

MCUP House Style Guide

MARINE CORPS UNIVERSITY PRESS

Things to Avoid

- Do not use first person (unless it is an extenuating circumstance and on a case-by-case basis).
- Do not use contractions.
- Do not use nicknames/call signs, unless they are well-known by this name, e.g., President Bill Clinton, President Jimmy Carter, etc.
- Do not use slang or casual vernacular or nonpreferred terms in Merriam-Webster (e.g., use “amid” rather than “admidt,” use “that” for restrictive clauses and “which” for nonrestrictive clauses, and use “versus” instead of “vice,” etc.
- “Thus”: this word is used as a crutch. Consider what you/the author really mean(s)—“therefore,” “in this way,” “as a result,” “consequently,” “to this degree/extent,” “because of,” “as an example,” “in this manner,” “accordingly”—and use that word instead.

Points to Remember

- For any issues not discussed in this style guide, see individual style guides for series, the current version of the Chicago Manual of Style, our glossary of preferred terms, Britannica (<https://www.britannica.com/>), Merriam-Webster ([m-w.com](https://www.merriam-webster.com/)) or GeoNames for place names. Always use the preferred terms in Merriam-Webster instead of the variants or archaic uses.
- Use gender-neutral pronouns whenever possible. Using “they” when gender is unknown, even in the singular, is preferable to “he/she” constructions.
- Line should appear above all footnotes; avoid continuation of footnotes across pages, but if it occurs line must appear different to differentiate between the two.
- DOI must be included in footnotes when available. If it cannot be found on a database citation or in the article/journal itself, another good source is ResearchGate, <https://www.researchgate.net>.
- Short titles on subsequent citations only include author’s last name, main title (no subtitle), and page(s).
- Use active voice when possible.

- Unless it includes a name/designation, we do not capitalize things like light armored vehicle (LAV) or landing tank, ship (LST).
- Military awards/commendations: awards and commendations are always “awarded” not “earned” or “won.”
- Typically hyphenate air-ground EXCEPT when used in “Twenty-nine Palms, Marine Air Ground Combat Center.”
- Marine units (MAGTF, MEF, MAU, MEU, etc.) when preceded by “a” or “an”, it will always be “a” because they are pronounced as words and not as letters, e.g., “a MAGTF.”
- “See” references to tables/figures only occur on the page AFTER a table/figure has been mentioned in text. Before a table or figure appears, simply put the name in parenthesis for the text reference (map 1.1), (table 3.2), etc.
- When single and double quotes are used at the end of a title, put the single quote before the comma or other ending punctuation, e.g., ‘;
- Use “Black” and “White” when referring to ethnic groups. Instead of “American Indian” or “Indian” use either the specific tribe or “Native American” when describing peoples indigenous to North America.

Front Matter

See CMS 1.4 for the order of front matter. Ensure that all manuscripts have a second half title page, per our style. On the copyright page, list the edition in this format: **First edition, year**

Block Quotes

Present block quotes letter for letter. Retain style conflicts such as “counter-terrorism” or “al-Qaeda” unless a note explains silent correction. Use brackets or ellipses to indicate any changes. Changes should be limited to clarifying pronouns, agreeing tenses, and resolving offensive, racial, or gender-biased language. Use two em dashes for expletives other than “hell” or “damn,” formatted as “(s—t)”.

Note: In oral histories, when the speaker breaks off their thought without completing it, use an em dash followed by a space and then capitalization of the first word of the sentence following, e.g., “When you get out to your units— I mean, I agree.”

Indent all block quotes half an inch using hanging indents instead of the tab key. Make any quotes longer than three lines into block quotes, with a hard return at the end to separate it from regular text. No quotation marks are used to enclose block quotes—only use quotation marks for quotes within the quoted material, which should be double quotes.

Paragraphs that begin after block quotes can be either flush left or indented depending on if the text is a continuation of the paragraph preceded the block quote.

Callouts for Coding

Indicate callout text for coding Word documents for design with: <Begin callout> and <End callout>. See coding style sheet for instructions on when to use codes in the text.

Callouts for Figures and Tables

For text callouts for figures and tables, indicate where you would like the table or figure placed by inserting a callout: **[Insert fig. 1]**, **[Insert map 1]**, **[Insert table 1.1]**, etc.

Table and Figure Titles

All titles for figures and tables are sentence case (see examples below).

Examples

Map 2. Boko Haram attacks (January 2010–March 2014)

Source: ACLED (Armed Conflict Location and Event Data). Derived from map prepared by Reuters and appearing in “Nigerian Islamists Kill 12 in Village Attack,” Reuters, 28 February 2014.

Table 1. Comparison of approaches for assessment

When setting the text for tables, do so in this order: table #, table title, table content, table notes, table source.

Historical Sources

Rare books and oral histories—Marine Corps University, Gray Research Center Special Collections

Captions and Credits

- Ranks are abbreviated in captions.

- No punctuation after photo credits.
- All captions, even incomplete sentences, receive closing punctuation.

Numbers

one, two, three, four, five, six, seven, eight, nine, 10, 11. However, if two or more numbers are given in a sentence, give all the numbers as numerals (e.g., 2, 6, 15, 24, *not* two, six, 15, 24)

one and one-half years, *or* one and a half years; but: one-and-a/one-half-year period
11 September 2011 (9/11 subsequent use)

1987–88; 2000–2001 (text and notes)

1987–1988 (titles and headings)

Use an en dash for ranges including the beginning and end ranges of numerals and letters (e.g., a–z), but “to” for exclusive ranges. [CMS 9.58–9.59]

Ordinals: spell out first–ninth; numerals for 10th, 25th, 100th, 101st, 152d

Date

Format dates as D Month YYYY, but the year may be omitted if clearly established by a previous reference.

Use actual date in historical narratives in place of D-based dates.

Time

Use the four-digit military time based on the 24-hour clock. Example: 0516, 22 November 1968

Footnotes/Endnotes

- Add note references at the end of a sentence to list all citations in sequential order. If an entire paragraph contains quotes or paraphrasing from a single source, the footnote reference may be placed at the end of the paragraph, rather than footnoting each instance.
- For initial citations within chapters/articles, use full source citation. Subsequent citations should use Chicago’s shortened citation rule (<https://www.chicagomanualofstyle.org/book/ed17/part3/ch14/psec030.html>). For later chapters and articles, cite the source in full upon first mention and subsequently use the shortened citation within the same chapter/article.

- URLs: URLs may be left in place during first-round editing for fact-checking purposes, but must be removed for layout, even for online-only sources. See citation styling quick-reference sheet, pg. 14. When available, use DOI link. Preferred DOI format is: <https://doi.org/doi#>
- Do not use organizations as authors; treat the work as anonymous and place the organization as the publishing body (if the same; if different, use the identified publishing body).
- Use date of the article, access date, or do not state a date. *Never* use “n.d.” for articles/websites. Use “n.d.” only for published materials with no date.
- Retain full country names for publisher location formats following CMS’s guidelines.
- Use city names according to CMS rule 14.130. State/provinces/countries are required for smaller cities or cities that can be easily confused with other similarly named locations. Major cities, such as Los Angeles and Baltimore, need no state abbreviation.
- Publications produced by GPO need extra attention. Pre-2014, it was Government **Printing** Office; post-2014 it is Government **Publishing** Office.
- **Always** use the note number on the page, even if it is the only one, to prevent confusion from the reader (e.g., 157n1). However, if an * info note is cited, and there are no other notes on the page, then only “n” is needed.

Order

Appendices

Only provided in History Division publications, appendices appear in the following order preceded by the heading “Appendix” and an ascending letter A–ZZ. Additional appendices may be added after “U.S. Equivalents for Foreign Ranks” and before “Contributors.” Items marked with an asterisk should be included in any Marine Corps unit history.

Bibliographic Essay, if appropriate

Notes

*Command and staff list or commanding officers (Include rank, first name, middle initials, last name, inclusive dates of command.)

*Glossary of Terms and Abbreviations

*Chronology (Include aircraft changes for aviation units.)

*Lineage

*Honors (Only include full citations for awards recognizing major combat actions.)

*Medal of Honor Citations (Include full citations.)

Military Map Symbols

Unit Insignia (Always include in squadron histories.)

Table of Organization and Equipment (Include all significant changes in T/O&E occurring during the period covered in the book for the following subheadings. The appendix)

U.S. units

Allied units

Enemy Units

Allied Order of Battle (Include major battles or campaigns.)

Enemy Order of Battle (Include major battles or campaigns.)

U.S. Equivalent for Foreign Ranks

Contributors

Reviewers

FIRST REFERENCES AND PREFERRED TERMS

Materiel—The first mention of aircraft, equipment, ordnance, and ships should provide a full description similar to those provided in the “Vocabulary” section of this document.

Aircraft—Manufacturer, model number, name, and type such as Chance
Vought F4U Corsairs

Equipment—Developing service designation and noun such as M16 rifle

Ordnance—Developing service designation, description, and noun such as
M777 lightweight 155mm howitzer

Ships—Nationality, type, and hull number such as U.S. battleship North
Carolina (BB 55) or *Kilo* class submarine

Tanks—Manufacturer/developing service designation, model number,
description, and noun, plus any official or unofficial given name (like
a ship’s name) in italics (e.g., *Cecilia*, or *China Gal*).

Names, Ranks, and Titles

In text, the first mention of a person states rank and the first name, middle initial, and last name. If needed, set off the billet or title with commas after the name. (CMS 8.18–32). Subsequently, use only a title and the last name or only the last name.

Examples: Captain John F. Smith, battalion operations officer, responded to the general’s order. Doogie S. McBarvy, congressman from Minnesota, voted on the bill. Subsequently, Captain Smith and Congressman McBarvy, or Smith and McBarvy.

In footnotes, only use rank abbreviations and Service abbreviations for personnel outside of the Marine Corps.

Nicknames, including call signs, are only used for notable individuals—for example, William J. “Bill” Clinton, Colonel Lewis B. “Chesty” Puller, and Lieutenant Pete “Maverick” Mitchell.

Titles used in apposition: If a title follows a descriptor, even if the title precedes a name, the title is lowercased, e.g., Ohio governor John Kasich, German chancellor Angela Merkel, the then secretary of state Hillary Clinton, Navy chaplain Joseph T. O’Callahan.

Ranks and Titles

- The first mention of a person states rank at the time of the action and the first name, middle initial, and last name. If needed, set off the billet or title with commas after the name.
- Subsequently, use only a rank (spelled out) or title (spelled out) and the last name or only a civilian last name. Examples: Captain John F. Smith, battalion operations officer, responded to the general’s order. Doogle S. McBarvy, congressman from Minnesota, voted on the bill. Subsequently, Captain Smith/Smith and Congressman McBarvy/McBarvy
- Follow the rank and name in running text and footnotes by designating the appropriate Service with USAF, USA, USCG, USN, or USMCR and retired status with (Ret). As our publications are Marine Corps-affiliated and many military authors are Marines, the USMC designation is unnecessary. If the Service designation follows the name, it should be enclosed in commas: Lieutenant Ray W. Stubbe, USN, recalled . . .
- For foreign servicemembers, provide the equivalent U.S. rank with the first reference and use thereafter. Example: *Oberst* (Colonel) Count Merz von Quirnheim and Colonel von Quirnheim
- “Then-[title or rank]” can be used unless the dates establish position.
- Ranks are abbreviated only in footnotes, captions, bios, mastheads, and source lists/bibliographies/biblio essays.
- Capitalization: ranks are only capitalized when used as part of a name. Also, the offices of Commandant of the Marine Corps, Assistant Commandant of the Marine Corps, and Sergeant Major of the Marine Corps are always capitalized, as these are the senior-most appointed officials of the Corps. Treat the highest-ranking officials of other Services the same way, e.g., Chief of Staff of the Army.

Grade	Air Force	Army	Coast Guard	Marine Corps	Navy
O-11	General of the Air Force (GenAF)	General of the Army (GenArmy)	None*	None*	Fleet Admiral (FAdm)
O-10	General (Gen)	General (Gen)	Admiral (Adm)	General (Gen)	Admiral (Adm)
O-9	Lieutenant General (LtGen)	Lieutenant General (LtGen)	Vice Admiral (VAdm)	Lieutenant General (LtGen)	Vice Admiral (VAdm)
O-8	Major General (MajGen)	Major General (MajGen)	Rear Admiral (Upper Half) (RAdm)	Major General (MajGen)	Rear Admiral (Upper Half) (RAdm)
O-7	Brigadier General (BGen)	Brigadier General (BGen)	Rear Admiral (Lower Half) (RAdm, lower half) Commodore (Commo)**	Brigadier General (BGen)	Rear Admiral (Lower Half) (RAdm, lower half) Commodore (Commo)**
O-6	Colonel (Col)	Colonel (Col)	Captain (Capt)	Colonel (Col)	Captain (Capt)
O-5	Lieutenant Colonel (LtCol)	Lieutenant Colonel (LtCol)	Commander (Cdr)	Lieutenant Colonel (LtCol)	Commander (Cdr)
O-4	Major (Maj)	Major (Maj)	Lieutenant Commander (LtCdr)	Major (Maj)	Lieutenant Commander (LtCdr)
O-3	Captain (Capt)	Captain (Capt)	Lieutenant (Lt)	Captain (Capt)	Lieutenant (Lt)
O-2	First Lieutenant (1stLt)	First Lieutenant (1stLt)	Lieutenant Junior Grade (Lt jg)	First Lieutenant (1stLt)	Lieutenant Junior Grade (Lt jg)
O-1	Second Lieutenant (2dLt)	Second Lieutenant (2dLt)	Ensign (Ens)	Second Lieutenant (2dLt)	Ensign (Ens)
Officer Commissioning Programs					
Officer Candidate Schools (All)	Air Force	Army	Coast Guard	Marine Corps	Navy
Candidate (Cand)	Cadet (Cdt)	Cadet (Cdt)	Cadet (Cdt)		Midshipman (Midn)
W-5	Not Used	Chief Warrant Officer (CWO-5)	Chief Warrant Officer (CWO-5)	Chief Warrant Officer (CWO-5)	Chief Warrant Officer (CWO-5)
W-4		Chief Warrant Officer (CWO-4)	Chief Warrant Officer (CWO-4)	Chief Warrant Officer (CWO-4)	Chief Warrant Officer (CWO-4)
W-3		Chief Warrant Officer (CWO-3)	Chief Warrant Officer (CWO-3)	Chief Warrant Officer (CWO-3)	Chief Warrant Officer (CWO-3)
W-2		Chief Warrant Officer (CWO-2)	Chief Warrant Officer (CWO-2)	Chief Warrant Officer (CWO-2)	Chief Warrant Officer (CWO-2)
W-1		Warrant Officer (WO-1)	Warrant Officer (WO-1)	Warrant Officer (WO-1)	Warrant Officer (WO-1)
					Marine Gunner (MG)
Grade	Air Force	Army	Coast Guard	Marine Corps	Navy***
E-9	Chief Master Sergeant of the Air Force (CMSAF)	Sergeant Major of the Army (SMA)	Master Chief Petty Officer of the Coast Guard (MCPOCG)	Sergeant Major of the Marine Corps (SMMC)	Master Chief Petty Officer of the Navy (MCPON)
E-9	Chief Master Sergeant (CMSgt)	Command Sergeant Major (CsgtMaj) Sergeant Major (SgtMaj)	Master Chief Petty Officer (MCPO)	Sergeant Major (SgtMaj) Master Gunnery Sergeant (MGySgt)	Master Chief Petty Officer (MCPO)
E-8	Senior Master Sergeant (SMSgt)	First Sergeant (1stSgt)	Senior Chief Petty Officer (SCPO)	First Sergeant (1stSgt)	Senior Chief Petty Officer (SCPO)

Grade	Air Force	Army	Coast Guard	Marine Corps	Navy
		Master Sergeant (MSgt)		Master Sergeant (MSgt)	
E-7	Master Sergeant (MSgt)	Sergeant First Class (SGC)	Chief Petty Officer (CPO)	Gunnery Sergeant (GySgt)	Chief Petty Officer (CPO)
E-6	Technical Sergeant (TSgt)	Staff Sergeant (SSgt)	Petty Officer First Class (PO1)	Staff Sergeant (SSgt)	Petty Officer First Class (PO1)
E-5	Staff Sergeant (SSgt)	Sergeant (Sgt)	Petty Officer Second Class (PO2)	Sergeant (Sgt)	Petty Officer Second Class (PO2)
E-4	Sergeant (Sgt) Senior Airman (SrA)	Corporal (Cpl) Specialist 4 (Spec4)	Petty Officer Third Class (PO3)	Corporal (Cpl)	Petty Officer Third Class (PO3)
E-3	Airman First Class (A1C)	Private First Class (PFC)	Seaman (SN)	Lance Corporal (LCpl)	Seaman (SN)
E-2	Airman (Amn)	Private (Pvt)	Seaman Apprentice (SA)	Private First Class (PFC)	Seaman Apprentice (SA)
E-1	Airman Basic (AB)	Private (Pvt)	Seaman Recruit (SR)	Private (Pvt)	Seaman Recruit (SR)
Chaplain Corps: Rank, First M. Last, ChC, Service	ChC	ChC	ChC	ChC	ChC

* The highest ranking Coast Guard and Marine Corps officers are Commandants.

** The Navy used the commodore rank from 1862–1899, 9 April 1943–1 January 1950, and during 1983. Commodore admiral was used during 1982. Rear admiral (lower half) was reinstated in 1986.

*** If Navy ratings such as HM2 are pertinent, write them out like hospitalman second class and use rank abbreviation.

For ranks before 1970, consult Bernard C. Nalty, et al., *United States Marine Corps Ranks and Grades, 1775–1969* (Washington, DC: History Division, 1970), <http://www.mcu.usmc.mil/historydivision/Pages/Publications/Publication%20PDFs/ranks%20and%20grades%201775-1969.pdf>

Navy Hospital Corps Rates (Enlisted)							
1814-1861	1861-1870	1870-1898	1898-1916	1916-1948	1948-1958	1958-Present	
					Hospital Recruit (HR)	Hospital Recruit (HR)	E-1
Loblolly Boy (LOBLOLLY BOY)	Nurse (NURSE)	Bayman (BAYMAN)	Hospital Apprentice (HA)	Hospital Apprentice, Second Class (HA2)	Hospital Apprentice (HA)	Hospital Apprentice (HA)	E-2
				Hospital Apprentice First Class (HA1)	Hospitalman (HN)	Hospitalman (HN)	E-3
			Hospital Apprentice First Class (HA1)	Pharmacist's Mate Third Class (PHM3)	Hospital Corpsman, Third Class	Hospital Corpsman, Third Class (HM3)	E-4
				Pharmacist's Mate Second Class (PHM2)	Hospital Corpsman, Second Class	Hospital Corpsman, Second Class (HM2)	E-5

				Pharmacists' Mate First Class (PHM1)	Hospital Corpsman, First Class	Hospital Corpsman, First Class (HM1)	E-6
Surgeon's Steward (1841) (SSTD)	Apothecary (1866) (APOTH)	Apothecary (APOTH) (APOTH1, APOTH2, etc)	Hospital Steward (HOS STD)	Chief Pharmacist's Mate (CPHM)	Chief Hospital Corpsman (HMC)	Chief Hospital Corpsman (HMC)	E-7
						Senior Chief Hospital Corpsman (HMCS)	E-8
						Master Chief Hospital Corpsman (HMCM)	E-9

Some abbreviations obtained from Naval History and Heritage Command, <https://www.history.navy.mil/research/library/online-reading-room/title-list-alphabetically/a/abbreviations-used-for-navy-enlisted-ratings.html> ; also: <https://www.cem.va.gov/hmm/abbreviations.asp> by the VA's National Cemetery Administration, specifically, https://www.cem.va.gov/CEM/docs/abbreviations/Ranks_Navy.pdf, especially some of the earlier abbreviations; however, I have no way of knowing whether abbreviations given for earlier ratings were actually the abbreviations used at the periods designated in the above table.

Naval Concepts

Abaft and astern—Abaft is a direction within a ship or a bearing from a ship and astern is toward the back of the ship. Use these terms and “aft” isn’t needed.

ARG—Amphibious Ready Group—when a specific ARG is named, the name is not italicized as a ship’s name, e.g., Peleliu ARG, Bataan ARG.

Bearings—bow, beam, and quarter; The bow or bows are also part of the ship. *Amidships* means the starboard beam and *port side aft* or *port side of the fantail* means on the port quarter. Use qualifiers such as “25 yards away on the port quarter” for general readers who may misunderstand a plane coming down on the port quarter means a hit on board the ship. Examples: *broad on the bow* (about 45 degrees from the ship’s course), *on the port beam* and *broad on the starboard quarter* (about 135 degrees from the ship’s course), or *close aboard on the port side*

Punctuation

Bullets

CMS rules vary on bulleted lists. Use best judgment based on introductory text and presentation of information in the bulleted list.

Brackets

Use brackets to set off text that has been changed or added to a direct quote. Only use brackets for ellipses when there are both ellipses in original quotes AND author-added ellipses to differentiate between the two.

Resources

Arabic transliterations

<https://ijmes.chass.ncsu.edu/authorresources.htm>

Arabic place-names

SEE VOCABULARY

Islam

<http://islamqa.info/en>

Legislation

www.legisworks.org

Publication Data, Cataloging in

<https://www.loc.gov/search/>

Ships, American Naval Fighting

<http://www.hazegray.org/danfs/>

Ships, global

The Naval Institute Guide to Combat Fleets of the World

(SE office)

Spelling Geographical Locations <http://geonames.usgs.gov> or www.geonames.org

Terrorist organizations

<http://www.nctc.gov/site/groups.html> or

<http://www.state.gov/j/ct/rls/other/des/123085.htm>

Proper names/capitalization

<http://www.merriam-webster.com;>

<http://www.brittanica.com>

Compounds

<http://www.merriam-webster.com;> CMS 7.85

Word Styles

Paragraph and Font Styles

	Case	Align	Font	Point	Style	Left	Right	Before	After	Spacing
Caption	Sentence	Left	TNR	10	B. R	0	0	0	0	Single
	Example:	Figure 1. Figure title Map 1. Map title								
Heading 1	Title	Left	TNR	12	<i>BI</i>	0	0	12	0	Single
	Example:	<i>Heading One</i>								
Heading 2	Title	Left	TNR	12	<i>I</i>	0	0	0	0	Double
	Example:	<i>Heading Two</i>								
Heading 3	Title	Left	TNR	12	R	0	0	0	0	Double
	Example:	Heading Three								
Table Heading	Sentence	Left	TNR	10	B. R	0	0	0	0	Single
	Example:	Table 1. Table title								
Table Cell Heading	Title	Left	TNR	10	Bold	0	0	0	0	Single
	Example:	Table Cell Heading								
Table Cell Normal	Sentence	Left	TNR	10	R	0.01	0.01	0	0	Single
	Example:	Table Cell Normal								

B = Bold

I = Italic

FL = First Line

R = Regular

Articles

Pull-quotes or call-outs should occur within 3 pages of original text.

Book Reviews

Line 1: *Book Title* (italics)

Line 2: By [Author, First M. Last] or Edited by [First M. Last]. [Location: Printer, YYYY]. Pp. [total]. \$[cost] (cloth); \$[cost] (paperback); \$[cost] (e-book).

Note: Use original publisher pricing and availability. If unavailable, state "Currently out of print, but available through other retailers."

Introduction. Paragraph 1

Body. Normal

Biography. Normal

Writing Style

- Few instances necessitate “in order to” construction.
- Do not use contractions.
- Limit pronouns; use gender-neutral pronouns when possible.
- Positional prepositions indicate relationships—over (above); more than (greater); during (time range).
- Ranges of numbers or letters require an en dash, as do compound adjectives (see CMS 6.80: En dashes with compound adjectives) (TNR 208, Unicode 2013).
- Seasons are lowercase in text but capitalized referring to a journal issue, e.g., Spring 2020 *Journal of Advanced Military Study*.
- Key terms or terms to be defined are *italicized* on first use, not placed in scare quotes. *So-called*-type terms may be placed in scare quotes or referred to as so-called ____ but not both; e.g, the so-called mentor, the “mentor.”
- “Since” should only be used to indicate temporal relationships, e.g., “The United States has considered Russia an adversary since after World War II.” Use “because” for causal relationships, e.g., “The economy of the United States increased after World War II because of increased participation in the workforce.”

Word Selection

“percent” not “%”

“use” not “utilize”

“United States” *not* “U.S.” when used alone as a proper noun, *but* “U.S.” agencies and resources such as government, military, or parks, policy, actions

Military Organizations

MacDill AFB, FL

Marine Corps Base Camp Lejeune (MCB Camp Lejeune)

Marine Corps Air Station Cherry Point (MCAS Cherry Point)

Marine Barracks Washington, DC (MarBks Wash DC)

References

Fordham Law Review, “Fifteen Common Bluebooking Errors & Hints,” n.d. accessed 2 December 2015, http://fordhamlawreview.org/assets/Documents/2015_UWC_Bluebook_Tips.pdf

JP 1-02 Department of Defense Dictionary of Military and Associated Terms, (Washington, DC: Joint Chiefs of Staff), http://www.dtic.mil/doctrine/new_pubs/jp1_02.pdf. (updated quarterly)

MCO 5216.20A Marine Corps Supplement to the DoN Correspondence Manual, (Quantico, VA: U.S. Marine Corps), <http://www.marines.mil/Portals/59/MCO%205216.20A.pdf>.

U.S. Department of Defense, MIL-STD-2525C Common Warfighting Symbology (Arlington, VA: Defense Information Standards Management Branch), http://www.dtic.mil/doctrine//doctrine/other/ms_2525c.pdf.

U.S. Marine Corps, “Marine Corps Jargon,” n.d. accessed 6 November 2015, <http://www.hqmc.marines.mil/Portals/143/Docs/Onboarding/Marine%20jargon.pdf>

SECNAV M-5216.5 Department of the Navy Correspondence Manual (Washington, DC: Department of the Navy), <http://www.marines.mil/Portals/59/Publications/SECNAV%20M%205216.5.pdf>.

Eric Wertheim, *The Naval Institute Guide to Combat Fleets of the World* (16th ed.), Annapolis: Naval Institute Press, 2013).

<p>Books CMS 14.18 / 14.72 – 14.169: Col Nicholas E. Reynolds, <i>Basrah, Baghdad, and Beyond: The U.S. Marine Corps in the Second Iraq War</i> (Annapolis: Naval Institute Press, 2005), 2. Short form: Reynolds, <i>Basrah, Baghdad, and Beyond</i>.</p> <p>Use for: Books, published and unpublished reports (with or without individual authors), policy briefs, posture statements, gov't public affairs guidance (not press releases), military doctrinal publications and communications (see next page). Note: when a work has no individual author, do not use the authoring/publishing body in place of the author; start the citation with the title [counter to CMS 14.92]</p>
<p>Theses and Research Papers (other unpublished manuscripts/papers) CMS 14.224 Maj Adrienne Evertson and Capt Amy Nesbitt (USAF), "The Glass Ceiling Effect And Its Impact On Mid-level Female Officer Career Progression in the United States Marine Corps and Air Force" (master's thesis, Naval Postgraduate School, 2004), 26.</p>
<p>Command Chronologies HD Style: Officer Candidates School Command Chronology (ComdC), 1 July 1977–31 December 1977 (Quantico, VA: Marine Corps History Division Archives Branch), 1.</p> <p>Notes: Use abbreviation for location in subsequent citations. Use dates in short forms if multiple ComdCs cited. <i>[All records are at Quantico.]</i> Short form: OCS ComdC or OCS ComdC 1 July 1977–31 December 1977.</p>
<p>Congressional Documents</p>
<p><i>Hearings</i> CMS 14.296: <i>Hearing to Mark Up the National Defense Authorization Act for Fiscal Year 2016, Before the Senate Armed Services Subcommittee on Emerging Threats and Capabilities</i>, 114th Cong. (12 May 2015) (statement of Bill Nelson, senator from Florida), http://www.armed-services.senate.gov/imo/media/doc/15-56%20-%205-12-15.pdf. Short form: Hearing, 12 May 2015. Use for: hearings, testimony, and statements before the full House/Senate, committees, and subcommittees</p>
<p><i>House Reports</i> CMS 14.297: H.R. Rep. No. 99-375 (1986).</p>
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<p><i>Public Laws</i> CMS 14.294: Goldwater-Nichols Department of Defense Reorganization Act of 1986, Pub. L. No. 99-433 (1986)</p>
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<p>Correspondence</p>
<p><i>Emails</i> CMS 14.222: LtCol Debora K. Bishop (Ret), email message to author, 10 March 2002. Note: Add date to short form if multiple citations for one author—Bishop, 10 March 2002 e-mail. Short form: Bishop e-mail.</p>

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<p>News/press releases CMS 14.213: Office of Naval Research, David Smalley, "The Future is Now: Navy's Autonomous Swarmboats Can Overwhelm Adversaries," press release, 5 October 2014.</p>
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<p><i>All Marines Messages</i> (ALMAR) CMS Book style: <i>All Marines Message 130/93, Policy on Expansion of Roles for Women in the Marine Corps</i> (Washington, DC: Headquarters Marine Corps, 29 April 1993). (Communication code first, then title) Short form: <i>ALMAR 130/93.</i></p>
<p><i>Marine Corps Bulletins</i> (MCBul) CMS Book Style: <i>Marine Corps Bulletin (MCBul) 1020, Wearing of Khaki Shirts by Women Marines</i> (Washington, DC: Headquarters Marine Corps, 2 October 1978). (Communication code first, then title; include day/month in date) Short form: <i>MCBul 1020.</i></p>
<p><i>Marine Corps Orders</i> (MCO) CMS Book style: <i>Marine Corps Order P3500.37A, Aviation Training and Readiness (T&R) Manual, Tactical Air Control Party</i> (Washington, DC: Headquarters Marine Corps, 25 August 2005). (Communication code first, then title) <i>Also regulations/orders, etc., of other services</i></p>
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Appendix: Beaufort Wind Scale

1 knot = 1.15 miles per hour

Force	Knots	Weather Bureau
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	56-63	storm or whole gale
12	64 and up	hurricane