty officer SN: seaman

CPO: chief petty officer SA: seaman apprentice

PO1: petty officer first class SR: seaman recruit

PO2: petty officer second class

* It is standard Navy and Coast Guard practice to include a sailor's rate (military specialty) as part of the rank. For example, a corpsman holding the rank of petty officer second class is a hospitalman second class, abbreviated as HM2. This custom can be followed when using the full rank. However, avoid using rates when abbreviating ranks in captions and endnotes. Few readers will be able to identify most ratings from the abbreviation, and an explanation makes abbreviation pointless. If the rating is pertinent, write out the entire rank.

Army

CsgtMaj: command sergeant major / SgtMaj: sergeant major

1stSgt: first sergeant / MSgt: master sergeant

SFC: sergeant first class

SSgt: staff sergeant

Sgt: sergeant

Cpl: corporal / Spec4: specialist 4*

PFC: private first class

Pvt: private (E-2)

Pvt: private (E-1)

* Corporals are senior to specialist 4s. A specialist 4 is not a non-commissioned officer.

Air Force

CMSgt: chief master sergeant Sgt: sergeant / SrA: senior airman

SMSgt: senior master sergeant A1C: airman first class

MSgt: master sergeant Amn: airman

TSgt: technical sergeant AB: airman basic

SSgt: staff sergeant

reference notes See

Appendix D, Endnotes.

references For a list of reference and guide materials available to historical writers, see **Appendix H, References and Guides.** For information regarding specific types and formats of references within the text of your document, see the appropriate alphabetic entry. For example, **Appendix D, Endnotes** includes information for citing and formatting references.

research For information and helpful guidelines to conducting historical research and writing historical manuscripts, see **Chapter 3, Historical Research and Writing.**

salvo Two or more shots fired simultaneously. There is no such thing as a one-gun salvo. You might as well say a one-bird flock or a one-cow herd.

scripts See **exhibit labels** entry.

sections See **parts, chapters, and sections** entry.

semi See **bi, semi** entry.

ships See **designations** entry.

slang Avoid slang, derogatory terms, and jargon, particularly words peculiar to the Marine Corps. Examples: beef up, chow, grunts, gyrenes, boondocks, non-com, gunny, bug out, locals, and gooks.

specialty, speciality A *specialty* is a special pursuit or occupation, service, or product. *Speciality* is a distinguishing mark, characteristic or restrictive quality.

states When abbreviating the names of states to simplify footnote citations or tables and appendices, use the abbreviations found in the *GPO Style Manual* (GPO 9.13) rather than the two-letter style of the U.S. Postal Service.

stationary, stationery

Stationary means not moving; *stationery* is writing material.

that, which *That* is used to introduce restrictive clauses and *which* is used for nonrestrictive or parenthetical clauses set off with commas.

The tank that had thrown a track was recovered.

The tank, which had thrown a track, was recovered.

time Denote time using the military 24-hour clock.

The four-digit time will stand alone without the word "hours."

Examples:

0516, 22 November 1968

2335, 16Dec74

time-date group See **date-time group.**

titles Marine Corps historical writing does not follow GPO in its use of military titles. When the use of the title is descriptive rather than a formal designation, do not use capitals. When the specific formal billet title is used without qualifying prepositions, the title is capitalized.

Example: "*Commanding*

General, 1st Marine Division,” but, “He was the *commanding general* of the 1st Marine Division.”

See also **ranks** entry.

PUBLICATION TITLES - To ensure correct cataloging, the formal title of all works published by the Division will usually contain the words “U.S. Marines” or “Marine Corps” followed by a short, descriptive phrase describing the subject as accurately as possible. See **ranks** entry for information on military titles and ranks.

United States When used as an adjective in the text or in footnotes, it is permissible to abbreviate to U.S. (note the use of periods without spaces).

units The military organizational structure is broken down into consecutively smaller units with a defined chain-of-command.

CAPITALIZATION - A military unit is considered to be a singular noun. Capitalize the titles of military units only when the designation or nickname of a specific unit is used. Examples: “He joined 1st Battalion, 6th Marines,” but “He joined his battalion.”

FOREIGN MILITARY UNITS - Foreign military units follow no single rule. To avoid possible confusion among like-named or like-numbered organizations, set the official titles of all enemy units in italic. Translate foreign designations that parallel

American versions. Preserve any special distinctions; e.g., do not change a word that is literally translated “squadron” to “company” to conform to Marine Corps usage. Do not translate foreign terms that have no direct American equivalent, but explain it on first introduction; e.g., “41st Commando, Royal Marines, a battalion-sized unit,” not “41st Battalion” or “41st Commando Battalion.” Explain the mission of a foreign unit in brackets after its designation if it is not clear, e.g., *1st Hussar* [Reconnaissance] *Parachute Regiment*. Specify nationality if there is any possibility of confusion.

U.S. FORCES - Designate U.S. Marine Corps and U.S. Army units by the use of letters for companies, batteries and troops. Use Arabic numerals for divisions, brigades, regiments, battalions, platoons and squads. Use Roman numerals for corps and forces. Spell out numbers for field armies, air forces and fleets. Usually, designations of U.S. Marine and U.S. Army battalions will be written out and not shortened to a purely numerical form. The use of the shortened version is permitted only when the unit under discussion is a battalion landing team. U.S. Air Force and U.S. Navy units follow no single rule.

The following Table of Military Organizations provides examples and guidelines.

Table of Military Organizations

The following list, while hardly exhaustive, gives examples of acceptable forms.

U.S. Forces

U.S. Marine Corps

Fleet Marine Force Pacific/Atlantic (FMFPac/Lant)
 Marine Forces Atlantic/Pacific (MarForLant/Pac)
 4th Marine Amphibious Brigade (4th MAB)
 9th Marine Expeditionary Brigade (9th MEB)
 2d Force Service Support Group (2d FSSG)
 3d Surveillance, Reconnaissance, and Intelligence Group (3d SRIG)
 6th Marines (6th Mar)
 Regimental Landing Team 4 (RLT 4)
 22d Marine Amphibious Unit (22d MAU)
 16th Marine Expeditionary Unit (Special Operations Capable) (16th MEU (SOC))
 1st Battalion, 11th Marines (1st Bn, 11th Mar, not 1/11)
 Battalion Landing Team 3/9 (BLT 3/9)
 Special Purpose Marine Air-Ground Task Force 2-92 (SPMAGTF 2-92)
 Company A (Co A)
 1st Platoon (1st Plt)
 2d Squad (2d Sqd)
 1st Marine Aircraft Wing (1st MAW)*
 III Marine Amphibious Force (III MAF)
 V Amphibious Corps (VAC)
 1st Marine Division (1st MarDiv)
 Marine Aircraft Group 33 (MAG-33)*
 Marine Fighter Squadron 212 (VMF-212) (VMFs after 1945)
 Marine Fighting Squadron 211 (VMF-211) (VMFs before 1945)
 Marine Medium Helicopter Squadron 163 (HMM-163)
 VMF-115 and VMF-215
 Fourth Regiment (regiments before 1930)
 24th Company (companies before 1933)
 Marine Corps Base, Camp Lejeune (MCB Camp Lejeune)
 Marine Corps Air Station, Cherry Point (MCAS Cherry Point)
 Marine Barracks, Washington, D.C. (MarBks Wash DC)

* The "A" in Marine FMF aviation units, with few exceptions, stands for "aircraft," not "air."

Table of Military Organizations (cont.)

U.S. Navy

Third Fleet (Third Flt)

Task Force 38 (TF 38)

Task Group 38.1 (TG 38.1)

Task Unit 38.1.1 (TU 38.1.1)

Task Element 38.1.1.1 (TE 38.1.1.1)

Amphibious Force, Pacific Fleet (Third PhibFor)

Third Amphibious Force (Third PhibFor)

Amphibious Group 4 (PhibGru 4)

Destroyer Squadron 6 (DesRon 6)

Carrier Division 3 (CVDiv 3)

Patrol Wing 22 (PW 22)

Carrier Air Group 1 (CAG-1)*

Fighter Squadron 12 (VF-12)

* Ensure this abbreviation is not confused with the Combined Action Group.

U.S. Army

Eighth Army*

X Corps

3d Infantry Division or 3d Division (3d InfDiv)

31st Infantry Regiment or 31st Infantry (31st Inf)

4th Airborne Brigade (4th AbnBde)

MEU Service Support Group II (MSSG II)

45th Artillery Regiment or 45th Artillery (45th Art)

Regiment Combat Team 126 (RCT 126)

3d Armored Division (3d ArmdDiv)

1st Cavalry Division (Air mobile) (1st CavDiv(AM))

1st Battalion, 31st Infantry (1st Bn, 31st Inf)

Troop A, 1st Squadron, 2d Armored

Cavalry Regiment (Trp A, 1st Sqdn, 2d ArmdCav)**

Company A (Co A)

1st Platoon (1st Plt)

3d Squad (3d Sqd)

* Do not abbreviate

** In the U.S. Army, company-size units in cavalry regiments are designated troops and battalion-size units are squadrons.

U.S. Air Force

Fifth Air Force (Fifth AF)

XX Bomber Command (XX BmbrCmd)

313th Air Division (313th AirDiv)

30th Fighter Wing (30th FtrWg)

29th Bombardment Group (29th BmbdtGrp)

26th Fighter Squadron (26th FtrSqdn)

Table of Military Organizations (cont.)

Foreign Military Units

Only abbreviate easily recognized terms, such as “division” or “platoon.” Put all enemy units in italics. The following are examples of correct designations for some nations with whom Marines have served or fought.

Australian

First Army	2/22 Battalion (but, the 2/22d)
I Corps	No. 5 (Maintenance) Group
7th Division	No. 30 (Interceptor-Fighter) Squadron
8th Brigade	No. 76 (Transport) Wing
New South Wales Regiment	No. 82 (Bomber) Wing

British

Post 1945

3d Commando Brigade, Royal Marines
 45 Commando, Royal Marines Guard*
 C Squadron, Queen’s Dragoon
 1st Battalion, Grenadier Guards

Pre 1945

42d Highlanders (The Black Watch)
 43d Regiment of Foot “Gooch’s Marines”

* The British army refers to company-sized armored and cavalry units as squadrons. Do not alter this usage, but provide an explanatory note to ensure the reader does not confuse a British squadron, which is a company-size unit, with an American squadron, a battalion-size unit.

Chinese Nationalist (World War II)

IX War Area
 XX Group Army
 1st Army
 36th Division
 Honorable 2d Division
 4th (Cavalry) Brigade
 259th Infantry
 1st Battalion, 259th Infantry

Chinese Communist (Korean War)

Chinese Communist Force (CCF)
 3d Chinese Communist Forces Field Army
 XX CCF Army Group
 20th CCF Army

Table of Military Organizations (cont.)

French

1st Army	4th Infantry Brigade
1st Corps	8th Moroccan Infantry
1st Motorized Division	
1st Battalion, 8th Moroccan Infantry	
1st Hussar (Reconnaissance) Parachute Regiment	
2nd Foreign Legion Parachute Regiment	

German (World War II)

Army Group B	1st Brigade
First Army	1st Regiment
I Corps	1st Battalion
1st Division	

Iraqi

Republican Guard Force Corps*

III Corps

8th Special Assault Brigade

1st "Hammurabi" Armored Division (Republican Guard)*

5th Mechanized Division

94th Infantry Brigade

8th Special Assault Division (Republican Guard)*

1st Motorized Regiment

2nd Battalion

* The Republican Guard is a separate armed service independent of the Iraqi Army.

Japanese (World War II)

Southern Army	1st Battalion, 228th Infantry
First Area Army	Fourth Fleet
Second Army	Eleventh Air Fleet
3d Division	Destroyer Squadron 6
4th Brigade	5th Air Group
228th Infantry	46th Independent Air Company

New Zealand

3d Division	No. 42 Transport Squadron
8th Brigade	No. 43 Fighter Squadron
1st Battalion	No. 41 Bomber-Reconnaissance Squadron

North Korea (Korean War)

North Korean People's Army (NKPA)

9th NKPA Regiment

4th NKPA Division

Table of Military Organizations (cont.)

Republic of Korea (Korean War)

I ROK Corps or ROK I Corps 4th ROK Division
 Capital ROK Division
 1st Korean Marine Corps Regiment or 1st KMC Regiment

Saudi Arabia

1st Division
 4th Armored Brigade (MODA)*
 2d Saudi Arabian National Guard Mechanized Brigade (2d SANG)**

Royal Saudi Air Force

* Ministry of Defense and Aviation

** The Saudi Arabian National Guard is a separate organization with the mission of guarding the holy sites of MECCA and Medina, the oil facilities, and the royal family.

Democratic Republic of Vietnam (DRV)

North Vietnamese Army (NVA) Viet Cong (VC) Forces
 1st NVA Regiment 40th VC Battalion

Republic of Vietnam (RVN)

Republic of Vietnam Armed Forces (RVNAF)
 Army, Republic of Vietnam (ARVN)
 Vietnamese Air Force (VNAF)
 Vietnamese Marine Corps (VNMC)
 Vietnamese Navy (VNN)
 I Corps or ARVN I Corps
 7th ARVN Division
 2d VNMC Battalion

verbal See **oral**, **verbal** entry.

vessel Vessels keep water in and ships keep water out. Ships are not vesels. Use ship, barge, boat, etc., when referring to a seagoing vehicle.

watches Refer to the watches on board by their names and not by their limiting hours:
 First watch (2000-2400),
 Mid watch (0000-0400),
 Morning watch (0400-0800),
 Forenoon watch (0800-1200),
 Afternoon watch (1200-1600),
 Dog watches (1600-1800, 1800-

2000).

See also **Appendix I, Notes on Writing Naval (not Navy) English.**

waver, waiver *Waver* means to falter, as in battle; *waiver* is an act of relinquishing.

which See **that**, **which** entry.

writing For information and guidelines for writing historical manuscripts for the Division, see **Chapter 4, Effective Historical Writing**. For a list of reference and guide materials available to historical writers, see **Appendix H, References and Guides.**

Chapter 1

Introduction

The Marine Corps Historical Program Mission

Everything published by the History and Museums Division should support the Marine Corps Historical Program in some way. The mission of the Marine Corps Historical Program is to collect, organize, preserve, and present written, oral, graphic, and three-dimensional materials pertinent to the history of the Marine Corps so as to:

- Provide a significant ingredient to staff planning and command decisions.
- Provide an essential element of professional education.
- Provide source material for the study and development of military art and science.
- Give substance to tradition.
- Enhance *esprit de corps*.

Target Audience. Marine Corps historians write official history. These works are primarily intended to benefit the Marine Corps. The secondary and tertiary audiences for History and Museums Division publications consist of other Federal agencies and the academic community. The general public is another large and important audience. Future generations will use these accounts decades after publication. The Marine Corps historian's overriding concern must be accuracy, completeness, and objectivity.

Definitive Accounts. Marine Corps official histories often are definitive accounts and are used as primary sources by researchers looking for reliable accounts of specific events, units, or individuals citing primary sources. The Marine Corps historian should mention as many individuals and units as possible for the benefit of these researchers. Full names, unit designations, dates, times, and precise locations should be given as often as practical.

Division Publications

To meet the different needs of the various target audiences, the History and Museums Division publishes works in various formats. The chief formats used are:

Occasional Papers. These papers are published to disseminate historical information not readily available in other published sources. Occasional papers are drawn from a variety of sources, including reprints of out-of-print works, publication of completed works by scholars from outside the Marine Corps, and works on specialized topics written by Marine Corps historical writers. They are normally sparsely

illustrated and are not usually indexed. These papers are not subjected to the normal rigorous review process. Occasional papers are “semiofficial,” and are not intended to be definitive accounts of the subjects.

Historical Pamphlets. Historical pamphlets are short summaries or descriptions of particular topics. Although similar in many respects to “popular” histories, they are official histories. Their brevity precludes the inclusion of much detail, but the information must be scrupulously accurate. The inclusion of maps, illustrations, appendices, and an index depends upon the subject matter and length of the pamphlet.

Book-length Histories. Book-length histories must be scrupulously accurate, are subject to rigorous substantive and editorial review, and should provide the reader with a complete view of the subject covered. While the breadth of the subject will dictate the depth of detail, the inclusion of names, times, and specific units will make the text more useful for the scholar and more enjoyable for the reader. These publications are almost invariably indexed, normally contain appendices, and are often well illustrated. Operational histories should contain maps.

Multivolume Histories. The individual volumes in a series provides detailed, definitive accounts of lengthy subjects, usually Marine Corps operations in major wars. These are normally well illustrated, indexed, contain large numbers of maps, and include standardized appendices. Multivolume works, normally used for professional and academic study, are seldom read cover to cover. While every effort should be made to make the narrative as readable as possible, accuracy and clarity must not be sacrificed. Subjects covered in other volumes are discussed in a complementary manner, ensuring there are no gaps between volumes.

Anthologies, Bibliographies, and Chronologies. The Division publishes a variety of other historical works, including bibliographies, anthologies, and chronologies. In each case, the type of publication and intended audience will dictate the contents and format.

Catalogs and Registers. The History and Museums Division publishes catalogs of its holdings and publications and registers of documents pertaining to Marine Corps history.

Ephemera. The History and Museums Division publishes a variety of guides, bulletins, and brochures, including this *Writing Guide*. While these ephemera comprise a varied lot, each should be easily recognized as belonging to a family of publications. All publications should follow this *Writing Guide*.

Electronic Publications. The History and Museums Division disseminates materials on Marine Corps history in a wide variety of electronic media. Although the materials may vary in length and scope, each is still an official document and must be scrupulously accurate, and is subject to rigorous substantive and editorial review.

Chapter 2

The Publication Process

The publishing process consists of four stages: collection effort, manuscript preparation, production, and exploitation and distribution. While writers naturally focus the bulk of their efforts on the collection effort and manuscript preparation, they play key parts in all stages.

Collection Effort

Collecting Primary Sources. This stage is actually continuous, dependent upon the routine retirement of documents, the receipt of command chronologies, and the continuing numbers of oral history interviews collected. It is not uncommon, however, for a writer to be involved in the initial collection effort, particularly in the case of those persons assigned to act as staff historians for Marine units involved in contingency operations.

Assignment. This is the first step of the writing process. The assigned writer is given a topic, with guidance as to the general nature and approximate length of the final manuscript.

Preliminary Research. With the assignment in mind, the writer should conduct as much preliminary research as necessary to make an initial estimate of the project.

Project Directive. The historian, in accordance with the assignment and initial estimate, prepares this document. The writing directive describes the assignment, concept, and scope of the writing project. A tentative outline (which will invariably require adjustment as the project matures) is included, as well as a suggested target date. After approval by the Director of Marine Corps History and Museums, this document constitutes the official tasking for a project. See the Sample Project Directive section.

Manuscript Preparation

Detailed Research. The assigned historian begins by getting familiar with the historiography of the topic. This process should be relatively brief, ending as soon as the writer has established the key issues in the extant literature.

GENERAL RESEARCH. This process also should be relatively brief, ending as soon as the writer has established the key issues in the extant literature.

SPECIFIC RESEARCH AND WRITING. Once the author has acquired a broad overview of the subject, the author is ready to begin work on

specific chapters and appendices. Generally, the author/writer should try to research and write concurrently, chapter by chapter. This breaks the project into manageable chunks and ensures the research process will not have to be duplicated should another writer be assigned to complete the project. Usually it is easiest to collect supporting photographs and maps while researching the narrative. This is also a good time to begin compiling a list of individuals mentioned in the initial drafts, or familiar with the events described, to act as reviewers. The author will probably find that following the guidelines in this section from the start saves considerable time and trouble. See the **Preparing Manuscripts for Publication** paragraph in this section.

Writing the Draft Manuscript. When enough material has been collected, it is time to begin writing the initial draft. Since the Editing and Design Section needs a hard copy of the manuscript and a copy on a floppy disk or CD-ROM, it is generally easiest to write it on a computer or word processor from the start. (See **Preparing Manuscripts for Publication** in this section). This also makes it much easier to make the inevitable revisions. When the manuscript is complete, it should be forwarded to the section head for formal review.

Formal Review. The formal review manuscript should be printed on plain bond letter-size paper, and will be double-spaced with one-inch margins. Pages will be numbered. The right margin will not be justified. The section head and then the Chief Historian will review and revise the manuscript. Maps, notes, bibliographies, quotes, and appendices are reviewed and put into the proper format for publication. During this process, the author will complete the final list of persons to receive the comment edition.

INFORMATION NOTES (FOOTNOTES). Information notes are part of the draft and should be placed on or near the page referred to, properly separated from the text. See **footnotes** entry for proper formats.

BIBLIOGRAPHY. If the published work will include a bibliography, include it with the review manuscript. Put the bibliography immediately before the first reference note. See **bibliography** entry for proper formats.

REFERENCE NOTES (ENDNOTES). Reference notes, properly keyed to numbers in the text, should be grouped together at the end of the manuscript for a brief history, or at the end of each chapter for a major work. See **Appendix D, Endnotes** for proper formats.

QUOTES. Any quotation longer than five printed lines should be clearly indented from the body of the text, and presented without quotation marks. All other quotations will be in the body of the text clearly indicated by quotation marks. See **quotes** entry for proper formats.

Comment Edition. After the entire manuscript has been completed,

reviewed, and corrected, it is forwarded to the Director for approval as a comment edition. After approval, a smooth edition is prepared, reproduced, and distributed to the reviewers. While waiting for the return of the comment editions, the foreword and preface can be written, and the glossary and chronology prepared. Also, photographs can be captioned and integrated. See **photographs** and **captions** entries for proper formats.

Revision. Once the comment editions are returned, the appropriate revisions are made. The desired placement of all maps and photographs will then be marked. Finally, the complete work is reviewed again for overall content, flow, style, and format.

Final Review. A Critical Review Board is convened. This ends the writing phase, but not the author's involvement in the project.

Production

Copy Editing, Typesetting, Galleys, and Layout. At this point, the Editing and Design Section assumes responsibility for the manuscript's progress. However, the author's involvement in copyediting, galley correction, and layout will greatly assist the editor.

Printing. The Editing and Design Section prepares a package to be sent to the Government Printing Office, where printer's proofs are prepared. Although the proofs are reviewed for accuracy, there should be no need for any substantive changes or corrections at this stage. Once the proofs have been approved, printing begins.

Distribution and Exploitation

Distribution. This phase is primarily the Administrative and Logistics Section's responsibility, but still requires the author's involvement. The author should compile a list of individuals, commentators, organizations, publications, and institutions not included in the normal distribution list that are to receive copies of the book.

Exploitation. Normally, the author will write a "canned" review, an announcement of publication, and inscribe books sent to addresses on the Standard and Special Distribution lists.

Preparing Manuscripts for Publication

Electronic Preparation of Manuscripts. Electronic preparation of manuscripts and automatic conversion from word processing software to typesetting software have eliminated the need for extensive retyping and proofing of manuscripts. This elimination of extra read-

ings, however, places an additional burden upon the writer to ensure the manuscript conforms to the stylistic requirements set forth in this *Writing Guide*.

Word Processing. The first step to electronic manuscript preparation is to become familiar with the Division's word processing software, currently Microsoft Word.

Manuscripts should be double-spaced, with one-inch margins.

All words that are to be italicized in the typeset manuscript should be underlined.

Place footnotes and endnotes in the text using the word processing software.

Writers working outside the Division who do not have Microsoft Word available to them need not despair; manuscripts prepared with other programs can be converted to Microsoft Word. Contact the Editing and Design Section to find out which programs can be converted.

Electronic Editing Tools. The word processors at the History and Museums Division include two main editing tools: Spell Check and Thesaurus.

SPELL CHECK AND THESAURUS. Microsoft Word, along with most other word processing programs, comes with both Spell Check and Thesaurus functions. These options are easy and convenient to use. Spell Check has proven to be particularly useful, eliminating most typographical errors as well as the more obvious misspellings. However, this feature does not remove the need for careful proofreading. Since the program simply marks words not in its dictionaries, it will not recognize the improper use of words such as "there," "their," and "they're."

Submitting Manuscripts

Writers should ensure the manuscript is as error-free as possible before submitting it for conversion to typesetting software. This includes correcting stylistic and spelling errors, and ensuring there are no factual errors in the text. It is important the text contain all prescribed editorial revisions.

The manuscript must be submitted to the Editing and Design Section both on computer diskettes or CD-ROM and printed copy. Because some format codes (such as underlining) are not picked up during the electronic conversion process, the printed version must correspond exactly with the electronic file version.

Chapter 3

Historical Research and Writing

The Raw Material

Getting Started. The result of the research effort will be influenced by the quality and quantity of the source material. The first problem is locating appropriate sources. This generally begins by reviewing secondary sources touching on the topic (see **bibliography** entry). The bulk of the Marine Corps historical writer's research, however, will involve primary sources.

Command Chronologies. Since May 1965, all independent units, and all units of battalion/squadron size or larger, have submitted command chronologies. These are the only routinely submitted documents specifically intended to provide a historical record. They provide the bulk of the information for most operational histories. However, reliance on a single source invariably results in unbalanced histories. Command chronologies are no exception to this rule. The text of the chronology is only a summary of the unit's activities. Supporting documents and other sources provide the details.

Other Primary Sources. The History and Museums Division's archives hold documents of historical importance for the Marine Corps pertaining to many subjects. Retirement schedules can be of great value in locating both headquarters and field histories. There also is a large body of material in the Special and Oral History Collection. For a list of guides and archives, see **Appendix H, References and Guides**.

Critical Evaluation of Sources

An appropriately critical attitude is important in research. Conflicting stories or interpretations and errors of fact or judgment are not uncommon in source materials. Such an attitude is of particular importance when evaluating information received by interview or comment on circulated drafts.

Evaluating Military Sources

Considerations. Military persons, like all human beings, must rely on a number of tacit assumptions to help them interpret their world. Different perceptions can cause one person to regard as crucial an event another discounts as irrelevant. To evaluate military sources properly, the writer must develop an understanding of the people who created them.

WHY WAS THE DOCUMENT PRODUCED? Consider both the stated purpose of the document and the perspective of the drafting organization. Is it a routine report? A request for something? An answer to an urgent question from higher headquarters?

STATISTICS. Statistics, while useful, require special care. Slightly different interpretations of what constitutes the category to be counted, whether deliberate, unconscious, or accidental, can lead to dramatically different results. Before comparing statistics from different periods or units, ascertain if both sets were collected using the same definitions and methods. A close look at what is counted, and what is not counted, can also tell you a great deal about the organization you are studying.

WHAT DID THE SOURCE KNOW? Did the writer actually see or experience the event discussed? Was the writer likely to have access to accurate information? Remember that military operations often require people to report before they have a chance to verify or learn all the facts. For example, a writer should treat a casualty report filed immediately after an action with care, while a similar report written after the unit has verified and refined its submission is likely to be reliable.

CONFLICTING ACCOUNTS. Every policeman knows if five people witness an accident, there will be five different accounts of what happened. In combat, this problem is magnified tenfold. Persons in combat are generally too busy doing their jobs and keeping their heads down to notice much beyond their immediate surroundings. Stress, chaos, and fear can distort their senses. It may be impossible to reconcile conflicting accounts.

WHO ACTUALLY WROTE THE DOCUMENT? In modern military organizations, commanders often sign a bewildering array of orders, directives, and messages. In practice, staff members write nearly everything. The commander may be legally responsible for everything signed, but the careful reader will appreciate the difference between a document the commander personally wrote and closely reviewed, and one at which the commander may only have glanced.

Most commanders closely review items they consider important, such as the key sections of operational plans or terse directives. In these cases, a quote attributed to the commander is not misleading; although the commander did not write the passage, it can be assumed the commander personally approved it. Routine reports and messages often receive only a cursory glance before the commander signs them. When quoting from these documents, a phrase such as “General Jones approved” or “I MEF

headquarters sent” is more accurate than “General Jones said.” Of course, different commanders have different styles. The writer will find it worthwhile to learn the reviewing habits of principal figures.

The Tentative Outline

Preliminary reading and discussion should enable the writer to develop a tentative project outline. This need not be so complete or detailed as a writing outline. In all likelihood, a first outline will go through many revisions as new vistas open in the course of research. The outline should be sufficiently developed, however, to focus attention on the purpose of the work and avoid time-consuming tangents.

Research

The Working Bibliography. The working bibliography is a compilation of all the raw materials (books, periodical articles, and documentary and personal sources) that appear to be of potential use for a project. Like the tentative outline, the working bibliography should be amended as the work progresses until it serves as the basis for the final bibliography or bibliographical essay in the finished work.

Note Taking. Normally 5 x 8-inch file cards are used to take notes. Other systems, including computers, are used by many historians, and are discussed in **Appendix H, References and Guides**. The exact format is unimportant as long as it is consistent. Notes should be complete and legible so other writers can use them. Regardless of the format adopted, all notes must include the following information:

- Subject
- Dates covered
- Dates produced
- Source citation
- Remarks and cross-references

For more detailed information and suggestions on the best way to record the bibliography and notes, see **Appendix C, The Mechanics of Research**.

Working Outline and Manuscript Preparation

Starting to Write. The time will come when research on the project, or more likely a segment of the project, is as complete as possible or desirable. Working from the tentative outline and the interim subject headings assigned, the writer should arrange the material such that a

working outline for the narrative will suggest itself. Once the writer is satisfied with the quantity, quality, and coverage of the raw material, it is time to start writing.

Chapter 4

Effective Historical Writing

Write for a Wide Audience. One of the primary goals of Marine Corps official history is the development of a narrative the general public can read and understand. Marine Corps histories are not intended to be “in-house” documents meant only for a limited readership familiar with the military jargon and staff language of the moment. Historical writers, particularly those who have had a career of writing and reading official correspondence and reports, should familiarize themselves with the elements of style and readability.

Official Marine Corps history is ordinarily written using third person, active voice and past tense. Marine Corps histories, in general, are chronological narratives. The text should be objective, readable and above all accurate. Positive statements read better than negative statements. Short sentences are preferable to long ones, but either can become monotonous with continuous use. Mixing them for a change of pace will produce rhythmic, balanced paragraphs that can be read aloud without sounding stilted. See **Appendix B, Suggestions for Good Writing**, or refer to one of the books listed in **Appendix H, References and Guides** section.

Parts, Chapters, and Sections. Historical works published by the Division are subdivided in one of three ways. Major works of book-length are broken into parts, chapters, and sections. In instances where the material is particularly cohesive, the writer may eliminate parts and divide the work into chapters, each of which may comprise several sections. In short monographs or pamphlets, only a subdivision into sections may be required. Ensure all titles for parts, chapters, and sections are descriptive of the subject matter.

Introductions. Marine Corps histories normally do not contain formal introductions or long lead-ins to the subject of the manuscript. As a matter of style, the text seldom contains long expository introductions.

Titles. To ensure correct cataloging, the formal title of all works published by the Division will usually contain the words “U.S. Marines” or “Marine Corps” followed by a short, descriptive phrase describing the subject as accurately as possible. A pithy phrase may be added as a subtitle. Examples include: *The U.S. Marines in Vietnam: The Bitter End, 1973-1975* or *Blacks in the Marine Corps*.

Terms to Avoid. Do not use redundant expressions, highly stylized or little used words, foreign words or expressions and profanity. Steer clear of military and bureaucratic clichés. Slang, jargon and idiomatic words should also be avoided, particularly words peculiar to the Marine Corps and the naval service.

The proper use of naval terms adds spice to the narrative. However, no naval or nautical term that is incomprehensible to the average landlubber should be used. Some terms that require special attention are:

aboard — the position of objects in relation to a ship. It does not mean joined or embarked. Example: The USS *Coontz* drew close aboard (within 600 yards), forcing our ship to steer clear.

on board — joined or embarked. Example: The wardroom of the *Coontz* welcomed Ensign Jones on board.

vessel — ships are not vessels. Vessels keep water in and ships keep water out.

Essential Content. Always adhere to the basic Five Ws and H rule, which requires the manuscript address: Who, What, When, Where, Why, and How. Marine Corps historians need to ensure these questions are answered in detail.

Include full names, ranks and billets of as many participants as possible (see **ranks** entry). Mention all units involved and state times and locations as exactly as possible (see **units** entry). For units that operated outside the normal chain-of-command, make the command relationships clear. The names and ranks of individuals, designations for units to at least regimental level and the complete date should be included as often as feasible to ensure readers do not have to search the entire text.

Character Development. The development of key personalities provides valuable context and makes otherwise dry narrative more readable. For minor characters, this requirement can often be handled by a simple phrase, e.g., “Major Short, who in 1956 was the first man to loop a helicopter, flew the first troops into the fire-swept LZ” or, “The battalion commander, a rugged All-American tackle when he attended Georgia Tech, believed in physical fitness.” For major personalities, those who played key roles in the events being described, provide enough information to give the reader an insight into their character and thought process. Here, as elsewhere, when a person is first introduced, he or she should be identified by rank, first name, middle initial, nickname in quotation marks if significant, last name, and service if not USMC or USMCR; e.g., Colonel Justice M. “Jumping Joe” Chambers.

Military Decorations. It is poor form to refer to an individual as having “won” a decoration or award, implying there was a contest, when in fact there was nothing of the sort. Alternative words or phrases are “received,” “was awarded,” “was decorated for,” “was recognized by,” “a recipient of,” etc. See **decorations** entry.

Casualties. Do not use the word “only” when referring to casualties, such as “the battalion suffered only three dead and nine wounded.” This trivializes the enormous sacrifice of those killed and wounded. If you need to emphasize that few casualties occurred, use a phrase along the lines of “the division suffered far fewer casualties than it had expected.”

Information Footnotes

Any information considered vital to the proper understanding of the story should be in the text and not buried in the footnotes. The writer can use information or explanatory footnotes, however, to improve the flow of the narrative by removing nonessential but pertinent material from the text, while providing it to the reader. Keep information footnotes for cross-referencing purposes to a minimum. Footnotes may, however, be used when there is a need to inform the reader that a certain important subject will be covered in later pages or to remind the reader it has already been examined. In a series such as *U.S. Marines in Vietnam*, reference to a subject discussed in earlier volumes or projected for future volumes may be appropriate. See **footnotes** entry for proper format.

Style Resources and References

Style and Spelling. The basic guide to the mechanics of style is the *U.S. Government Printing Office Style Manual* (an online, searchable version is available at: www.gpoaccess.gov). In cases where this *Writing Guide* and the *GPO Style Manual* conflict, Marine Corps historical writers will follow this *Writing Guide*.

For spelling, the *GPO Style Manual* is the first guide. If GPO does not specify a preferred spelling, use the *Webster's New Collegiate Dictionary*. The ultimate authority will be *Webster's Third New International Dictionary*.

Geography. For geographic names, consult the official names approved by the U.S. Board on Geographic Names (available online at: www.usgs.gov). These spellings generally are consistent with those found on maps in use within the U.S. Armed Forces.

Military Terms and Abbreviations. The current edition of JCS Pub 1, *Department of Defense Dictionary of Military and Associated Terms* (available for online search at: www.dtic.mil) is the authority for the definition and usage of military terms, particularly those in joint usage by the various components of the Department of Defense. Information this publication fails to provide should be brought to the attention of the Chief Historian (As an example, following the publication of FMFM 9-2 in 1981, landing vehicles tracked [LVTs] are properly identified as assault amphibious vehicles [AAVs], and this change also is reflected in the DoD *List of Acceptable Abbreviations and Terms*. Thus, assault amphibian battalions employ assault amphibious vehicles. It follows that the acronym “LVT” must be confined to historical references prior to 1981). Also note FMRPO-14, the Marine Corps Supplement to the DoD *List of Acceptable Abbreviations and Terms*.

Historical Ranks and Titles. The U.S. Services have used many different ranks and titles over their histories. Try to use the term used during the period under discussion; if it might confuse modern readers, explain the term in the text or in a footnote. For Marine Corps ranks before 1970, consult *United States Marine Corps Ranks and Grades, 1775-1969*, a historical reference pamphlet published by the Historical Division, HQMC. See **ranks** and **titles** entries for examples of ranks and titles commonly found in Marine Corps history.

Chapter 5

Oral History

Creating Oral Histories

When and Who to Interview. Most research will involve the written word in published works or unpublished documents. However, many questions raised in the course of research cannot be answered from conventional sources. Official records, for instance, often lack local or personal color. Often, there are people whose knowledge or experience can help fill the information gaps. It is wise, therefore, in the course of routine research, to note the names of individuals whose memories may assist the writer when official records and other sources are lacking.

Preparing for the Interview. If the interviewer determines that a certain individual should be interviewed, the event should not be approached as an opportunity for a pleasant social conversation or to tell sea stories, although these elements may serve as a preface to the interview itself. Whenever possible, for complete accuracy, record the interview on tape. Thoroughly familiarize yourself with the events to be discussed and attempt to determine the interviewee's degree of involvement.

Conducting the Interview. If possible, provide a list of relevant questions or a suggested topical outline to the interviewee ahead of time. During the interview, phrase queries so as to encourage full answers. Do not hesitate to depart from the prepared questions to pursue a train of thought that seems to lead in a useful direction. Often, one's first question or two will elicit a lengthy discourse, during which the interviewee answers a number of other questions. Try not to ask questions that have already been answered; simply cross them off the list. Avoid interrupting the interviewee, but the interviewer may politely have to cut off an interviewee who rambles or repeats himself. Write down additional questions that occur to you during the interview. Compiling a running glossary of proper names and place names mentioned is invaluable for further research and transcribing. Constant scribbling may distract the interviewee, so keep note taking as inconspicuous as possible.

Putting the Interview into a Useable Form. No one's memory is infallible. The interviewee's remarks should be checked against the written record wherever possible to verify details of dates, names, and places. If at all possible, a summary of the interview should be prepared as soon as possible and a copy provided to the interviewee to enable him to edit, correct, amend, or add to the record as he sees fit, and to sign it. If a transcript of a recorded interview is made it should be edited by the interviewer only for typographical errors and misspelled names.

A copy of the transcript should then be made available to the interviewee for additions or deletions, corrections, and signature. The interviewer may also play the tape back following the interview so the interviewee may correct comments or add information.

Adding the Interview to the Historical Record. Furnish copies of any notes you may transcribe from interview tapes to the Oral History section. Ensure these notes include full names, dates, and unit designations. Both interviewer and the interviewee may know who “Bob” was or when “the day after I arrived in country” was, but future researchers almost certainly will not.

Further Reference. Before conducting oral history interviews, read Benis M. Frank’s *“Do-It-Yourself” Oral History Primer* (Washington, D.C.: Hist&Mus Div, HQMC, 1982).

Additional guidance for conducting and recording official oral histories, as well as downloadable forms you need to document and submit recorded histories, are available through the Oral History Section or from the History and Museums Division Web site at www.history.usmc.mil.

Using Oral Histories

Feelings and Impressions. As noted above, oral histories are generally most useful for reconstructing individual feelings and impressions. This is also the area in which most people’s memory is most reliable. On the other hand, people are apt to forget specific facts. Many people cannot remember what day they arrived at boot camp or the name of their first drill instructor, but almost everyone can remember how they felt that first day.

Specific Information. In general, names, places, units, or dates mentioned by the interviewee should be checked against some other source. Even an obviously memorable fact may be slightly inaccurate; for example, an interviewee may recall something happening on Christmas Day that actually happened a few days after Christmas.

Recollections of Combat. These are some of the most valuable oral histories, but they also require the most care. An individual’s sense of time is notoriously unreliable during combat; frequently participants cannot even agree on the order in which events occurred. Combatants also tend to be preoccupied with their own part in the struggle, giving them a fragmented, narrow view of the battle. Reconstructing a battle requires a judicious mix of recollections and written records.

Sea Stories. Often memories will be unconsciously altered or embellished over the years to improve their dramatic effect. Such tales can be illustrative, and certainly liven up any text. However, they should seldom be accepted as the literal truth.

Chapter 6 Preparing Maps

General

This chapter is the definitive guide for the preparation of maps to be included within History and Museums Division publications.

Rationale. Pages of text can never show relative positions or describe a unit's movement as well as a single map. In general, it is better to err by including maps that are not strictly necessary than to omit one that is required. All locations mentioned in the text should either be shown on a map or easily deduced from points shown on the map. For example, "they were attacked 300 meters north of Dai Do" is perfectly acceptable as long as Dai Do is shown on the map.

Writing Clearly. Good maps relieve both writer and reader of the burden of plowing through lengthy passages describing a unit's location. However, while there is no substitute for a good map, the presence of a map cannot excuse murky narrative. Constantly flipping between map and text is just as annoying as struggling to follow intricate directions. Maps should be used as a tool, not a crutch.

Style. Each map must be compatible with both other maps in the same volume and in the operational history series. Maps must also complement the text by identifying the significant locations mentioned and by relating them to easily recognized places.

Procedures. The following general procedures will help the author prepare maps for operational histories.

- a. Draft maps showing the principal locations and the unit activity to be outlined will be prepared either while drafting the manuscript or when reviewing and proofreading the initial galley proof. This early preparation will allow selected maps to be distributed with the comment editions.
- b. Outline maps showing the coastline, principal roads, railroads, major cities, and political subdivisions have been prepared in a 1:250,000 or smaller scale for many areas. These are available on paper or acetate. If a relatively large area is to be shown on the map, the historian can mark its location on these sheets indicating the major features to be labeled. Use of the acetate simplifies this as these features are traced directly from the small-scale map. The Editing and Design Section will then

make the finished map by redrawing a smooth product from the draft, enlarging or reducing it as necessary to fit the page, and labeling the indicated features with properly sized letters.

c. If maps of larger scale are needed to magnify a relatively small area, locate the area on a large-scale (1:25,000 or 1:50,000) map and trace the desired features (hills, hamlets, road rivers, etc.) on overlay or other transparent paper. Include coordinates and, if possible, at least one well-known location to permit easy identification of the area. Pay careful attention to the way troop movements are shown. Successive maps showing the disposition every few hours or days may be necessary to support the text and present a clear picture.

d. Occasionally, even a large-scale map may not provide sufficient detail to support the account of a small unit action. In such cases, prepare a sketch relying on materials uncovered in your research to illustrate the location of the hills, hamlets, streams, or other features significant in the action. Estimate distances and establish a suitable overall scale.

Specifics. The following listing covers specific features required on all finished maps.

a. **BORDER.** All map borders are two points in width.

b. **BRIDGES.** Where the scale permits, significant bridges—particularly those mentioned in the text—are shown using a bridge symbol.

c. **HILLS AND MOUNTAINS.** Hills and mountains are denoted by hachures surrounding the figures of the metric elevation on the crest. Ridgelines should show significant peaks. All heights mentioned in the text must be shown.

d. **LEGEND.** The legend is contained in a box large enough to include a description title and the map scale. The border is two points in width. The title is not restricted to one line, and should show the “who, what, when and where” of the map. The scale is drawn under the title, and must be of sufficient length to be used with the map. Scales for all maps in a volume should be identical in width (relatively fine, not coarse or heavy) and of approximately the same length. Both titles and scales are centered within the legend box.

e. **NORTH ARROW.** All maps must include a geographical north arrow. Style and size must be compatible in each volume of a series.

f. **ORIENTATION.** All writing on maps will be oriented so it can be read either from the bottom or from the right margin of the page.

g. **PLACE NAMES.** Only those place names that are required for orientation and/are mentioned in the text are shown on the map.

h. **ROADS.** Label roads with appropriate route numbers. When a road

intersects or branches, place appropriate route numbers on both sides of the junction to avoid confusion. Lines depicting roads are narrow and neatly drawn.

i. **WATER AREAS.** The name of a large body of water should be placed inside the water area. Smaller area such as streams should have the name placed on the watercourse, legible when viewed from the bottom or right of the page.

j. **REDUNDANCY.** Take special care to avoid redundancy in the use of foreign names; e.g., Song Tra Bong literally translated is River Tra Bong, so Song Tra Bong River would be redundant.

k. **SIZE.** Finished maps generally are eight inches high and six inches wide. In preparing draft maps, you are not confined to these dimensions. The Editing and Design Section will redraw maps and adjust your draft to the correct size. The relative proportions, however, should be borne in mind. Normally, the right and left geographic margins will parallel the north-south axis.

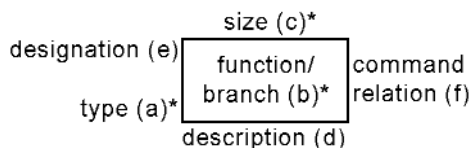
Map Symbols

This section provides the essential information about the use of military mapping symbols. The references describe symbols used in conjunction with military maps and sketches. As with naval messages, the underlying principles for making maps are clarity, brevity, and accuracy.

General. All movement, tactical, and topographical symbols must be explained. This can be done in the legend if only one or two maps are included; otherwise, add an appendix of map symbols.

Topographic Symbols. See *FM 101-5-1 Operational Terms and Symbols*. The one History and Museums Division exception in this case is the use of hachures instead of contour lines to show hills and mountains.

Tactical Symbols. General arrangement of components: (* indicates those required at a minimum).



These six components will be described in (a) through (f), as well as

symbols to illustrate location and activity. When depicted with this format, enemy units are indicated with a doubled type symbol (a), allied units are indicated by the description (d).

a. TYPE, basic unit symbols:

friendly		command post	
enemy			

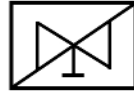
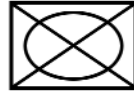
b. FUNCTION/BRANCH, inside basic symbol:

(1) single branch

infantry		logistic	
armor		reconnaissance (ground or mounted)	
artillery		aircraft	
amphibian tractor*		helicopter	
engineer		airborne	
antitank		air defense	
communication			

(2) combined branchesMarine Air
Task Force

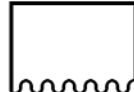
air cavalry

force
reconnaissancemechanized
infantry(3) role indicator

Marine forces



amphibious



naval



c. SIZE, top of basic symbol:

squad



regiment/group



section/detachment



brigade



platoon/troop



division/wing



company/battery



force/corps



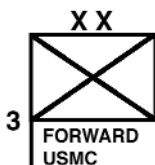
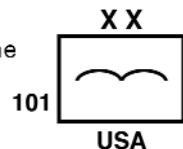
battalion/squadron



army/air force



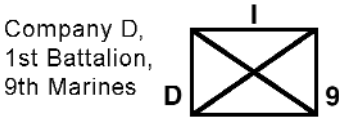
d. DESCRIPTION, placed underneath the basic symbol to show service, country, or equipment:

3d Marine
Division
Headquarters,
Forward101st Airborne
Division
(Airmobile)

* Both references (c) and (d) provide different examples for indicating amphibious units. In the latter, Marine Corps Combat Development

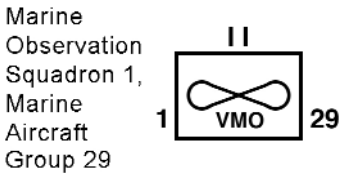
Command (MCCDC) uses waves across the basic unit symbol to indicate amphibious assault units and waves below the symbol to indicate amphibious capable units.

e. DESIGNATION, left side of basic symbol with name, number or letter:



f. COMMAND RELATION, right side of basic symbol, generally name, number or letter of next higher unit:

(1) by table of organization



(2) attachment or detachment, place to the right of basic symbol

attachment/reinforced (+) detachment/reduced (-)

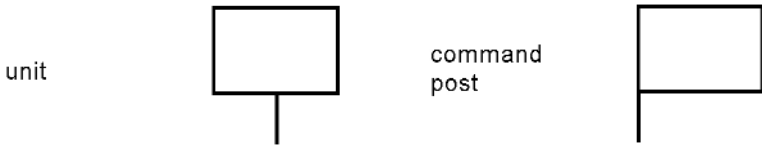
(3) as task organized



(4) Marine Air-Ground Task Forces (MAGTFs)



g. LOCATION, from the bottom of the basic symbol to precise location:

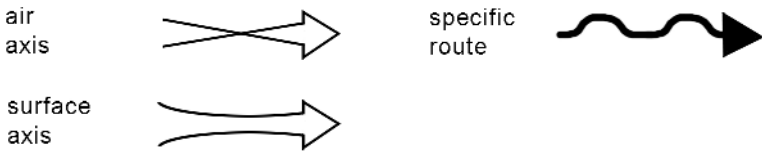


For large-scale maps a square indicates a permanent location, while a circle indicates a temporary location.



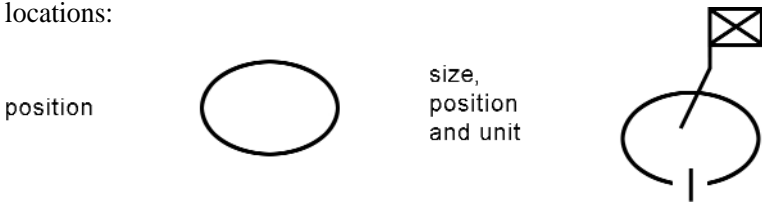
h. ACTIVITIES, used in conjunction with military symbols to indicate movement and action. Planned vice actual activities are indicated by using dashed lines:

(1) attack/withdraw, either solid or open



(2) defense, for large-scale maps a circle or square can be used for permanent and temporary locations; on a small-scale map the actual outline of the position is used:

locations:



strongpoints:



(3) control measure, basic:

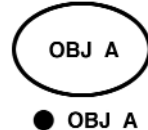
boundaries:



landing zones
with letter,
number
or name



objectives
with letter,
number
or name



phase lines
with letter,
number
or name



Appendix A
Sample Project Directive

5750
HDH1:dad
18Aug04

From: Director
To: Capt David A. Dawson 123 45 6789/0302/9678 USMC
Subj: PROJECT DIRECTIVE FOR “PROPOSED TITLE” (TYPE OF PUBLICATION)

1. Assignment: You are responsible for researching, writing, and editing a monograph history (occasional paper, volume of a series) of Proposed Title. (See **Chapter 2, The Publication Process**).

2. Concept: Provide a preliminary account of the activities of Marine Forces in support of Proposed Title from 1 Jan 19XX-31 Dec 19XX. This narrative will be the basis for a more formal work later.

3. Scope: The following consideration shall apply in this assignment:

a. The principal sources of information will be oral history interviews, personal experiences, photographs, primary source material, special action reports, command histories, and command chronologies, etc., (appropriate sources). (See **Chapter 3, Historical Research and Writing** and **Chapter 5, Oral History**).

b. Writing style will be in accordance with the Historical Center’s *Writing Guide*.

c. The volume will include maps and be illustrated with photographs, artwork, and graphics (as appropriate) to support the narrative. (See **Chapter 6, Preparing Maps** and the **captions** entry).

d. Subject matter will include the items in paragraph 4 below.

4. Subject Outline: (This is a tentative, minimal outline, which will invariably require revision as the work progresses.)

5. Time Schedule: The target date for the completed manuscript is 16 Aug 2005.

John W. Ripley
Colonel
U.S. Marine Corps, Retired
Director of Marine Corps History and Museums

Appendix B

Suggestions for Good Writing

There are no “laws” for effective writing. The following guidelines are intended as an aid for the assistance of writers, to be followed when applicable and modified when necessary.

An Outline Comes First. Two basic problems face the Marine Corps historical writer, as well as anybody else involved in a writing effort: (1) What to say?; (2) How to say it? The first calls for preliminary decisions based on selection. Competent research will always give you much more material than you can use. It is your job to process it by selecting the items that will best combine to give a full picture of your topic. Preparing of an outline is an essential first step in writing as well as in research. It is the writer’s blueprint.

Accuracy and Objectivity. Your narrative must be clear, simple, and readable. Generations of writers have affirmed that the elements of good writing are unity, coherence, and emphasis. A fourth element takes precedence for the military writer, and that is accuracy. You must tell all the pertinent facts with a strict regard for the evidence. Even when you have to deal with an unsavory subject, it is your duty to tell what happened. It is not your privilege, however, to interpose your opinion. Objectivity is an essential element of military historical writing. If value judgments are called for, they should be those of participants and responsible parties in the actions described.

Those Six Little Words. Remember that one fact is worth a dozen adverbs. If an operation deserves such praise-words as “boldly” or “overwhelmingly,” the facts will usually speak for themselves. Writers, whatever their experience, do well to keep in mind the six little words: Who?; What?; Why?; When?; Where?; and How? These questions cannot be answered satisfactorily in an account of a military operation without taking into consideration such factors as staff work, command decisions, logistics, supporting arms, enemy capabilities, terrain, and weather. The frontline troops are but the spearhead of any operation. In a balanced narrative, it is equally important to record the activities that prepare for and support combat.

It Takes Teamwork. Most historical projects require the efforts of a team to accomplish the necessary research, writing, and editing. The result should be a homogeneous, smoothly flowing narrative that blends the efforts of several writers. Everyone must adhere to the approach and style prescribed for the project. There is no better way of learning the writing pattern of others than by editing their first-draft chapters. Writers are notoriously poor editors of their own copy, since they must read it while it is still “warm.” A colleague can often point out undetected errors, from misspelling and inconsistencies to fractured syntax.

Intramural Editing. Thorough editing is the key to successful writing. Historical writers are expected to be critical, yet constructive, in commenting on the works of colleagues.

Clarity. As a rule of thumb, if an experienced editor objects to the way something is written, or fails to understand what the author thinks he is saying, the passage probably should be rewritten. If two people have questions about a passage, it most certainly needs to be changed. In rewriting, however, never lose sight of the objective of accuracy; it overrides all other considerations.

When to Use Quotations. Nothing is more dramatic and informative than the exact words of a combatant or an acknowledged expert. Quotations should normally be from primary sources rather than secondary, i.e., from a participant or direct observer of the event. Above all, and especially in indirect quotations, the writer must be certain the meaning intended by the person quoted is conveyed exactly. Plagiarism is the writer's unforgivable sin. You must give proper credit when using the words, ideas, artwork, etc., of another. The use of copyrighted material beyond "fair academic use" in work for publication requires the permission of the copyright holder; if there is any doubt, check with someone familiar with copyright law.

Modifiers and Qualifiers. Use modifiers sparingly; write with nouns and verbs. As a general rule, omit all modifiers that may be assumed and use only those that enhance action, interest, or meaning. Avoid the use of qualifiers.

Biography. Readers are quickly bored by lengthy passages describing the progress of an abstract body, but will eagerly turn the page to discover what befell a group of individuals. Incorporate biographical detail into your narrative and make the names mentioned come alive. Remind your reader and yourself that history is not the story of battalions and regiments but of the men and women who comprised those units.

Length of the Narrative. Often the intended publishing format will dictate the approximate length of your text. For example, a 500-page manuscript entitled *A Brief History of the Sixth Marines* may be too long. A good rule to follow is that given by the King of Hearts to the White Rabbit in *Alice in Wonderland*:

“Begin at the beginning
and go on till you come to the end;
then stop.”

Appendix C

The Mechanics of Research

The Working Bibliography

Recording Bibliographic Information. The best way to keep a working bibliography is to list each source on a separate card, preferably a 5 x 8-inch file card. Some historians find computers more convenient for both working bibliographies and note taking. The method used for these tasks is unimportant, as long as the information is completely and accurately recorded in a useful form. Ensure your notes are complete and legible. Should you be reassigned or unable to complete the project, the next author will not have to duplicate your research.

Bibliography Cards. The notation on the working bibliography card should include all the information needed for a full bibliographic reference. In addition, the card should show the physical location of the item—the call numbers of publications or file numbers of documents—to facilitate quick access to the item. A further refinement of the working bibliography card may include a short title or abbreviation for identifying the work so the full notation is not needed on each note card. Finally, the working bibliography card should contain a note on the content of the work and an appraisal of its ultimate value to the project.

Note Taking

Note Cards. Normally 5 x 8-inch file cards are used to take notes. Other systems, including computers, are used by many historians, and are discussed in **Appendix H, References and Guides**, but note cards are recommended for the novice historian. The exact format is unimportant as long as it is consistent. As with bibliography cards, notes should be complete and legible so other writers can use them. Regardless of the format adopted, all notes must include the following information:

SUBJECT. A brief title describing the subject the note refers to, broad enough to allow notes to be grouped by subject but narrow enough to provide a useful distinction between other notes. When in doubt, use a broader subject heading. Subdivisions, if needed, can be assigned later.

DATES COVERED. The historical period the note refers to. Be as precise as possible.

DATE PRODUCED. Note when the source for the note was created, be it the date a quote was uttered, a document written, or a book published. (Information cited in secondary sources was often produced years before that source was written. Find the date of the primary source.)

SOURCE CITATION. The source must be completely and accurately recorded. The short title from the bibliography card and a page number

will usually suffice. However, a document in an archive will need considerably more information. See the reference notes examples in **Appendix D, Endnotes** to see how much information is needed for a given type of source. When in doubt, too much is better than too little.

REMARKS/CROSS-REFERENCES. Include any cross-references or other necessary information.

Guidelines. A few rules to keep in mind while taking notes:

If it is worth remembering, write it down. Worth, of course, implies a value judgment. It is taken for granted the preliminaries to actual note taking will have qualified you to decide what should be recorded. Do not trust your memory under any circumstances for documentation of research. Adherence to the tentative outline and consultation with colleagues will help you maintain a sense of proportion. The publication schedule of the project assigned is a good guide in limiting the amount of time that can be spent on any given aspect.

If it is worth writing down, do it thoroughly and accurately. It is both-ersome and time-consuming to write from incomplete notes. The most reliable method of note taking is to copy verbatim the important elements of the work under study. Sometimes, because of the nature of the material, a summary or rephrasing is in order, but only when the exact words of the source will not be necessary in later analysis or writing.

Quotes and paraphrases. Scrupulous use of quotation marks in setting verbatim material apart from summaries or interpretations in notes will avoid many difficulties. When it is necessary to clarify the text or to supply a missing element, brackets [] are used, not parentheses (), which could be misread as part of the quotation (See **brackets** entry). Ensure paraphrases are worded very differently from the original source to prevent the appearance of plagiarism.

Keep an orderly file of research notes. The best way to keep order in what will eventually be a welter of facts, dates, figures, and names is to regard each bit of information as an entity unto itself. Each fact, or at the very most a few closely related facts, should be recorded separately.

As noted, most writers find 5 x 8-inch file cards the most convenient method of recording notes. To facilitate continuing research and keep related items together, use the tentative outline for interim subject headings and the notes filed for future use.

Do not mark documents. Refrain from marking or making editorial or subjective comments on original documents and on works considered archival in nature. You should not remove or separate a specific document from a general file or remove fasteners that hold the file together. If it is absolutely necessary to remove an item from a file, you must be scrupulous about returning it to the proper place. Pages of books and magazines should not be marked or torn.

Appendix D

Endnotes

Complete documentation is a firm requirement for all Marine Corps historical works and includes page citations of specific sources shown in notes at the end of the text. Bibliographies or bibliographic essays may be used to supplement the information in the endnotes of extensive studies. In all cases, Marine Corps histories will include sufficient information regarding a source in endnotes or bibliographies, or in a combination of the two, to enable the reader to identify and locate the materials. While there are similarities between endnote and bibliographical citations, the formats vary.

Marine Corps historical writers use compendium and reference notes to document text. These endnotes are used to give credit to sources of information, whether quoted directly or paraphrased. The writer must determine whether to use a compendium note, a series of reference notes, or both.

Compendium Endnotes

The compendium endnote is a space-saving device. As a general rule, it applies to an entire chapter or major subdivision thereof and lists sources that were consulted frequently and which otherwise would be cited repetitively. List only basic sources in a compendium note; it is not a vehicle for listing every source consulted. When there are no general sources underlying the text and the writer has pieced the narrative together from a variety of sources, a compendium note is obviously inappropriate.

If particular quotations, facts, or statistics used in the text are drawn from sources listed in the compendium note, the writer must still document them with a reference note.

The exact order in which to cite sources in a compendium note is necessarily the writer's decision. Generally, documents are cited first, then letters, reports and oral histories of individuals, and finally, published works. Within each element, the citation of sources should be in descending order of importance or, in the case of individual officers as authors, in descending order of military rank.

Do not mark compendium notes in the text. Place them first in the chapter or section to which they apply, before any numbered reference notes.

Example of placement in the back of a monograph:

NOTES
Chapter 1
The Call for Marines

Unless otherwise noted, the material in this chapter is derived from: MilHistBr, Office of the Secretary, General Staff, Hq, USMACV, ComdHist, 1965, 20Apr66, hereafter *MACV ComdHist*, 1965; 9th MEB ComdD, Mar65; MAG-16 ComdD 16Jan-Mar65, 8Apr65; HQMC Msg File; CNO, Flag Plot Msg File, Jan-Mar65 (OAB, NHD), hereafter *Flag Plot File*; Vietnam Comment File; BGen Frederick J. Karch intvw, 15Jan72, Tape 1234 (Oral HistColl, MCHC, Washington, D.C.), hereafter Karch intvw; Department of Defense, *United States-Vietnam Relations, 1956-1967*, 12 bks (Washington: GPO), hereafter *Pentagon Papers* with appropriate section title and book, and section, volume or tab, and page number; LtCol John J. Cahill and Jack Shulimson, "*History of U.S. Marine Corps Operations in Vietnam, January-June 1965*," (HistDiv, HQMC, 1966), hereafter Cahill and Shulimson "*USMC Ops RVN, Jan-Jun65*;" and from Jack Shulimson, "U.S. Marines in Vietnam, Introduction," in LtCol Ralph F. Moody et al., "Marines in Vietnam, 1954-May 1968," ms, 8 pts (Hist&MusDiv, HQMC, 1970), hereafter, Shulimson, "U.S. Marines in Vietnam, Introduction."

Example of how compendium notes may be used to give full bibliographical data on frequently cited major sources and to establish short titles for them. You may also include the locations of manuscript and document collections in a compendium note, and need not repeat this information thereafter.

Alert and Realert

1. BGen Frederick J. Karch presentation to the Command and Staff College, MCS, Quantico, 27May65, Tape 1235 (Oral HistColl, MCHC, Washington, D.C.), hereafter Karch Presentation.

2. See MCCC, Items of Significant Interest for 20 and 31Jan65.

The Beginning of the Bombing and the Sending of the HAWKS

3. *Washington Post* and *Times Herald*, 8Feb65, p. 1.

4. Capt Ronald G. Richardson intvw by MCS Quantico, 8Feb66, No. 50 (Oral HistColl, MCHC, Washington, D.C.).

5. "The Rolling Thunder Program Begins," *Pentagon Papers*, bk 4, sec IV-C-3, p. xii.

Compendium Note for an Entire Book. In many cases, an entire history will be based on certain basic sources that the writer will frequently cite and for which the writer may want to establish short titles and citations. This can be done in a compendium note. Place the compendium note for the volume as a whole before any other notes and before the first chapter title in the endnotes. Materials cited in this note apply to the entire book and need not be referred to again in other compendium notes applying only to specific parts, chapters, or sections.

Use compendium notes with care. While compendium notes are extremely helpful, use them with judgment and restraint. Citation of works not extensively used, or works that are not major and basic source material, needlessly pad the documentation section and mislead the reader.

Reference Endnotes

The most common method for citing source material is through the use of reference notes. The following general rules apply to reference notes and to any specific citation of sources that are incorporated in information or compendium notes:

Complete information must be given as necessary the first time a source is cited to identify and locate the reference material if no other provisions are made.

Abbreviations, both military and bibliographical, will be used in citing sources. See **abbreviations** entry.

Capitalization in reference notes will follow the same general rules of that apply in the text.

Do not repeat location information in the reference note if it is incorporated in the bibliography or in a compendium note.

Number reference notes consecutively within each research paper or within each chapter for larger works. Notes start with (1) at the beginning of each chapter. If a chapter is divided into sections, numbering does not restart with (1) in each section even if the section begins with a compendium note.

Discursive material, as well as citations of sources, may be contained in a reference note. If the discursive material predominates, it should precede the citation. If the note is mainly archival, the discursive portion should follow the citation. If the discursive portion of the note is a quotation or abstraction from source material, the source citation must be clearly indicated in a manner that will not allow it to be confused with any other citations in the note.

Place reference notes on separate pages immediately following the text in final manuscripts and published histories. Label this portion of the

manuscript or publication “Notes.” Ensure it contains all chapter and section headings properly interspersed with the reference notes. Notes will be single spaced within the body of each note, with two spaces between notes.

Copy the titles and usage verbatim from the title page or appropriate sections of the actual document when citing from any document. If this information is inaccurate, clarify with an explanatory note.

Example, if an official manual inadvertently listed the wrong date on the title page, the publication information would list the printed date and provide an explanatory note:

U.S. Navy, *Landing Party Manual, OPNAV P34-03* (Washington, D.C., dtd 1860 [typo-actually 1960]), p. 34.

If citing the History and Museums Division as the originator of reference material when the publication information is absent or incomplete, use the designations:

HistDiv, HQMC [prior to 1952]
 HistBr, G-3 Div, HQMC [1952-1969]
 HistDiv, HQMC [1969-1973]
 Hist&MusDiv, HQMC [1973-2003]
 Hist&MusDiv, MCHC [2004-present]

For materials held under the cognizance of the History and Museums Division, give the location as Marine Corps Historical Center (MCHC), Washington, D.C. If mentioned in a compendium note at the beginning of the volume, “Washington, D.C.” can be omitted from all subsequent notes. See **Compendium Endnotes** in this appendix.

Second and subsequent citations of the same source should use an appropriate short title or a scholarly abbreviation. See **Subsequent Citations of References** in this appendix.

The following abbreviations may be used in citing materials held under the cognizance of the History and Museums Division:

AR, action report
 AAR, after action report
 CAAR, combat after action report
 ComdC, command chronology
 ExRpt, exercise report
 ComD, command diary
 dtd, dated (use only for documents inadvertently marked with the incorrect date)
 msg, message
 HistD, historical diary
 Hist&MusDiv, History and Museums Division
 intvw, interview

IntelSum, intelligence summary
jnl, journal
ltr, letter
memo, memorandum
ms, mss, manuscript(s)
MRoll, muster roll
OpSum, operational summary
RefSec, Reference Section
rpt, report
SAR, special action report
Sitrep, situation report
UD, unit diary
WarD, war diary

Abbreviations for frequently cited sources (such as *MCG* for *Marine Corps Gazette* or CMH for the U.S. Army Center of Military History) may be used as long as the abbreviations are listed with the terms for which they stand immediately before the endnotes.

Published Works. The first citations of published works normally cited by Marine Corps historical writers fall into four categories: books, articles in periodicals, newspapers, and printed government documents.

BOOKS. Information for the citation, except page numbers, should be taken from the title page. Each citation should include the following elements in the order listed:

Name(s) of author(s), presented first name first, middle initial, last name last;
Title of work underlined (italics);
Name of the series in which the book appears, if any, with volume number or number within series;
Name of editor, compiler, or translator, if any;
Total number of volumes in the work cited;
Place of publication;
Publisher;
Date of publication;
Number and name of edition, if there are several;
Number of volume cited;
Page numbers for the specific citation;
Short title, if used.

All elements in the note are separated from each other by commas except three items (place of publication, publishing firm or agency, and date of publication), which are set off from the items before them by a

parenthesis and followed by a parenthesis and then a comma. When citing both volume and page numbers in a multivolume work, do not omit the abbreviations for volume and page. Use Arabic numerals for both numbers, the volume first, followed by a comma, followed by the page number(s). If more than three authors are involved, list only the name of the first in the initial note citation and follow it with the words “et al.” In short title citations of works with more than one author, only the name of the first will be listed, followed by the words “et al.” For citations not covered by these rules and examples, refer to the current edition of *The Chicago Manual of Style* (Chicago: The University of Chicago Press). Examples:

(1) Single author:

Col Robert D. Heinl, Jr., *Soldiers of the Sea-The United States Marine Corps, 1775-1962* (Annapolis: U.S. Naval Institute, 1962), pp. 232-33, hereafter Heinl, *Soldiers of the Sea*.

(2) Two or three authors:

MajGen Charles A. Willoughby, Jr., USA, and John Chamberlain, *MacArthur, 1941-1951* (New York: McGraw-Hill Book Company, Inc., 1954), pp. 12-13, hereafter Willoughby et al., *MacArthur*.

LtCol Robert D. Heinl, Jr., USMC, and LtCol John A. Crown, USMC, *The Marshalls: Increasing the Tempo* (Washington, D.C.: HistBr, G-3 Div, HQMC, 1954), pp. 132-34, hereafter Heinl et al., *The Marshalls*.

(3) More than three authors:

Col Thomas G. Roe, USMC, et al., *A History of Marine Corps Roles and Missions, 1775-1962* (Washington, D.C.: HistBr, G-3 Div, HQMC, 1962), p. 14, hereafter Roe et al., *Marine Corps Roles and Missions*.

(4) Organizational author:

NHD, OpNav, NavDept, *A Brief Guide to U.S. Naval History Sources in the Washington, D.C. Area* (Washington, 1965), p. 6. (In this case, the author and publisher are the same organization, so full information for the author is given and not repeated for the printing information.)

(5) An edited work: (a) With both author and editor:

James V. Forrestal, *The Forrestal Diaries*, Walter Millis, ed. (New York: The Viking Press, 1951), pp. 210-12.

(b) Editor(s), but no author listed:

E.B. Potter and J.R. Fredland, eds., *The United States and World Sea Power* (Englewood Cliffs, N.J.: Prentice-Hall, Inc., 1955), p. 414.

(6) A multivolume work:

Merle Curti, et al., *An American History*, 2 vols. (New York: Harper & Brothers, 1950), vol. 1, pp. 312-15.

Certain very large multivolume series with complex divisions require the author to devise special note formats. The keynote of these in all cases should be the reader's ease in discovering where in the overall work the referenced passage is located:

U.S. War Department, *The War of the Rebellion: A Compilation of the Official Records of the Union and Confederate Armies* (Washington, 1892), serial 78, pt. 2, vol. 29, series 1, pp. 87-88.

(7) Single volumes in a multivolume series:

Lynn Montross and Capt Nicholas A. Canzona. *The Chosin Reservoir Campaign—U.S. Marine Operations in Korea, 1950-1953*, vol. 3 (Washington: HistBr, G-3 Div, HQMC, 1957), pp. 181-82.

MajGen S. Woodburn Kirby, et al., *The Loss of Singapore—The War Against Japan, vol. 1—United Kingdom Military Series—History of the Second World War* (London: Her Majesty's Stationery Office, 1957), pp. 250-51.

(8) A variant edition or subsequent printing:

Samuel Eliot Morison and Henry Steele Commager, *The Growth of the American Republic*, 2 vols. 4th ed., rev. and enl. (New York: Oxford University Press, 1950), vol. 2, pp. 245-48.

(9) A translated work:

Cdr(R) Marc Antonio Bragadin, *Italian Navy, The Italian Navy in World War II*, Gale Hoffman, trans. (Annapolis: U.S. Naval Institute, 1957), pp. 87-88.

(10) Article in an encyclopedia or anthology:

T.E. Lawrence, "The Science of Guerrilla Warfare," *Encyclopedia Britannica*, 14th ed. (1944 rev.), vol. 10, p. 951.

Harry L. Coles, "The War of 1812 and the Mexican War," *New Dimensions in Military History*, Russell F. Weigley, ed. (San Rafael, California: Presidio Press, 1975), p. 323.

(11) Article on CD-ROM:

Adm James L. Holloway III. USN (Ret), "The Korean War: An Introduction," *The Sea Services in the Korean War, 1950-1953*. CD-ROM (Annapolis: U.S. Naval Institute, 2000), p. 3.

CONGRESSIONAL DOCUMENTS. Citations for these include the following in the following order:

- U.S. Congress, House (or Senate);
- Name of committee originating the document, if any;
- Title of the document, underlined (*Italics*);
- Number of Congress;
- Number of session;
- Date of session;
- Page number being cited.

Examples: (1) A committee hearing:

U.S. Congress, House, Committee on Naval Affairs, *Improvement of the Efficiency of the Navy and Marine Corps, Hearings before a subcommittee of the House Committee on Naval Affairs on H.R. 1775*, 81st Cong., 1st sess., 1950, pp. 25-30.

(2) A speech from the Congressional Record:

U.S. Congress, Senate, "Senator Smoot speaking for Bill to Increase the Strength and Promote the Efficiency of the Marine Corps, S. Bill 201, 65th Cong., 1st sess., 10Nov16," *Congressional Record*, vol. 102, pp. 6522-24. (Note: If the speaker, subject, and date are mentioned in the title, citation need only include "*Congressional Record*," and the volume and page numbers.)

ELECTRONIC PUBLICATIONS. Citations of electronic sources should have analogous formats. Each citation should include the following elements in the order listed:

(1) Citation of an e-mail:

- Name of the writer;
- Title of the message (if any), taken from the subject line and enclosed in quotation marks;
- A description of the message that includes the recipient (e.g., "E-mail to the author");
- Date of the message.

Capt James L. Horner, "Re: 3dMAW." E-mail to Anthony T. Boyles, 20Aug1996.

(2) Citation of CD-ROM:

- Author's name (if given);
- Title of publication (underlined);
- Name of the editor, compiler, or translator (if relevant);
- Publication medium (CD-ROM);

Title, edition, release, or version (if relevant);
Place of publication;
Name of the publisher;
Date of publication.

Lynn Montross and Nicholas A. Canzona, et al., *U.S. Marine Corps Operations in Korea*, "The Sea Services in the Korean War, 1950-1953." CD-ROM (Annapolis, MD: U.S. Naval Institute, 2000).

(3) Citation of material from an Internet source. See **Appendix J, Citing Internet Sources**.

EXECUTIVE DEPARTMENT DOCUMENTS. In citing these documents, authors should include the following data in the order listed:

Name of country, state, city, town, or other government unit that produced the document;
Name of legislative body, administrative agency, office, or department that originated the document;
Title of the document;
Additional information as appropriate to the type of document.

(1) Annual Report of the Commandant:

U.S. Marine Corps, *Annual Report of the Major General Commandant to the Secretary of the Navy for the Fiscal Year Ended 30 June 1912*, p. 2.

(2) If the document is included within a document of another agency:

U.S. Marine Corps, *Annual Report of the Major General Commandant to the Secretary of the Navy for the Fiscal Year Ended 30 June 1899*, in U.S. Department of the Navy, *Annual Report of the Secretary of the Navy for the Fiscal Year Ended 30 June 1899*, p. 2

(3) Some executive reports are published as Congressional documents:

U.S. Congress, House, *Annual Report of the War Department for the Fiscal Year Ended 30 June 1880*, H. Doc. 1, 55th Cong., 1st sess., 1881, pp. 3-6.

(4) Official statements in government publications:

President Richard M. Nixon, "Address on Ending the War in Vietnam, January 23, 1972," *Department of State Bulletin*, 14Feb72, p. 181.

(5) Documents in published State Department documents on American foreign relations:

MajGenComdt George Barnett ltr to Col Smedley D. Butler, 13Dec16, in U.S. Department of State, *Papers Relating to the Foreign Relations of the United States*, 1916, 2 vols., vol. 1, p. 987.

(6) Messages and papers of the Presidents. These are collected in two sources, cited as follows:

J.D. Richardson, ed., *Compilations of the Messages and Papers of the Presidents, 1789-1897*, 53d Cong., 2d sess., 1907, *House Miscellaneous Document No. 210*, pts. 1-10, 10 vols. (Washington: Government Printing Office, 1907), vol. 4, p. 16.

U.S. President, *Public Papers of the Presidents of the United States* (Washington: Office of the *Federal Register*, National Archives and Records Service, 1953), Dwight D. Eisenhower, 1956, pp. 222-23.

GOVERNMENT DOCUMENTS. Information for citing a printed government document should be taken from the title page. The amount of information on the title page of a government document often is bewilderingly large, and the author must exercise judgment in how much to include in the note reference. Marine Corps historical writers are most likely to cite U.S. Congressional and executive documents, but the same principles apply to documents from foreign governments and from state and local governments.

MANUALS. Official manuals are a special type of government document frequently cited by Marine Corps historians. Citations should include the following information in the following order:

Name of the unit/activity originating the manual;

Name of the command/agency to which the originating unit is subordinate;

Name of the Service to which the unit belongs;

Title and official number of the manual, underlined (italics);

Place and date of publication in parentheses;

Page number(s) to which reference is made;

The units/agencies may be referred to in the note citation by their abbreviations.

Examples:

MCEC, USMC, *Marine Corps History*, MCS-14E (Quantico, 1953), p. 8.

MCDEC, USMC, *Nuclear, Chemical, and Defensive Biological Operations in the FMF, FMFM 11-1* (Quantico, 1975), pp. 299-304.

DON, *Doctrine for Amphibious Operations, FM31-11/-NWP22(B)/AFM2-53/LF M01* (Washington, undated), pp. 8-3 to 8-5.
DA, *Counterterrorist Operations, FM 31-16* (Washington, 1963), p. 25.
DA, *Operations, FM100-5* (Washington, 1976), pp. 3-1 to 3-7.

NEWSPAPERS. Citation of a newspaper article should include the following information in the following order:

- Name of author of article, if listed and significant;
- Title of article, in quotation marks;
- Title of the newspaper underlined (italics);
- Date of the issue;
- Section number, if any;
- Page number.

For newspapers in which the place of publication is not part of the name, place this data in parentheses after the title of the newspaper. Examples:

Cdr D. Minard, USN, ltr to the editor, "Tragedy at Parris Island," *Washington Post and Times Herald*, 17Apr56, p. 14.
The Windward Marine (MCAS Kaneohe Bay, Hawaii), 1May56, p. 1.

PERIODICAL ARTICLES. Information for the citation comes from the cover of the periodical and from the article itself. Each citation should include the following elements in the following order:

- Name(s) of author(s), first name first, middle initial, last name last;
- Title of article, in quotation marks;
- Name of periodical underlined (Italics);
- Date of issue;
- Page number(s).

References to periodicals normally do not include place of publication or name of publisher. The format for citing articles in periodicals can be used with small variations for citing articles in encyclopedias and other larger works containing numerous articles by many different authors. The rules for citing multiple authors and short titles used for books also apply to periodicals. Once a year, some periodicals produce larger than usual issues called annuals. Treatment of these in notes varies. If the annual is issued as a regular sequential number of the publication, it should be treated as a periodical. If it appears as a volume separate from the sequential issues, it should be treated as a book.

Examples: (1) Articles in periodicals or journals:

Seward W. Livermore, "The American Navy as a Factor in World Politics, 1903-1913," *The American Historical Review*, Jul58, pp. 125-26.

CWO-2 Brian K. Herbert, USMC, and CWO-2 Daniel P. McFerrin, USMC, "Improving Ammunition Support," *Marine Corps Gazette*, Oct91, p. 39, hereafter Herbert et al., "Ammunition Support."

LtCol Bill Green, USN, et al., "Two Steps Ahead," *U.S. Naval Institute Proceedings*, May91, p. 98. (More than three authors)

(2) A book review:

Philip Davidson, Review of *The South in the Revolution, 1763-1789*, by John Richard Alden, *The American Historical Review*, Jul58, p. 1003.

(3) Articles in an annual:

(a) Annual published as a separate volume:

BGen S.L.A. Marshall, USA (Ret.), "Naval Power as Understood by a Soldier," in U.S. Naval Institute, *Naval Review 1962-1963* (Annapolis, 1962), p. 5.

(b) Annual published as a journal issue:

LtGen K.B. McCutcheon, USMC, "Marine Aviation in Vietnam, 1962-1970," *U.S. Naval Institute Proceedings*, May71, pp. 124-25.

Subsequent Citations of References. The full form of a citation usually should not be repeated in second and later references to a source. Instead, the reference should be in short form. If, however, a specific source is cited no more than two or three times in a book-length study and these citations are physically separated by a considerable amount of text, for the sake of clarity, each citation should repeat the full reference.

SHORT FORM. In formulating short titles for books, pamphlets, studies, periodical articles, or related items, the citation should include the last name of the author or the originating agency, a shortened version of the title italicized or in quotes as with the full title, and the page number or other reference to the part of the source actually being cited. When three or more authors are involved, use the last name of the first author and the abbreviation "et al." Short titles should be introduced at the end of the initial citation by adding the word "hereafter" and then the form that will be used.

Examples:

3/1 SAR, Phases I & II of the Nansei Shoto Op, 10Jul45 (Okinawa AreaOp Files, MCHC, Washington, D.C.), pp. 7-9, hereafter 3/1 SAR.

LtCol William E. Benedict ltr to CMC, 28Mar47 (Okinawa AreaOpFile, MCHC, Washington, D.C.), hereafter Benedict ltr.

George Morgenstern, *Pearl Harbor: The Story of the Secret War* (New York: The Devin-Adair Company, 1947), pp. 12-15, hereafter Morgenstern, *Pearl Harbor*.

John Smith, "Aspects of Wilsonian Commercial Diplomacy, 1913-1916," *American Historical Review* (Jul55), p. 130, hereafter Smith, "Wilsonian Commercial Diplomacy."

IBID. AND OP. CIT. These are two commonly used short forms applicable to any work after the first citation of it. *Ibid.* is an abbreviation of the Latin for "in the same place." *Op. cit.* is an abbreviation of the Latin for "work cited."

ibid. When references to the same work follow each other without any intervening citation you may use "ibid." to repeat the original citation. If the second reference is to a different page or pages in the same source, use *ibid.* plus the new page or pages. Similarly, in documents such as command chronologies, muster rolls, and unit diaries, it is permissible to use *ibid.* plus a new date and a new page. Do not use *ibid.*, however, if a new unit or activity is involved.

Examples:

The New York Times, 6Jul54, p. 13.

Ibid.

Ibid., pp. 24-25.

Avoid long strings of "ibid." citations. Sometimes these are unavoidable, as when direct quotations or statistics must be documented. Where possible, combine repeated consecutive references to different pages of the same source into one note. If most or all of a long passage or section of a chapter is based on one source and it is not necessary to document particular quotations or facts, mention the source only once in a compendium note.

Op. cit. When referring to a work that has been cited already but not in the note immediately preceding you may use "op. cit." It should not be overused. Therefore, when there are more than three references to the same source, a short title should be introduced in the original citation. In book-length studies, "op. cit." should be used only if the source is cited not more than three times in the same chapter and never again in the volume. Since each reference is to the author of a work only, page or similar location data must be included in each citation. When more

than one work by the same author is cited, never use “op. cit.” after the second work is introduced.

Example:

Carl Berger, *The Korea Knot* (Philadelphia: University of Pennsylvania Press, 1957), pp. 20-21.

The New York Times, 18Jun55, p. 26.

Berger, op. cit., p. 30.

Unpublished Materials. Marine Corps historians’ sources are mostly unpublished. They consist primarily of the vast amount of records created by official agencies and unofficial papers of tremendous variety. The first citing of these works is the most difficult documentation task the historian will face; their endless variety almost ensures dissimilarity in citation. The historian must strive for uniformity. While some general principles apply, each type of unpublished source has its own peculiarities.

Organizing citations to include the following information in the order listed will help ensure that the History and Museums Division publications present a uniform format:

- Name of the author or originating agency;

- Title or description of the source cited (not italicized);

- Date or origin of the source;

- Location of the source in a larger collection or body of material, which consists of the following data in the order listed: Number, title, or description of the file or box, folder or letter book in which item is located;

- Record group and accession number;

- The name of the larger collection;

- The location of the larger collection.

ABBREVIATIONS. For reference notes citing unpublished documents, use abbreviations and short forms throughout for military grades, units, dates, and scholarly terms. See also **Subsequent Citations of References** in this appendix and the **abbreviations** entry.

The locations of collections can be omitted from the individual note citations if it is included in a bibliography or in a compendium note. Enclose all location information in a single set of parentheses, i.e., the description of the file or box, the name of the larger collection, and the physical location.

The writer will probably cite a large number of sources held by the Marine Corps Historical Center. In this case, immediately before the notes the author or writer can explain that all documents listed as locat-

ed at MCHC are located at the Marine Corps Historical Center, Washington Navy Yard, Washington, D.C., and omit “Washington, D.C.” from the rest of the citations.

AWARD CITATIONS. On file in the Reference Section, these documents contain accounts the writer may find useful. The format for these citations is:

LCpl Jerry E. Lineberry award citation, 1Aug67 (RefSec, MCHC, Washington, D.C.).

COMMAND CHRONOLOGIES. Since May 1965, the basic source for operational histories of Marine Corps units has been the command chronologies, reports prepared and submitted periodically by all commands of battalion/squadron-size up through regiments, brigades, divisions, and higher commands, as well as by all independent units. The current edition of Marine Corps Order P5750.1G sets forth the requirements for a command chronology and explains its content.

In citations to narrative and statistical material, historians normally should include only the identity of the originating unit, the abbreviation “ComdC,” the dates or time period covered by the chronology cited, the appropriate page or subparagraph, and the location of the document. A simple citation to a command chronology: 1st MarDiv ComdC, Nov70 (MCHC, Washington, D.C.) pt 2., p. 9.

In citing after action reports, messages, memos, orders, journals, or other documents attached to and filed with a command chronology, cite the specific document in the appropriate format then add: “in [unit] ComdC, [date].”

(1) Citation of a document attached to, and filed as a part of, a command chronology:

1/7 S-2 Jnl entry for 21Feb69, in 1/7 ComdC, Feb69 (MCHC, Washington, D.C.).

(2) After action report in a command chronology:

5th Mar AAR. Opn Catawaba Falls. 30Sep70 in 5th Mar ComdC, Sep70 (MCHC Washington, D.C.)

COMMENT FILES. Before publication of any completed History and Museums Division historical study, copies of the draft manuscript are sent to knowledgeable persons for their comments. These comments, usually in letterform, often constitute in themselves new and valuable historical source material and will be cited either in revisions of the

work commented upon or in other manuscripts. Comment files are maintained under the name of the draft manuscript.

Citations of these comments should include in order:

- Name of person commenting (include rank at time comment is made);
- The words “Comments on” prior to the title of the manuscript:
- Title of manuscript being addressed. Insert the words “draft ms” if the comments are on an earlier draft of the same book in which the note appears;
- Date of comments;
- Name of file;
- Record Group 127 (RG 127);
- Accession number, if known;
- Location;
- Short title, if used.

Examples:

(1) Comments on a different work:

RAdm Victor B. McRea, USN, Comments on “Marines in Lebanon 1958,” 10Dec65 (Comment File, RG 127, ACC# 72-1234, MCHC, Washington, D.C.).

(2) Comments on earlier draft:

MajGen Paul J. Fontana, Comments on draft ms, 8Nov72 (Comment File, RG 127, MCHC, Washington, D.C.).

JOURNALS AND LOGS. Citation should be given in the following order:

- Identity of originating unit;
- Title or description of journal and time period covered by the journal as a whole;
- Date of the entry cited in the note;
- Larger collection title or description;
- Location of larger collection.

Example:

1st MarDiv, G-3 Jnl, 28Feb-14Jul45, 22Jun45, (Okinawa AreaOpFile, MCHC, Washington, D.C.).

LETTERS, MEMOS, AND MESSAGES. Citations should include in order:

- Name of originating individual or command (if military personnel are involved, include the individual’s rank at the time the document was written);

Description (ltr, memo, msg);
Name of recipient individual/command (include grade if appropriate);
Subject (if memo or official letter);
Date;
Location, to include file.

Examples:

(1) Citations of private letters:

Theodore Roosevelt ltr to Henry Cabot Lodge, 10Feb1897 (Box 102, Theodore Roosevelt Papers, Library of Congress, Washington, D.C.).

Copy of Col Charles G. Long ltr to LtCol Melville J. Shaw, 29Sep17 (7th Mar Unit File, RefSec, MCHC, Washington, D.C.).

(2) Citation of an official memo:

Col George Barnett memo to RAdm C.J. Badger, Subj: Atlantic Fleet Winter Maneuvers, 10Oct13 (File No. 1975-80-20, RG 127, National Archives, Washington, D.C.).

Assistant Chief of Staff, G-3 (AO3-C) memo to Assistant Chief of Staff G-1, Subj: Initial Training Times by MOS, 28Jun67 (File No. 1200, RG127 ACC# 73A-2444, HQMC Central Files 1967, Washington, D.C.).

(3) Citation of an official message:

LtGen Keith B. McCutcheon msg to LtGen Henry W. Buse, Jr., 10Nov70 (File No. 12053, III MAF Admin Files, MCHC, Washington, D.C.).

(4) Citation of an official letter:

ComUSMACV ltr to CG III MAF, Subj: Letter of Instruction, 5Mar65, in III MAF ComdC, May65 (MCHC, Washington, D.C.).

MANUSCRIPT AND RECORD COLLECTIONS CITATIONS. In citing the larger collections in which a document is to be found, whether private manuscripts or government records, the historian ordinarily will include the name of the collection, the collection number or record group number (if any), and the agency controlling and/or physical location of the collection. Many archives provide researchers with formats for citing documents held there; writers will need to standardize formats, but individual citations must include all the information listed in the format for the appropriate collection.

Examples:**(1) Records in the National Archives:**

USMC, Headquarters, Adjutant and Inspector's Dept. Records, 1820-1826 (RG 127, National Archives, Washington, D.C.)

(2) Records controlled by the Marine Corps but kept at the National Archives at Suitland, Maryland, must include this accession number: HQMC Central Files 1967 (RG 127 ACC# 73A-2444, HQMC Central Files, Washington, D.C.).

(3) Personal Papers Collections:

Alfred A. Cunningham Papers (MCRC, Quantico, VA).

OFFICIAL BIOGRAPHICAL FILES. Materials contained in the biographical files of the Reference Section at the Marine Corps Historical Center in Washington should include the following information:

- Name of individual with highest military rank attained;
- The words "biographical file" prior to the location;
- Location of file (normally stated as Reference Section, MCHC).

Example:

BGen Odell M. Conoley biographical file (RefSec, MCHC, Washington, D.C.), hereafter Conoley bio.

OPERATION PLANS AND ORDERS. Citations should include the following information in the order specified:

- Identity of originating organization;
- Plan or order number;
- Date of plan or order;
- Annex, appendix, or page numbers within the plan or order as appropriate;
- Parent collection and location.

Examples:**(1) Citation of operation plan:**

ComFairWg-1, OPlan No. 4-48, 15Nov48, AnxB, Intel, p. 2 (OAB, NHD, Washington, D.C.).

(2) Citation of operation order in a command chronology:

2/7 OpO 23-68, 2May68, AnxC, Concept of Ops, p. 2, in 2/7 ComdC, May68 (MCHC, Washington, D.C.).

ORAL HISTORY INTERVIEWS AND RECORDED MATERIALS. Oral history interviews and other recorded material are valuable resources for the Marine Corps historian. The Marine Corps Oral History Collection contains thousands of tape-recorded interviews (some transcribed, most accessible only on the original tape) covering most aspects of Marine Corps history in the 20th century. It also contains a small collection of recorded lectures, briefings, debriefings, and presentations.

Citations of these materials should contain the following information as applicable in the order listed:

- Name of person recorded and his rank at time of recording;
- Type of presentation, such as interview, debriefing, lecture, presentation, or classroom instruction;
- Name of interviewer, if known;
- Date recording was made;
- Tape number. In case of transcribed interview, give page numbers of material cited;
- Location of tape or transcript, which is normally (Oral HistColl, MCHC, Washington, D.C.);
- Short title, if used.

Examples:

(1) Transcript:

Gen Edwin A. Pollock intvw with Benis M. Frank, 14Apr73, pp. 297-99 (Oral HistColl, MCHC, Washington, D.C.), hereafter Pollock intvw.

(2) Taped interview:

MGySgt Norman D. Epkin intvw, 8Dec77, Tape 5342 (Oral HistColl, MCHC, Washington, D.C.), hereafter Epkin intvw.

(3) Taped debriefing:

Col Edmund G. Dering debriefing at FMFPac, 15Aug70, Tape 5045 (Oral HistColl, MCHC, Washington, D.C.), hereafter Dering debriefing.

(4) Taped lecture or presentation:

MajGen Charles F. Widdecke lecture at The Basic School Quantico, Va., 1Jan70, Tape 5101 (Oral HistColl, MCHC, Washington, D.C.), hereafter Widdecke lecture.

PERSONAL DIARIES. When these exist in manuscript form, the citation should include in order:

- Name of the writer of the diary (include highest rank held during period of diary);

Title or description;

Location information as for other manuscript sources;

If the manuscript diary has numbered pages, the page number of the reference may follow the location data in the citation. If it lacks numbered pages, cite by date of entry, again following the location information. Some diaries have been edited and published. They should be cited using the format for edited, published books.

Examples:

(1) Unpublished diary with pagination:

Gen Oliver P. Smith, "Diary and Narrative Covering the Occupation of Iceland," n.d. (Iceland AreaOpFile, MCHC, Washington, D.C.), p. 23.

(2) Unpublished diary with no pagination:

Capt Alfred A. Cunningham, Diary, Nov17-Jan18, Box 1, Alfred A. Cunningham Coll.

(3) Published diary:

Capt Alfred A. Cunningham, Marine Flyer in France: *The Diary of Captain Alfred A. Cunningham, November 1917-January 1918*, Graham A. Cosmas, ed. (Washington: Hist&Mus Div, HQMC, 1974), p. 27.

REPORTS. Citations should include the following in order:

Identity of reporting unit;

Title or description of report;

Date of report;

Title of record collection;

Location of record collection.

If the report cited is attached to and filed with the report of a larger unit, the citation should include the location of the record collection before the title of the cited report:

Name of larger reporting unit;

Title or description of its report;

Date of its report;

Location within that report of the document initially cited.

Examples:

(1) A simple unit report:

7th Mar AAR for Opn Pickens Forest, 25Aug70 (Bx 10, 1st MarDiv Admin Records, MCHC, Washington, D.C.).

(2) A report contained within two other reports:

1/5 SAR, n.d., in 5th Mar SAR, App C, both in 1st MarDiv SAR, Sonsan-Hamhung-Chosin, 8Oct-15Dec50, 21May51, AnxC (UHistRpt File, MCHC, Washington, D.C.).

UNIT DIARIES AND MUSTER ROLLS. As the principal administrative records of the Marine Corps containing information about individuals and units, these records will be cited frequently by Marine Corps historical writers.

These citations must contain the following elements:

Unit;

Title of record (Muster Roll or Unit Diary) abbreviated as “MRoll” or “UD” if repeated citations required;

Date of record by month and year or day, month and year;

Location of record.

Examples:

(1) Muster Roll citations:

7th Regt MRoll, Dec17 (RefSec, MCHC, Washington, D.C.).

1stBn, 7thMar MRolls, Oct47-Mar79 (RefSec, MCHC, Washington, D.C.).

(2) Unit Diary citations:

7th Mar UD, Sep-Oct65 (RefSec, MCHC, Washington, D.C.).

3d Mar UD, 11Mar79 (RefSec, MCHC, Washington, D.C.).

UNPUBLISHED STUDIES. These can take several forms, the most commonly encountered by the Marine Corps historians are staff studies of various types and unpublished manuscripts such as theses, dissertations, or historical studies prepared within the History and Museums Division and not yet printed.

Official staff studies will be cited by giving the following information in order:

Originating officer or organization (include officer’s grade at the time document was written);

Title or description of the study;

Date of the study;

Data on the collection in which the study is to be found;

Location of the collection.

Unpublished manuscripts are treated as books. The citation should

include in order:

- Name(s) of author(s);
- Title in quotation marks;
- Nature of document: dissertation, thesis, and manuscript;
- Place and date of production;
- Page citation.

As with a published book, the material on the type of document and the place and date of production is enclosed in parentheses.

Examples:

(1) Citation of a staff study:

HqFMFPac, Staff Study: The Establishment of a Balanced FMF Air/GndFor in the WestPac, 19Oct50 (Encl 7 to App KK of FMFPac HistD, 1-30Oct50, UHistRpt File, MCHC, Washington, D.C.).

(2) Citation of a doctoral dissertation:

John Smith, "Social Origins of Marine Officers, 1800-1850" (Ph.D. dissertation, American University, 1962), p. 15.

(3) Citation of unpublished History and Museums Division manuscript:

Capt Stephen M. Fuller, "The United States Marines in Haiti, 1915-1934" (MS, MCHC, Washington, D.C., 1975).

Appendix E

Bibliographies

A bibliography lists in one place all the sources that were used and that provided relevant material in preparation of a particular historical work, regardless of whether these sources are cited in the endnotes. It calls attention to, and provides the location of, other important works on the subject. In articles, pamphlets, or short monographs, the function of a bibliography often is performed by full endnote citations, but longer works usually have a formal bibliography list or a bibliographic essay or notes.

Marine Corps historical writers use three types of bibliographies: the formal bibliography (or bibliographical list), the annotated bibliography, and the bibliographical essay (bibliographical notes). Which of these, alone or in combination with others, will be used in a particular manuscript depends upon the nature of the writing project and the terms of the writing directive.

Formal Bibliographies

A formal bibliography is essentially a list of sources, organized alphabetically by author or originating agency, and including, where appropriate, publication data and location information.

Subdivision. Within a formal bibliography, sources normally are grouped by type, such as published and unpublished manuscript collections, official record collections, newspapers, books, and so on. This arrangement of sources within the bibliography necessarily varies with the nature of the work and the sources. For Marine Corps official histories, the following general arrangement should be used.

UNPUBLISHED MATERIALS. Unpublished materials include, in order of arrangement:

- Collections of personal papers (arranged alphabetically by originator of the material).
- Collections of government records (arranged alphabetically by originating agency).
- Unpublished reports and studies (alphabetically by author or originating agency).
- Theses and dissertations (alphabetically by author).
- Oral history interviews.
- Comment files.

PUBLISHED OFFICIAL DOCUMENTS. These can be listed alphabetically by originating agency in one combined group, or separate sections may be set up for each larger agency, e.g., U.S. Marine Corps or Department of the Navy, and then the documents listed alphabetically in each agency category.

PUBLISHED BOOKS AND PERIODICALS. Published materials include, in order of arrangement:

- Books (alphabetically by name of author).
- Periodical articles (alphabetically by name of author).
- Newspapers (alphabetically by name).

COLLECTIONS OF PERSONAL PAPERS

- Manuscript Division, Library of Congress, Washington, D.C.
- Lejeune, John A. Papers
- McKinley, William Papers
- Roosevelt, Theodore Papers
- Personal Papers Collection, Marine Corps Research Center,
Quantico, VA.
- Barnett, George Papers
- Cunningham, Alfred A. Papers

Subdivision with Categories. You may wish to subdivide your list by location if you have used many collections from one depository, particularly with collections of documents and personal papers.

Omission of Categories. If no sources in a category were used in preparing your manuscript, omit that category from the bibliography.

Bibliographical Citations of Published Material

Books. Information is given in the same order as that in a first endnote citation, with the exception of different punctuation and the absence of volume and page references. In most places where commas are used to separate major items in an endnote, periods are used in a bibliographic citation.

Examples (note punctuation):

(1) A work with more than one author:

Wiloughby, Jr., MajGen Charles A. USA, and John Chamberlain. *MacArthur, 1941-1951*. New York: McGraw-Hill Book Company, Inc., 1954.

(2) In a work with more than three authors, all will be included:

Roe, Col Thomas G, Maj Ernest H. Giusti, USMCR, Maj John H. Johnstone, USMC, and Benis M. Frank. *A History of Marine Corps Roles and Missions, 1775-1962*. Washington, D.C.: Historical Branch, G-3 Division, Headquarters, U.S. Marine Corps, 1962.

(3) An edited work:

Forrestal, James V. *The Forrestal Diaries*. Walter Millis, ed. New York: The Viking Press, 1951.

(4) A multivolume work:

Curti, Merle. et al. *An American History*, 2 vols. New York: Harper & Brothers, 1950.

(5) A single volume in a multivolume series:

Montross, Lynn and Capt Nicholas A. Canzona, USMC. *The Chosin Reservoir Campaign-U.S. Marine Operations in Korea, 1950-1953*, vol. 3. Washington: Historical Branch, G-3 Division, Headquarters, USMC, 1957.

(6) A variant edition:

Morison, Samuel E. and Henry Steele Commager. *The Growth of the American Republic*. 2 vols. 4th ed., rev. and enl. New York: Oxford University Press, 1950.

(7) A translated work:

Bragadin, Cdr(R) Marc Antonio. Italian Navy. *The Italian Navy in World War II*. Gale Hoffman, trans. Annapolis: United States Naval Institute, 1957.

Articles in Periodicals. The form of the citation follows the first endnote citation, but with periods replacing most commas. The style for volume and issue numbers is the same as reference notes. Include page numbers of the article in the journal in the bibliographic citation.

Examples:

(1) An article:

Livermore, Seward W. "The American Navy as a Factor in World Politics, 1903-1913." *The American Historical Review*, Jul58, pp. 125-140.

(2) A book review:

Davidson, Philip. "Review of *The South in the Revolution, 1763-1789*," by John Richard Alden. *The American Historical Review*, Jul58, pp. 1003-1004.

(3) An encyclopedia article:

Lawrence, T.E. "The Science of Guerrilla Warfare." *Encyclopedia Britannica*, 14th ed. (1944 rev.). Vol.10, pp. 950-953.

Newspapers. Individual newspaper articles ordinarily are not cited in a bibliography. Only the newspapers themselves are listed alphabetically

by title. Following the name of the newspaper, the author may list the general time period for which he consulted the newspaper. As in a first endnote citation, the place of publication, if not contained in the title, should follow the title in parenthesis. See **Appendix D, Endnotes**.

Examples:

The New York Times, Mar-Aug56.

The Windward Marine (MCAS, Kaneohe Bay, Hawaii), Apr-Sep56.

The Winnebago Star (Kansas), Aug56.

Printed Government Documents. Bibliographical citations include the same information in the same order as do endnote citations with the exception of individual page number references. In punctuation, most commas are replaced by periods. As in first endnote citations, citations of published government documents in bibliographies do not repeat publication data for organizational authors.

ORGANIZING PRINTED GOVERNMENT DOCUMENTS IN A BIBLIOGRAPHY. List these documents alphabetically by originating political unit (U.S., State, etc.). Within each government agency, documents are listed alphabetically by originating department or command. If an author has used a large number of printed documents from one agency, e.g., U.S. Navy Department or U.S. State Department, the writer may establish a separate subheading for that agency within the “Published Official Documents” section of the bibliography under the general agency title, then list the documents from that agency alphabetically by subdivision within the agency.

CONGRESSIONAL DOCUMENTS. Citations include the same information in the same order as do first endnote citations. Most commas in the footnote are replaced by periods in the bibliographical citation.

Examples:

(1) A committee hearing:

U.S. Congress. House. Committee on Naval Affairs. *Improvement of the Efficiency of the Navy and Marine Corps. Hearings before a Subcommittee of the House Committee on Naval Affairs on H.R. 1775.* 81st Cong., 1st sess., 1950.

(2) A speech from the *Congressional Record*:

U.S. Congress. Senate. Senator Smoot speaking for Bill to Increase the Strength and Promote the Efficiency of the Marine Corps. S. Bill 201, 65th Cong., 1st sess., 10Nov16. *Congressional Record*, vol. 102.

Note: Ordinarily one does not cite in a bibliography individual speeches or other items from the *Congressional Record*. Instead, it is cited as a whole as: U.S. Congress. *Congressional Record* [followed by volume

numbers consulted]. Example: U.S. Congress. *Congressional Record*, vols. 102-105.

EXECUTIVE DEPARTMENT DOCUMENTS. Citations for these follow the same principles as do first endnote citations. Periods generally replace commas in punctuation of the citation.

Examples:

(1) Annual report of the Commandant:

U.S. Marine Corps. *Annual Report of the Major General Commandant to the Secretary of the Navy for the Fiscal Year Ended 30 June 1912.*

(2) A report published in a document of another agency:

U.S. Marine Corps. *Annual Report of the Major General Commandant to the Secretary of the Navy for the Fiscal Year Ended 30 June 1899.* In U.S. Department of the Navy, *Annual Report of the Secretary of the Navy for the Fiscal Year Ended 30 June 1899.*

(3) An executive report published as a Congressional document:

U.S. Congress. House. *Annual Reports of the War Department for the Fiscal Year Ended 30 June 1880.* H. Doc. 1, 55th Cong., 1st sess., 1881.

(4) Official statements in government publications ordinarily are not cited individually in bibliographies unless only one or two such statements are used in an entire work. Instead, the overall publication is cited, for example:

U.S. Department of State. Department of State Bulletin, Feb-Jun 1972.

If an individual citation is made:

President Richard M. Nixon. "Address on Ending the War in Vietnam," 23Jan72. *Department of State Bulletin*, 14Feb72, pp. 181-185.

(5) Documents published in State Department collections on American foreign relations are not cited individually in the bibliography. Instead, the appropriate volumes of the series are cited as government documents. For example:

U.S. Department of State. Papers Relating to the Foreign Relations of the United States, 1916. 2 vols.

(6) Messages and papers of the Presidents of the United States are cited as follows:

J.D. Richardson, ed. *Compilation of the Messages and Papers of the*

Presidents, 1789-1897, 53d Cong., 2d sess., 1907, *House Miscellaneous Document No. 210*, pts.1-10. 10 vols. Washington, D.C.: Government Printing Office, 1907.

U.S. President. *Public Papers of the President of the United States*. Washington, D.C.: Office of the *Federal Register*, National Archives and Records Service, 1953-, [name of President(s) for which volumes used, comma, date of volume(s)].

OFFICIAL MANUALS. Citations include the same information in the same order as first endnote citations, but names of originating agencies should not be abbreviated. Most commas are replaced by periods.

Example:

U.S. Marine Corps. Marine Corps Schools. Marine Corps Educational Center. *Marine Corps History, MCS 1-14E*. Quantico, 1953.

Bibliographical Citations of Unpublished Materials

Collections of Personal Papers. Individual letters, documents, diaries, etc., in personal papers collections are not cited in a bibliography. Cite only the collections themselves, giving the locations in which they are found. They ordinarily are listed alphabetically by the name of the person or subject, though they may be grouped by location if a number of collections from each location were used.

Examples:

(1) Sample citation of a manuscript collection:
Cunningham, Alfred A. Papers. Marine Corps Research Center, Quantico, VA.

Elihu Root Papers. Library of Congress, Washington, D.C.

(2) For examples of grouping collections by repository, see the **Formal Bibliographies** section in this appendix.

Unpublished Government Documents. Individual letters, memoranda, messages, reports, journals, plans, and orders usually are not cited in a bibliography unless they are of unusual length or importance. Instead, only the record collections are cited, using the same format as for personal papers collections. The collections are arranged alphabetically by the name of the originating agency and may be grouped by location if many collections from the same repository were used.

Examples:

Commander Naval Forces Western Pacific. Administrative Files, 1947-1949. Federal Records Center, Mechanicsburg, Pa.

U.S. Marine Corps, Headquarters. Adjutant and Inspector's Department. Records, 1820-1826. RG 127, National Archives, Washington, D.C.

U.S. Marine Corps, Headquarters. Central Files 1967-1970. RG 127, Central Files, HQMC, Washington, D.C. (Accession numbers are included with individual citations.)

Command Chronologies. If chronologies for a large number of units are used, they should not be listed individually in the bibliography. Instead, cite the entire collection.

Examples:

(1) A command chronology citation:

U.S. Marine Corps. Unit Command Chronology File. Marine Corps Historical Center, Washington, D.C.

(2) An individual chronology citation (If only one or two command chronologies were used in the preparation of a work, the author may wish to include them individually in the bibliography.):

U.S. Marine Corps. III Marine Amphibious Force. Command Chronology, 1965-1966. Unit Command Chronology File. Marine Corps Historical Center, Washington, D.C.

Unpublished Studies. Short, unpublished studies and reports ordinarily should not be cited separately from the collections of records to which they belong. However, staff studies and reports of major significance in the work or of book-length (200-300 pages) should be cited as individual unpublished works, as should doctoral dissertations, master's theses, and unpublished manuscripts of books or monographs. Citations for these include the same information in the same order as is found in first endnote citations.

Examples:

(1) A staff study:

U.S. Marine Corps. Fleet Marine Force, Pacific. Headquarters. Staff study: *"The Establishment of a Balanced Fleet Marine Force Air/Ground Force in the Western Pacific,"* 19Oct50. Encl. 7 to App II of Fleet Marine Force, Pacific, Historical Diary, 1-31Oct50, 16Nov50. Unit Historical Report File. Marine Corps Historical Center, Washington, D.C.

(2) A doctoral dissertation:

Smith, John. "Social Origins of Marine Officers, 1800-1850." Ph.D. dissertation, American University, 1962.

(3) An unpublished History and Museums Division manuscript: Fuller, Capt Stephen M. USMCR. "The United States Marines in Haiti, 1915-1934." Unpublished MS, Marine Corps Historical Center, Washington, D.C., 1974.

Personal Diaries. In manuscript form, these usually are contained in larger personal papers collections and should not be cited separately in a bibliography. A published and edited diary must be cited separately as a published, edited book.

Examples:

(1) Unpublished diary (If an unpublished diary is of such significance as to warrant separate citation, the following form should be used.):

Smith, Gen Oliver, P. Diary and narrative covering the occupation of Iceland, n.d. Iceland Area Operations File. Marine Corps Historical Center, Washington, D.C.

(2) Citing a published diary:

Cunningham, Capt Alfred A. *Marine Flyer in France: The Diary of Captain Alfred A. Cunningham*, November 1917-January 1918. Graham A. Cosmas, ed. Washington: History and Museums Division, HQMC, 1974.

Comment Files. Ordinarily, individual comment files on manuscripts should not be cited in a bibliography. Instead, when comment files have been used, simply cite the entire collection.

Examples:

(1) Citation of the comment file as a whole:

Comment File, RG 127, Marine Corps Historical Center, Washington, D.C.

(2) Individual citation of comments on a manuscript (If a citation of the comment files on particular manuscripts is to be included, the files should be listed alphabetically by the name of the author of the manuscript commented upon, using the following form for each entry.):

Comments on Jack Shulimson, draft ms, "Marines in Lebanon, 1958." Comment File, RG 127, Marine Corps Historical Center, Washington, D.C.

Oral History Interviews. These exist in two forms, as transcripts, which are treated as unpublished volumes, and as tapes, which may be cited individually or as collections.

TRANSCRIPTS. Each interview used in transcript form must be cited individually. Citations will be listed in alphabetical order by the name of the person interviewed.

Example:

Worton, MajGen William A., Transcript of Interview by Oral History Section, Historical Division, HQMC, 10Dec71. Oral History Collection, Marine Corps Historical Center, Washington, D.C.

Note: as in endnote citations, the name of the History and Museums Division as originator of the interview should be given as it was at the time of the interview. The Marine Corps Historical Center should be used to specify location.

TAPES. Interview tapes that have not been transcribed should be listed under a separate subheading within the section of the bibliography devoted to oral history interviews. Each tape used should be listed individually in alphabetical order by name of the person interviewed. If many tapes have been used in preparation of a volume or monograph, the author may group them in the bibliography under the name of the unit or agency that conducted the interview. In this case, each entry would list only the name of the interviewee, the date of the interview in parenthesis, and the tape number, if any. If only a few tapes were consulted, they may simply be listed alphabetically in a single section for tapes that have not been transcribed.

Examples:

(1) Single tape citation:

Derning Jr., Col Edmund G. Debriefing by Headquarters, Fleet Marine Force, Pacific, 15Aug70. Tape 4923. Oral History Collection, Marine Corps Historical Center, Washington, D.C.

(2) Citation of a taped lecture or presentation:

Widdecke, MajGen Charles F. Lecture delivered at The Basic School, Quantico, Va., 1Jan70. Tape 5101. Oral History Collection, Marine Corps Historical Center, Washington, D.C.

(3) Grouped tape citations:

Taped interviews by History and Museums Division, HQMC, in Oral History Collection, Marine Corps Historical Center, Washington, D.C.

LtGen Leslie E. Brown (14Aug75), Tape 6789.

Col Edmund G. Derning, Jr. (10Sep74), Tape 4578.

1stLt William Graves (5Oct73), Tape 4277.

Taped Officer Debriefings by Headquarters, Fleet Marine Force, Pacific, in Oral History Collection, Marine Corps Historical Center, Washington,

D.C.

Col Paul X. Kelley (1Jul71), Tape 6000.

BGen Mauro J. Padalino (5May68), Tape 3324.

(4) If all tapes used are located in one collection, include that information in the heading.

Non-transcribed Tapes in Oral History Collection, Marine Corps Historical Center, Washington, D.C.

Non-taped Interviews. Transcripts of non-taped interviews should be included with other interview transcripts and cited in the same format. Manuscripts of non-taped interviews may be cited individually if large enough in size, and important enough as sources for the work.

Examples:

(1) Transcript citation:

Lee, BGen Harry. Transcript of interview by Office of Naval Intelligence, 10Dec25. Dominican Republic Area File, Marine Corps Historical Center, Washington, D.C.

(2) Manuscript citation:

Hadd, Col Harry A. Memorandum of record of interview by Historical Branch, G-3, HQMC, 20Dec65. Comments on Jack Shulimson, draft ms., "Marines in Lebanon, 1958." Comment File, RG 127, Marine Corps Historical Center, Washington, D.C.

Annotated Bibliographies

An annotated bibliography is a list of books (sometimes articles as well) in alphabetical order with comments appended to some or all of the entries. The annotation adds to the value of a bibliography. This type of bibliography has the same organization and the same forms for listed items as does a simple formal bibliography. It is different in that a short descriptive or evaluative comment is included for each source listed. When annotated bibliographies are published separately, citations for published materials will include, besides the usual information, pagination, illustrative material, and bibliographic content. Where pertinent, the notation will describe any significant appendices.

Annotated Bibliography Published in a Book. For a publication, this includes the data found in ordinary bibliographical entries plus a brief description of the quality and subject matter of the work.

Examples:

(1) Annotated bibliography citation:

Sherrod, Robert. *History of Marine Corps Aviation in World War II*. Washington: Combat Forces Press, 1952.

This unofficial history was undertaken at the request, and with the support, of the Marine Corps. The title is self-explanatory, but the author gives some account of the earlier days of Marine Corps aviation. This work is the most comprehensive treatment of the subject in existence.

(2) Annotated citation for a manuscript collection:

Cunningham, Alfred A. Papers. Marine Corps Research Center, Quantico, VA.

This collection of papers and memorabilia of the Marines' first aviator includes the flight log of Cunningham's first airplane, a diary of his 1917 trip to France, photographs of his pre-aviation Marine career, and an assortment of letters and documents, most of them related to formation of the 1st Marine Aviation Force in World War I.

Annotated Bibliographies Published Separately. Annotated bibliographies published as separate books or pamphlets include for each entry after the usual information the following separated by commas (for books):

- Number of Roman-numeral pages;
- Number of Arabic-numbered pages;
- Illustrations, denoted "illus.;"
- Maps, denoted by word, "maps.;"
- Footnotes, denoted by word, "notes.;"
- Bibliography, denoted "bibliog."

(1) Citation of a book in a separately published annotated bibliography: Sherrod, Robert. *History of Marine Corps Aviation in World War II*. Washington: Combat Forces Press, 1952. xiv, 496 pp., illus., maps, notes, bibliog.

An unofficial history undertaken at the request of the Marine Corps and accomplished with its support. This work includes an introductory chapter on the earlier days of Marine aviation and appendices listing Marine aviation Medal of Honor recipients, awards of Marine aviation units, casualties, enemy aircraft shot down, Marine aces, Directors of Marine Corps Aviation, squadron commanders killed during World War II, a table illustrating the growth of Marine aviation, and brief historical sketches of all major Marine aviation units of the war period.

(2) Citation of a manuscript collection in an annotated bibliography published separately should include after the location a brief description of the collection, specifying the number of boxes or containers and the

presence (if any) of logbooks, diaries, scrapbooks, and other unusual items.

Cunningham, Alfred A., Papers. Personal Papers Collection, Marine Corps Research Center. 3 boxes, letters, diary, log book, scrapbook.

This collection of papers and memorabilia of the Marines' first aviator includes the flight log of Cunningham's first airplane, a diary of his trip to France in late 1917, a scrapbook of photographs of his pre-aviation Marine career, and an assortment of letters and documents, most of them related to formation of the 1st Marine Aviation Force in 1918.

Bibliographical Notes (Bibliographical Essays)

This type of bibliography replaces or supplements standard or annotated bibliographic listings. Its form is that of a selective and critical essay on the sources used. If only the bibliographical notes are included in a work, full footnote citations must be used to furnish information for identifying and locating the sources listed.

Format. This bibliography is written in the form of an essay rather than a list. For guidance as to the form of this type of bibliography, refer to the volume, *Pearl Harbor to Guadalcanal*, in the series *History of U.S. Marine Corps Operations in World War II*. In a bibliographic essay, only comment upon the most significant sources. These essays normally do not include detailed identification or location information.

Source Categories. For ease of reading, the sources consulted may be grouped for examination into related categories. In the *History of U.S. Marine Operations in World War II*, these were official documents, unofficial sources, enemy sources, and books and periodicals.

Insofar as it is appropriate, this general order of categories should be followed in all Marine Corps historical bibliographical essays, although some categories may be omitted or modified depending upon the nature of the writing project and its source material.

For more information and guidelines for recording comprehensive notes and bibliography information during the research phase of your project, see **Appendix C, The Mechanics of Research**.

Appendix F

Indexing

The Marine Corps historical writer must provide an index for the work being submitted as outlined in this appendix.

Subjects Indexed

Marine Corps historical publications will be indexed with proper and place names, units (friendly and enemy), weapons, vehicles, aircraft types, significant (distinctive) code names, names of operations, and topical entries of specific interest to the Marine Corps, such as pacification and single management of air resources. *U.S. Marines in Vietnam, 1965: The Landing and the Buildup* serves as a general guide for these indices, but the instructions herein should be considered as taking precedence. In cases where there are unusual items to be indexed, common sense should prevail.

Foreign Place Names

Take special care to avoid confusion with respect to place names. For instance, you may refer to a river in several ways, "Tam Ky River," or "Song Tam Ky," or "the Tam Ky." The name Tam Ky also applies to the town and must be reflected separately and correctly in the index. In the example used here, all page references for the river could best be given under "Tam Ky River." The cross-reference entry for Song Tam Ky would then read, "See also" or just "See Tam Ky River," without repeating page numbers. References to the town would appear under "Tam Ky." A similar problem exists where provinces and the province capital or other major town share the same name.

Operations

In indexing tactical operations, the citation should encompass all pages where the action is discussed, not just the pages on which the code name for the operation is given.

Units

In indexing units, it is also important to identify all pages pertaining to the unit. Authors frequently use various appellations, such as "3d Battalion, 3d Marines," "Muir's battalion," or simply "the battalion;" often they describe a battalion's actions by discussing the movements of subordinate companies and individuals. If the indexer cites only the pages on which the full name of the battalion appears, the result will be an incomplete and less satisfactory index.

Sections of the Work to Index

In addition to the basic text, indices will include citations for the following sections of the histories:

Appendices. Appendices of Medal of Honor recipients are always indexed in History and Museums Division publications. Other appendices are not normally indexed. Some discursive appendices may well need indexing; common sense applies.

Informational footnotes. Material in footnotes will be indexed and the small letter “*n*” will be used following the page number to indicate the precise location. Note that in this case, “*n*” is always italicized.

Maps. Major tactical operations illustrated by maps depicting movement of forces will be cited under the subhead of “map” or “maps.” Geographic names included on maps, however, will not be indexed.

Photographs. Persons, places, and units illustrated in photographs and identified in captions will be included in the index under the subhead of “illus.”

Prefaces. References to material here will cite the small Roman numerals used for pagination of these sections.

Techniques of Indexing

The following steps should guide the indexer through the process.

- (1) The index should be prepared from page proofs.
- (2) The indexing editor should carefully read the text and underline or highlight the types of items previously specified. See **Subjects Indexed** in this appendix.
- (3) Only one entry per page should be underlined or highlighted, i.e., if “Guadalcanal” appears more than once on a page, only its first appearance should be underlined.
- (4) After the text has been read and underlined, the index will be prepared on a computer, using indexing software. When appropriate, entries will be cross-indexed, as, “Song Tam Ky (See also Tam Ky River)” and “Tam Ky River (See also Song Tam Ky).”
- (5) When all underlined items have been entered on the computer, the following standard rules for indexing will be observed:
 - (a) Alphabetize word by word, so that a short word comes before a long one beginning with the same letters. Thus, radio, radio broadcasting, and radio stations go together before radioactivity.
 - (b) Disregard prepositions and conjunctions in alphabetizing whether they appear within entries or at the beginning of subentries. “Society of Modern Management” goes before “Society for Professional

Advancement,” and “of France” precedes “Great Britain” as a subentry. A possible exception is the indexing of the titles of books, films, or similar works. *The Man on the Flying Trapeze* should precede *The Man Without a Country*.

(c) A proper noun precedes a common noun of the same spelling: the name “Battles, Sir William F.” comes before the common noun “battles.”

(d) The name of a person precedes the name of a place: “Washington, George,” precedes “Washington, D.C.”

(e) Names beginning with Mc are alphabetized as if they were spelled Mac.

(f) A surname followed by initials is alphabetized before one with a spelled out name: “Rogers, R.K.” comes before “Rogers, Raymond.” However, all names appearing in Marine Corps historical publications should have full first name and middle initial(s), if known, as well as last name and, if appropriate, rank. Also, when in doubt, check indexed name against name appearing in the text.

(g) Numbers are usually alphabetized as if they were spelled out: 1000 is alphabetized as one thousand, and 1984 as nineteen-eighty-four.

Sometimes, however, numbers are arranged in numerical sequence, especially when they follow names or when they appear in subentries:

Census: Henry V

1790 Henry VI

1880 Henry VII

1960 Henry VIII

(h) Some common abbreviations, especially in geographical names, are hardly ever spelled out, but they are alphabetized as though they were. Mt. Vernon goes before mountains; St. Louis before San Francisco; U.S.S.R. (Union of Soviet Socialist Republics) goes before U.S. (United States).

(i) Words with hyphenated prefixes are treated as solid words: Panama goes before Pan-American. But hyphenated combinations of words such as right-to-left shunt are alphabetized as separate words.

(j) Note that in listing page numbers, it is “16-17” and “22-23,” not “16-7” or “22-3”; “101-102” and “109-110,” not “101-2” and “109-0”; and “122-123,” not “122-3.”

Indexing by Hand

If a computer is not available to help you index, you can do it by hand using almost exactly the same steps. Go through the page proofs, marking items to be indexed, just as outlined above. Then enter all items on 3”x 5” cards, only one entry per card. Consolidate all entries for each item and alphabetize the cards using the guidelines given above.

Here is a sample index entry illustrating the guidelines previously discussed.

Operation Starlite, vi, 17, 23*n*, 71-78, 76*n*, 142; illus., 70, 72, 174; maps, 69, 77.

The preceding entry provides the following information:

vi—*preface page*

17, 71-78—*basic text*

23*n*, 76*n*—*informational footnotes*

142—*appendix on Medal of Honor recipients*

70, 72, 74—*each page contains one or more photographs relating to the operation*

69, 77—*maps illustrating tactical maneuvers*

Appendix G

Writing for *Fortitudine*

Fortitudine is the bulletin of the Marine Corps Historical Program. It is a 24-page, full-color publication that is distributed throughout the Marine Corps, to general officers and to individual subscribers. It is not a journal of Marine Corps history, even though its articles contain historical information. All *Fortitudine* articles must have news value for the historical program and should appeal to active-duty and former Marines, as well as civilians interested in the Corps and its history.

General Guidance

Articles published in *Fortitudine* follow journalistic writing styles. When writing your article, avoid surmising, editorializing, explaining the obvious, sentimentality and quaintness, repetition (particularly of words and phrases), slow beginnings, self-compliments and gratuitous comments. Don't be "preachy" or "schoolmasterish" and don't be afraid to use the first person ("I") in a by-lined article. Be consistent, particularly in use of military abbreviations. Be precise and concise. Every sentence should contain a "fact." Cite authority or source, particularly for opinions or judgments.

Writing Style. The most common style is the "inverted pyramid" in which the essential information in the story appears in the first sentence of the article. The primary supporting information appears in the remainder of the first paragraph. All subsequent material merely amplifies the introductory paragraph. The following lead paragraph illustrates this style:

Retired BGen Herman H. Hanneken, legendary hero of the Haitian Campaign, visited the Historical Center on 21 January 1981. Gen Hanneken, a Medal of Honor recipient, had come to Washington as an official guest at President Reagan's inaugural. He toured the Center and met with Mr. Benis Frank, head of the Oral History Section. Together they recorded an interview, which covered the general's eventful 34-year career with special emphasis on his well-known activities as a "bandit hunter" in Haiti and Nicaragua.

Teaser Style. A "teaser" style may be used for the sake of variety. In this form, the main idea appears later in the lead paragraph or elsewhere in the article. One story on World War I began this way:

Some months ago, Mr. Steve Donoghue, a lieutenant in the Holyoke, Massachusetts, police department, asked the Center for information

on the career of the late 2dLt James Gallivan, a decorated veteran of World War I. Subsequent research revealed that 2dLt Gallivan was more than 50 years of age when commissioned, prompting speculation that he may have been the oldest second lieutenant in the Marine Corps during World War I. However, a check of the lineal lists of 1918 and 1919 showed that two other lieutenants, James Duffy and Henry L. Hulbert (the latter a previous Medal of Honor recipient) were even older. In addition to their commissions, Hulbert and Gallivan earned combat decorations in France, evidence that courage and gallantry are not the preserves of youth.

Article Constraints. *Fortitudine* differs from other historical program publications in that it is constrained, as a rule, to a length of 24 pages. This places an obligation upon authors to write to length rather than leaving it to the editor to remove excess material. Authors must plan their articles carefully if the story is to fit the allotted space. Planning guidelines for both articles and photograph captions are available from the Editing and Design Section.

Headlines. Headlines provide the reader with an invitation to and an indication of the contents of article. Authors should provide a suggested headline for their article. They should draft an article headline with the goal of making them easy to index.

VERBS. Headlines may or may not contain verbs, as illustrated in the following examples:

Without Verb: “Research Sources for Marine Corps History”
“A Government Historian’s Memoir”

With Verb: “Tehran Hostages’ Story Told”
“Exhibition Stresses Weapons Design History”

Biographical Sketch. Authors who do not appear regularly in *Fortitudine* should prepare a short biographical sketch.

Here is a sample of a biographical sketch:

Mr. Cressman, a reference historian in the Center, earned BA and MA degrees in history from the University of Maryland. In his spare time, Mr. Cressman is writing a biography of Adm Harry Yarnell, who commanded the Asiatic Fleet, 1936-39.

Photographs

Photographs are an integral part of *Fortitudine* articles. Choose them carefully. If readers ignore the text, the illustrations and their captions will be the only way to get your message across.

Captions. The caption must add something that is not apparent in the picture and it should relate to (but not repeat) the text. Avoid “labels.” All captions should contain a general and specific statement and should follow the same guidelines for other Division publications. See **captions** entry.

The exception is for individual portrait-style photographs, also known as “mugshots,” which require only identification of the individual in the photograph. One example of a mugshot caption is that of the Director at the top of the “Memorandum from the Director” page, which appears as:

Col John W. Ripley, USMC

In some cases, such as mugshots used in the “In Memoriam” section, the photograph may show the individual from an earlier period in their career. The name line caption for those photographs should reflect the person’s rank in the photograph rather than that in the article, prefaced with the word “*then*,” as follows:

Then LtCol John J. Wermuth, Jr.

Cover Illustrations

The cover of *Fortitudine* generally features original artwork held in the Division’s art collection that pertains to the overall theme of the issue or to a main feature article. It is preferable for the cover artwork to be vertically oriented, but exceptions may be made when appropriate. Writers of feature articles are encouraged to submit or recommend specific items of art for the cover.

Special Rules

Fortitudine generally follows the guidelines set forth elsewhere in this guide. However, there are a few exceptions.

Abbreviations. U.S. military and naval ranks are abbreviated in *Fortitudine* except when they appear in a direct quote. See **ranks** entry for proper format.

General officers are referred to by the entire abbreviation for their rank when first mentioned in the text. The abbreviation “Gen” is appropriate thereafter. First Mention: BGen Alfred R. Hales, Jr., USMC. Thereafter: Gen Hales.

Periods are not used in military and naval ranks but are used in civilian titles.

MajGen William H. Beauford, USMC

Dr. Asa C. Bowie

Mr. Aubrey C. Woodall

Capitalization. *Fortitudine* deviates from other History and Museums Division publications by capitalizing the following: the Director; the Historical Program; the Museum; the Center; the Division (when referring to the History and Museums Division); the Chief Historian; and the Chief Curator. See also **capitalization** entry.

Acronyms. *Fortitudine* must appeal to all readers, so avoid acronyms. If used, acronyms should be explained. See **acronyms** and **abbreviations** entries.

Appendix H

References and Guides

Guides to the Practice of History

Getting Started. It is not uncommon for Marines who are not formally trained as historians to be assigned to write for the Marine Corps Historical Program or to produce a historical study for their command. As with any unfamiliar task, the first step is to read the appropriate references. The critical tasks of researching, note taking, and writing are clearly explained in the following guides. These skills are not difficult to learn. With a little effort, most Marines will find their professional experience compensates for their lack of academic training.

References. Any one of the following works should give you enough of an introduction to the practice of history to get you started:

Gray, Wood, et al. *Historians Handbook. A Key to the Study and Writing of History*. 2d ed. Boston: Houghton Mifflin Company, 1964. An excellent general survey of historical research as an artistic discipline.

Gottschalk, Louis. *Understanding History: A Primer of Historical Method*. 2d ed. New York: Alfred A. Knopf, 1969. Primarily a philosophical approach to historical research and criticism.

Barzun, Jacques, and Graff, Henry F. *The Modern Researcher*. 4th ed. New York: Harcourt, Brace and Company, 1985. Proven writers' views of research laying great stress on the literary requirements of history.

Readable Writing

References. The following references discuss the art of writing text that is interesting and enjoyable to read.

Flesch, Rudolph. *The Art of Readable Writing*. rev. ed. New York: MacMillan, 1986. The classic text and measurement tool of readable writing.

Tuchman, Barbara. *Practicing History*. New York: Alfred A. Knopf, 1981. A widely acclaimed writer of popular history addresses researching history and communicating with the reader.

Graves, Robert and Hodge, Alan. *The Reader Over Your Shoulder: A Handbook for Writers of English Prose* reprint ed. New York: Paragon House, 1990. Vintage Books, 1979. A primer of rules for clarity of expression carefully explained and illustrated.

Tresidder, Argus J. *Watch Word! A Glossary of Gobbledygook, Clichés, and Solecisms*. Quantico: Marine Corps Association, 1981. Long an English professor at Quantico, Dr. Tresidder has assembled a distillation of his experiences in teaching a generation of Marine officers to write clearly and succinctly.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 6th ed. Chicago: University of Chicago Press, 1996. Turabian's *Manual* is derived from the University of Chicago Press's *Manual of Style* and has become virtually the national standard manual for academic papers.

Bibliographies

References. Consulting the appropriate bibliographies will save you a great deal of time, and help familiarize you with the historiography of your subject.

Higham, Robin D.S., ed. *A Guide to Sources of U.S. Military History*. Hamden, Conn.: Archon Books, 1975; supplements 1981, 1986, and periodically. A comprehensive bibliography. Each section of the basic guide and its supplements has been prepared by a historian thoroughly familiar with the subject.

Freidel, Frank, ed., with the assistance of Richard K. Showman. *Harvard Guide to American History*, 2 vols. rev. ed. Cambridge, Mass.: Belknap Press, 1974. The basic guide for students of American history, including historiographical essays and bibliographical listings citing publications through June 1970.

U.S. Library of Congress. *A Guide to the Study of the United States of America*. Washington, 1960. A guide to representative works on all areas of American history, including military history.

Coletta, Paolo E. *An Annotated Bibliography of U.S. Marine Corps History*. Lanham, Maryland: University Press of America, 1986. A chronological bibliography of about 4,000 entries with subject and author indices.

Kinnell, Susan K., ed. *Military History of the United States: An Annotated Bibliography*. Santa Barbara, CA.: ABC-CLIO, 1986. Covers American history from colonial times to 1985. Includes references to books and dissertations, as well as journal articles published between 1974 and 1985.

Moran, John B. *Creating a Legend: The Complete Record of Writing About the Marine Corps*. Chicago: Moran and Andrews, 1973. A popular guide to Marine Corps history.

Marolda, Edward J. and Leshner, Capt, James USNR, compilers. *A Bibliography of the United States Navy and the Conflict in Southeast Asia, 1950-1975*. Washington, D.C.: Naval Historical Center, 1991. A guide to the most comprehensive books and articles on the Navy's involvement in the Vietnam conflict.

History & Museums Division, HQMC. *The Marines in Vietnam, 1954-1973: An Anthology and Annotated Bibliography*. 2d ed. Washington, 1985. Part 2 of this publication is an annotated bibliography of articles,

mainly from the Marine Corps Gazette, covering various aspects of Marine operations in Vietnam.

Guides to Archival Sources

References. The following references locate primary source documents:

Jennings, Margaret S., ed. *Library and Reference Facilities of the District of Columbia*. 10th ed. White Plains, New York: Knowledge Industry Publications, for American Society for Information Science, Joint Venture, 1979. Brief description of the holdings of government, college, business, and research institution libraries and archives in the Washington, D.C. area.

Allard, Dean C.; Crawley, Martha L.; and Edmison, Mary W.; comps. and eds. *U.S. Naval History Sources in the United States*. Washington: Naval History Division, Department of the Navy, 1979. A comprehensive listing by state of archives and library collections of documents and personal papers relating to naval history with many specific references to the Marine Corps.

Jessup, John E., Jr., and Coakley, Robert W., eds. *A Guide to the Study and Use of Military History*. Washington: Center of Military History, United States Army, 1979. A comprehensive historiographic and descriptive guide to military history organized by subject and period. It also contains a description of all the historical programs in the Department of Defense.

U.S. National Archives. *Federal Records of World War II*, 2 vols. Washington, 1951. (Reprinted by Gale Research Co., Detroit, 1982). An indispensable guide to civilian and military records listing location of each group of records with an administrative history of the originating organization.

U.S. National Archives. *Guide to the National Archives*. Washington, 1974. A general guide to the holdings of the National Archives, including the early records of the Marine Corps.

Johnson, Maizie, comp. *Records of the United States Marine Corps, National Archives Inventory Record Group 127*. Washington: National Archives and Records Service, General Services Administration, 1970. A description of the Marine Corps records held in the National Archives with some narrative historical material and appendices giving the subject categories breakdown of the Ells-Dran Filing System and the Quartermaster General's filing system.

Frank, Benis M., comp. *Marine Corps Oral History Collection Catalog*. Washington: History and Museums Division, HQMC, 1989. A listing of interviews conducted with retired distinguished Marines, most of whom held high-level command and staff billets.

Paszek, Lawrence K., comp. *United States Air Force History: A Guide to Documentary Sources*. Washington: Office of Air Force History, 1986. An excellent and comprehensive source for those who are seeking primary and secondary documents on the Air Force.

Photographs. Official Marine Corps photograph collections are held at the National Archives and Records Administration (NARA) and the Department of Defense Visual Information Center (DVIC). These depositories have responsibility for servicing photographic requests, and researchers should contact the proper activities regarding photograph availability and the current schedule of fees. For Marine Corps photographs taken prior to 1982, the point of contact is:

Head, Still Pictures Branch
National Archives
8601 Adelphi Road
College Park, MD 20740-6001
Telephone: (301) 713-6625/ext. 234

For Marine Corps photographs dating from 1982 to present, the point of contact is:

Defense Visual Information Center
Building 2730, DVIC-OM-PA
1363 Z Street
March Air Force Base, CA 92518-2073
Telephone: COMM (909) 413-2556; DSN 348-1515
Fax: COMM (909) 413-2525; DSN 348-1525
Web site: www.dodmedia.osd.mil

When possible, photo research should be undertaken concurrently with the author's other research and writing duties. Authors should plan to visit the appropriate depository to obtain the best selection of photographs for their specific project. After visiting a particular depository and making photo selections, authors should be aware that photo reproduction orders require 4 to 6 weeks (DVIC), and 8 to 10 weeks (National Archives) to complete.

Appendix I

Notes on Writing Naval (not Navy) English

By Samuel Eliot Morison

Historian of U.S. Naval Operations, World War II

The sea has a language of its own, and the air has largely taken it over with a few necessary additions and modifications. Everyone who writes naval or maritime history should endeavor to use the strong, short words and plain, terse phrases that are consecrated by centuries of sea usage, and not try to translate them into current journalese or other jargon.

Ship and Plane Motion. Never say *trip* when you mean *passage* or *voyage*. The distinction between the two is that a *passage* (outward, homeward or from one point to another) is part of a *voyage*. *Trip* may be used only for a boat trip from ship to shore or for a coastwise journey, like some of the short-range amphibious operations in New Guinea and the Philippines.

There are three different verbs to use for the act of a ship making an exit from port: *sail*, *depart* and *leave*. All three are correct; I prefer the first two. *Sortie* should be used sparingly, never for a single ship, and only when a task force or other large group leaves a harbor with a restricted channel in accordance with a sortie plan. *Sortie* is used in a special sense by naval aviation, meaning one flight by one plane. For instance, if 30 planes of carrier Yorktown make a morning and an afternoon strike on 8 May, 23 other planes make one strike only, and 8 are sent out on search missions, she is said to have made 91 sorties that day. Planes flown as combat air patrol and anti-submarine patrol are not counted as sorties.

For a verb expressing the motion of a naval vessel or force, *sail* or *steam* is preferable to *go* or *proceed*, although the latter are correct. "The task force sailed from Oahu to Leyte," and "The cruisers steamed through the Straits of Gibraltar." Note how flat it sounds if you substitute *went* or *proceeded*. It does not matter if neither *sail* nor *steam* are used as motive power; the derived verbs are still best for the motion of a ship.

Similarly, aircraft are always said to *fly*, even though their motive power is very different from that of a bird.

Personnel. *Sailor* is properly used for any seaman, whether naval or merchant Marine. Although in the Royal Navy any officer is proud to be called a "sailor," there is an unfortunate tendency in the United States Navy to deny this fine old word to officers. I was shocked, on asking a pretty young thing if her husband was a sailor, to hear her snippily, "No,

he's an ensign!" The term bluejacket, however, is properly applied only to enlisted men.

Personnel is a word that is being worked to death. Avoid it when you can. Instead of enlisted personnel say enlisted men [women], bluejackets or simply men [women]. The dignity of seafarers is not enhanced by calling them personnel.

"People who are called 'personnel'," say Collier's for 3 May 1947, do not "go," they "proceed." They do not "have," they "are in possession of," they do not "ask," they "make application for," . . . they cannot "eat" they only "consume," they do not "wash" but "perform ablutions," instead of "houses" or "homes" they have "places to residence" in which, instead of "living," they "are domiciled." To which one might add, they "take a boat ride" instead of a "sea voyage," they "operate" a gun instead of "firing it," they never see anything but "observe" it; they never hurry but "expedite," and they are never "moved" or "impelled" by anything, only "motivated."

The term *personnel casualties* is tautological; casualties implies human beings unless qualified by some such word as material. *Damage* is preferable to material casualties, although the latter is correct. (As an adjective, *material* is spelled with an *a*, but as a noun, military *materiel* is correct.)

On Board, Please. A sailor serves or fights in and not on a ship. If you use on, it must be accompanied by board. *Aboard* is not good naval written English except in certain phrases such as *close aboard* (within 600 yards).

Colors. You *set* a sail, *raise* the jack or ensign, *hoist* a signal, but *break (out)* an admiral's flag, commodore or squadron commander's broad pennant or division commander's pennant. Never call the ensign or a pennant a flag; but the ensign and jack, or both, are called the *colors*.

"The Admiral flew his flag in USS *Ohio*," or "wore his flag in USS *Ohio*." Both are correct; the former is preferable.

"The guide ship flew a blue pennant at the dip and hoisted it two-blocks as a signal for the boat waves to depart," is correct.

Off and On. Say *keep clear of*, not *away from* a minefield, reef, other ships or obstruction. You can "make an approach," but it is better nautical usage to *close* rather than *approach* the land or another ship.

Watches. Refer to the watches on board by their names and not by their limiting hours:

First watch (2000-2400), Mid watch (0000-0400),
Morning watch (0400-0800), Forenoon watch (0800-1200),
Afternoon watch (1200-1600), Dog watches (1600-1800, 1800-2000).

Make more use of watch time. For instance, “The force closed the landing during the first watch,” rather than “between 2000 and midnight.”

A Few More ‘Don’ts. Avoid as much as possible the use of *we* and *our*. This cannot be done altogether, but so far as possible substitute United States, United States and British, United Nations for our side, as you hope your history will be read by men of other nations.

Sagas and *epics* have become stale and cheesy from journalistic abuse, and go easy on *armada*. Don’t call an action or other episode *historic*, because everything you write is historic or it wouldn’t be there.

Avoid *quite* as an adverb. “The landings in Sicily were quite different from those in North Africa.” You mean *very*, or *altogether* different.

When a plane falls into the sea, say it *splashed* or *was splashed*, if knocked down by a gun or by another plane. Use *crashed* for the plane falling onto a ship or land.

Abaft and Astern. Preserve the distinction. *Abaft* is a direction within a ship or a bearing from a ship. A bomb may hit the deck 25 yards *abaft* No. 2 stack, or a periscope may be sighted to port, 3 points (34 degrees) *abaft* the beam. But you say that a plane splashed or a bomb missed, 100 yards *astern* of the ship. *Aft of* need not be used at all; *abaft* or *astern* will meet every need.

Bow, Beam, and Quarter. All three are bearings; the *bow* or *bows* are also a part of the ship. A missile cannot strike a ship on the starboard beam (say starboard side amidships) or on the port quarter (say port side aft, or port side of the “fantail”; a new naval term that is now in good use). Properly speaking, you sight a light, or a near-miss explodes, on (not off) the port beam, on (not off) the starboard quarter, on (not off) the bow. But, as the non-seagoing public will assume that an explosion or a plane coming down “on the port quarter” means a hit on board the ship, you had better use some qualifying word such as “25 yards away on the port quarter,” broad on the bow (for about 45 degrees from ship’s course), “broad on the starboard quarter” (for about 135 degrees from ship’s course), “close aboard on the port side,” etc.

Meteorology. Always describe the weather in relating a naval or amphibious operation. In general, state whether the day is bright, fair, overcast (give percent), rainy, squally, etc.; direction of wind in points (preferable to degrees) and its velocity, especially in carrier operations.

For wind velocity use either the Beaufort scale or knots or exact descriptive terms. I prefer the Beaufort as a scale known to all seamen, but knots are more accurate.

If you use a descriptive term be precise; don't say it was "blowing a gale of wind" when it was merely a Force-6, 25-knot strong breeze.

The following scale of equivalents in wind velocity is from *Bowditch*, 1934 edition, page 37.

Beaufort Scale	Knots	Seaman's or Weather Bureau Term
1	1-3	light air
2	4-6	light air
3	7-10	gentle breeze
4	11-16	moderate breeze
5	17-21	fresh breeze
6	22-27	strong breeze
7	28-33	strong breeze or moderate gale
8	34-40	fresh gale or gale
9	41-47	strong gale or gale
10	48-55	whole, hard, or heavy gale
11	56-65	storm, or whole gale
12	65-up	hurricane

Give sunrise and sunset in the local time zone whenever relevant.

Always tell the phase of the moon, and, when there is any night action, moonrise or moonset.

Official Phrases. Certain phrases and locutions commonly employed in Action Reports, Operation Plans, Tactical Manuals, and other official documents are working themselves into naval history as well, without due cause. Among those, which this historian regards as inappropriate, are the following:

The bastard conjunction *and/or*. Never use it.

Navy as an adjective. Use *naval*.

Plus as a substitute for *and* or *together with*; *minus* as a substitute for *less* or *without*.

Plus and minus are mathematical terms and should be used only in statistics and lists, such as "Desron 32 minus Perry, plus Wainwright."

Surface ship is tautological, except where used in contrast to *submarines*. If a vessel cannot operate on the surface, it is not a ship. Airplanes are not ships, although the Army calls them so. Surface craft is another abominable phrase. Aircraft has come into use and is not incorrect, but properly it means both planes and blimps and should be used sparingly. Small craft is all right for vessels larger than boats but smaller than ships.

Task force or *group designations*, while right and proper in operation plans and the like, are to be used very sparingly in narrative history. Write “Northern Attack Force,” not “TF 52.” Write “Rear Admiral P.H. Henry,” or simply “Admiral Henry,” not “CTG 51.1.” Otherwise no nonprofessional reader can follow you.

Area. This word has at least two legitimate uses in naval history: (1) in such phrases as transport area (in an amphibious landing), mined area, target area; (2) as the name of a definite command or defined oceanic region such as South Pacific Area. But it is now being used tautologically, or as a substitute for sea, island and the like. Never say, “The fleet entered the Bismarck Area.” Bismarck Sea is right. Or, “The expeditionary force was staged in the Hawaiian Area.” Hawaiian Islands is right. I have even seen Mediterranean Area used instead of “Mediterranean Sea” in official reports. It is a good rule not to use area when another word, such as region, will do. Say theater, not area, of operations.

Oral, not verbal orders. A *verbal* order is written.

Prior to is being misused for *before* or *previous to*.

Tip is being misused for *point*, *cape*, *end* or *promontory* of an island or other landmass.

Total of is incorrect. Either the *of* is redundant, or *whole of* is meant. Incidentally, write All the ships; no need of an “of” there.

Due to is being misused for *owing to* or *because of*.

A *salvo* means two or more shots fired simultaneously. There is no such thing as a one-gun salvo. You might as well say a one-bird flock or a one-cow herd.

Do not mix up *disposition* and *formation*. A cruising or approach disposition may include several formations (circular, in column, in line, or line of bearing).

The use of dates based on a *D* or other designated day of attack is out of place in historical narrative. Say 4 June 1944, not D minus 2 day; or, 12 June, not D plus 6. If you wish to call attention to the nearness of D-day, put it in parentheses, thus: “On 16 June (D plus 10) the weather turned foul.”

There seems to be an idea abroad that Secretary Josephus Daniels abolished *starboard* and *port* in the United States Navy. That is not true. Even with the enormous infiltration of landsmen in World War II, the Navy, like the Merchant Marine, still uses forward and aft, starboard and port, above and aloft and below. Ships still have bulkheads, not walls; cabins or compartments, not rooms (except in composition like wardroom, storeroom, etc.); overheads, not ceilings; and decks, not floors. What Mr. Daniels did change (and it was all to the good) was the form of orders to helmsmen, who no longer have to translate “port your helm!” into a right turn on the wheel, or “starboard helm!” into a left turn. Orders are now given “left” or “right” so many degrees, or “left” or “right standard rudder” as with variations, assuming the helmsman to be facing forward.

Appendix J

Citing Internet Sources

Editors note: The following suggested formats for citing Internet sources are protected as noted and have been reproduced here under the guidelines of the author. Suggestions contained herein that do not conform to formats and conventions described elsewhere in this *Writing Guide* should be ignored in favor of those provided in other entries of this *Guide*. This most current version of this guide can be found online at: <<http://www.h-net.org/~africa/citation.html>>.

A Brief Citation Guide for Internet Sources in History and the Humanities

(Version 2.1), by: Melvin E. Page, 20 February 1996, for H-AFRICA Humanities On-Line and History Department, University of Natal at Durban, Durban, South Africa, phone: 27-31-260-3104, fax: 27-31-260-2621.

The following suggestions for citations of Internet sources in history and the humanities are derived from the essential principles of academic citation in Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 5th ed. (Chicago, University of Chicago Press, 1987). I have also drawn upon suggestions from some of the works listed in the bibliography below. Since the Internet is an evolving institution, this Guide is not intended to be definitive. Corrections, additions, comments, suggestions, and criticisms are therefore welcome. Please address them to the author at: pagem@mtb.und.ac.za.

Bibliographic Citations

Basic citation components and punctuation

Author's Last Name, First Name <author's internet address, if appropriate>. "Title of Work" or "title line of message." In "Title of Complete Work" or title of list/site as appropriate. <internet address>. [menu path, if appropriate]. Date, if available. Archived at: if appropriate.

The samples below indicate how citations of particular electronic sources might be made.

LISTSERV MESSAGES

Curtin, Phillip <curtinpd@jhunix.hcf.jhu.edu>. "Goree and the Atlantic Slave Trade." In H-AFRICA. <h-africa@msu.edu>. 31 July 1995. Archived at: <gopher.h-net.msu.edu> [path: H-NET E-Mail Discussion Groups/H-AFRICA/Discussion Threads/Goree and the Atlantic Slave Trade—item number 465].

Lobban, Richard <RLobban@grog.ric.edu>. "REPLY: African Muslim

Slaves in America.” In H-AFRICA. <h-africa@msu.edu>. 4 August 1995. Archived at: <“http://h-net.msu.edu/~africa/archives/august95>.

Walsh, Gretchen. “REPLY: Using African newspapers in teaching.” In H-AFRICA. <h-africa@msu.edu>. 18 October 1995.

WORLD WIDE WEB

Limb, Peter. “Alliance Strengthened or Diminished?: Relationships between Labour & African Nationalist/Liberation Movements in Southern Africa.”

<http://neal.ctstateu.edu/history/world_history/archives/limb-1.html>. May 1992.

FTP SITE

Heinrich, Gregor <100303.100@compuserve.com>. “Where There Is Beauty, There is Hope: Sao Tome e Principe.” <ftp.cs.ubc.ca> [path: pub/local/FAQ/african/gen/saoep.txt]. July 1994.

GOPHER SITE

“Democratic Party Platform, 1860.” <wiretap.spies.com> [Path: Wiretap Online Library/Civic & Historical/Political Platforms of the U.S.]. 18 June 1860.

Graeber, David <gr2a@midway.uchicago.edu>. “Epilogue to *The Disastrous Ordeal of 1987*.” <gopher://h-net.msu.edu:70/00/lists/H-AFRICA/doc/graeber>. No date.

USENET GROUP MESSAGES

Dell, Thomas <dell@wiretap.spies.com>. “[EDTECH] EMG: Sacred Texts (Networked Electronic Versions).” In <alt.etext>. 4 February 1993.

Legg, Sonya <legg@harquebus.cgd.uicar.edu>. “African history book list.” In <soc.culture.african>. 5 September 1994. Archived at: <http://www.lib.ox.ac.uk/internet/news/faq/archive/african-faq.>http://www.lib.ox.ac.uk/internet/news/faq/archive/african-faq.general.html>.

E-MAIL MESSAGES

Page, Mel <pagem@etsuarts.east-tenn-st.edu>.” African dance...and Malawi.” Private e-mail message to Masankho Banda. 28 November 1994.

Footnote and Endnote Citations

Basic citation components and punctuation, (note number) Author’s First name and Last name, <author’s internet address, if available>, “Title of Work” or “title line of message,” in “Title of Complete Work” or title of list/site as appropriate, <internet address>, [menu path, if appropriate], date if available, archived at if appropriate.

The examples below indicate how citations of particular electronic sources might be made.

LISTSERV MESSAGES

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Appendix K

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1932

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Guadalcanal Campaign, August 1942 to February 1943. 1945. 98 pp.

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