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 “admidst,” 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) 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 “Twentynine 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**


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. Equivalents 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. Doogle 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.
<table>
<thead>
<tr>
<th>Grade</th>
<th>Air Force</th>
<th>Army</th>
<th>Coast Guard</th>
<th>Marine Corps</th>
<th>Navy</th>
</tr>
</thead>
<tbody>
<tr>
<td>O-11</td>
<td>General of the Air Force (GenAF)</td>
<td>General of the Army (GenArmy)</td>
<td>None*</td>
<td>None*</td>
<td>Fleet Admiral (FAdm)</td>
</tr>
<tr>
<td>O-10</td>
<td>General (Gen)</td>
<td>General (Gen)</td>
<td>Admiral (Adm)</td>
<td>General (Gen)</td>
<td>Admiral (Adm)</td>
</tr>
<tr>
<td>O-9</td>
<td>Lieutenant General (LtGen)</td>
<td>Lieutenant General (LtGen)</td>
<td>Vice Admiral (VAdm)</td>
<td>Lieutenant General (LtGen)</td>
<td>Vice Admiral (VAdm)</td>
</tr>
<tr>
<td>O-8</td>
<td>Major General (MajGen)</td>
<td>Major General (MajGen)</td>
<td>Rear Admiral (Upper Half) (RAdm)</td>
<td>Major General (MajGen)</td>
<td>Rear Admiral (Upper Half) (RAdm)</td>
</tr>
<tr>
<td>O-7</td>
<td>Brigadier General (BGen)</td>
<td>Brigadier General (BGen)</td>
<td>Rear Admiral (Lower Half) (RAdm, lower half) Commodore (Commo)**</td>
<td>Brigadier General (BGen)</td>
<td>Rear Admiral (Lower Half) (RAdm, lower half) Commodore (Commo)**</td>
</tr>
<tr>
<td>O-6</td>
<td>Colonel (Col)</td>
<td>Colonel (Col)</td>
<td>Captain (Capt)</td>
<td>Colonel (Col)</td>
<td>Captain (Capt)</td>
</tr>
<tr>
<td>O-5</td>
<td>Lieutenant Colonel (LtCol)</td>
<td>Lieutenant Colonel (LtCol)</td>
<td>Commander (Cdr)</td>
<td>Lieutenant Colonel (LtCol)</td>
<td>Commander (Cdr)</td>
</tr>
<tr>
<td>O-4</td>
<td>Major (Maj)</td>
<td>Major (Maj)</td>
<td>Lieutenant Commander (LtCdr)</td>
<td>Major (Maj)</td>
<td>Lieutenant Commander (LtCdr)</td>
</tr>
<tr>
<td>O-3</td>
<td>Captain (Cpt)</td>
<td>Captain (Cpt)</td>
<td>Lieutenant (Lt)</td>
<td>Captain (Cpt)</td>
<td>Lieutenant (Lt)</td>
</tr>
<tr>
<td>O-2</td>
<td>First Lieutenant (1stLt)</td>
<td>First Lieutenant (1stLt)</td>
<td>Lieutenant Junior Grade (Lt jg)</td>
<td>First Lieutenant (1stLt)</td>
<td>Lieutenant Junior Grade (Lt jg)</td>
</tr>
<tr>
<td>O-1</td>
<td>Second Lieutenant (2dLt)</td>
<td>Second Lieutenant (2dLt)</td>
<td>Ensign (Ens)</td>
<td>Second Lieutenant (2dLt)</td>
<td>Ensign (Ens)</td>
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</tbody>
</table>

**Officer Commissioning Programs**

<table>
<thead>
<tr>
<th>Officer Candidate Schools (All)</th>
<th>Air Force</th>
<th>Army</th>
<th>Coast Guard</th>
<th>Marine Corps</th>
<th>Navy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate (Cand)</td>
<td>Cadet (Cdt)</td>
<td>Cadet (Cdt)</td>
<td>Cadet (Cdt)</td>
<td>Midshipman (Midn)</td>
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</tr>
<tr>
<td>W-5</td>
<td>Chief Warrant Officer (CWO-5)</td>
<td>Chief Warrant Officer (CWO-5)</td>
<td>Chief Warrant Officer (CWO-5)</td>
<td>Chief Warrant Officer (CWO-5)</td>
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<tr>
<td>W-4</td>
<td>Chief Warrant Officer (CWO-4)</td>
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<td>W-3</td>
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<td>W-2</td>
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</tr>
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<td>W-1</td>
<td>Warrant Officer (WO-1)</td>
<td>Warrant Officer (WO-1)</td>
<td>Warrant Officer (WO-1)</td>
<td>Warrant Officer (WO-1)</td>
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</tr>
<tr>
<td></td>
<td>Marine Gunner (MG)</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Air Force</th>
<th>Army</th>
<th>Coast Guard</th>
<th>Marine Corps</th>
<th>Navy***</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-9</td>
<td>Chief Master Sergeant of the Air Force (CMSAF)</td>
<td>Sergeant Major of the Army (SMA)</td>
<td>Master Chief Petty Officer of the Coast Guard (MCPOCG)</td>
<td>Sergeant Major of the Marine Corps (SMMC)</td>
<td>Master Chief Petty Officer of the Navy (MCPON)</td>
</tr>
<tr>
<td>E-9</td>
<td>Chief Master Sergeant (CMSgt)</td>
<td>Command Sergeant Major (CtSMaj)</td>
<td>Master Chief Petty Officer (MCPO)</td>
<td>Sergeant Major (Sgt Maj)</td>
<td>Master Gunnery Sergeant (MGySgt)</td>
</tr>
<tr>
<td>E-8</td>
<td>Senior Master Sergeant (SMSgt)</td>
<td>First Sergeant (1stSgt)</td>
<td>Senior Chief Petty Officer (SCPO)</td>
<td>First Sergeant (1stSgt)</td>
<td>Senior Chief Petty Officer (SCPO)</td>
</tr>
</tbody>
</table>
### Grade Air Force Army Coast Guard Marine Corps Navy

<table>
<thead>
<tr>
<th>E-7</th>
<th>Master Sergeant (MSgt)</th>
<th>Sergeant First Class (SGC)</th>
<th>Chief Petty Officer (CPO)</th>
<th>Master Sergeant (MSgt)</th>
<th>Chief Petty Officer (CPO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-6</td>
<td>Technical Sergeant (TSgt)</td>
<td>Staff Sergeant (SSgt)</td>
<td>Petty Officer First Class (PO1)</td>
<td>Staff Sergeant (SSgt)</td>
<td>Petty Officer First Class (PO1)</td>
</tr>
<tr>
<td>E-5</td>
<td>Staff Sergeant (SSgt)</td>
<td>Sergeant (Sgt)</td>
<td>Petty Officer Second Class (PO2)</td>
<td>Sergeant (Sgt)</td>
<td>Petty Officer Second Class (PO2)</td>
</tr>
<tr>
<td>E-4</td>
<td>Sergeant (Sgt)</td>
<td>Senior Airman (SrA)</td>
<td>Corporal (Cpl) Specialist 4 Spec4</td>
<td>Petty Officer Third Class (PO3)</td>
<td>Corporal (Cpl)</td>
</tr>
<tr>
<td>E-3</td>
<td>Airman First Class (A1C)</td>
<td>Private First Class (PFC)</td>
<td>Seaman (SN)</td>
<td>Lance Corporal (LCpl)</td>
<td>Seaman (SN)</td>
</tr>
<tr>
<td>E-2</td>
<td>Airman (Amn)</td>
<td>Private (Pvt)</td>
<td>Seaman Apprentice (SA)</td>
<td>Private First Class (PFC)</td>
<td>Seaman Apprentice (SA)</td>
</tr>
<tr>
<td>E-1</td>
<td>Airman Basic (AB)</td>
<td>Private (Pvt)</td>
<td>Seaman Recruit (SR)</td>
<td>Private (Pvt)</td>
<td>Seaman Recruit (SR)</td>
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<tr>
<td></td>
<td>Chaplain Corps: Rank, First M. Last, ChC, Service</td>
<td>ChC</td>
<td>ChC</td>
<td>ChC</td>
<td>ChC</td>
</tr>
</tbody>
</table>

* 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.


### Navy Hospital Corps Rates (Enlisted)

<table>
<thead>
<tr>
<th>Year</th>
<th>Nurse (NURSE)</th>
<th>Bayman (BAYMAN)</th>
<th>Hospital Apprentice (HA)</th>
<th>Hospital Apprentice, Second Class (HA2)</th>
<th>Hospital Apprentice (HA)</th>
<th>Hospital Apprentice (HA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1814-1861</td>
<td>Loblolly Boy (LOBLOLLY BOY)</td>
<td>ChC</td>
<td>Hospital Apprentice First Class (HA1)</td>
<td>Hospital Apprentice First Class (HA1)</td>
<td>Hospitalman (HN)</td>
<td>Hospitalman (HN)</td>
</tr>
<tr>
<td>1861-1870</td>
<td>Nurse (NURSE)</td>
<td>ChC</td>
<td>Hospital Apprentice, Second Class (HA2)</td>
<td>Hospital Apprentice, Second Class (HA2)</td>
<td>Hospitalman (HN)</td>
<td>Hospitalman (HN)</td>
</tr>
<tr>
<td>1870-1898</td>
<td>Bayman (BAYMAN)</td>
<td>ChC</td>
<td>Hospital Apprentice First Class (HA1)</td>
<td>Hospital Apprentice First Class (HA1)</td>
<td>Hospitalman (HN)</td>
<td>Hospitalman (HN)</td>
</tr>
<tr>
<td>1898-1916</td>
<td>Hospital Apprentice (HA)</td>
<td>ChC</td>
<td>Hospital Apprentice, Second Class (HA2)</td>
<td>Hospital Apprentice, Second Class (HA2)</td>
<td>Hospitalman (HN)</td>
<td>Hospitalman (HN)</td>
</tr>
<tr>
<td>1916-1948</td>
<td>Hospital Apprentice (HA)</td>
<td>ChC</td>
<td>Hospital Apprentice First Class (HA1)</td>
<td>Hospital Apprentice First Class (HA1)</td>
<td>Hospitalman (HN)</td>
<td>Hospitalman (HN)</td>
</tr>
<tr>
<td>1948-1958</td>
<td>Hospital Apprentice (HA)</td>
<td>ChC</td>
<td>Hospital Apprentice, Second Class (HA2)</td>
<td>Hospital Apprentice, Second Class (HA2)</td>
<td>Hospitalman (HN)</td>
<td>Hospitalman (HN)</td>
</tr>
<tr>
<td>1958-Present</td>
<td>Hospital Apprentice (HA)</td>
<td>ChC</td>
<td>Hospital Apprentice First Class (HA1)</td>
<td>Hospital Apprentice First Class (HA1)</td>
<td>Hospitalman (HN)</td>
<td>Hospitalman (HN)</td>
</tr>
<tr>
<td>Surgeon's Steward (1841) (SSTD)</td>
<td>Apothecary (1866) (APOTH)</td>
<td>Hospital Steward (HOS STD)</td>
<td>Chief Pharmacist's Mate (CPHM)</td>
<td>Chief Hospital Corpsman (HMC)</td>
<td>E-6</td>
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<td>Some abbreviations obtained from Naval History and Heritage Command, <a href="https://www.history.navy.mil/research/library/online-reading-room/title-list-alphabetically/a/abbreviations-used-for-navy-enlisted-ratings.html">https://www.history.navy.mil/research/library/online-reading-room/title-list-alphabetically/a/abbreviations-used-for-navy-enlisted-ratings.html</a>; also: <a href="https://www.cem.va.gov/hmm/abbreviations.asp">https://www.cem.va.gov/hmm/abbreviations.asp</a> by the VA's National Cemetery Administration, specifically, <a href="https://www.cem.va.gov/CEM/docs/abbreviations/Ranks_Navy.pdf">https://www.cem.va.gov/CEM/docs/abbreviations/Ranks_Navy.pdf</a>, 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.</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</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

<table>
<thead>
<tr>
<th>Captions</th>
<th>Case</th>
<th>Align</th>
<th>Font</th>
<th>Point</th>
<th>Style</th>
<th>Left</th>
<th>Right</th>
<th>Before</th>
<th>After</th>
<th>Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example:</td>
<td>Sentence</td>
<td>Left</td>
<td>TNR</td>
<td>10</td>
<td>B. R</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Single</td>
</tr>
<tr>
<td></td>
<td>Figure 1. Figure title</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Map 1. Map title</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Heading 1         | Title | Left  | TNR   | 12    | Bold  | 0    | 0     | 12     | 0     | Single |
|                   | Example: |     |       |       |       |     |       |        |       |       |
|                   | Heading One               |     |       |       |       |     |       |        |       |       |

| Heading 2         | Title | Left  | TNR   | 12    | /     | 0    | 0     | 0      | 0     | Double |
|                   | Example: |     |       |       |       |     |       |        |       |       |
|                   | Heading Two                |     |       |       |       |     |       |        |       |       |

| 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     | 0.0  | 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, D.C. (MarBks Wash DC)

**References**

accessed 2 December 2015,  

JP 1-02 Department of Defense Dictionary of Military and Associated Terms, (Washington, DC: Joint Chiefs of Staff),  

MCO 5216.20A Marine Corps Supplement to the DoN Correspondence Manual, (Quantico, VA: U.S. Marine Corps),  


U.S. Marine Corps, “Marine Corps Jargon,” n.d. accessed 6 November 2015,  

SECNAV M-5216.5 Department of the Navy Correspondence Manual (Washington, DC: Department of the Navy),  

### Books

Short form: Reynolds, *Basrah, Baghdad, and Beyond*.

**Use for**: Books, published and unpublished reports (with or without individual authors), policy briefs, posture statements, govt 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]

### Theses and Research Papers (other unpublished manuscripts/papers)

### 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.

**Notes**: Use abbreviation for location in subsequent citations. Use dates in short forms if multiple ComdCs cited. [All records are at Quantico.]


### Congressional Documents


**Use for**: hearings, testimony, and statements before the full House/Senate, committees, and subcommittees


### Correspondence

*Emails* 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.
Updated 19 March 2021

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Journals</td>
<td>CMS 14.18, 14.175, 14.176: Walter Blair, “Americanized Comic Braggarts,” Critical Inquiry 4, no. 2 (Winter 1977): 331-32. Note: CMS states that if a journal is paginated consecutively across a volume or if the month or season appears with the year, the issue number may be omitted—however, MCU Press prefers to include the issue number regardless—as well as the issue month/season and year. [Marine Corp Gazette considers itself a professional journal.] Page ranges: when the whole work is referred to in a citation, include the complete page range in the publication; when a specific quote is referred to, cite only the page number of the quote. CMS 14.183</td>
</tr>
</tbody>
</table>
**Updated 19 March 2021**


(publication title in italics, followed by publication-type code in roman; publication body is originating department/office)

**National Security Strategies:**

Abbreviated form: NSS.

**Executive Orders:**

**Muster Rolls** CMS 14.240:
1st Battalion, 7th Marines muster roll (MRoll), October 1947–March 1979 (Reference Section [RefSec], Marine Corps Historical Center, Washington, DC).
7th Marines Unit Diary (UD), September–October 1965 (RefSec, MCHC, Washington, DC).

**Notes:** The MCHD moved to Quantico in September 2005.


If no author(s) named, do not use institution/publishing body as author; treat as anonymous.

**NOTE:** reports that are part of collections are treated as archival docs


**Use for:** speeches, official remarks/addresses, papers presented at conferences.

**Oral history interviews (unpublished)** John F. Schmitt, interview with LtCol Sean Callahan, 21 February 2013, transcript (Oral History Section, Marine Corps History Division, Quantico, VA).

*Use “intvw” for HD history publications; use “interview” for MCU Press publications*
*Format:* Interviewee name/rank, Oral History Transcript, date of interview session, interviewer name, publishing body, publication year, page #. |
| **Telephone/email interviews** | Kathy Genovese, telephone interview with the author, 5 July 2013. |
*Use for:* websites, online databases, online “fact sheets,” web pages. If the citation appears confusing, i.e., it’s not clear that the source cited is a web page, then add (website) after the organization/site name, e.g., Global Security (website). |
| **Working file** | HD Style: Charles B. Hobbs biographical file, “Daily log, April 1898 to May 1900,” Historical Reference Branch, Marine Corps History Division, Quantico, VA. |
*Presenter name, “title,” YouTube video, run time, date posted, url.  
*Note:* Attribute to the person speaking and expand description for monumental events. |
Appendix: Beaufort Wind Scale

1 knot = 1.15 miles per hour

<table>
<thead>
<tr>
<th>Force</th>
<th>Knots</th>
<th>Weather Bureau</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1–3</td>
<td>light air</td>
</tr>
<tr>
<td>2</td>
<td>4–6</td>
<td>light air</td>
</tr>
<tr>
<td>3</td>
<td>7–10</td>
<td>gentle breeze</td>
</tr>
<tr>
<td>4</td>
<td>11–16</td>
<td>moderate breeze</td>
</tr>
<tr>
<td>5</td>
<td>17–21</td>
<td>fresh breeze</td>
</tr>
<tr>
<td>6</td>
<td>22–27</td>
<td>strong breeze</td>
</tr>
<tr>
<td>7</td>
<td>28–33</td>
<td>strong breeze or moderate gale</td>
</tr>
<tr>
<td>8</td>
<td>34–40</td>
<td>fresh gale or gale</td>
</tr>
<tr>
<td>9</td>
<td>41–47</td>
<td>strong gale or gale</td>
</tr>
<tr>
<td>10</td>
<td>48–55</td>
<td>whole, hard, or heavy gale</td>
</tr>
<tr>
<td>11</td>
<td>56–63</td>
<td>storm or whole gale</td>
</tr>
<tr>
<td>12</td>
<td>64 and up</td>
<td>hurricane</td>
</tr>
</tbody>
</table>