

U.S. Army  
Center of Military History

*Style*

For Use in the Preparation of  
CMH Historical Publications  
2014



# Contents

## 1. Names and Terms

General . . . . .	1-1
People . . . . .	1-3
Public Acts and Military Orders . . . . .	1-6
Publications and Their Parts . . . . .	1-7
Military . . . . .	1-9
Designations of U.S. Army Units and Organizations . . . . .	1-12
Designations of U.S. Navy, Air Force, and Marine Corps Units . . . . .	1-15
Rank and Title Designations . . . . .	1-16
Military Equipment, Weapons, Ships, and Aircraft . . . . .	1-19
Foreign Military Terms, Units, and Ranks . . . . .	1-20

## 2. Punctuation

General . . . . .	2-1
Apostrophe . . . . .	2-2
Brackets . . . . .	2-3
Colon . . . . .	2-3
Comma . . . . .	2-4
Ellipsis Points . . . . .	2-8
Exclamation Point . . . . .	2-8
Hyphens and Dashes . . . . .	2-8
Hyphen . . . . .	2-8
En Dash . . . . .	2-10
Em Dash . . . . .	2-11
Parentheses . . . . .	2-13
Period . . . . .	2-14
Quotation Marks . . . . .	2-14
Semicolon . . . . .	2-15

## 3. Spelling, Abbreviations, Compounds, and Distinctive Treatment of Words

Preferred Spellings . . . . .	3-1
Abbreviations and Acronyms . . . . .	3-1
Punctuation . . . . .	3-3
Plurals . . . . .	3-4
Compounds and Hyphenation . . . . .	3-4
Italics . . . . .	3-6
Quotations and Dialogue . . . . .	3-7

Run-In and Block Quotations . . . . .	3-9
Permissible Changes to Quoted Material . . . . .	3-9
Lists . . . . .	3-10
Foreign Words and Phrases . . . . .	3-11
Word Division and Line Breaks . . . . .	3-12

#### **4. Geographic Terms**

Capitalization . . . . .	4-1
Abbreviations . . . . .	4-3
Foreign Geographic Terms . . . . .	4-6

#### **5. Numbers**

Express in Words . . . . .	5-1
Express in Figures . . . . .	5-2
Multiple Numbers . . . . .	5-3

#### **6. Dates, Time, and Measurements**

Dates . . . . .	6-1
Time . . . . .	6-3
Measurements . . . . .	6-4

#### **7. Tables, Charts, Maps, and Photographs**

General . . . . .	7-1
Tables . . . . .	7-1
Charts . . . . .	7-2
Photographs . . . . .	7-3
Maps and Diagrams . . . . .	7-3

#### **8. Documentation**

Footnotes and Endnotes . . . . .	8-1
Published Works . . . . .	8-2
Abbreviations, Punctuation, and Capitalization . . . . .	8-5
Archival Material . . . . .	8-9
World Wide Web References and Digital	
Document Collections . . . . .	8-15
Historians Files . . . . .	8-17
Bibliography . . . . .	8-18
Books . . . . .	8-18
Periodicals . . . . .	8-20
Government Publications . . . . .	8-21
Unpublished Works . . . . .	8-21
Arrangement of Entries . . . . .	8-22

## **9. Front and Back Matter**

Books and Monographs . . . . .	9-1
Front Matter . . . . .	9-1
Back Matter . . . . .	9-5
Brochures and Pamphlets . . . . .	9-6

## **10. Indexes**

General . . . . .	10-1
Alphabetizing . . . . .	10-3
Units . . . . .	10-5
Abbreviations . . . . .	10-12
Formatting . . . . .	10-13
Editing . . . . .	10-14

## **Appendix A. Words List**

## **Appendix B. Additional Service Ranks Abbreviations**

## **Appendix C. Rank Insignia of the U.S. Armed Forces**

## **Index**

### **Tables**

1-1. Army Rank Abbreviations . . . . .	1-18
4-1. U.S. State and Territory Abbreviations . . . . .	4-5
8-1. Footnote and Endnote Abbreviations . . . . .	8-6
9-1. Book and Monograph Organization . . . . .	9-2

### **Figures**

9-1. Half Title Page . . . . .	9-7
9-2. Frontispiece . . . . .	9-8
9-3. Title Page . . . . .	9-9
9-4. LOC CIP Data Page . . . . .	9-10
9-5. Advisory Committee Page . . . . .	9-11
9-6. Table of Contents . . . . .	9-12
9-7. Foreword . . . . .	9-16
9-8. Author Bio . . . . .	9-17
9-9. Preface . . . . .	9-18

### **Miscellany**

<i>Candidate for a Pullet Surprise</i> . . . . .	3-15
--	------



## Names and Terms

*I hope I shall possess firmness and virtue enough to maintain what I consider the most enviable of all titles, the character of an honest man.—George Washington*

### General

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

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

**1.2** *Cities, states, provinces, territories.* Capitalize official and shortened names of cities, states, districts, provinces, and territories; lowercase words such as *city*, *district*, and *province* when they precede the name or stand alone.

Baghdad  
Anbar Province  
Adolous District of Ramadi  
New York City; city of New York  
roads through the province

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

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

*but*

congressional  
presidential  
the department  
the council  
the assembly  
the office  
the secretariat  
the staff  
family support group  
family readiness group  
general officer steering committee  
the embassy  
the Truman administration

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

United States government (*but* United States Government Printing Office)  
federal government policy  
government of Afghanistan



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

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

*but*

communism  
socialism  
democratic principles

- 1.6** *Private organizations.* Capitalize the full and shortened names of private organizations.

Microsoft Corporation; Microsoft  
Dell Inc.; Dell  
Lockheed Martin Corporation; Lockheed Martin  
Rand Corporation

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

Afghan National Police  
Northern Alliance  
Civilian Irregular Defense Group

## People

- 1.8** *First and subsequent mentions.* Give the full name including the middle initial (or initials), if any, at first mention of a person in text. Each initial is followed by a period and a space. For military names, see **1.48**.

George H. W. Bush  
William J. Clinton

If the entire name is abbreviated in subsequent mentions, omit periods and spaces.

FDR [Franklin Delano Roosevelt]  
JFK [John F. Kennedy]

**1.9** *Foreign notables.* Cite the names of Chinese notables generally following the pinyin system of romanization.

Mao Zedong, *not* Mao Tse-tung

Zhou Enlai, *not* Chou En-lai

Lin Biao, *not* Lin Piao

*but*

Chiang Kai-shek, *not* Jiang Jieshi

Cite the names of Arab notables that contain the definite article *al* by joining it to the next name with a hyphen.

Sheikh Adil al-Hadithi

Abu Musab al-Zarqawi

Moqtada al-Sadr

Ali al-Sistani

Nouri al-Maliki

Abbas al-Jeboury

Adnan al-Ziruffi

Abdul Majid al-Khoei

Ayman al-Zawahiri

Arab names with Mohammed in them.

Mohammed Bakir al-Hakim

Mohammed Jassim

*but*

Prophet Muhammad

**1.10** *Civilian titles.* Capitalize civilian titles preceding a personal name. Do not use honorific titles, such as Dr. (unless a physician), Mr., Ms., or Mrs., in formal writing. Lowercase titles that follow a personal name or that stand alone. Retain capitalization of specific organizations included in a title. For military titles, see **1.47**.

Governor Robert F. McDonnell; Robert F. McDonnell, governor of Virginia

Maryland Congressman [*not* Representative] Steny Hoyer; the congressman

President Obama; the president

Chief Justice Roberts; John Roberts, chief justice of the United States

Ambassador Rice; the ambassador

Secretary of the Army John M. McHugh; the secretary of the Army; the secretary

Vice President Joseph R. Biden; the vice president  
Under Secretary of the Army Joseph W. Westphal  
Joel D. Meyerson or Meyerson, *not* Dr. Meyerson  
Janice E. McKenney or McKenney, *not* Ms. McKenney

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

The author wishes to acknowledge his indebtedness to C. R.  
Dodwell, Fellow and Librarian of Trinity College, Cambridge.

- 1.11** *Abbreviating titles.* A civil or military title may be abbreviated when it precedes the full name. Preceding the surname alone, however, it is spelled out. For more information on abbreviating military titles in text, see **1.48–51**; in footnotes, see **8.12, 8.18**.

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

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

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

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

**1.13** *Racial, ethnic, and socioeconomic groups.* Capitalize racial, linguistic, tribal, religious, and ethnic names used as nouns and adjectives.

Sunni  
Shi'ite  
Rhade tribesmen  
African American  
Caucasian  
Muslim  
Asian  
Iraqi  
Taliban  
al-Qaeda

*but*

blacks and whites  
mujahideen

## Public Acts and Military Orders

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

Pentalateral Agreement  
Panama Canal Act; Canal Act; the act  
Selective Service Act  
General Orders 23  
U.N. Security Council Resolution  
Treaty on Limitations of Antiballistic Missiles; ABM Treaty; the treaty

*but*

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

**1.15** Do not capitalize generic references to congressional legislation.

agricultural appropriations bill  
lend-lease bill  
military construction appropriation bill

## Publications and Their Parts

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

*Underdevelopment Is a State of Mind*

German Railway Operations Under the United States of America

*The Corps of Engineers: The War Against Germany*

The Asian Experience Outside Indochina

Chapter 7, "Steps Toward Stability"

*From OSS to Green Berets: The Birth of Special Forces*

*but*

"City Offers to Build Housing for Yanks"

*Lessons from the Huk Campaign in the Philippines*

- 1.17** Italicize full or shortened titles of all books, pamphlets, certain Army documents, newspapers, periodicals, journals published for general distribution, works of art, plays, and motion pictures. Italicize titles of CMH monographs and studies printed for limited distribution.

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

*Battleground Iraq: Journal of a Company Commander*

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

*Operations (DA FM 3–0)*

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

*Dictionary of United States Army Terms (WD TM 20–205)*

- 1.18** Do not italicize the title of a series. Do not italicize titles of internal Army documents, such as orders, directives, and memos. Capitalize initial letters of important words, without quotation marks.

*Combat Actions in Korea, Army Historical Series*

United States Army Center of Military History (DA GO 2007–01)

Army Strategic Management Plan (DA Memo 5–4)

Employment of Military Resources in the Event of Civil

Disturbances (DoD Directive 3025.12)

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

Chapter Two, "Research and Development in the Army"

*but*

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

- 1.20** Capitalize references in the text to specific parts of publications when they are followed by a number or letter designation.

Volume 1

Annex B

Section 6

Map 19

Chapter 2

Chart 1

Part 1

Book 2

Table 4

Appendix G

*Do not* capitalize references to the following parts of publications.

page 129

paragraph 10

item 46

footnote 156

- 1.21** *Tables, maps, and charts.* Capitalize and italicize parenthetical references to tables, maps, diagrams, and charts.

*(Map 1)*

*(Table 4)*

## Military

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

U.S. Army; U.S. Army, Europe; the army [referring to a field army];

U.S. soldiers

U.S. Air Force; Air Force; air force [referring to a generic or foreign air force]

U.S. Army Corps of Engineers

U.S. Marine Corps; Marine Corps; U.S. marines; a marine

Regular Army

Confederate army [American Civil War]

Continental navy [American Revolution]

Army of the Republic of Vietnam

South Vietnamese Army; army

Kosovo Liberation Army

Lowercase generic references to individual members of the military.

soldier

reservist

engineers

regulars

national guardsmen

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

Rangers

Army Special Forces

Seabees

Green Berets

Raiders

Marauders

Special Operations Forces

**1.24** Capitalize the formal names of national guard and reserve units.

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

Also capitalize the three reserve categories.

Ready Reserve  
Standby Reserve  
Retired Reserve

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

a reserve officer  
the reserve components  
strategic reserves

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

the Air Force budget  
the Army way is not the Navy way  
the Marine guard

*but*

infantry troops

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

Headquarters, 9th Division  
General Headquarters

*but*

9th Division headquarters  
headquarters of the division



**1.27** Capitalize formal designations for specific political or military alliances.

Multi-National Force–Iraq  
the Coalition  
Free World Military Assistance Forces  
the Allied Powers (in World War II only)

*but*

European powers  
coalition troops; coalition forces

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

Blue armies (maneuvers)  
Force XXI  
Team Bravo  
Company A

**1.29** Do not capitalize common-noun designations when standing alone for army, corps, and lower units.

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

**1.30** Capitalize formal names of wars, battles, conflicts.

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

**1.31** *Code names.* Set U.S. and allied forces code names (such as task forces, operations, plans, exercises, war plans) in caps and small caps.

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

**1.32** Set enemy code names in caps and small caps, and italics.

*NORDWIND*

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

Presidential Unit Citation

Distinguished Service Cross

Medal of Honor

Defense Distinguished Service Medal with four Oak Leaf Clusters

Defense Distinguished Service Medal with oak leaf clusters

Silver Star Medal

Bronze Star Medal

Purple Heart

### Designations of U.S. Army Units and Organizations

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

VII Corps

XVIII Airborne Corps

4th Aviation Regiment

Company A (*not* A Company)

First Army

23d Infantry Division

II Field Force

Troop A, 3d Squadron, 2d Armored Cavalry Regiment

75th Ranger Regiment

1st Battalion, 7th Field Artillery Regiment

299th Support Battalion

Special Troops Battalion, 1st Infantry Division

4th Infantry Division (Mechanized)

101st Airborne Division (Air Assault)

Note: Words in parentheses (such as *Mechanized* or *Air Assault* in the above examples) are not part of the official designation but are descriptions of function usually added by members of units and can sometimes be quite cumbersome. Use of such descriptors is left to the author's discretion.

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

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

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

Note: For units under its purview, John B. Wilson's *Armies, Corps, Divisions, and Separate Brigades*, Army Lineage Series (Washington, D.C.: U.S. Army Center of Military History, 1987) provides an authoritative guide to designations. For smaller units, see the other volumes of the Army Lineage Series. When in doubt, consult the CMH Field Programs and Historical Services Division, Force Structure and Unit History Branch, which is the authority on official unit designations.

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

3d Battalion, 23d Infantry Regiment

75th Ranger Regiment

27th and 35th Infantry regiments

Note: In some cases, the word *regiment* was part of the official designation prior to 1 October 2005. Exceptions include the 90th Quartermaster Regiment and the 75th Ranger Regiment. When in doubt, consult the CMH Field Programs and Historical Services Division, Force Structure and Unit History Branch, which is the authority on official unit designations.

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

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

- 1.38** If the possibility of confusion exists in cases where U.S. military units are deployed alongside units from other countries, identify each unit (U.S. and foreign) by nationality, especially at first mention. See also **1.56**.

**1.39** *Center of Military History.* At first mention of CMH in text, use the full title of U.S. Army Center of Military History; subsequent references may simply state Center of Military History or the Center.

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

U.S. Army Training and Doctrine Command (TRADOC)

U.S. Military Assistance Command, Vietnam (MACV)

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

**1.42** Spell out numbers of U.S. field armies.

Eighth Army

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

XXIV Corps

II Field Force

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

12th Army Group

1st Logistical Command

3d Brigade Combat Team, 4th Infantry Division

2d Battalion, 2d Infantry Regiment

1st Squadron, 14th Armored Cavalry Regiment

17th Fires Brigade

3d Sustainment Command

209th Military Intelligence Company

50th Signal Battalion

90th Military History Detachment

512th Military Police Platoon

**1.45** Do not begin a sentence with a unit number (when given as a figure), whether arabic or roman (such as XV Corps). An acceptable work-around for beginning a sentence with a unit number is inserting *the* in front of the number. Do not spell out the unit number.

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

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

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

### U.S. Air Force

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

### U.S. Navy

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

### U.S. Marine Corps

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

## Rank and Title Designations

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

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

*but, with the article “the,”*

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

- 1.48** *Initial and subsequent text references.* In the initial reference to military personnel in text, give full rank, abbreviated (for exception, see **1.51**), and full name including the middle initial (or initials), if any. Reintroduce military personnel in full each time they are promoted.

Brig. Gen. Joseph E. Green  
Lt. Col. John R. Doe  
R. Adm. John R. Jones  
S. Sgt. William T. Smith  
Col. Benjamin A. "Monk" Dickson  
Bvt. Brig. Gen. Duncan L. Clinch

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

General Green  
Colonel Doe  
Admiral Jones  
Sergeant Smith  
Colonel Dickson  
General Clinch

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

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

- 1.49** Separate a name from the military service or branch to which the individual belongs with commas.

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

- 1.50** *Abbreviation style.* While current military practice is to omit periods and use full capitals for the abbreviated forms of ranks, CMH discourages using such forms as they may be unfamiliar to general readers. Traditional (old style) abbreviations are preferred. *Table 1-1* lists the preferred abbreviations for Army ranks, both in text and in footnotes. See **1.48** for format of a brevetted rank. See Appendix B for abbreviations of other service ranks (Navy, Marines, Air Force). For more information on abbreviating military ranks in footnotes, see **8.12**.

**Table 1-1. Army Rank Abbreviations**

Rank	Abbreviation		Pay Grade
	Text	Footnotes	
General of the Army (5-star)	None	Gen	
General (4-star)	None	Gen	O-10
Lieutenant General (3-star)	Lt. Gen.	Lt Gen	O-9
Major General (2-star)	Maj. Gen.	Maj Gen	O-8
Brigadier General (1-star)	Brig. Gen.	Brig Gen	O-7
Colonel	Col.	Col	O-6
Lieutenant Colonel	Lt. Col.	Lt Col	O-5
Major	Maj.	Maj	O-4
Captain	Capt.	Capt	O-3
First Lieutenant	1st Lt.	1st Lt	O-2
Second Lieutenant	2d Lt.	2d Lt	O-1
Chief Warrant Officer	CWO5	CWO5	W-5
Chief Warrant Officer	CWO4	CWO4	W-4
Chief Warrant Officer	CWO3	CWO3	W-3
Chief Warrant Officer	CWO2	CWO2	W-2
Warrant Officer	WO1	WO1	W-1
Sergeant Major of the Army	SMA	SMA	E-9
Command Sergeant Major	Cmd. Sgt. Maj.	CSM	E-9
Sergeant Major	Sgt. Maj.	Sgt Maj	E-9
First Sergeant	1st Sgt.	1st Sgt	E-8
Master Sergeant	M. Sgt.	M Sgt	E-8
Sergeant First Class	Sfc.	Sfc	E-7
Staff Sergeant	S. Sgt.	S Sgt	E-6
Sergeant	Sgt.	Sgt	E-5
Corporal	Cpl.	Cpl	E-4
Specialist (Fourth Class)	Sp4c. (to 1985) Spec. (modern)	Spec	E-4
Private First Class	Pfc.	Pfc	E-3
Private E-2	Pvt.	Pvt	E-2
Private E-1	Pvt.	Pvt	E-1

**1.51** *No abbreviation.* Never abbreviate the rank of four-star general and above or its equivalent in text. For exception in footnotes, see **8.18**.

General of the Army [five star]  
 Fleet Admiral [five star]  
 Admiral [four star]  
 General [four star]



## Military Equipment, Weapons, Ships, and Aircraft

**1.52** *Types of military equipment.* Capitalize the formal names of types of aircraft, missiles, tanks, weapons, and other military equipment.

Stryker  
Abrams  
Bradley  
Apache  
Black Hawk  
Kiowa Warrior

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

Apache helicopter  
Raven unmanned aerial vehicle  
Javelin antitank missile  
Bradley fighting vehicle  
Barrett sniper rifle

**1.53** *Weapons designations.* Designations for individual weapons, ordnance (ammunition), and weapons systems (tanks, self-propelled artillery) are set with capital letters with no spaces or dashes. Given in brackets are explanations of the kind of weapon or weapon system.

AK47 [assault rifle]  
M1 [tank or rifle]  
M109 [self-propelled artillery]  
T34 [tank]  
M16A2 [rifle]  
M4A2 [tank]

**1.54** *Ships and aircraft.* Italicize names (not types) of ships and aircraft.

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

*but*

a UH-72A Lakota helicopter

**1.55** *Ship and aircraft designations.* Use capital letters and en dashes (not hyphens) in aircraft and ship designations. Given in brackets are explanations of the kind of aircraft or ship.

C-130 [fixed-wing aircraft]

B-52 [fixed-wing aircraft]

BB-61 [battleship]

UH-1 [helicopter]

## Foreign Military Terms, Units, and Ranks

**1.56** *Enemy unit names.* Generally, italicize references to specific enemy units. However, do not italicize enemy unit names in special studies dealing almost exclusively with enemy activities or in works dealing with the more distant past, such as the American Revolution. Do not italicize generic references to enemy military units.

*Republican Guard*

*Iraq's 3d Armored Division*

*People's Army of Vietnam*

*but*

Communist insurgents

**1.57** Do not italicize names of foreign organizations and institutions.

al-Qaeda

Taliban

the Lao Dong Party

al-Jazeera television network

Agence France Presse news agency

**1.58** Translate all foreign (non-English) designations that parallel the American version; otherwise, use the foreign terms.

German *Fuchs* (Fox) chemical reconnaissance vehicle

Fuehrer Begleit Brigade

**1.59** It is permissible to specify nationality if there is some possibility of ambiguity, even if nationality is not part of the official title.

North Vietnamese *5th Division*

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

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

**1.62** Do not italicize foreign titles preceding proper names of individuals.

Capt. Islam Islamabad commanded the Iraqi *VII Corps* logistics installation.

Under the command of Maj. Gen. Maher Rashid, the *Republican Guard Forces Command* and the *III* and *VII Army Corps* attacked the strategic, Iranian-held Al Faw Peninsula.



## Punctuation

*On the page, punctuation performs its grammatical function, but in the mind of the reader, it does more than that. It tells the reader how to hum the tune.—Lynne Truss*

### General

- 2.1** *Space following punctuation.* One space, not two, follows any mark of punctuation, including period, colon, question mark, or exclamation point.
- 2.2** *Parentheses and brackets* should appear in the same font as the surrounding text.

Several *Republican Guard* units (*III Iraqi Corps, 1st Mechanized Division, and 6th Armored Division*) were mentioned in the text. The KPA quickly crushed South Korean defenses at the 38th Parallel and entered Seoul on 28 June. (See *Map 9*.) The officer closed his journal entry by saying, since “the troops were marching & being conscious of my own innocence I rejoined my blatoon [*sic*].”

When a phrase in parentheses or brackets appears on a line by itself, the parentheses or brackets are usually in the same font as the phrase.

*(To be supplied)*

- 2.3** Punctuation marks should appear in the same font as the surrounding text.
- Did the text include a discussion of the sinking of the USS *Arizona*?
- 2.4** *Boldface.* The appropriate use of punctuation marks that follow **boldface** type depends on how the boldface word is used.

**Note:** The following....

**Danger!** Watch for falling rocks.

What’s the point in clicking on **Help**?

## Apostrophe

- 2.5** *Possessives.* In the case of a singular or plural noun not ending in *s*, form the possessive by adding an apostrophe and *s*; for a singular or plural noun ending in *s* or with the *s* sound, form the possessive by adding an apostrophe only.

man's, men's  
prince's, princes'  
Jones', Joneses'  
Dumas'

- 2.6** *Descriptive words.* Do not use an apostrophe after plural words ending in *s* that are more descriptive than possessive (not an indication of personal possession).

an editors handbook  
historians files  
the officers club  
users guide

Note: A slight difference in wording can determine whether a word is descriptive or possessive.

three months of probation    three months' probation  
the Smith children            the Smiths' children  
two-year sabbatical           two years' sabbatical

- 2.7** Generally, the apostrophe should not be used after names of countries and other organized bodies ending in *s*.

United States control  
Massachusetts laws

- 2.8** *Compound nouns.* In compound nouns, apostrophe *s* is added to the element nearest to the object of possession.

quartermaster general's decision  
John White Jr.'s promotion

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

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

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

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

## Brackets

- 2.10** *Editorial changes.* Use brackets in quoted material to enclose editorial interpolation, explanations, translations of foreign terms, or corrections.

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

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

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

- 2.11** *Within parentheses.* Use brackets for internal parentheses.

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

## Colon

- 2.12** *Run-in lists.* Use a colon to introduce a run-in list following a grammatically complete sentence. For additional guidance on lists, see 3.42–47.

The convoy included a total of 20 ships: 2 cruisers, 4 destroyers, 8 cargo transports, and 6 troop carriers.

*but*

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

- 2.13** *Compound titles.* Use a colon to separate parts of a compound title.

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

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

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

**2.14** *Introductory text.* Use a colon to introduce a quotation of more than one sentence.

Brig. Gen. Larry L. Just, Commanding General, 3d Corps Support Command, once said: "How can you argue about deploying medical units? I mean, they're just angels of mercy."

**2.15** *Capitalization following.* When a colon introduces two or more sentences, or when it introduces a speech in dialogue or a quotation, the first word following it is capitalized. See **2.27**, **8.14**.

Major O'Steen would later remark: "We got this mission to go into the center of An Najaf to secure the mosque where al-Sadr was hiding."

When a colon is used within a sentence, lowercase the first word following the colon unless it is a proper name.

USAREUR designated a number of critical tasks: conducting patrols, establishing and operating an observation post, conducting mine clearance, and securing a route.

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

## Comma

**2.16** *Series.* Use a comma between each item within a series of three or more words, phrases, letters, or figures used with *and* or *or*. For use of semicolons in a series, see **2.65**.

the army group, the armies, and the corps

**2.17** *Introductory phrases.* An introductory phrase of any length should be followed by a comma.

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

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

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



- 2.18** *Parenthetical elements.* Use commas to set off parenthetical elements if a slight break is intended. If a stronger break is needed or if there are commas within a parenthetical element, use em dashes (see **2.45**) or parentheses (see **2.48**) instead.

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

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

- 2.19** *Addresses and place names.* Use commas to set off the individual elements in addresses or place names that are run into the text. No comma appears between a street name and an abbreviation such as SW or before a postal code (see also **4.14**).

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

We were treated to a tour of Fort Bragg, North Carolina.

The infantry conducted a demonstration near Seoul, South Korea.

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

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

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

- 2.21** *Corporate suffixes.* Do not use commas around *Inc.*, *Ltd.*, and such as part of a company's name.

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

- 2.22** *Numbers.* Use a comma to set off three-digit units in figures, except serial numbers, dates, and page numbers.

2,309

504,734

3,799,544

**2.23** “*Et al.*” The abbreviation “et al.,” whether used in regular text or (more often) in bibliographic references, should be treated as one would treat the phrase “and his/her colleagues” or “and their group.” When it follows a single item, it requires no preceding or following comma; when it follows two or more names, a second comma should be used. Note that it is not italicized and that no period follows “et” (which is not an abbreviation).

Baumann et al. (2004) was the primary reference used in that chapter.

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

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

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

For guidance on using semicolons to separate independent clauses in a series that contains commas, see **2.63**.

**2.25** *That v. which.* Although *which* can be used restrictively, maintain the distinction between the restrictive *that* (no commas) and the nonrestrictive *which* (commas).

(Restrictive) The commander revealed that three enemy divisions would attack that night.

(Nonrestrictive) The Turkish 1st Brigade, which was attached to the 25th Infantry Division, was just east of the Filipino unit.

(Nonrestrictive) On 7 June, the 15th Infantry replaced the 65th, which went into reserve for rest and refitting.

**2.26** *Adverbial and parenthetical expressions.* Expressions of the *that is* type are usually followed by a comma. They may be preceded by a comma, an em dash, or a semicolon; or the entire phrase being introduced may be enclosed in parentheses or em dashes. When *or* is used in the sense of “in other words,” it is preceded by a comma.

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

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

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

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

**2.27** *Quotations.* Use a comma to set off introductory material preceding a quotation; if preceded by a complete sentence or if the passage consists of more than one sentence (see **2.14–15**), use a colon. If a quotation is introduced by *that*, *whether*, or a similar conjunction, no comma is needed.

It was Emerson who wrote, “Blessed are those who have no talent!” She replied, “I hope you are not referring to me.”

Was it Stevenson who said that “the cruelest lies are often told in silence”?

He is now wondering whether “to hold, as ‘twere, the mirror up to nature.”

**2.28** *Parentheses and brackets.* When the context calls for a comma at the end of material in parentheses or brackets, the comma follows the closing parenthesis or bracket. For formatting guidance, see **2.2**.

The regiment was to include a lieutenant colonel (from Pennsylvania), 2 majors (one from Connecticut and one from Pennsylvania), 8 captains, 10 ensigns, and a chaplain.

Having commanded the 65th for two years (including nine months in combat), Harris looked upon his successor with some disdain. “Conrad told his assistant [Martin], who was clearly exhausted, to rest.”

## Ellipsis Points

- 2.29** Ellipsis points (formed by three spaced periods preceded and followed by a space) indicate the omission of quoted words. They should always appear on the same line (see **3.69**) and may precede or follow other punctuation (see **3.31**, **3.39**). For proper use of ellipsis points in a quoted passage, see **3.30–31**.

## Exclamation Point

- 2.30** Use an exclamation point to indicate an outcry or an emphatic or ironic comment. Use exclamation points sparingly.

The name Honest John came from a Texan who was overheard saying: "Why, around these parts I'm called 'Honest John!'"  
In the evening of 23 July [1776], Baron Cloisen wrote in his diary: "I admire the American troops tremendously!"

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

## Hyphens and Dashes

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

hyphen -  
en dash –  
em dash —  
2-em dash ——  
3-em dash ———

## Hyphen

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

1-800-621-2376  
0-226-10389-7  
My name is Diane; that is D-I-A-N-E.

**2.33** *Compound words.* Use a hyphen to show the combination of two or more words into a single term representing a new idea.

lend-lease  
air-ground teamwork  
dozer-infantry team

*but*

linkup  
airpower  
firepower

**2.34** *Single-letter designation.* Use a hyphen to join a single capital letter to a noun or participle.

D-Day [6 June 1944] *otherwise* D-day  
X-ray  
H-bomb  
H-hour  
U-boat  
T-square  
I-beam  
E-series

**2.35** *Ordnance.* Hyphenate sizes of weapons and ammunition when used adjectively.

105-mm. howitzer  
.45-caliber round  
3.5-inch rocket

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

six- and ten-foot boards  
land- and carrier-based planes

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

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

## En Dash

- 2.38** *Connecting numbers.* Use an en dash to connect numbers and, less often, words. The en dash signifies *up to and including* (or *through*). For the sake of parallel construction, the word *to*, never the en dash, should be used if the word *from* precedes the first element; similarly, the word *and*, never the en dash, should be used if *between* precedes the first element. For use of an en dash to connect consecutive numbers, see **5.13–14**.

The Chinese Civil War of 1945–1949 continued a struggle that had begun in 1927.

For documentation and indexing, see chapters 16–18.

During the 21–23 May meetings, the two commanders in chief agreed upon a united Franco-American strategy.

The legislature voted 101–13 to adopt the resolution.

### *but*

It was the principal field piece of the Army from 1905 to 1917 [*not* from 1905–1917]

A new insular police force was formed between 25 and 27 January 1899 [*not* between 25–27]

Early estimates indicate 5,000 to 10,000 [*not* five–ten thousand or 5–10,000] people were injured in the earthquake.

- 2.39** *Connecting numbers and letters.* Use an en dash to connect combinations of figures, letters, or figures and letters.

1966–1973

CH–54 [helicopter]

G–3 [staff position]

pp. 550–55

B–52 [fixed-wing aircraft]

UH–1D [helicopter]

SS–20 [rocket]

pp. B-2–B-6

- 2.40** *Indicate period of time.* Use an en dash in the absence of *to* when denoting a period of time.

during June–August 1976

18–19 July

- 2.41** Use an en dash alone following a date to indicate that something (a publication or a person's life) is still going on. No space follows the en dash.

Professor Plato's survey (1999–) will cover the subject in the final volume.

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

the post–World War II years

a hospital–nursing home connection

a nursing home–home care policy

a quasi-public–quasi-judicial body (*or, better*, a judicial body that is quasi-public and quasi-judicial)

*but*

non-English-speaking peoples

a wheelchair-user–designed environment (*or, better*, an environment designed for wheelchair users)

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

- 2.43** *Compound of hyphenated place names.* Use an en dash in combinations of place names when any of the units contains a hyphen or consists of more than one word.

Al Fallujah–Baghdad route

Saigon–Cam Ranh Bay road

## Em Dash

- 2.44** Use the em dash to set off a parenthetical material. To avoid confusion, don’t use more than two em dashes in a sentence; if more than two elements need to be set apart, use parentheses (see **2.48**).

- 2.45** Use an em dash (or a pair of em dashes) to set off an amplifying or explanatory element. (Commas or parentheses may perform a similar function; see **2.18**, **2.48**.)

Both divisions operated with three combat commands—A, B, and R (Reserve).

Rochambeau enjoyed a reputation of being level-headed, able to compromise for the sake of mission, and willing to work with fellow officers—all characteristics that were crucial for cooperation with the Americans.

Nevertheless, foot dragging—perceived or real—on the part of the Army usually brought the strongest reaction from the president.

A two-day training exercise during which the soldiers ran patrols, manned observation posts, and had to react to various situations—again facilitated by the noncommissioned officers and officers of the 1st Battalion, 10th Special Forces Group—completed the training.

- 2.46** *2-em dash.* Use a 2-em dash to indicate a name, part of a name, or a word has been omitted. When indicating expletives, use only the first and last letters separated by a 2-em dash.

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

“Oh s——t!” I swallow deep and tell the driver to floor it. We got contact!

- 2.47** *3-em dash.* Use a 3-em dash to indicate that an entire name or word has been omitted in a bibliographic reference (see **8.47**).

Dastrup, Boyd L. *The Field Artillery: History and Sourcebook.*

Westport, Conn.: Greenwood Press, 1994.

———. *King of Battle: A Branch History of the U.S. Army's Field Artillery.* Training and Doctrine Command Branch History Series. Fort Monroe, Va.: Office of the Command Historian, U.S. Army Training and Doctrine Command, 1992.

———. *Modernizing the King of Battle, 1973–1991.* U.S. Army Field Artillery Center and School Monograph Series. Fort Sill, Okla.: Office of the Command Historian, U.S. Army Field Artillery Center and School, 1994.



## Parentheses

- 2.48** Use parentheses to set off material that is less closely related to the rest of the sentence than that enclosed in em dashes or commas. See **2.18**, **2.45**, **2.50**.

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

- 2.49** Do not place a punctuation mark (such as a comma) in front of the opening parenthesis; any necessary punctuation should follow the closing parenthesis. A closing parenthesis should never be preceded by a comma or a semicolon.

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

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

- 2.51** If a parenthetical reference forms a complete sentence, the closing parenthesis follows the period. See **2.55**.

(He issued the order at 1430.)

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

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

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

## Period

- 2.54** A period marks the end of a declarative or an imperative sentence and is followed by a single space.
- 2.55** When a complete sentence is enclosed in parentheses or brackets, the period belongs inside the closing parenthesis or bracket. When the text in parentheses or brackets, even a grammatically complete sentence, is included within another sentence, the period belongs outside.

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

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

## Quotation Marks

- 2.56** *Titles.* Use quotation marks for references to part, chapter, and section titles of published books and titles of maps, charts, tables, illustrations, and appendixes. For documenting bibliographic entries, see **8.37**.

Chapter 2, "A Perspective on Military History"

The table "Growth of the Army" makes this clear.

- 2.57** Use quotation marks to enclose titles of magazine and newspaper articles, exhibits, speeches and lectures, and dissertations and theses. For bibliographic entries, see **8.40–41, 8.44**.
- 2.58** Do not use quotation marks to enclose book series titles and works that are printed but not published for general distribution such as official circulars, orders, bulletins, directives, or reports. Do not use italics (see **1.18**).

Awards of Medal of Honor (WD GO 20)

Army Strategic Management Plan (DA Memo 5–4)

- 2.59** *Coined phrases.* Use quotation marks to alert readers that a term is used in a nonstandard, ironic, or other special sense. For introducing a key new term in text, see **3.22**.

In disk-to-film technology, "repros" are merely revised proofs.

"Child protection" sometimes fails to protect.

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

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

- 2.61** *Punctuation.* Place periods and commas inside quotation marks, whether double or single.

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

“Whatever our sympathies with Germany’s victims might be,”

Skelton argued, “it is incredible that we would tamely accept the role cast for us by some overseas directors.”

- 2.62** Place colons, semicolons, question marks, and exclamation points outside quotation marks (unless the question mark or exclamation point is part of the quoted matter).

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

Whatever became of the “McNamara revolution”?

“Are they ready to cooperate with us?”

## Semicolon

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

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

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

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

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

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

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

**2.66** Use semicolons to separate individual footnote entries (see **8.15**).

## Spelling, Abbreviations, Compounds, and Distinctive Treatment of Words

*Bad spellers of the world, untie!—Graffito*

### Preferred Spellings

- 3.1 CMH uses the latest edition of *Webster's Third New International Dictionary, Unabridged* (Merriam-Webster's), and its abridged version, *Merriam-Webster's New Collegiate, 11th Edition*, as the primary authority on spelling and word usage.

Consult Appendix A for a list of commonly used terms and their preferred treatment.

### Abbreviations and Acronyms

- 3.2 Use abbreviations (particularly acronyms) sparingly. A workable alternative is to use short titles when possible.
- 3.3 Abbreviate in the text only when the abbreviation has become established in ordinary or military usage and occurs frequently in the narrative.

**3.4** The first time an acronym or abbreviation is used in a volume, place it in parentheses after the spelled-out term. It is permissible to reverse this practice when the abbreviation is more familiar than the spelled-out term. In subsequent references, the preferred practice is to use the abbreviation as a modifier, not as a noun. Introducing an acronym one time in a book is acceptable if an Abbreviations section is provided in the back matter. If the book is to be indexed, the reader will have the index as an additional resource that will cite many of the acronyms from the text with their spelled-out versions.

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

Note: Avoid using acronyms and abbreviations in chapter titles and section headings. Wait until first use in text to use the abbreviation and its spelled-out term.

**3.5** *“A” or “an” preceding an abbreviation.* When an abbreviation follows an indefinite article, the choice of *a* or *an* is determined by the way the abbreviation would be read aloud. Acronyms are read as words and, except when used adjectivally, are rarely preceded by *a*, *an*, or *the* (“member nations of NATO”). Initialisms are read as a series of letters and are often preceded by an article (“member nations of the EU”).

- an HQDA directive
- a HMMWV [pronounced *Humvee*]
- a URL reference
- a U.S. Army training exercise
- an NCO
- a NATO meeting
- an ROTC class
- an RPG attack
- an 800 number

- 3.6** Abbreviate parts of publications and documents when mentioned parenthetically, in footnotes, or in lists of references.

an.	[annex]	n.; nn.	[note; notes]
app.	[appendix]	no.	[number]
art.	[article]	p.; pp.	[page; pages]
bk.	[book]	para.	[paragraph]
ch.	[chapter]	pt.	[part]
col.	[column]	sec.	[section]
ed.	[edition, editor]	ser.	[series]
fig.	[figure]	vol.	[volume]
item	[no abbreviation]		

## Punctuation

- 3.7** Use periods in lowercase abbreviations employed in the text; use no periods with abbreviations that appear in full caps, whether two letters or more. Except a.m. and p.m., the preferred practice in formal writing is to spell out lowercase abbreviations in the text. For exceptions in footnotes, see **8.17**.

p.  
e.g.  
etc.  
p.m.  
vol.  
et al. [*et* is not an abbreviation; *al.* is the abbreviation for *alii*]  
AUSA  
NATO

- 3.8** Use periods when abbreviating academic degrees (B.A., M.S., Ph.D.).

- 3.9** Use periods when abbreviating *U.S.* and *U.K.* The abbreviation is permissible when used as an adjective, but spell out *United States* when used as a noun.

U.S. dollars  
U.S. involvement in Asia

*but*

He was born in the United States.

## Plurals

- 3.10** To form the plural of capital letters used as words, abbreviations that contain no interior periods, and numerals used as nouns, simply add *s*.

the three Rs  
the 1990s  
ICBMs  
vol., vols.  
URLs  
ed., eds.  
1960s  
TOEs  
twos and threes

*but*

p. [page], pp. [pages]  
n. [note], nn. [notes]

- 3.11** To avoid confusion when forming plurals of lowercase letters and abbreviations containing two or more interior periods or where both capital and lowercase letters are used, add an apostrophe and an *s*.

*x*'s and *y*'s  
M.A.'s and Ph.D.'s

## Compounds and Hyphenation

- 3.12** Hyphenate words combined to form a unit modifier immediately preceding the word or words modified if the unit modifier is hyphenated in the latest edition of *Webster's* or if the meaning would not be clear without the hyphen.

long-term loan  
well-known man  
service-connected disability

*but*

civil rights case  
flood control project



**3.13** Do not hyphenate a two-word unit modifier when the first element of the modifier is an adverb ending in *ly* or if the first element of a three-word modifier is an adverb that modifies the noun.

a highly successful action

**3.14** Do not hyphenate unit modifiers that are proper names, organizations, and military units.

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

**3.15** In general, do not hyphenate prefixes. For exceptions, see **3.16–19**.

antiaircraft  
postwar  
semiofficial  
counterintelligence  
outnumbered  
subsection  
coordinate  
reenlistment  
transship

**3.16** Hyphenate the prefix *ex* and the combining form *self*. Hyphenate the adjective *quasi* when combined with another adjective, but write it as a separate word when modifying a noun.

ex-governor  
quasi-judicial  
self-interest  
quasi argument

**3.17** Hyphenate to join duplicating prefixes and to join a prefix or initial combining forms to a capitalized word.

sub-subcommittee  
trans-African

*but*, per **3.1**,

transatlantic  
transpacific

**3.18** Hyphenate to avoid tripling a consonant or doubling a vowel except after the short prefixes *co*, *de*, *pre*, *pro*, and *re*.

bell-like  
semi-independent  
hull-less  
anti-inflation

*but*

reenlist  
cooperation

**3.19** Hyphenate to avoid ambiguity.

re-form [a unit]  
re-create [create again]  
pre-position

**3.20** In general, do not hyphenate suffixes; except see **3.21**.

clockwise  
twentyfold  
warlike

**3.21** Hyphenate *elect* and *odd*

president-elect  
twenty-odd

## Italics

**3.22** Set in italics any words singled out as terms. Thereafter, set in roman.

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

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

*The USS Henrico is pictured on the right.*

**3.24** Do not italicize the possessive portion of an italicized word or phrase.

the *101st Regiment's* commander  
the *Eltinge's* deck.

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

the letter *q*

a lowercase *n*

a capital *W*

The plural is usually formed in English by adding *s* or *es*.

He signed the document with an *X*.

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

**3.26** Do not italicize letters that are used to represent shapes; capitalize and set in roman type (an *S* curve, an *L*-shaped room).

**3.27** Do not italicize commonly used Latin terms. For further guidance on treatment of foreign words and phrases, see **3.48–52**.

ad hoc

c.

cf.

de facto

e.g.

et al.

etc.

habeas corpus

i.e.

ibid.

idem

passim

viz.

v.

*but*

Italicize *sic*.

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

## Quotations and Dialogue

**3.28** Rekey all quoted material *exactly* as in the original. Avoid exceedingly long quotations or many quoted single words or phrases. If a quotation of several pages is necessary, consider making it an appendix. For permissible changes to quoted material, see **3.37–41**.

**3.29** *Permission to reprint.* If an author quotes from any copyrighted publication to an extent of 500 words or more, written permission must be obtained from the publisher to use the quoted passages.

**3.30** Use ellipsis points (three spaced dots) to indicate omissions within a quoted passage. For formatting ellipsis points, see **2.29**. For other punctuation with ellipsis points, see **3.39**.

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

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

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

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

**3.32** Direct quotations of any length require separate footnotes. Place the footnote reference number at the end of a sentence regardless of where the quotation falls within the sentence. For additional guidance on footnotes, see **8.4**.

**3.33** A quotation may be introduced with *that* when the quoted material is used as a syntactical continuation of the introductory text (in such cases the quotation begins with a lowercase letter even if the original is a complete sentence); use a colon with terms such as *wrote*, *declared*, or *reported*. A colon should be used if the introductory text is a complete sentence.

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

General March reported: “At the time the armistice with Germany was signed. . . .”

## Run-In and Block Quotations

- 3.34** *Run-in quotations.* Quotations constituting fewer than five lines of text (in the final page layout) should be run in with the text and enclosed in quotation marks.
- 3.35** *Block quotations.* Quotations of five or more lines (in final page layout) should be separated from surrounding text and set as block quotations. A block quotation should be set in a type size one or two points smaller than the main body text and indented from both margins. The block quotation is set apart from the surrounding text with extra spacing above and below the quoted material. Do not indent the first line of a block quotation (even if the quoted material is indented). If the quotation includes more than one paragraph, indent the second and subsequent paragraphs.
- 3.36** Use double quotation marks rather than single to indicate a quoted phrase within a block quotation.

## Permissible Changes to Quoted Material

- 3.37** Single quotation marks may be changed to double, and double changed to single.
- 3.38** The first letter may be changed to a capital or a lowercase letter.
- 3.39** The final period may be omitted or changed to a comma as required, and punctuation may be omitted where ellipsis points are used.
- 3.40** When quoting text that contains notes and note reference marks, the original notes and reference marks may be omitted and summarized in the accompanying text. Alternatively, the original notes may be addressed in an accompanying footnote with an explanatory comment, such as “Johnson cites Nelson and Gateman.”

**3.41** Obvious typographic errors may be corrected silently (without comment or *sic*) whereas the idiosyncratic spelling in passages quoted from older works is generally preserved.

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

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

## Lists

**3.42** Avoid using numbered lists except when describing specific ordered steps in a process.

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

**3.44** Introduce a bulleted or numbered list with a colon (regardless of whether the introductory material is a phrase or complete sentence) and capitalize the first word in each list item.

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

- Exercising the base camp reaction force
- Responding to media queries, both approved and unapproved
- Responding to civilian requests for food
- Protecting European Union sanctions enforcement personnel
- Conducting VIP briefings
- Reinforcing a temporary observation post
- Responding to hostile Macedonian civilians

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

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

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

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

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

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

**3.47** *Numbered lists in running text.* Use parentheses to set off numbered items in running text. Use the same punctuation that would be used if the numbers and parentheses were not there. For guidance on introducing the list, see **2.12**.

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

## Foreign Words and Phrases

**3.48** Do not italicize foreign words and phrases that are familiar to most readers or are listed in *Webster's*. For Latin terms, see also **3.27**.

a priori  
apartheid  
apropos  
avant-garde  
blitzkrieg  
bonafide  
coup d'état  
machismo

**3.49** Italicize foreign words or phrases that are likely to be unfamiliar to the reader. If a translation follows a foreign word or phrase, enclose the translation in parentheses, but in quoted material use brackets. For foreign military terms, see **1.56–62**. For foreign geographic terms, see **4.15–17**.

He said *une poêle* (frying pan), not *un poêle* (stove).

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

Stratemeyer wrote: “We stand ready to assist again when and if the occasion arises. Maná del Cielo [Manna from Heaven] will arrive pronto.”

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

**3.51** Do not italicize foreign proper nouns.

A history of the Comédie-Française has just appeared.

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

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

## Word Division and Line Breaks

**3.53** Do not divide short words (five or fewer letters).

**3.54** Do not divide one-syllable words (*bombed, aimed, prayer*).

**3.55** Do not divide words leaving a single letter either at the beginning or end of a line (*o-ver, e-ven, u-nite*).

**3.56** Do not carry two-letter end syllables to the next line (*clin-ic, surpris-es, loss-es*).

**3.57** Divide words according to pronunciation. When in doubt, consult *Webster’s*.

democ-racy *or* de-mocracy [*not* demo-crazy]

**3.58** Wherever possible, words should be divided after prefixes and at the natural breaking point for solid compound words (*pre-cursor, bombard-ment, key-board, heli-copter*).



**3.59** Hyphenated compounds should be divided only at the hyphen.

Japanese-American [*not* Japanese-Ameri-can]  
Bosnia-Herzegovina [*not* Bosnia-Herzegovinia]  
self-determination [*not* self-determina-tion]

**3.60** Do not break proper nouns, especially personal names, if at all possible. If a break within a name is needed, consult *Webster's* for guidance.

A personal name with one or more middle initials should be broken *after* the initial or initials. Avoid a break before a number, *Jr.*, or *Sr.*

Frederick L. / Anderson  
M. F. K. / Fisher  
Eliz- / abeth II) [if absolutely necessary]

**3.61** Do not break large numbers expressed as numerals.

**3.62** Do not break abbreviations used with numerals.

24°F.  
6:35 p.m.

**3.63** Do not separate a number or letter, such as (*3*) or (*B*), used in a run-in list from the beginning of what follows it. If it occurs at the end of a line, it should be carried over to the next line.

**3.64** In dates, do not separate the month from the day, regardless of which dating style is used—military (preferred) or traditional.

30 March / 2008 [*not* 30 / March 2008]  
April 17, / 1988 [*not* April / 17, 1988]

**3.65** Do not separate references to specific parts of a publication (such as Chapter 6, Volume II, page 45, Map 3, Table 12) from the associated numerical designations, such that the number begins the next line of text.

**3.66** If it becomes necessary to break a URL or an e-mail address, do not use a hyphen. The break should be made between elements (after a colon, a slash, a double slash, or the @ symbol) but before a period or any other punctuation or symbols. To avoid confusion, in URLs containing hyphens, don't break at the hyphen.

```
http://  
www.history.army.mil/bookshelves.html
```

*or*

```
http://www  
.history.army.mil/bookshelves.html
```

*or*

```
http://www.history.army.mil/book  
shelves.html
```

**3.67** Do not allow more than three succeeding lines to end in hyphens.

**3.68** Do not break a word at the end of a carryover page (an odd-numbered page where the reader must turn the page to read the rest of the word). It is permissible to break a word at the end of a column or facing page; however, this practice should be avoided.

**3.69** Do not break a line in the middle of a set of ellipsis points.

**Candidate for a Pullet Surprise**

*Mark Eckman and Dr. Jerrold H. Zar*

Eye halve a spelling chequer  
It came with my pea sea  
It plainly marques four my revue  
Miss steaks eye kin knot sea.

Eye strike a key and type a word  
And weight four it two say  
Weather eye am wrong oar write  
It shows me strait a weigh.

As soon as a mist ache is maid  
It nose bee fore two long  
And eye can put the error rite  
Its rare lea ever wrong.

Eye have run this poem threw it  
I am shore your pleased two no  
Its letter perfect awl the weigh  
My chequer tolled me sew.



## Geographic Terms

*Anybody who believes that the way to a man's heart is through his stomach flunked geography.*—Robert Byrne

The CMH Histories Division cartographer, in consultation with the U.S. Board on Geographic Names, is the final authority on the proper form and spelling of geographic terms. For assistance with specific geographic terms, consult the CMH Histories Division, Historical Products Branch.

### Capitalization

- 4.1** Capitalize specific geographic features that are formally part of a proper name.

Euphrates River  
Tora Bora Mountains  
Persian Gulf  
Gulf of Tonkin  
Shin Narai Valley  
Shamali Plains  
Subic Bay

*but*

the Pacific coast  
the Georgia mountains

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

Port of Kuwait  
Pearl Harbor

*but*

the port at Qui Nhon

- 4.3** Capitalize words such as *fort*, *camp*, *combat outpost*, and *landing zone* when part of a proper name, both singular and plural.

Fort Lesley J. McNair  
Camp Enari  
Combat Outpost Rabi  
Forward Operating Base Pacesetter

- 4.4** Capitalize general political and military area names that are typically capitalized in common usage; lowercase names of geographical areas.

Sunni Triangle

French Indochina

Eastern Europe [political sense, Cold War]

the North [referring to North Vietnam or North Korea or the region during the Civil War]

Middle East

Central Asia

the East [the Orient]

*but*

northern Baghdad

northern China

the east coast of Mexico

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

International Zone

Green Zone

McNamara Line

European Theater of Operations

17th Parallel

Demilitarized Zone

Hill 601

*but*

the British sector

theater of operations

European theater

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

Times Square  
Empire State Building  
Route 4  
Kinh Xang Canal  
Golden Gate Bridge

*but*

Wonju-Hoengsong road [indicating unnamed road between the two places]  
the Han River bridge [generic]  
the canal

## Abbreviations

- 4.7** *U.S. states and territories.* Spell out the names of states, territories, and possessions of the United States in text when standing alone and when following the name of a city (except for D.C.). Only use the two-letter, no-period state abbreviations when followed by a zip code. (Note that some states and territories are never abbreviated.) See *Table 4-1* for a list of acceptable abbreviations for states and territories.

- 4.8** Abbreviate place names with *Saint* in text.

St. Louis  
St. Paul  
St. Lawrence

- 4.9** Do not abbreviate *county*, *fort*, *point*, or *port* in text; but, where space is at a premium, it is permissible to do so in tables, charts, and footnotes. *San* and *Santa* (e.g., San Diego, Santa Barbara) are never abbreviated.

Fort Myer  
Port Arthur

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

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

Note: Generic terms as elements of geographic names should be abbreviated only where space is at a premium (such as tables and maps).

- 4.11** Do not abbreviate names of countries (except USSR) when used as nouns. Nouns used as modifiers, particularly in organizational designations, may be abbreviated.

the United States  
U.S. Army Center of Military History  
the Republic of Korea

- 4.12** If necessary for space consideration in tables, maps, and charts, country names may be abbreviated. Do so with care, however, because no universal standard exists for country name abbreviations. Provide a key to any abbreviations that are used; either in the overall list of acronyms and abbreviations for the entire text or in source/reference material immediately following the table, map, or chart.

- 4.13** In mailing addresses, tables, maps, and the like, use the following abbreviations:

Ave.	Bldg.
Bld.	Ct.
Dr.	Expy.
Hwy.	La.
Pkwy.	Pl.
P.O. Box	Rd.
Rm.	Rte.
Sq.	St.
Ste.	Terr.

- 4.14** Follow single-letter compass points that accompany a street name with a period. Two-letter compass points do not require a period. Note that, when used in an address, the abbreviations *NE*, *NW*, *SE*, and *SW* remain abbreviated even in text with no commas separating them from the street name. See also **2.19**.

1060 E. Prospect Ave.  
456 NW Lane St.

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

Never abbreviate a compass point that is the name (or part of the name) of a street or a place name (e.g., South Ave., Northwest Hwy., South Shore Dr., West Bend, East Orange).



**Table 4-1. U.S. State and Territory Abbreviations**

State/Territory	Abbreviation		State/Territory	Abbreviation	
	Short	Long		Short	Long
Alaska	AK	Alaska	Montana	MT	Mont.
Alabama	AL	Ala.	North Carolina	NC	N.C.
Arkansas	AR	Ark.	North Dakota	ND	N.Dak.
American Samoa	AS	American Samoa	Nebraska	NE	Neb.
Arizona	AZ	Ariz.	New Hampshire	NH	N.H.
California	CA	Calif.	New Jersey	NJ	N.J.
Colorado	CO	Colo.	New Mexico	NM	N.Mex.
Connecticut	CT	Conn.	Nevada	NV	Nev.
District of Columbia	DC	D.C.	New York	NY	N.Y.
Delaware	DE	Del.	Ohio	OH	Ohio
Florida	FL	Fla.	Oklahoma	OK	Okla.
Georgia	GA	Ga.	Oregon	OR	Ore.
Guam	GU	Guam	Pennsylvania	PA	Pa.
Hawaii	HI	Hawaii	Puerto Rico	PR	Puerto Rico
Iowa	IA	Iowa	Rhode Island	RI	R.I.
Idaho	ID	Idaho	South Carolina	SC	S.C.
Illinois	IL	Ill.	South Dakota	SD	S.Dak.
Indiana	IN	Ind.	Tennessee	TN	Tenn.
Kansas	KS	Kans.	Texas	TX	Tex.
Kentucky	KY	Ky.	Utah	UT	Utah
Louisiana	LA	La.	Virginia	VA	Va.
Massachusetts	MA	Mass.	Virgin Islands	VI	Virgin Islands
Maryland	MD	Md.	Vermont	VT	Vt.
Maine	ME	Maine	Washington	WA	Wash.
Michigan	MI	Mich.	Wisconsin	WI	Wisc.
Minnesota	MN	Minn.	West Virginia	WV	W.Va.
Missouri	MO	Mo.	Wyoming	WY	Wyo.
Mississippi	MS	Miss.			

## Foreign Geographic Terms

**4.15** Do not italicize foreign geographic names.

**4.16** Translate foreign common nouns such as *river*, *peninsula*, *canal*, *channel*, and *bay* in names of well-known or commonly translated features.

Bay of the Seine  
Mekong River

*but*

Cap de la Hague  
Song Thai Binh

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

Hammam al Alil, a facility south of Mosul  
Ap Bac, a village near . . .  
Rach Ba Rai, a stream flowing into . . .  
Nui Ba Den, a mountain near . . .

**4.17** If a place is not named on an official map but received a name as a result of a military operation, use the name that appears in the military records of the operation.

## Numbers

*There is no safety in numbers, or in anything else. —James Thurber*

### Express in Words

- 5.1** Spell out whole numbers from one through one hundred, and any number beginning a sentence.

Thirty-two soldiers from eleven divisions attended the three-day course.

The property is held for ninety-nine years.

The three new parking lots will provide space for 542 more cars.

- 5.2** Spell out round numbers of one million and above, whether used exactly or as approximations.

The work cost about a million dollars.

- 5.3** Spell out simple fractions.

one-half yard

three-quarters finished

two-thirds of the staff

- 5.4** Spell out whole numbers and fractions if short, or use numerals.

three and one-quarter miles

The report was issued on  $8\frac{1}{2}$  x 11 paper.

That wall was exactly 6 feet  $5\frac{1}{4}$  inches high.

When expressing fractions in numerals, set the numerator over the denominator as in the examples used above (*not*  $8\ 1/2$  x 11).

**5.5** See 5.1 and apply when two numbers are expressed together in a sentence and they are both under one hundred.

The engineers required fourteen twenty-inch beams to finish the job.  
The division had two five-ton trucks in the shop to be repaired.

## Express in Figures

**5.6** Use figures for clock time, dates, compound measurement, decimals, degrees, money, certain military units, numbers used in conjunction with D-day and H-hour, and page, chapter, and volume numbers. For military dates, see 6.1; and time, see 6.9.

**5.7** When indicating round sums of money, of a million or more, use a combination of figures and words.

\$1.5 million [*not* \$1,500,000]

**5.8** Use figures for numbers of 101 to 999,999, and related numbers in a passage when the greatest is 101 or higher.

of the 125 rifles, only 15 were repairable

**5.9** Use commas in figures containing four or more digits, except serial numbers, dates, and page numbers.

3,001  
54,988  
56,743,293

**5.10** Use figures for numbers of more than one word when used in unit modifiers.

155-mm. howitzer  
77-year-old man

*but*

three-year-old truck  
twenty-inch beam

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

the five soldiers had 20 percent of the ammunition

**5.12** When using ordinal numbers, omit the letters *n* and *r*.

22d Brigade  
23d Division

- 5.13** If each of two consecutive numbers is less than a hundred, give the second number in full.

pp. 50–55

- 5.14** In connecting consecutive numbers greater than one hundred, omit hundreds from the second number unless the second number has a different hundred base or the omission would result in joining three ciphers. For connecting consecutive dates, see **6.6**.

395–97

501–07

272–92

*but*

395–402

200–203 [*not* 200–03]

## Multiple Numbers

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

Sixty to seventy-five acres were destroyed.

- 5.16** Numbers that form a pair or a series referring to comparable quantities within the series should be treated consistently.

Several buildings—one of 103 stories, two of more than 600, and five of only 5—were targeted by the terrorists.

The population grew from an initial 15,000 in 1990 to 21,000 by 2000 and 34,384 by 2001.

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

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

This rule applies to ordinal numbers as well.

The restaurant on the forty-fifth floor has a splendid view of the city. She found herself in 125th position out of 230 applicants.

The twenty-second and twenty-third days of the operation were marked by renewed attacks.



## Dates, Time, and Measurements

*We must not allow the clock and the calendar to blind us to the fact that each moment of life is a miracle and a mystery.—H. G. Wells*

### Dates

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

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

On 1 August 2003, General Schoomaker succeeded General Shinseki as chief of staff.

Another 105-mm. howitzer battalion was organized for the division in October 1943.

Benedict Arnold, the American traitor, arrived in Portsmouth on New Year's Day 1781.

According to his report, "the April 1, 2000, press conference elicited little new information."

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

the Fourth of July  
September 11th

- 6.3** Abbreviate months and days of the week only in tables, charts, and footnotes (where space is typically at a premium). For appropriate abbreviations, see **6.4–5**.

29 Jun 1976  
3 Sep 2001

*not*

29 June 76  
3 Sept 01

Do not use all-figure dating (such as 6-8-07 or 6/8/07) to avoid confusion.

- 6.4** When the names of months must be abbreviated for space considerations, use the following three-letter abbreviations. (Note: Omit periods in footnotes; see **8.12**.)

Jan.	Jul.
Feb.	Aug.
Mar.	Sep.
Apr.	Oct.
May	Nov.
Jun.	Dec.

- 6.5** When days of the week must be abbreviated, use the following abbreviations. (Note: Omit periods in footnotes; see **8.12**.)

Sun.  
Mon.  
Tues.  
Wed.  
Thurs.  
Fri.  
Sat.

- 6.6** In connecting consecutive dates, use all four digits for the years separated by an en dash (see **2.39**).

1880–1895  
1997–2004  
2000–2001

*not*

1880–95  
1900–06



- 6.7** Do not capitalize the term *fiscal year*. When abbreviating, use the following convention: FY YYYY.

FY 2008

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

twentieth-century artillery  
mid-eighteenth-century officers

*but*

the uniforms were nineteenth century

## Time

- 6.9** Indicate time in connection with military activity on the 24-hour basis. It is not necessary to add the word *hours*. If a volume does not deal with battlefield activity, it is permissible to refer to time in the standard manner.

Action started at 0845.  
Congress recessed at 11:15 p.m.

- 6.10** Do not use *at about* to indicate an approximate designation of time. *About* is sufficient: “about 0600.”

- 6.11** In specifying time before or after D-day or H-hour, give the unit of time following the numerals only if the unit is different from that symbolized by the letter. “D plus 120” means 120 days after D-day. “H minus 4” means four hours before H-hour.

*but*

D plus 4 months  
H minus 4 minutes

Note: Write out *plus* and *minus* in text rather than using symbols.

- 6.12** The following abbreviations are used in text and elsewhere.

a.m.  
p.m.

The abbreviations *a.m.* and *p.m.* should not be used with *morning*, *afternoon*, *evening*, *night*, or *o'clock*, nor should they be used when using the 24-hour (military) time reference (use either 3:30 p.m. or 1530). Avoid redundancy, as in “0600 in the morning.”

**6.13** Time zones, where needed, are usually given in parentheses—for example, 4:45 p.m. (CST).

EST	eastern standard time
EDT	eastern daylight time
CST	central standard time
CDT	central daylight time
MST	mountain standard time
MDT	mountain daylight time
PST	Pacific standard time
PDT	Pacific daylight time
ZULU	Greenwich mean time

## Measurements

**6.14** Do not abbreviate or use symbols for most units of measure. Also choose one form of measurement, either metric or U.S. system, and use it consistently throughout the manuscript.

15 kilometers  
5 feet 8 inches

*but*

105-mm. howitzers  
12.7-cm. gun  
30-pounder Parrott rifle

**6.15** Use symbols to express latitude and longitude.

latitude 52°33'05" north  
longitude 128°15'12" west  
longitudes 165° west and 170° east

Note: Use primes (') and double primes ("), not quotation marks (',").

**6.16** Use figures and a degree symbol to express temperature.

32°F

Note: Degree symbol immediately precedes abbreviation for Fahrenheit or Celsius; abbreviation requires no period and no spacing between elements.

## Tables, Charts, Maps, and Photographs

*Treat your friends as you do your pictures, and place them in their best light.—Jennie Jerome Churchill*

### General

- 7.1** Insert references to tables, charts, and maps at applicable portions of text. References should be capped, italicized, and enclosed within parentheses. (Do not italicize parentheses; see 2.2.)
- (Chart 3)  
(Table 2)  
(Map 5)
- 7.2** Reference to an illustration that does not appear on the same, facing, or next page should add the word *See*.
- (See Table 2.)  
(See Map 5.)
- 7.3** Keep unnumbered tables, charts, and maps to a minimum.

### Tables

- 7.4** Number tables sequentially throughout the work using arabic numerals followed by an em dash and the title in initial caps.
- Table 20—Distribution of Infantry OCS Quotas Among Major Categories
- 7.5** Any applicable date or period of time should immediately follow the main words of the title, preceded by a comma.
- Table 15—Armored Division Artillery, 1940–1945
- 7.6** Units of measure applicable to the entire table should be given either in the title or directly below the title in parentheses and in upper and lower case, as (*Millions of Dollars*). Units of measure applicable to only some of the columns of the table should be shown in the applicable column headings.

- 7.7 All columns, including the stub (the guiding entries in the left-hand column), should have headings and are set in initial caps.
- 7.8 Use boxed headings in tables having more than two columns. Use vertical lines for columns, and horizontal lines at the top and bottom of the table, whenever there are boxed headings.
- 7.9 For column totals, indent the word *Total* from the left-hand margin. Indent subtotal captions halfway between the margin and the total caption.
- 7.10 Where space is at a premium, abbreviate units of time, military units, rank, and units of measurement. (Omitting periods is permissible, if necessary.) Abbreviate consistently within each table, or not at all. Avoid symbols, such as % and #, and the abbreviation for number (*No.*) in column headings.
- 7.11 Use superscript letters (<sup>a, b, c</sup>) for table footnote references.
- 7.12 List the source of the data in the table directly below the footnotes, separated by a space. Follow the word *Source* (italicized, initial capped, and indented) with a colon.
- 7.13 If a table continues beyond a single page, repeat the table number, the full title, and the column headings. Place the word *Continued* after the title in parentheses.

Table 10—Artillery Organization, 1877 (Continued)

## Charts

- 7.14 Use arabic numerals to number charts. Set title and indicate sources in the same form as prescribed for tables. (See 7.4, 7.5, 7.12, 7.13.)
- 7.15 Use superscript letters (<sup>a, b, c</sup>) for chart footnote references.

## Photographs

**7.16** *Captions.* Photograph captions may be either phrase or sentence style. Full sentence captions require a terminal period; phrase style requires no period. Strive to maintain consistency within a particular work.

**7.17** Photograph captions are set directly below the photograph. Caption text may be set in either roman type or italics. When using italics, caption text that would otherwise be set in italics should be set in roman type to distinguish from italicized text.

The American Soldier, 1781, by *H. Charles McBarron*

**7.18** When including editorial references, direction, notes, and the like in captions, enclose in parentheses and set in either roman type (if the remainder of the caption is set in italics) or italics (if the remainder of the caption is roman).

*General Kennedy (right) with Lt. Gen. William F. Cassidy in June 1968 Army engineer project in Turkey included the barracks in Cakmakli and a water tower (inset) under construction in Izmit.*

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

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

## Maps and Diagrams

**7.19** Number maps in sequential order throughout. Capitalize the word *Map*, italicize the entire reference, and place below the map (flush with either left or right edge of map).

*Map 9*

**7.20** Set diagram titles in roman and initial caps. Format diagram titles same as table titles. (See **7.4**, **7.5**, **7.13**.)

Diagram 4—Riverine Operation and Base Defense



## Documentation

*First you're an unknown, then you write one book and you move up to obscurity.—Martin Myers*

The following sections on documentation provide general rules and advice for citing sources in a consistent and informative way. Refer to the *Chicago Manual of Style* 16th edition for help with specific citation issues not addressed here.

### Footnotes and Endnotes

- 8.1 *Footnotes v. endnotes.* By definition, footnotes appear at the foot of the page, and endnotes appear at the end of a chapter or book. CMH prefers footnotes over endnotes for ease of reference for the historical scholar. When endnotes are used, they should appear at the end of each chapter rather than grouped together at the end of the book.
- 8.2 Number footnotes consecutively throughout a chapter. Restart numbering with each new chapter.
- 8.3 Discursive portions of footnotes should follow the same editorial style as the main text.
- 8.4 Direct quotations require separate footnotes. Place footnote reference numbers for a direct quotation at the end of the sentence that contains the quotation.

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

*not*

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

## Published Works

- 8.5** Give full details of *published* volumes at first mention in the work. Give full details of *unpublished* works at first mention in each chapter of the study. Subsequent mentions (within the volume or chapter, respectively) may be more concise. See **8.34–38** for bibliographic format.

### First note citations

Wesley Clark, *Winning Modern Wars: Iraq, Terrorism, and the American Empire* (New York: Public Affairs, 2003), p. 47.

Mark J. Reardon, "Unanticipated Battle: Musayyib—July 2006," in *Tip of the Spear: U.S. Army Small-Unit Action in Iraq, 2004–2007*, ed. Jon T. Hoffman, Global War on Terrorism Series (Washington, D.C.: U.S. Army Center of Military History, 2009), pp. 105–27.

Maj. Gen. Joseph A. McChristian, *The Role of Military Intelligence, 1965–1967*, Vietnam Studies (Washington, D.C.: Department of the Army, 1974).

Department of the Army (DA) Field Manual (FM) 17–100, *The Armored Division and Combat Command*, chg. 1, June 1959, p. 23.

Army Regulation (AR) 350–25, *Civil Affairs Training*, April 1967, p. 1.

War Department (WD) Technical Manual (TM) 20–205, *Dictionary of United States Army Terms*, January 1944, p. 159.

### Subsequent (shortened) citations

Clark, *Winning Modern Wars*, p. 47.

Reardon, "Unanticipated Battle," pp. 105–27.

Mark D. Sherry, "Fighting in the Valley of Peace: Najaf—August 2004," in Hoffman, *Tip of the Spear, Iraq, 2004–2007*, pp. 65–83.

McChristian, *Role of Military Intelligence*, p. 1.

DA FM 17–100, *Armored Division and Combat Command*, chg. 1, June 1959, p. 23.

AR 350–25, *Civil Affairs Training*, April 1967, p. 1.

WD TM 20–205, *Dictionary of U.S. Army Terms*, January 1944, p. 159.

If the title of a work is altered, other than shortened, in subsequent references, add the phrase "hereafter cited as" at the end of the first full citation.

C. Ford Worthington, ed., *The Journals of the Continental Congress, 1774–1789*, 34 vols. (Washington, D.C.: Government Printing Office, 1904–1937), 3:124 (hereafter cited as JCC).



**8.6** *Government publications and public documents.* See **8.43** for bibliographic format.

U.S. Congress, Senate, Committee on Judiciary, *Contract Hardship Claims: Hearings on S. 1947*, 79th Cong., 2d sess., 1946, p. 31.

U.S. Congress, Senate, Permanent Subcommittee on Investigations of the Committee on Government Operations, *Staff Study of Major Riots and Civil Disorders—1965 Through July 31, 1968*, 90th Cong., 2d sess., pp. 6–14.

U.S. Congress, Senate, *Riots, Civil and Criminal Disorder*, Hearings Before the Permanent Subcommittee on Investigations of the Committee on Government Operations, 90th Cong., 2d sess., 91st Cong., 1st and 2d sess., 1967–1970 (25 pts. and 2 interim Rpts), pt. 5, p. 1302.

*Food Security Act of 1985*, HR 2100, 99th Cong., 1st sess., *Congressional Record* 131 (8 October 1985): H 8461.

Transcript, Broadcast by Brig Gen Hudson Austin over Radio Free Grenada, 19 Oct 83, approximately 2230, in *Congressional Record* (27 March 1984): S 3729–S 3780.

U.S. Department of State, *Trade Expansion Act of 1962*, Commercial Policy Series, no. 196, pp. 21–25.

**8.7** *CMH publications.* As foreshadowed in **8.5**, CMH books have slightly more rules on citation: include the series title (not the subseries) from the title page if the book is in a series, list the publisher as U.S. Army Center of Military History (not Office of the Chief of Military History because all CMH books have been reprinted bearing that on the title page), but give the year of the first printing (on the back of the title page), unless the reprint edition referenced is an expansion or revision.

Brooks E. Kleber and Dale Birdsell, *The Chemical Warfare Service: Chemicals in Combat*, United States Army in World War II (Washington, D.C.: U.S. Army Center of Military History, 1966).

Richard W. Stewart, ed., *American Military History*, vol. 1, *The United States Army and the Forging of a Nation, 1775–1917*, Army Historical Series, 2d ed. (Washington, D.C.: U.S. Army Center of Military History, 2009).

Christopher N. Koontz, ed., *Enduring Voices: Oral Histories of the U.S. Army Experience in Afghanistan, 2003–2005* (Washington, D.C.: U.S. Army Center of Military History, 2008).

**8.8** *General form for periodicals.* Author, “Article Title,” *Periodical Title* Volume Number (Date [Month and Year, or Year only]): Page Reference. See **8.40** for bibliographic format.

Alwyn Barr, “Confederate Artillery in the Trans-Mississippi,” *Military Affairs* 27 (Summer 1963): 77.

Thomas E. DeShazo, “Field Artillery Missiles,” *Army Information Digest* 11 (December 1956): 102–03.

Frank D. Grossman, “Artillery in Vietnam,” *Ordnance* 52 (November-December 1967): 270.

Peter T. Suzuki, “Analyses of Japanese Films in Wartime Washington,” *Asian Profile* 23, no. 5 (1995): 371.

Note: Use an en dash to indicate a span of page numbers (pp. 24–26). Use a hyphen to indicate the issue date of a bimonthly publication (January-February 2006). Also note space between colon and page number.

**8.9** *Newspapers and weekly publications.* Do not cite page numbers because these publications often undergo multiple editions that may relocate specific items. Also abbreviate the month but use the full year in the publication date. See **8.41** for bibliographic format.

Thomas E. Ricks, “Military Envisions Longer Stay in Iraq,” *Washington Post*, 10 Jun 2007.

David McCullough, “History: 1776—Washington’s War,” *Newsweek*, 15 May 2005.

Note: When referencing newspapers and periodicals in text, the article *the*, even if part of the official title, is lowercased and not italicized.

**8.10** *Ibid.* Use “*ibid.*” when a subsequent note is *identical* to the entire reference that precedes it. “*Ibid.*” (which means “in the same place”) takes the place of the name(s) of the author(s) or editor(s), the title of the work, and as much of the succeeding material that is *identical*.

Janice E. McKenney, “More Bang for the Buck in the Interwar Army,” *Military Affairs* 42 (April 1978): 80–86.

*Ibid.*

*Ibid.*, p. 84.

- 8.11** *Idem*. Use “idem” when a subsequent citation in one footnote repeats the author’s name from the preceding citation. *Idem* (which means the same as previously mentioned) takes the place of the name(s) of the author(s) or editor(s).

David W. Hogan Jr., *U.S. Army Special Operations in World War II* (Washington, D.C.: U.S. Army Center of Military History, 1992), p. 18; *idem*, *A Command Post at War: First Army Headquarters in Europe, 1943–1945* (Washington, D.C.: U.S. Army Center of Military History, 2000), p. 67.

## Abbreviations, Punctuation, and Capitalization

- 8.12** In footnotes, use established CMH abbreviation style for ranks (see **1.50**) and dates (see **6.3–5**) without terminal periods. However, when abbreviating states, use the longer state abbreviation (see *Table 4-1*) followed by a period.

Lt Col  
27 Sep 1968  
Annapolis, Md.

- 8.13** Spell out acronyms and abbreviations at first use in footnotes. (Note: Treat footnote content independently from the main body of text; that is, spell out an acronym when first used in the footnotes as well as its first use in the main text.) Abbreviations used in footnotes must be consistent with those used in the text (with the exception of terminal punctuation). For common footnote and endnote abbreviations that do not need to be introduced with the spelled out versions, see *Table 8-1*.

- 8.14** Use a colon after *sub* (subject) and capitalize important words, using authorized abbreviations. Cite the subject exactly as it appears on the document. Do not abbreviate or change punctuation or capitalization of the subject to conform to the style guide. For footnote format of relevant archival documents, see **8.20**, **8.23**. Do not abbreviate titles of official circulars, orders, studies, monographs, reports, or the like, at first mention.

Msg, Robert W. Komer to Corps Senior Advisers, 18 Jan 1968,  
sub: Pacification Guidelines for 1968, DepCORDS files, CMH.

**Table 8-1. Footnote and Endnote Abbreviations**

<b>Abbreviation</b>	<b>Term</b>
AAR	After Action Report
Abn	Airborne
Anon.	Anonymous
Armd	Armored
Arty	Artillery
Asst	Assistant
Atty	Attorney
Avn	Aviation
Bde	Brigade
Bfg	Briefing
Bn	Battalion
Br	Branch
Bull	Bulletin
Cav	Cavalry
Cdr	Commander
Ch	Chief
chg.	change
Cir	Circular
Cmd	Command
Co	Company
Conf	Conference
Corresp	Correspondence
Def	Defense
DF	Disposition Form
Dir	Directive
Div	Division
Encl	Enclosure
End	Endorsement
Engr	Engineer
EO	Executive Order
f.	and following page
Fax	Facsimile
ff.	and following pages
FO	Field Orders
GO	General Orders
Gp	Group
HQ	Headquarters

**Table 8-1. Footnote and Endnote Abbreviations (Continued)**

<b>Abbreviation</b>	<b>Term</b>
Inf	Infantry
Intel	Intelligence
Interv	Interview
Jnl	Journal
Ltr	Letter
Mech	Mechanized
Memo	Memorandum
MFR	Memorandum for the Record
Mil	Military
Min	Minutes
Ms	Manuscript
Msg	Message
Mtg	Meeting
Ofc	Office
Ofcr	Officer
Opn	Operation
ORLL	Operational Report-Lessons Learned
PL	Public Law
Plt	Platoon
PO	Permanent Orders
Rad	Radiogram
Rcd	Record
Ret.	Retired
Rgt	Regiment
Rpt	Report
Sch	School
Sec	Secretary
Sep	Separate
Sitrep	Situation Report
SO	Special Orders
Sqdn	Squadron
SS	Summary Sheet/Staff Summary Sheet
Sum	Summary
Suppl	Supplement/supplemental
Telecon	Telephone Conversation
Telg	Telegram
VTC	Video Teleconference

- 8.15** Use semicolons to separate the entries when several citations appear in a single note. The entries must appear in the same order as the text material to which they pertain.

Birkhimer, *Historical Sketch*, pp. 84, 89–90; Tidball, “Remarks upon Field Artillery,” pp. 22–24, Field Artillery (FA) School files; Downey, *Sound of the Guns*, p. 147.

- 8.16** Use a colon to introduce multiple sources documenting a single passage or section.

Unless otherwise indicated, material in this chapter (section, passage) is based on the following: Lyndon B. Johnson, *The Vantage Point: Perspectives of the Presidency, 1963–1969* (New York: Holt, Rinehart and Winston, 1971), pp. 388–97; William C. Westmoreland, *A Soldier Reports* (New York: Doubleday, 1976), pp. 298–301; MACV History, 1966, pp. 261–68.

- 8.17** Abbreviate (and lowercase) parts of publications and documents in footnotes, lists of references, and parentheses. For abbreviations of parts of a publication, see **3.6**.

- 8.18** In footnotes only, it is permissible to abbreviate ranks for four- or five-star generals and equivalent. For abbreviations of military ranks, see **1.50**.

- 8.19** To avoid ambiguity, use the abbreviation *no.* only when necessary.

## Archival Material

**8.20** General form for archival material (smallest designation to largest): Document type [including number or symbols], writer [full name if possible in first cite] or issuing agency [both, if known] to [if letter, or *for*, if memorandum] recipient [individual or agency, or both if known], date, title [or subject of letters, messages, memorandums, and so forth written as “sub:”], file designation [exactly as on file], repository. Always cite exact titles of archival collections.

Ltr, Col W. Barton Leach, Ch, Operations Analysis Division (OAD), HQ, Army Air Forces (AAF), to Harvey H. Bundy, Special Asst to the Sec War, Washington, 16 Jan 1945, Encl to Memo, sub: OA in the AAF for the Next War and Between Wars, Folder OA, Entry 113, 1943–45, Rcds of the Office of the Secretary of War, Record Group (RG) 107, National Archives, College Park, Md. (NACP).

Memo, Col Alfred W. DeQuoy, Ch, Strategy and Tactics Analysis Group (STAG), for Lt Col Fisher, Mr. Onufrak, Dr. Ling, and Mr. Hurd, Bethesda, Md., 14 Sep 1961, sub: Proposed Reorganization for FY 63–67, p. 2, Folder 201–22 DA Mobilization Program Planning Files, Entry 100, 1961, Rcds of the Army Staff, RG 319, NACP.

DF, Brig Gen C. E. Hutchins Jr., Dir of Strategic Plans and Policy, Deputy Ch of Staff for Military Operations (DCSOPS), Headquarters, Department of the Army (HQDA), to Ch, STAG, Washington, 21 Mar 1962, sub: Use of STAG IBM 7090 Computer by U.S. Army Chemical Corps Operations Research Group, Folder 302–04 Alot Files, Entry 100, 1962, RG 319, NACP.

Msg, Commander, U.S. Military Assistance Command, Vietnam (COMUSMACV), to Commander in Chief, Pacific (CINCPAC), 26 Aug 1966, sub: Concept of Military Operations in SVN, Historians files, U.S. Army Center of Military History (CMH), Washington, D.C.

Msg, Gen William C. Westmoreland, COMUSMACV, MAC 8212 to Adm Ulysses S. G. Sharp, CINCPAC, 20 Sep 1966, sub: Containment of Enemy Forces in Sanctuaries, Westmoreland History files, 9-A-2, CMH.

E-mail, Col Robert M. Hensler (U.S. Army [USA], Ret.), to author, 14 Aug 2007, Historians files, CMH.

With some documents, such as reports, there is not always a recipient.

Rpt, 2d Bde, 9th Inf Div, 9 Dec 1967, sub: Intensified MRF Operations, Encl 1, Historians files, CMH.

Shortened form may be used for subsequent entries within a chapter.

Ltr, Leach to Bundy, 16 Jan 1945, sub: OA in the AAF for the Next War and Between Wars.

Memo, DeQuoy for Fisher, Onufrak, Ling, and Hurd, 14 Sep 1961, sub: Proposed Reorganization for FY 63–67.

DF, Hutchins to Ch, STAG, 21 Mar 1962, sub: Use of STAG IBM Computer by U.S. Army Chemical Corps Operations Research Group.

Msg, COMUSMACV to CINCPAC, 26 Aug 1966, sub: Concept of Military Operations in SVN.

Msg, Westmoreland MAC 8212 to Sharp, 20 Sep 1966, sub: Containment of Enemy Forces in Sanctuaries.

E-mail, Hensler to author, 14 Aug 2007.

Rpt, 2d Bde, 9th Inf Div, 9 Dec 1967, sub: Intensified MRF Operations, Encl 1.

Format for an interview is the following: Interv, interviewer with interviewee, title [role relative to story], date(s) [day, abbreviated month, full year], file information, repository.

Interv, Col Glenn A. Smith and Lt Col August M. Cianciolo with Maj Gen Delk M. Oden, former Commanding General (CG), U.S. Army Support Command, Vietnam, 27 May 1977, p. 20, Senior Officer Oral History Program, U.S. Army Military History Institute (MHI), Carlisle Barracks, Pa.

Interv, author with Col William E. LeGro, G–2, 1st Inf Div, 15 Jan 1976, Historians files, U.S. Army Center of Military History (CMH), Washington, D.C.

Shortened form for an interview.

Interv, Smith and Cianciolo with Oden, 27 May 1977.

Interv, author with LeGro, 15 Jan 1976.



**8.21** The file information for archival documents from National Archives and Records Administration facilities and affiliated archives is (1) file unit, (2) series/subgroup, (3) record group, and (4) repository and location. The principle used for ordering this information is still from specific to general.

*File unit:* This is likely to be a numbered box, a folder, or a number in the War Department Dewey Decimal System. If possible, give the information on the box, not the box number.

*Series and Subgroup:* This information may include an Entry number, a series number, or a general category of files.

*Record Group:* Record group name and number.

*Repository:* Repositories include National Archives and Records Administration, Washington, D.C. (NADC); National Archives, College Park, Md. (NACP); National Personnel Records Center (NPRC), St. Louis, Mo.; Washington National Records Center (WNRC), Suitland, Md.; and Library of Congress (LC), Washington, D.C.

Training Memo 3, Ch, Army Field Forces (CofAFF), 18 Feb 1952, sub: Ranger Training, (1) box 527, (2) Entry A1 132, (3) Rcds of U.S. Army Operational, Tactical, and Support Organizations (World War II and Thereafter), Record Group (RG) 338, (4) National Archives, College Park, Md. (NACP).

Weekly Log, 5 Jun 1942 entry, (1) box Activities 4/1/42 thru 6/30/42, R&D Activities: Gen Barnes, (2) Entry 646A, (3) Rcds of the Chief of Ordnance, 1797–1988, RG 156, (4) NACP.

Memo, Brig Gen Edward G. Lansdale, Deputy Asst to the Sec Def (Special Operations), for Asst Sec Army George H. Roderick, 21 Oct 1960, sub: Counter-Guerrilla Activities, in (1) 370.64, (2) Chief of Staff, Army, (3) Rcds of the Army Staff, 1903–2009, RG 319, (4) NACP.

Listing as much of this information as possible is important to aid the reader in the search to find the document; however, that being stated, a researcher will seldom be able to walk into the National Archives with a footnote and find the document without first using a finding aid. If a document lacks some of the required information, it is not necessary to record “no sub” or “n.d.” or “writer unknown.”

**8.22** Another form for unpublished documents that does not involve *from* someone/agency *to* someone/agency: Document type, operation covered [if provided or appropriate], issuing unit/organization, period document covers [if provided], date of document, file information, repository, and repository location. The following examples are accepted formats for the listed documents.

Periodic Intel Rpt, Military Assistance Command, Vietnam (MACV), Oct 1966, 20 Nov 1966, p. ix, Historians files, U.S. Army Center of Military History (CMH), Washington, D.C.

Logistics Fact Book, MACV J-4, 1 Jun 1967, pp. 49, 51, Historians files, CMH.

Daily Jnl, 1st Bn, 16th Inf, 17 Jun 1967, Historians files, CMH.

Intel Sum 20, 3d Bde, 25th Inf Div, 31 May 1967, Historians files, CMH.

AAR, Opn MALLETT, 2d Bde, 1st Inf Div, 7 Mar 1966, p. 5, box 1, 81/472, Rcds of U.S. Army Operational, Tactical, and Support Organizations (World War II and Thereafter), Record Group (RG) 338, National Archives, College Park, Md. (NACP).

AAR, Opn at Thanh Binh Pass, Pleiku, and Kontum, 173d Abn Bde (Sep), 13 Sep 1965, p. 14, Historians files, CMH.

Sitrep 116, HQ, Task Force OREGON, 14 Aug 1967, Historians files, CMH.

Fragmentary Order (FRAGO) 3-2, Opn FRANCIS MARION, 4th Inf Div, 25 Apr 1967, Historians files, CMH.

Critique 7-67, Opn JUNCTION CITY I, 1st Logistical Cmd, 30 Jun 1967, pp. 1-3, Historians files, CMH.

ORLL, 1 Nov 1966-31 Jan 1967, I FFV, 6 Mar 1967, pp. 16-18, Historians files, CMH.

Operational Summary (Op Sum), Opn MAENG HO 8, MACV-Military History Branch (MHB), 12 Feb 1967, pp. 1-29, Historians files, CMH.

Operation Order (OPORD) 14-67, Opn CORONADO, HQ, Mobile Riverine Force (MRF), 26 Jun 1967, an. A, Historians files, CMH.

Annual Hist Sum, 1966, 1st Sqdn, 4th Cav, 7 May 1967, p. 2, box 5, 81/469, RG 338, NACP.

Daily Personnel Sum, 1st Cav Div, 23 Sep 1950, Eighth U.S. Army, RG 338, NACP.

Co Morning Rpts, 65th Inf, 22 Sep 1950, Mil Rcds Br, National Personnel Records Center (NPRC), St. Louis, Mo.

An exception to the above rule is a command report. The period covered precedes the issuing unit/organization.

Cmd Rpts, Jan-Jun 1952, 23d Inf, boxes 2835-38, RG 407, NACP.

Quarterly Cmd Rpt, 1 Jul-30 Sep 1965, 1st Bde, 101st Abn Div, 18 Oct 1965, p. 1, Historians files, CMH.

Monthly Cmd Rpt, Mar 1951, 65th Inf, Entry 429, Rcds of the Adjutant General's Office (AGO), RG 407, NACP.

**8.23** Format for General Orders (GO), Field Orders (FO), bulletins, directives, and circulars is the following: issuing headquarters, document and number, date, subject [sub:] if one, repository, and repository location.

HQ, U.S. Army, Vietnam (USARV), GO 841, 8 Apr 1970, sub: Award of the Valorous Unit Award, Historians files, U.S. Army Center of Military History (CMH), Washington, D.C.

War Department (WD) GO 20, 30 Jan 1919, sub: Awards of Medal of Honor, copy in CMH.

5th Div FO 10, 25 Jun 1918, copy in CMH.

II Corps FO 18, amendment 2, 2 Oct 1918, copy in CMH.

Military Assistance Command, Vietnam (MACV), Intel Bull 4594, 13 May 1967, Historians files, CMH.

Department of Defense (DoD) Dir 3025.12, 8 Jun 1968, sub: Employment of Military Resources in the Event of Civil Disturbances, copy in Historians files, CMH.

Headquarters, Department of the Army (HQDA), Cir 525-1, 20 Apr 1967, sub: Military Operations, Improvement of Civil Affairs Capability, copy in Historians files, CMH.

**8.24** The general form for unpublished studies and monographs is the following: Author [if one is mentioned], title, study number (location of the organization that initiated the study: organization that initiated the study, completion date), file information, repository. This follows the same format as books, the only difference is the title is *not* italic and file and repository information must be supplied.

Regimental History of the Sixty-fifth Infantry, 1941, Entry 427, Rcds of the AGO, RG 407, National Archives, College Park, Md. (NACP).

Participation of Puerto Ricans in the Armed Services with Emphasis on World War I, World War II, and the Korean War (13 Aug 1965), GEOG G 314.7, sec. 1, p. 2, U.S. Army Center of Military History (CMH), Washington, D.C.

Robert W. Coakley, Paul J. Scheips, and Vincent H. Demma, Use of Troops in Civil Disturbances Since World War II, 1945-1965, OCMH Study 83, rev. ed. (Washington, D.C.: Office of the Chief of Military History, 1971), CMH.

General Headquarters, Supreme Commander for the Allied Powers (SCAP), History of the Nonmilitary Activities of the Occupation of Japan, 1952, pp. 1-9, CMH.

Luigi Einaudi and Alfred Stepan, Latin American Institutional Development: Changing Military Perspectives in Peru and Brazil, R-586-DOS (Santa Monica, Calif.: Rand, 1971), pp. 25-26.

**8.25** Footnote form for dissertations, theses, lectures, and speeches. For bibliographic format, see **8.44**.

Norman M. Cary, "The Use of Motor Vehicles in the United States Army, 1899–1939" (Ph.D. diss., University of Georgia, 1980).

Gerald P. Stadler, "Artillery Employment in the Civil War" (Master's thesis, Duke University, 1968).

William Moore, "The Hukbalahap Insurgency, 1948–1954: An Analysis of the Roles, Missions, and Doctrine of the Philippine Military Forces" (Student thesis, Army War College [AWC], 1971).

Gen Andrew O'Meara, "CINCSOUTH Plans and Problems" (Lecture, AWC, 13 Dec 1963), U.S. Army Military History Institute (MHI), Carlisle Barracks, Pa.

Maj Gen George Eckhardt, "Commanding General's Talk to Commanders of the 9th Infantry Division upon Arrival in Vietnam" (Speech, c. Dec 1966–Jan 1967), Historians files, U.S. Army Center of Military History (CMH), Washington, D.C.

Gen George H. Decker, "The Military Aspects of the Cold War" (Speech, National Security Seminar, AWC, 8 Jun 1961).

**8.26** General form for courses and course material: kind of document [if relevant], name of course, course number, school name, date or period of course, file information, repository.

Course Material, Security and Defense Measures in Rear Areas, 1953, Transportation School, Historians files, U.S. Army Center of Military History (CMH), Washington, D.C.

Addendum to Lesson IV–50, History of Military Art Course, U.S. Military Academy (USMA), 1962–1963, p. 9, in Department of Military Arts and Engineering, Organizational History, Program of Instruction (POI) files, USMA, West Point, N.Y.

Counterinsurgency I, Infantry Career Course 313, Infantry School, Oct 1964, p. 1, Infantry School Library, Fort Benning, Ga.

Counterinsurgency II, Infantry Career Subcourse 497, Infantry School, Apr 1965, p. 3, Infantry School Library.

Lesson Plan A4600/9, Antiguerrilla Operations in a Local War, Command and General Staff College, 1958–1959, p. I-4-1, Combined Arms Research Library (CARL), Fort Leavenworth, Kans.

POI, Military Government Advanced Course, Provost Marshal General's School, Camp Gordon, Ga., Nov 1954, Historians files, CMH.

- 8.27** When citing multiple primary source documents in one footnote from the same record group for the first time, list the record group and archives information at the end of the footnote. Introduce the name of the record group at its first mention and thereafter simply cite the record group and archive information in an abbreviated form.

Annual Hist Sum, 1966, 1st Sqdn, 4th Cav, 7 May 1967, p. 2, box 5, 81/469; AAR, Opn MALLEY, 2d Bde, 1st Inf Div, 7 Mar 1966, p. 5, box 1, 81/472; Quarterly Cmd Rpt, 1 May–31 Jul 1965, 173d Abn Bde (Sep), 15 Aug 1965, pp. 3–4, box 49, 73A/3330. All in Rcds of U.S. Army Operational, Tactical, and Support Organizations (World War II and Thereafter), Record Group (RG) 338, National Archives, College Park, Md. (NACP).

*but* subsequent mentions

Annual Hist Sum, 1966, 1st Sqdn, 4th Cav, 7 May 1967, p. 2; AAR, Opn MALLEY, 2d Bde, 1st Inf Div, 7 Mar 1966, p. 5; Quarterly Cmd Rpt, 1 May–31 Jul 1965, 173d Abn Bde (Sep), 15 Aug 1965, pp. 3–4; Personnel Daily Sum, 1st Cav Div, 23 Sep 1950, Eighth U.S. Army, RG 338, NACP.

## World Wide Web References and Digital Document Collections

- 8.28** With the advent of the World Wide Web, the Internet has become an increasingly important tool for historical research. However, because Internet content is inherently transient and impermanent, citing electronic sources is discouraged. If an Internet source is used in a CMH book or monograph, the author should print the reference, retaining that printed copy as part of the author's permanent research record and citing it as "Historians files, CMH," or cite an access date if printing the document is not practical. See **8.32**, **8.33**.

- 8.29** When citing a URL (universal resource locator) address in less formal text, such as articles, reports, information papers, and memorandums, do not underline or italicize the reference and include the full URL.

<http://www.history.army.mil>  
<http://www.opm.gov/veterans/html/vetsinfo.asp>

**8.30** *Page numbers.* If a book or article has been published in hard copy as well as online, it probably will be paginated. Often, Web articles and content will not be broken into distinct pages and, if the body of the work is lengthy and the relevant material is in the middle, it will be impossible to list a page number in the citation. To assist the researcher in wading through to the pertinent information, a writer should consider citing in the footnote one or both of the following: 1) a “saved as” name if the document cannot easily be located by its title, such as “saved as IDR\_Operation\_Polaris\_(U)””; 2) a keyword to use in searching the document, such as “search on keyword: Kelsey.” Put this information in the place that would be occupied by a page number.

**8.31** *Books, articles, and other material published online.* Books, articles, and other publications are treated as if they are being cited as printed hard-copy editions. The data on author and publisher may not fit the normal pattern, but sufficient information should be given to identify the document.

Hazel V. Clark, *Mesopotamia: Between Two Rivers*  
(Mesopotamia, Ohio: Trumbull County Historical Society, 1957).

Christopher Prawdzik, “Posse Comitatus Hits the Spotlight,” 31 Jul 2002, Newsroom Web site, National Guard Association of the United States, <http://www.ngaus.org>, copy in Historians files, CMH.

Matthew Carlton Hammond, “The Posse Comitatus Act: A Principle in Need of Renewal,” 75 *Wash. U.L.Q. (Washington University Law Quarterly)* 953, copy in Historians files, CMH.

“Patrol Base Kelsey named for fallen soldier,” *Army Times.com*, 27 Dec 2007, copy in Historians files, CMH.

**8.32** *Citations of Web site content.* For original content from online sources other than formally published documents, include as much of the following as possible: the author of the content; the title or description of the content; the owner or sponsor of the site, if it is not obvious from the URL; and a URL. Also include a publication date or date of revision or modification; if no such date can be determined, include an access date.

Russell C. Jacobs, Biography of Rear Adm. Andrew Carl Bennett, U.S. Navy, posted at <http://www.arlingtoncemetery.net/acbennett.htm>, copy in Historians files, CMH.

Crusader 155mm Self Propelled Howitzer, USA, accessed 30 January 2009, <http://www.army-technology.com>, copy in Historians files, CMH.

Frontline Interview: Douglas MacGregor, posted 26 October 2004, accessed 7 September 2009, <http://www.pbs.org/wgbh/pages/frontline>, copy in Historians files, CMH.

About IMCOM, History, accessed 4 September 2009, <http://www.imcom.army.mil>, copy in Historians files, CMH.

## Historians Files

**8.33** In the course of conducting research on a volume, the author will often accumulate a considerable body of material that he or she will want to cite as supporting evidence. This material may consist of personal and official correspondence about the manuscript, interviews, Internet sources, diaries of participants, and other documents written by or sent to the author. The author should indicate in the bibliography where this personal material will be retired, such as “Historians files, CMH.”

## Bibliography

The bibliography often includes a narrative portion followed by individual sections that serve to organize the bibliographic material. These sections may be titled Books, Articles, Government Publications, Unpublished Works, and the like. One of these sections should also detail the various archival collections used in writing the historical work.

### Books

**8.34** *General form for books.* Author [last name first]. *Title.* Series title [for CMH books—non-CMH books okay too but not necessary—and do not include CMH subseries]. Place [City, State]: Publisher [exception to rule: for Office of the Chief of Military History, use U.S. Army Center of Military History], Year [of first printing, unless reprint edition is expanded or revised].

Blumenson, Martin. *Salerno to Cassino.* United States Army in World War II. Washington, D.C.: U.S. Army Center of Military History, 1969.

Clark, Wesley. *Winning Modern Wars: Iraq, Terrorism, and the American Empire.* New York: Public Affairs, 2003.

Howard, Michael, ed. *The Laws of War: Constraints on Warfare in the Western World.* New Haven, Conn.: Yale University Press, 1994.

Kitano, Harry H. L. *Japanese Americans: The Evolution of a Subculture,* 2d ed. Englewood Cliffs, N.J.: Prentice-Hall, 1976.

McNaughton, James C. *Nisei Linguists: Japanese Americans in the Military Intelligence Service During World War II.* Washington, D.C.: Department of the Army, 2006.

Military History Institute of Vietnam. *Victory in Vietnam: The Official History of the People's Army of Vietnam, 1954–1965.* Translated by Merle L. Pribbenow. Lawrence: University Press of Kansas, 2002.



**8.35** *Two or three authors.* First author [last name first], subsequent authors [first name first].

Grathwol, Robert P., and Donita M. Moorhus. *Building for Peace: U.S. Army Engineers in Europe, 1945–1991*. U.S. Army in the Cold War. Washington, D.C.: U.S. Army Center of Military History, 2005.

Hosmer, Stephen T., Konrad Kellen, and Brian M. Jenkins. *The Fall of South Vietnam: Statements by Vietnamese Military and Civilian Leaders*. New York: Crane, Russak & Co., 1980.

Scales, Robert H. Jr., and Williamson Murray. *The Iraq War: A Military History*. Cambridge, Mass.: Harvard University Press, 2003.

**8.36** *More than three authors.* First author [last name first] followed by “et al.” For using punctuation with “et al.,” see **2.23**.

Briscoe, Charles H., et al. *Weapon of Choice: U.S. Army Special Forces in Afghanistan*. Fort Leavenworth, Kans.: Combat Studies Institute Press, 2004.

Stouffer, Samuel A., et al. *The American Soldier*, vol. 1, *Adjustment During Army Life*. Princeton, N.J.: Princeton University Press, 1949.

**8.37** Chapter in a book.

Love, Robert W. Jr. “Fighting a Global War, 1941–45.” In *In Peace and War: Interpretations of American Naval History, 1775–1984*, 2d ed. Edited by Kenneth J. Hagan. Westport, Conn.: Greenwood Press, 1984.

*or*

Howard, Michael, ed. *The Laws of War: Constraints on Warfare in the Western World*. New Haven, Conn.: Yale University Press, 1994, ch. 3.

Kissinger, Henry A. *Nuclear Weapons and Foreign Policy*. Boulder, Colo.: Westview Press, 1984, chs. 2, 12.

**8.38** Multivolume works.

Calvocoressi, Peter, Guy Wint, and John Pritchard. *Total War*, vol. 2, *The Greater East Asia and Pacific Conflict*, rev. 2d ed. New York: Pantheon, 1989.

Morison, Samuel E. *History of U.S. Naval Operations in World War II*, 15 vols. Urbana: University of Illinois Press, 2001–2002, vols. 1, 3, 4.

**8.39** *In-text references.* Use the following form when citing published works in running text, such as in a bibliographic narrative. For periodicals, see **8.42**.

William A. Ganoe's *The History of the United States Army*, rev. ed. (New York: D. Appleton-Century Co., 1943), gives a thorough analysis of the issue.

## Periodicals

**8.40** *General form for periodicals.* Author [last name first]. "Article Title." *Periodical Title* Volume Number (Date [Month and Year, or Year only]): Page Reference [full range].

Barr, Alwyn. "Confederate Artillery in the Trans-Mississippi." *Military Affairs* 27 (Summer 1963): 77–83.

DeShazo, Thomas E. "Field Artillery Missiles." *Army Information Digest* 11 (December 1956): 102–07.

Grossman, Frank D. "Artillery in Vietnam." *Ordnance* 52 (November-December 1967): 270.

Suzuki, Peter T. "Analyses of Japanese Films in Wartime Washington." *Asian Profile* 23, no. 5 (1995): 371–80.

**8.41** *Newspapers and weekly publications.*

McCullough, David. "History: 1776—Washington's War." *Newsweek*, 15 May 2005.

Ricks, Thomas E. "Military Envisions Longer Stay in Iraq." *Washington Post*, 10 Jun 2007.

**8.42** *In-text references.* Use the following form when citing published works in running text, such as in a bibliographic narrative. For books, see **8.39**.

Edwin W. Kenworthy's "The Case Against Army Segregation," *Annals of the American Academy of Political and Social Science* 275 (1951): 27–33, . . . .

## Government Publications

### 8.43 General format for public and executive department documents.

- U.S. Congress. House. Committee on Interior and Insular Affairs. *Fire Island National Seashore, N.Y.: Report to Accompany H.R. 7107*. 88th Cong., 2d sess., 1964, H. Rpt. 1638, p. 6.
- U.S. Congress. House. *Congressional Record*. 77th Cong., 1st sess., 1 July 1945, p. 88. (If daily edition.)
- U.S. Congress. Senate. Committee on Judiciary. *War Contract Hardship Claims: Hearings on S. 1947*. 79th Cong., 2d sess., 1946, p. 31.
- U.S. Department of State. *Trade Expansion Act of 1962*. Commercial Policy Series, no. 196, pp. 21–25.

## Unpublished Works

### 8.44 When citing unpublished works (such as a dissertations, theses, lectures, and speeches), follow the same general format as for periodicals; see 8.8. For footnote format, see 8.25.

- Cary, Norman Miller. "The Use of Motor Vehicles in the United States Army, 1899–1939." Ph.D. diss., University of Georgia, 1980.
- Decker, Gen George H. "The Military Aspects of the Cold War." Speech, National Security Seminar, Army War College (AWC), 8 Jun 1961.
- Eckhardt, Maj Gen George. "Commanding General's Talk to Commanders of the 9th Infantry Division upon Arrival in Vietnam." Speech, c. Dec 1966–Jan 1967.
- Moore, William. "The Hukbalahap Insurgency, 1948–1954: An Analysis of the Roles, Missions, and Doctrine of the Philippine Military Forces." Student thesis, AWC, 1971.
- O'Meara, Gen Andrew. "CINCSOUTH Plans and Problems." Lecture, AWC, 13 Dec 1963.
- Stadler, Gerald Philip. "Artillery Employment in the Civil War." Master's thesis, Duke University, 1968.

## Arrangement of Entries

- 8.45** A single-author entry precedes a multiauthor entry beginning with the same name.

Brodie, Bernard. *War and Politics*. New York: Macmillan, 1973.

Brodie, Bernard, and Fawn M. Brodie. *From Crossbow to H-Bomb*, rev. ed. Bloomington: Indiana University Press, 1973.

- 8.46** List successive multiauthor entries alphabetically by the coauthors' last names.

Elisseeff, Serge, Hugh Borton, and Edwin O. Reischauer, eds. *A Selected List of Books and Articles on Japan in English, French, and German*. Washington, D.C.: Committee on Japanese Studies, American Council of Learned Societies, 1940.

Elisseeff, Serge, and Edwin O. Reischauer. *Elementary Japanese for University Students*. Cambridge, Mass.: Harvard-Yenching Institute, 1941.

- 8.47** Use a 3-em dash followed by a period to represent the same author or editor named in the *immediately preceding* entry; see **2.47**.

Doughty, Robert A. *The Breaking Point: Sedan and the Fall of France, 1940*. Hamden, Conn.: Archon Books, 1990.

———. *The Seeds of Disaster: The Development of French Army Doctrine, 1919–1939*. Hamden, Conn.: Archon Books, 1985.

Note: The 3-em dash replaces *all* authors' names, not simply the first author. Therefore, when using the 3-em dash, the authors listed for each work must match *exactly*; that is, the same authors listed in the same order.

## Front and Back Matter

*I cannot live without books.—Thomas Jefferson*

CMH publications typically fall into one of three categories: books, monographs, and brochures (or pamphlets). Each publication is composed of three main parts: front matter, main body, and back matter. However, the information included in each of these parts will vary primarily on the basis of the type of publication.

### Front Matter

- 9.1** Order front matter as follows: half title, frontispiece, title, Library of Congress (LOC) Cataloging-in-Publication (CIP) data, Advisory Committee, dedication, contents, foreword, author bio, preface, second half title. No one work will likely include all these elements. This section explains which elements are optional and which are mandatory under certain circumstances (see *Table 9-1*) and also provides pagination guidance.
- 9.2** Front matter pages are numbered with lowercase roman numerals starting with the half title page (or title page), which is page i. All front matter pages are counted; however, page numbers do not appear on the half title, frontispiece, LOC CIP data, the dedication, or any blank pages.

**Table 9-1. Book and Monograph Organization**

<b>Part</b> (in order of appearance)	<b>Book</b>	<b>Mono- graph</b>	<b>Page Number</b>
<i>Front Matter</i>			
Half title	O	N	i
Frontispiece, series title, or blank	O	N	ii
Title page	Y	Y	iii
LOC CIP data page	Y	Y	iv
Advisory Committee page	O	N	v
Dedication	O	O	recto
Contents	Y	Y	recto
Tables	Y	Y	recto or verso
Charts	Y	Y	recto or verso
Maps	Y	Y	recto or verso
Illustrations	Y	Y	recto or verso
Photo Credits	Y	Y	recto or verso
Foreword	Y	Y	recto
Author Bio	Y	Y	verso or recto
Preface (Acknowledgments)	Y	Y	recto
Second half title	O	O	recto
<i>Text</i>			
First text page (Introduction or Chapter 1)	Y	Y	1
<i>Back Matter</i>			
Appendixes	O	O	recto
Bibliography or Further Readings	Y	O	recto
Abbreviations or Glossary	O	O	recto
Map Symbols	O	O	recto
Index	Y	O	recto

Y = Yes, N = No, O = Optional

recto = right-hand page (odd numbered)

verso = left-hand page (even numbered)

- 9.3** *Half Title Page (optional)*. The half title page contains only the title of the book without the edition number, author's name, or CMH imprint (see *Figure 9-1*).
- 9.4** *Frontispiece (optional)*. The frontispiece is an illustration that appears on the reverse side (verso) of the title page. If there is no frontispiece, this page is blank (see *Figure 9-2*).
- 9.5** *Title Page*. The title page carries the full title, author's name, edition number, publisher's name (usually CMH, but on occasion may be another agency name), place of publication (city and state), and year (see *Figure 9-3*). The title page also includes the series name, if applicable, and, unless the publication is a campaign brochure or a Department of the Army Historical Summary, the seal of Military Instruction.

Note: Always drop the end-of-line punctuation (comma or colon) in display type. This rule applies to chapter titles on the opening page of each chapter as well as the book's title on the title and half title pages.

- 9.6** *LOC CIP Data Page*. The LOC CIP data page is sometimes called the copyright page; however, because CMH publications are in the public domain, they are not copyrighted. CMH books are cataloged by the Library of Congress and, as such, must contain the LOC CIP data. To obtain the CIP data, the CMH Historical Products Branch submits electronically requisite portions of a manuscript to the Library of Congress CIP Division, which then creates a bibliographic record that includes information as to whether this is the first printing of the book and the year (which is updated for subsequent printings), and the CMH Publication (Pub) number. This page may also include a statement as to whether the book is available for sale by the U.S. Government Printing Office (GPO) and the 10-digit ISBN (International Standard Book Number) assigned by GPO (see *Figure 9-4*).

- 9.7** *Advisory Committee Page.* CMH works that are published under the purview of the Department of the Army Historical Advisory Committee (DAHAC) must include this page, which lists the sitting committee members at the time the work is sent to GPO for printing. The Advisory Committee page also includes the names of the chief of military history, the chief historian, and the appropriate CMH division chief (see *Figure 9-5*).
- 9.8** *Dedication or Epigraph (optional).* An epigraph is a quotation relevant to the book. If an epigraph is used, the source is given beneath it.
- 9.9** *Contents.* The table of contents is simply headed *Contents*, not *Table of Contents* or *List of Contents*. It includes page references for the front matter (such as the foreword, the author page, and preface), chapter (or section) titles and subheads as appropriate, and back matter. Do not use *Continued* in the Contents even though subheads from a chapter carry over from one page to the next. It also includes the following lists (in order): tables, charts, maps, illustrations, and photo or art credits (see *Figure 9-6*). The photo descriptions listed under Illustrations should be cap and lowercase, with only the beginning word and proper nouns in the descriptions to have initial caps. Ensure that facing pages align at the bottom.
- 9.10** *Foreword.* Each volume must have a foreword signed by the chief of military history (or chief historian), giving a brief account of the volume and (if applicable) its place in the series of which it is a part. It should be dated as of the date the manuscript is sent to GPO for printing. If a book carries a co-imprint with another agency (such as TRADOC or Cadet Command), the foreword may be signed jointly by the chief of military history (or chief historian) and the director of the co-imprinting agency (see *Figure 9-7*).

*Signature Block.* Using two lines for the name and title in the signature block, align left the first letters of each line and flush right to the margin the longer of the two lines. Set the signer's name in all caps (see *Figure 9-7*).

- 9.11** *Author Bio.* Most volumes will carry a biographical note about the author (see *Figure 9-8*).



**9.12 Preface.** The author's preface should set forth the scope and purpose of the work. It should state any limitations imposed by the subject matter or sources and should include a statement of the author's responsibility for the content. If significant methodological issues are involved, the methods of research and the organization of the material in the volume should be explained. In cases of multiple authors, the preface will clarify the authorship of specific portions of the volume (see *Figure 9-9*).

Acknowledgments should be made to those who contributed information used in the work, facilitated the gathering of such information, aided in revisions, or contributed materially to the processing of the book. The preface can call attention to specific pages, such as glossary and bibliography and can explain terms or concepts that are recurrent and are of particular importance in the text.

The preface should be dated as of the date the manuscript is sent to GPO for printing.

## Back Matter

**9.13 Appendixes (optional).** Appendixes usually provide additional information about topics covered in the main text or data used to reach the conclusions drawn in the text. If there is more than one appendix, they are labeled *Appendix A*, *Appendix B*, and so on, and given individual titles. If there is only one appendix, it is labeled *Appendix*.

**9.14 Bibliography.** The scope of a bibliography depends on the type of publication. The bibliography in a major volume most often has a narrative portion and separate comprehensive sections, covering the various archival collections used; and the primary books, primary articles, secondary books, and secondary articles relied on in writing the book. A monograph may also have an annotated bibliography, which includes a description of the source after each entry.

**9.15 Glossary (optional).** A volume may include an alphabetized glossary of technical terms, code names, and abbreviations and acronyms.

**9.16** *Map Symbol Page (optional)*. If the work includes maps containing various military symbols (especially from earlier eras), include a map symbol page to aid the reader's understanding of the maps.

## Brochures and Pamphlets

**9.17** Lengthier brochures and pamphlets will often contain the following pieces:

- Title page (page i, no folio)
- Copyright page (bears cover caption and CMH Pub number) (page ii, no folio)
- Contents page (page iii)
- Introduction, which is similar in content to the foreword and signed by the chief of military history or the chief historian (see **9.10**). The author's name appears only in the introduction (page v).
- Half title page (optional) (page vii)
- Main body of text (page 1)
- Selected Bibliography or Further Readings

**9.18** *Pagination*. Commemorative brochures are generally printed with a self-cover using the same paper stock throughout. The Introduction appears on the first right-hand (recto) page and is numbered as page 3. The main body of text begins on the second recto page and is page 5. If the brochure is larger and does not use a self-cover, it will likely follow the organization and pagination outlined in **9.17**.

**9.19** *Bibliography*. A brochure or pamphlet usually has a selected bibliography (grouped by subject and not referenced in the narrative) or a further readings list that provides additional information on the topic discussed. This list begins on the first recto page following the end of the main text.

THE U.S. MILITARY  
INTERVENTION IN PANAMA

☆☆☆

ORIGINS, PLANNING, AND CRISIS MANAGEMENT  
JUNE 1987–DECEMBER 1989

*Figure 9-1. Half Title Page*



Figure 9-2. Frontispiece

CONTINGENCY OPERATIONS SERIES

THE U.S. MILITARY INTERVENTION IN PANAMA  
ORIGINS, PLANNING, AND CRISIS MANAGEMENT  
JUNE 1987–DECEMBER 1989

*by*

*Lawrence A. Yates*



CENTER OF MILITARY HISTORY  
UNITED STATES ARMY  
WASHINGTON, D.C., 2008

*Figure 9-3. Title Page*

**Library of Congress Cataloging-in-Publication Data**

Yates, Lawrence A., 1945-

The U.S. military intervention in Panama : origins, planning, and crisis management, June 1987-December 1989 / by Lawrence A. Yates.

p. cm. — (Contingency operations series)

Includes bibliographical references and index.

1. Panama—History—American Invasion, 1989—Causes. 2. Military planning—United States. 3. Panama—Military relations—United States. 4. United States—Military relations—Panama. I. Title.

F1567.4.Y38 2008

972.8705'3—dc22

2008026930

First Printing

CMH Pub 55-1-1

*Figure 9-4. LOC CIP Data Page*

## CONTINGENCY OPERATIONS SERIES

Richard W. Stewart, General Editor

*Advisory Committee*  
(As of October 2007)

Theodore A. Wilson  
University of Kansas

William T. Allison  
Weber State University

James J. Carafano  
Heritage Foundation

Brig. Gen. Patrick Finnegan  
U.S. Military Academy

John F. Guilmartin  
Ohio State University

Brian M. Linn  
Texas A&M University

Howard Lowell  
National Archives and Records  
Administration

Lt. Gen. Thomas Metz  
U.S. Army Training and  
Doctrine Command

Joyce E. Morrow  
Administrative Assistant to the  
Secretary of the Army

Brig. Gen. Mark E. O'Neill  
U.S. Army Command and  
General Staff College

Mark P. Parillo  
Kansas State University

Reina Pennington  
Norwich University

Ronald H. Spector  
George Washington University

Col. Thomas Torrance  
U.S. Army War College

Stephen F. Vogel  
*Washington Post*

*U.S. Army Center of Military History*  
Jeffrey J. Clarke, Chief of Military History

Chief Historian  
Chief, Histories Division

Richard W. Stewart  
Joel D. Meyerson

Figure 9-5. Advisory Committee Page

# CONTENTS



	<i>Page</i>
Foreword .....	xi
The Author .....	xii
Preface .....	xiii
 <i>Chapter</i>	
1. The Making of a Crisis, June 1987–February 1988 .....	1
<i>The United States and Panama</i> .....	2
<i>Noriega</i> .....	9
<i>Crisis in Panama</i> .....	14
<i>The Southern Command and the Crisis</i> .....	21
 2. Operation Orders and Security Enhancement.	
February–April 1988 .....	33
<i>Contingency Planning: ELABORATE MAZE</i> .....	35
<i>Sanctions</i> .....	40
<i>Phase V, Joint Special Operations Task Force, and U.S.</i>	
<i>Army, South</i> .....	43
<i>Security Enhancement</i> .....	50
<i>Showdown in Washington</i> .....	57
<i>Joint Task Force-Panama</i> .....	59
 3. Violence, “Fissures,” and a PRAYER BOOK, April–May 1988 .....	63
<i>Noriega Perseveres</i> .....	63
<i>First Blood</i> .....	66
<i>Déjà Vu</i> .....	77
<i>The PRAYER BOOK</i> .....	89
<i>Fissures</i> .....	97
 4. Settling In, May 1988–January 1989 .....	103
<i>Woerner’s Critique and Policy Proposals</i> .....	104
<i>Joint Training</i> .....	109
<i>The “Stage”</i> .....	113
<i>Rules of Engagement</i> .....	118
<i>The Redeployment Question</i> .....	127
<i>Enter the XVIII Airborne Corps</i> .....	129
 5. Toward a Tougher Posture, February–April 1989 .....	135
<i>Woerner’s Woes</i> .....	137
<i>“Terror” in Panama</i> .....	139
<i>A Tougher Posture</i> .....	150

*Figure 9-6. Table of Contents*



<i>Chapter</i>	<i>Page</i>
6. Operation NIMROD DANCER, May 1989 . . . . .	157
<i>The Muse Affair</i> . . . . .	158
<i>Preelection Preparations</i> . . . . .	161
<i>The Election</i> . . . . .	165
<i>Deployments</i> . . . . .	170
<i>Adjusting and Adapting</i> . . . . .	178
<i>Harbinger: The "Invasion" of Fort Espinar</i> . . . . .	188
7. Asserting U.S. Treaty Rights, May–June 1989 . . . . .	191
<i>Triad and Fissures II</i> . . . . .	192
<i>Reasserting Treaty Rights: Convoys</i> . . . . .	196
<i>"Sliding into Something"</i> . . . . .	207
8. Ratcheting Up, June–September 1989 . . . . .	217
<i>BLADE JEWEL and the PRAYER BOOK</i> . . . . .	217
<i>Woerner's "Retirement"</i> . . . . .	223
<i>Ratcheting Up</i> . . . . .	224
<i>ALICE, BEATRICE, and the Others</i> . . . . .	231
9. From Black Tuesday to BLUE SPOON, October–December 1989 . . . . .	241
<i>General Max Thurman</i> . . . . .	241
<i>"Black Tuesday": The 3 October Coup Attempt</i> . . . . .	248
<i>Ramifications</i> . . . . .	258
<i>Operation Order 1–90 and Operation Plan 90–2</i> . . . . .	263
<i>The Road to JUST CAUSE</i> . . . . .	270
10. Conclusions . . . . .	277
<i>The Twilight Zone</i> . . . . .	279
<i>Joint Operations</i> . . . . .	282
<i>Personalities</i> . . . . .	284
Bibliography . . . . .	287
Abbreviations and Acronyms . . . . .	291
Index . . . . .	295

TABLE

Buildup of U.S. Forces in Panama, 1988–1989 . . . . .	278
---	-----

CHARTS

No.

1. Command Relationships: U.S. Southern Command . . . . .	16
2. U.S. Southern Command Joint Staff Organization . . . . .	17
3. Command Relationships: Joint Task Force–Panama (as of May 1988) . . . . .	83

<i>No.</i>	<i>Page</i>
4. Initial BLUE SPOON Command Arrangements . . . . .	90
5. Joint Task Force-Panama Organization for NIMROD DANCER . . . . .	193
6. BLUE SPOON on the Eve of Operation JUST CAUSE: Operation Plan 90-2 Command and Control . . . . .	267

MAPS

Central and South America, 1989 . . . . .	<i>Frontispiece</i>
1. Panama, 1989 . . . . .	4
2. Panama Canal Area, 1987-1989 . . . . .	26
3. Canal Area, Pacific Ocean Side, 1987-1989 . . . . .	86

ILLUSTRATIONS

President Theodore Roosevelt in Panama During the Construction of the Canal, 1906 . . . . .	2
Locks of the Panama Canal Under Construction . . . . .	6
General Omar Torrijos . . . . .	7
President Jimmy Carter and General Torrijos Sign the Panama Canal Treaty . . . . .	8
General Manuel Antonio Noriega Moreno . . . . .	10
General Frederick F. Woerner Jr. in Conversation . . . . .	15
The Panama Canal . . . . .	34
Maj. Gen. Bernard Loeffke Briefing the Troops . . . . .	37
Admiral William Crowe . . . . .	40
President Ronald W. Reagan Talking with Caspar Weinberger, Secretary of Defense During the First Months of the Panama Crisis . . . . .	43
A Panama Defense Forces Antiriot Unit Using Water Cannon to Put Down a Demonstration Against the Regime . . . . .	54
A Marine Patrol on the Arraiján Tank Farm . . . . .	69
The Guard House at the Entrance to Quarry Heights, the Location of the U.S. Southern Command Headquarters . . . . .	79
Paramilitary Dignity Battalion Members in Red T-shirts in the Streets Ready to Fight . . . . .	106
Fort Clayton . . . . .	110
Rodman Naval Station . . . . .	116
President George H. W. Bush Speaks at an Armed Forces Review and Awards Ceremony . . . . .	136
Demonstrators Bang Pots in Protest Against the Noriega Regime . . . . .	158
Opposition Candidates Guillermo Endara and Ricardo Arias Calderón and Marchers Face the Panama Defense Forces . . . . .	169
A Dignity Battalion Member Attacking Guillermo "Billy" Ford . . . . .	169
U.S. Army Troops Attiving for Operation NIMROD DANCER . . . . .	174
Albrook Air Station . . . . .	176
Howard Air Force Base . . . . .	208
AC-130 Spectre Gunship . . . . .	216

	<i>Page</i>
Maj. Gen. Marc A. Cisneros and General Maxwell R. Thurman at the Former's Promotion Ceremony .....	225
Marines in Their Light Armored Vehicles .....	234
General Woerner Talks at the Change of Command Ceremony .....	242
General Thurman .....	243
Lt. Gen. Carl W. Stiner .....	246
Noriega Waves His Fist to Supporters After the Failed October 1989 Coup. .	259
Soldiers in an M113 Armored Personnel Carrier Guard an Entrance to Gorgas Army Hospital .....	273

Illustrations courtesy of the following sources: p. 2, Theodore Roosevelt Collection, Harvard College Library; p. 6, Office of History, U.S. Army Corps of Engineers; p. 7, <http://www.country-data.com>; pp. 10, 54, 106, 158, 169 (top/bottom), 259, Corbis; p. 40, Department of the Army; p. 69, <http://www2.bc.edu>; p. 79, [http://william\\_h\\_ormsbee.tripod.com](http://william_h_ormsbee.tripod.com); p. 110, <http://www.globalsecurity.org>; p. 136, <http://www.pubdef.net>; p. 216, U.S. Air Force; and p. 246, XVIII Airborne Corps Historian. Cover and all other illustrations from Department of Defense files.

## FOREWORD



Prior to Operation *JUST CAUSE*, the December 1989 U.S. intervention in Panama, American leaders had struggled for over two years with the increasingly difficult regime of General Manuel Antonio Noriega. At the time, the Panama Canal was still under U.S. administration, with the U.S. Southern Command based at Quarry Heights charged with its security. Led by General Frederick F. Woerner Jr. and supported by Maj. Gen. Bernard Loeffke, the command's Army component commander, American military leaders weathered a series of low-grade crises during 1988–1989, slowly culminating in a growing military confrontation with Noriega's military, paramilitary, and police forces. Detailed in Larry Yates' study are the contingency plans, rules of engagement, a host of varied operations—security patrols, guard duty, training exercises, shows of force, and police actions—and even the occasional firefight, all of which characterized this trying period.

But this history is much more than a precursor to *JUST CAUSE*. The book's true value lies in a careful examination of the complex relationships between a U.S. combatant command, one of the four American global military headquarters, and its Washington, D.C., superiors, to include Joint Chiefs Chairman Admiral William Crowe, Army Chief of Staff General Carl Vuono, Defense Secretary Richard Cheney, and Presidents Ronald W. Reagan and George H. W. Bush. Indeed, the able Woerner and his staff often found themselves walking a tightrope between a variety of ill-defined administration policies whose long-range goals were difficult to fathom and the exigencies of a steadily worsening local situation. The conflicting demands ultimately led to Woerner's untimely replacement by General Maxwell R. Thurman, an officer more comfortable with the Bush administration's approach to the crisis. Highlighted also are the roles played by the local joint and special operations headquarters, those U.S.-based commands charged with providing military reinforcements to the region, and those government officials responsible for regional diplomatic, intelligence, and economic affairs. The result is a rich mix of timeless experiences and insights especially attuned to the contingency fare so common in the post-Cold War era and an excellent primer for officers assuming duties in the joint defense commands and staffs that play a key role in today's defense establishment. The volume also marks another significant addition to the Center's expanding Contingency Operations Series.

Washington, D.C.  
25 July 2008

JEFFREY J. CLARKE  
Chief of Military History

*Figure 9-7. Foreword*

## THE AUTHOR



Lawrence A. Yates is a native of Kansas City, Missouri. He received his Ph.D. in history from the University of Kansas in 1981, after which he joined the Combat Studies Institute at Fort Leavenworth, Kansas. During his twenty-four years with the institute, he taught and wrote about U.S. military interventions, contingency and stability operations, and unconventional warfare. In 1989, he was in Panama during Operation JUST CAUSE, the U.S. invasion of that country. Among his publications, he is the author of Leavenworth Paper 15, *Power Pack: U.S. Intervention in the Dominican Republic, 1965–1966*, and *The US Military's Experience in Stability Operations, 1789–2005*; coauthor of *My Clan Against the World: U.S. and Coalition Forces in Somalia, 1992–1994*; and coeditor of—and a contributor to—*Block by Block: The Challenges of Urban Operations*. In September 2005, Yates retired from government service. He is currently working on an official history of Operation JUST CAUSE, the companion piece to this volume.

*Figure 9-8. Author Bio*

## PREFACE



On 20 December 1989, the United States invaded the Republic of Panama to overthrow the dictatorship of General Manuel Antonio Noriega. By capturing the general, defeating the military forces he commanded, and installing a democratic government in the country, Operation JUST CAUSE, the code name for the U.S. invasion, brought to an end in a matter of days a crisis in American-Panamanian relations that had defied resolution for over two years.

The swiftness and completeness of the U.S. victory immediately certified JUST CAUSE as an exemplary case study to be analyzed in military service schools and assimilated by doctrine writers, trainers, staff officers, commanders, organizational experts, strategists, and tacticians. The invasion offered lessons in joint and urban operations; unity of command; the rapid, decisive, yet restrained use of overwhelming force; the integration of conventional and special operations forces; and the applicability of the principles of war across the spectrum of conflict. For nearly a year after its conclusion, it also served as a force-projection model for what U.S. military operations in the post-Cold War world might resemble. Then, almost as quickly as it had attained this preeminent status, the Panama operation receded from view as an object of institutional study and emulation, a consequence of the American military's sudden shift of attention and resources to the Persian Gulf in response to Iraq's occupation of Kuwait. By early 1991, JUST CAUSE had been eclipsed by Operations DESERT SHIELD and DESERT STORM. So, too, had the broader context in which the invasion of Panama had taken place.

Today, nearly twenty years after the fact, the vast majority of U.S. officers can readily link JUST CAUSE with Panama and Noriega, but that association generally reflects the limits of what they remember about their own profession's involvement in the crisis. In the forefront of the military's collective memory, little has been retained regarding the role U.S. forces played in the stability and nation-building operations that began during the invasion and continued well after its official conclusion—this despite the continued availability of relevant studies by John T. Fishel and Richard Shultz Jr. Worse, on the subject of U.S. military activities in Panama during the 2½ years of tension leading up to the invasion, there is something approaching institutional amnesia. Of the several books about Operation JUST CAUSE (see Bibliography), most cover the pre-invasion crisis in an introductory chapter or two, with discussion confined to a handful of military milestones that, selected with the advantage of hindsight, suggest an inexorable movement to open hostilities.

My goal in this volume is to examine the Panama crisis from June 1987 to December 1989 not simply as a prelude to Operation JUST CAUSE but as a case study in its own right—as an extended series of interrelated actions and issues that U.S. military personnel had to confront on a daily basis in a process that imparted no sense of inevitability as to the outcome. If I am successful, the reader should easily realize that this example of crisis management offers numerous insights for today's officers, especially those operating under conditions in which conventional warfare is either a subsidiary endeavor or absent all together. In the

Figure 9-9. Preface

Panama crisis, this limbo between peace and war was labeled the Twilight Zone by some, a doctrinal wasteland in which officers, noncommissioned officers, and enlisted men who were trained almost exclusively in the straightforward art of traditional warfare had to adapt, in the furtherance of their country's policies, to an unfamiliar, complex, unorthodox, and highly ambiguous environment. This type of conflict placed a heavy emphasis on restraint in the face of provocation, and actions from the strategic level down through the tactical were driven more by political considerations and signals than by military necessity. In the process, warriors often found themselves acting as cops, peacemakers, and diplomats, and occasionally as victims.

The study is based largely on primary sources, many of which I collected during several trips to Panama while the crisis was still in progress. On these visits, I enjoyed access to file cabinets full of documents generated by Joint Task Force (JTF)-Panama, the U.S. Southern Command (SOUTHCOM), the Pentagon, and the XVIII Airborne Corps. I also conducted over two hundred interviews with civilians and military officers who were involved in the crisis. Equally important, I observed these people—commanders, staff officers, civilian employees, and troops in the field—as they worked long hours responding to dozens of simultaneous, often competing challenges affecting their wide range of regional responsibilities, of which the Noriega problem was only one. Of necessity, I have had to condense the detail and complexity of their experience into what I hope is a coherent narrative that provides some analytical insights while minimizing as much as possible the imposition of an artificial sense of order on a process that too often seemed disjointed and chaotic to those caught up in it.

Having stated in general terms what I have tried to accomplish, it is important to indicate what this study does not attempt to do. To begin with, this is not a history of the crisis from the perspective afforded the highest levels of government in Washington. The text will make only occasional excursions into the White House, State Department, Pentagon, and Central Intelligence Agency. Rather, attention is centered on the U.S. military as it dealt with the crisis at the strategic (SOUTHCOM) and operational (JTF-Panama) levels, with an incursion now and then into the tactical level that was largely the province of JTF-Panama's service components. Nor does this study make any pretense of being an in-depth look at the Panamanian side of the hill, either in terms of Noriega and the Panama Defense Forces, or in terms of the regime's political opposition. The focus, again, is on the role and activities of the U.S. military. Finally, this is an analytical narrative of a historical case study, not a political science model for crisis management, although I hope that those who deal in such schema will find useful data from the information contained herein.

Spanish-speaking readers of this book deserve a brief explanation on a convention I employed with respect to Spanish words in the text. Normally, when a Spanish word requiring an accent mark is used, the accent mark is included, thus informing the reader as to what syllable of the word should be emphasized. I have made an exception where a Spanish word is used frequently in English without an accent. For example, the word "río" (river) in Spanish is spelled "río" in this text, as in Rio Hato.

I started researching this book in 1989, just two months before Panamanians voted in their presidential election in May. I finished writing the first draft of

the manuscript on New Year's Day of 2001. During the years in between and since, I have become indebted to more people than I can possibly list here, and to all of them I extend my heartfelt thanks and appreciation. Certain individuals and institutions do require special mention, however, and if I do not include everyone that I should, I apologize in advance. To begin with, I am tremendously grateful to then-Maj. Gen. Bernard Loeffke and Col. John A. "Jay" Cope Jr. at U.S. Army, South (USARSO), for selecting me for the project, and to then-Maj. Gen. Marc A. Cisneros for continuing my involvement after Loeffke and Cope had left Panama for new assignments. The USARSO historians, especially Janet Len-Rios, offered invaluable assistance in expediting my trips to Panama, providing me office space, facilitating my access to documents, and handling a variety of administrative details. Once the Southern Command acquired an official historian, John Pitts, I was able to explore his file cabinets as well for pertinent documents.

Officers on the JTF-Panama and SOUTHCOM staffs were extremely generous with their time, as were numerous commanders in the field operating under one or both of these headquarters. Four such men were then-Col. Arnold T. "Arnie" Rossi, Col. Norman W. Higginbotham, Lt. Col. John T. Fishel, and Maj. Fred Polk. Back at Fort Leavenworth, of the student officers and faculty who rotated in and out of the Army's Command and General Staff College in the 1990s, dozens had participated in the Panama crisis and proved eager to relate their experiences to me. This included a number of my colleagues in the Combat Studies Institute, especially Lt. Col. John R. Finch and Maj. John Diviney. For one year of the project, Maj. Kelvin Crow was assigned as a research assistant who, besides visiting several archives in this country and abroad, also organized the mass of documents that became a discrete collection on the Panama crisis housed in the fort's Combined Arms Research Library (CARL). Over the years, the directors and staff at CARL have gone out of their way to ensure the integrity of that collection and to accommodate my work with it. Similar accolades can be directed at library personnel, archivists, and historians who assisted me at the Army War College, the U.S. Army Military History Institute, U.S. Forces Command, the Joint History Office, the U.S. Marine Corps History Division, and the U.S. Army Center of Military History (CMH). In the last organization, I am very grateful to the former chief of the Historical Resources Branch, Robert K. Wright Jr., who as an Army reservist conducted exhaustive research on Operation *JUST CAUSE*. Finally, the archives at the U.S. Special Operations Command (SOCOM) were opened to me, thanks to the efforts of John Partin, the SOCOM historian, and the assistance of Gaea Levy, the history office archivist.

U.S. Army, South, funded my research trips to Panama and elsewhere from 1989 through 1993. By the latter date, CMH was also involved in the project, funding additional research and reviewing completed drafts of each chapter. For authorizing this arrangement, I would like to thank Roger J. Spiller and Col. Richard Swain, both directors of the Combat Studies Institute, who, along with their successors, also sought to find me the time to complete the manuscript. At CMH, I would like to thank Jeffrey J. Clarke and Richard W. Stewart for their help and support throughout the project. I would also like to single out Brig. Gens. Harold W. Nelson and John S. Brown, both chiefs of military history at the Center, for their support.



In 2004, Jay Cope, John Fishel, Gabriel Marcella of the Strategic Studies Institute, Keith R. Tidman and Donald A. Carter of CMH, and Jeffrey Clarke participated in the Center's review panel of the manuscript. Their comments and criticisms were invaluable. So, too, has been the collaboration I have had with Diane Sedore Arms, a CMH editor, who has given me indispensable advice on improving the readability of this text. Like many authors, I preferred to think that in my draft manuscript "every word was carefully chosen, every sentence carefully crafted," to quote an acquaintance. Diane did a superb job of pointing out to me the fallacy of this thinking, and I am enormously indebted to her. S. L. Dowdy, the CMH cartographer, also did magnificent work on the maps for the book. Michael R. Gill collected the photographs and designed the handsome cover and layout as well as the charts. Contractor Anne Venzon created the detailed index for this volume. The author alone is responsible for all interpretations and conclusions, as well as for any factual errors that may have crept into the text.

Leavenworth, Kansas  
25 July 2008

LAWRENCE A. YATES



## Indexes

*If you don't find it in the index, look very carefully through the entire catalogue.—Sears, Roebuck, and Co., Consumer's Guide, 1897*

### General

- 10.1** Do not index maps, charts, tables, picture captions, front matter, appendixes, or other back matter.
- 10.2** Index discursive footnotes; but do not index footnotes giving only reference citations. When referencing a discursive footnote, use the page number followed by an “n” and the footnote number. Use “nn” to indicate more than one footnote on that page. Do not italicize “n” and do not insert spaces within the reference.
- 134n2 [page 134, note 2]  
 134nn2–5 [page 134, notes 2 through 5]  
 168nn86,88 [page 168, notes 86 and 88]
- If the page already appears under that main entry, do not index the footnote. The reader will review the entire page, including the footnotes, for the item's information.
- Casualties, enemy, 67, 81, 97
- not*
- Casualties, enemy, 67, 81, 97, 97n63
- 10.3** Index all people, geographic place names, and military units. However, incidental mentions of people and places need not be indexed.
- 10.4** Index should follow the capitalization, spelling, accents, and italics style of the work being indexed.
- 10.5** Capitalize the initial letter of the first word of each main entry. In subentries, capitalize or lowercase entries to conform to the capitalization style followed in text.

- 10.6** Index officers by the highest rank given in text.
- 10.7** Do not list officer or civilian position titles with a name; use a cross-reference instead.
- Chief of Staff, U.S. Army. See Casey, General George W. Jr.  
Casey, General George W. Jr.  
President, U.S. See Bush, George H. W.  
Bush, George H. W.
- 10.8** Avoid beginning a main entry with a preposition.
- 10.9** Main entries having fewer than six page references need not be broken into subentries.
- 10.10** There must be at least two subentries under a main entry.
- 10.11** Locators (page numbers) that appear in subentries should not be duplicated immediately after the main entry.
- Yempuku, Capt. Ralph T., 141, 286, 291, 347, 377  
    occupation of Japan, 436–37  
    surrender of Japan, 400–401, 403
- not*
- Yempuku, Capt. Ralph T., 141, 286, 291, 347, 377, 400–401,  
    403, 436–37  
    occupation of Japan, 436–37  
    Pacific campaigns, 286, 291, 347, 377
- 10.12** For the reader's convenience, use cross-references liberally. Double-post subentries also as main entries.
- Chinese-language program, 315–16  
    . . .  
Fort Snelling, Minn., 299–329  
    Chinese-language program, 315–16

- 10.13** Index by paragraph not by an individual item's appearance on a page. For example, Maj. Gen. Leonard T. Gerow's name appears on page 97, not on page 98, but the paragraph, and therefore the discussion, carries over to page 98. The reader is interested in the entire discussion and its relation to Gerow. As a result, he and all the other people, places, and things indexed in that paragraph should follow the example below.

Gerow, Maj. Gen. Leonard T., 97–98

If Gerow appears only on the top of page 98, the end of the carried-over paragraph, the entry should be the same as mentioned above because the reader, again, is interested in the entire discussion.

## Alphabetizing

- 10.14** Use the letter-by-letter system for alphabetizing indexes in which the alphabetizing continues up to the first space or punctuation mark and then starts again after that point. For letter-number combinations, see **10.18**. For units, see **10.22–33**.
- 10.15** Do not consider prepositions and articles (such as *of* and *of the*) when alphabetizing main entries.
- Dellums, Ronald V.  
Department of the Army  
Department of the Army Realignment Task Force  
Department of Defense
- 10.16** Terminate alphabetizing at a space, hyphen, comma, or slash.
- Air forces  
Air raids  
Air support  
Aircraft, manufacture of  
Aircraft armament
- 10.17** When a subentry begins with a preposition or a connective, do not consider the preposition or connective in alphabetizing. Otherwise, alphabetize subentries in same manner as for main entries.

**10.18** Main entries that begin with a letter and a number should appear at the beginning of entries for that letter.

B-17s

B-26s

B-29s

Base facilities

**10.19** *Names with “Mc” or “Mac.”* Names with “Mc” or “Mac” are alphabetized letter by letter as the name is spelled.

MacArthur

Machine gun

Mackenzie

Macmillian

McAllister

McCullough

McNeil

**10.20** *Names with “Saint.”* “Saint” names are alphabetized letter by letter as the name is spelled. (Cross-reference if Saint and St. are far apart in the index.)

Sabotage

Saint, General Crosbie

San Francisco

Santa Barbara

Saratoga

St. Cloud

St. Michael

Stammering

**10.21** *Names with “O.”* Names beginning with “O” are alphabetized as if the apostrophe were not there.

Odierno

O'Donnell

Onassis

O'Neil

Ono

## Units

- 10.22** *General rules for units.* Organize units as main entries by branch or function (Airborne, Armor, Armored, Armored Cavalry, Artillery, Aviation, Battlefield Surveillance, Cavalry, Engineer, Field Artillery, Fires, Infantry, Maintenance, Maneuver Enhancement, Military Intelligence, Military Police, Ordnance, Quartermaster, Signal, Support, Sustainment, Transportation, and more), then by size (largest to smallest—divisions, brigades or brigade combat teams, regiments, battalions or squadrons, and companies or troops or batteries. Subentries are to be organized numerically (if companies or troops or batteries, alphabetically). For the treatment of branches that are organized as regiments, see **10.23**, **10.25**. For the treatment of branches not organized as regiments, see **10.26**, **10.27**. For an example of how to handle the 10th Mountain Division, see **10.29**. **When in doubt, please call the project editor for advice.**
- 10.23** For branches that are organized as regiments—specifically Armor, Armored Cavalry, Artillery, Aviation (post-1987), Cavalry, and Infantry—the parent units should also be listed. The following is an example of unit organization for a history that takes place prior to the Vietnam War (1958–1973). For Vietnam War–era histories and later, do not include a listing of regiments.

Infantry Divisions

1st

4th

9th

25th

Infantry Brigade Combat Teams

1st, 1st Infantry Division

2d, 1st Infantry Division

Infantry Brigades [also those that are separate]

1st, 4th Infantry Division

3d, 9th Infantry Division

196th [a separate brigade with no parent division]

Infantry regiments

2d

8th

9th

12th

28th

#### Infantry Battalions

- 1st, 2d Infantry
- 1st, 8th Infantry
- 1st, 12th Infantry
- 2d, 2d Infantry
- 2d, 28th Infantry
- 4th, 9th Infantry

#### Infantry Companies

- A, 1st Battalion, 8th Infantry
- A, 2d Battalion, 28th Infantry
- B, 1st Battalion, 12th Infantry

For the same units in a history that takes place after October 2005, the basic organization is the same as other post-Vietnam War histories (regiments are not listed), except the names of the units will be slightly different. At this time, *Regiment* becomes part of the official designation. See **10.24** for advice on identifying the size of a unit and on the use of *Regiment* in a unit's official designation.

#### Infantry Divisions

- 1st
- 4th
- 9th
- 25th

See *also* Mountain Division, 10th; Special Troops Battalions.

#### Infantry Brigade Combat Teams

- 1st, 1st Infantry Division
- 2d, 1st Infantry Division

See *also* Special Troops Battalions.

#### Infantry Brigades [also those that are separate]

- 1st, 4th Infantry Division
- 3d, 9th Infantry Division
- 196th [a separate brigade with no parent division]

#### Infantry Battalions

- 1st, 2d Infantry Regiment
- 1st, 8th Infantry Regiment
- 1st, 12th Infantry Regiment
- 2d, 2d Infantry Regiment
- 2d, 28th Infantry Regiment
- 4th, 9th Infantry Regiment

#### Infantry Companies

- A, 1st Battalion, 8th Infantry Regiment
- A, 2d Battalion, 28th Infantry Regiment
- B, 1st Battalion, 12th Infantry Regiment



**10.24** *Identifying the size of units.* The first time a unit is mentioned in the text, its official designation will be given in full. A unit will have its size as part of its name (such as 25th Infantry Division, 173d Airborne Brigade, and 70th Engineer Battalion) and its size will be in every mention. *Regiment* is the exception. *Regiment* is omitted in unit names prior to 1 October 2005. Much depends on the time period in which the unit is discussed. Follow carefully the way the unit is cited in the text, and index it as it first appears. For units larger than division, see **10.32**.

*Pre-1 October 2005 regiment examples*

69th Armor  
9th Cavalry  
9th Infantry

Occasionally, regiment will be added to these names, but it will always be lowercased.

Note: The 75th Ranger Regiment is an exception to the rule and has *regiment* as part of its official designation prior to 1 October 2005.

*Post-1 October 2005 regiment examples*

227th Aviation Regiment  
2d Cavalry Regiment  
2d Infantry Regiment

**10.25** For units smaller than division that are in branches organized as regiments, see also **10.23**. These units will be indicated in full (which means the parent units will be cited as well) when they are first mentioned. For Special Troops Battalions, see **10.28**. The templates for pre-October 2005 units are

*for brigade combat teams:* Ordinal [of Brigade Combat Team],  
Division (3d, 1st Infantry Division)

*for brigades:* Ordinal [of Brigade], Division (3d, 1st Infantry  
Division)

*for squadrons, such as airmobile:* Ordinal [of Squadron],  
regiment (1st, 9th Cavalry)

*for battalions:* Ordinal [of Battalion], regiment (1st, 5th Artillery)

*for companies:* Letter [of Company], Battalion, regiment (C, 2d  
Battalion, 327th Infantry)

*for batteries, such as artillery:* Letter [of Battery], Battalion,  
regiment (B, 2d Battalion, 33d Artillery)

*for troops, such as airmobile or armored cavalry:* Letter [of  
Troop], Squadron, regiment (C, 3d Squadron, 4th Cavalry)

The templates for post–October 2005 units are

*for brigade combat teams:* Ordinal [of Brigade Combat Team],  
Division (3d, 1st Infantry Division)

*for brigades:* Ordinal [of Brigade], Division (3d, 1st Infantry  
Division)

*for squadrons, such as airmobile:* Ordinal [of Squadron],  
Regiment (1st, 9th Cavalry Regiment)

*for battalions:* Ordinal [of Battalion], Regiment (1st, 5th Artillery  
Regiment)

*for companies:* Letter [of Company], Battalion, Regiment (C, 2d  
Battalion, 327th Infantry Regiment)

*for batteries, such as artillery:* Letter [of Battery], Battalion,  
Regiment (B, 2d Battalion, 33d Artillery Regiment)

*for troops, such as airmobile or armored cavalry:* Letter [of  
Troop], Squadron, Regiment (C, 3d Squadron, 4th Cavalry  
Regiment)

Note: For separate brigades that were created as part of the Army's transformation to a modular force (beginning in 2005), see **10.27**. For the Special Troops Battalion, see **10.28**.

**10.26** Some units are separate (attached) and do not have parent organizations that need to be indexed with them. Armored, Aviation (pre-1987), Engineer, Field Artillery, Maintenance, Military Intelligence, Military Police, Ordnance, Quartermaster, Signal, Support, and Transportation units are among the specialized units that will not be introduced with parent units. They are ordered by size first and numerically second.

Engineer units

18th Engineer Brigade

1st Engineer Battalion

70th Engineer Battalion

173d Engineer Company

*or*, if there is only one unit of its kind, list it as a main entry.

Engineer Brigade, 18th

- 10.27** Separate brigades that were created as part of the Army's transformation to a modular force are alphabetized according to their names as main entries. Subentries would be listed numerically. If individual brigades have thematic subentries, list the numerical entries first and then organize the rest alphabetically.

Battlefield Surveillance Brigades

1st

2d

Fires Brigades [using *See also*, cross-reference this category with any Artillery units indexed]

1st

2d

Maneuver Enhancement Brigades

1st

3d

Sustainment Brigade, 1st

- 10.28** The Special Troops Battalion may appear in narratives that take place in 2004 to 2009. There can be one of these units per division and one per brigade combat team. The unit has, since 2009, begun to disappear and has been replaced by a headquarters unit that will rarely be listed in an index. It will be completely replaced in 2011. See also **10.29**. Index alphabetically as a main entry. Index subentries first by size, then numerically, and then alphabetically.

Special Troops Battalions

of the 1st Infantry Division

of the 2d Armored Division

of the 2d Infantry Division

of the 10th Mountain Division

of the 1st Brigade Combat Team, 1st Infantry Division

of the 1st Brigade Combat Team, 4th Infantry Division

of the 2d Brigade Combat Team, 1st Infantry Division

of the 2d Brigade Combat Team, 10th Mountain Division

of the 4th Brigade Combat Team, 82d Airborne Division

- 10.29** The 10th Mountain Division is an exception to the general rule simply because of its name. Organize by size, then numerically, then alphabetically.

Mountain Division, 10th  
in Afghanistan  
in Iraq

Mountain Division, 10th, units  
1st Brigade Combat Team  
2d Brigade Combat Team  
2d Battalion, 87th Infantry Regiment  
divisional Special Troops Battalion  
Special Troops Battalion, 1st Brigade Combat Team  
Special Troops Battalion, 2d Brigade Combat Team

- 10.30** *Parenthetical elements.* Parenthetical elements are not part of the official designation but do give some information the reader might want to know about a particular unit. Sometimes information that belongs in parentheses after a unit's name is inserted into a unit's name. Terms such as *Stryker*, *Light*, *Mechanized*, and *Air Assault* are seldom part of an official designation. When indexing a unit that does not seem to fit an expected pattern, please query the project editor.

5th Stryker Brigade, 2d Infantry Division, *should be* 5th Brigade  
Combat Team (Stryker), 2d Infantry Division  
2d Stryker Cavalry Regiment *should be* 2d Armored Cavalry  
Regiment (Stryker)

- 10.31** Some units will have thematic subentries associated with them. These units are still indexed by branch/function but are cited individually.

Infantry Division, 25th  
counterinsurgency school  
exercises  
and incoming troops  
in Thailand

Infantry divisions  
1st  
4th  
9th

- 10.32** Units larger than division are treated differently, in that they are indexed alphabetically as main entries and the subentries are organized numerically.

- Armies
  - First
  - Second
  - Third
  - Fifth
  - Eighth
- Army Groups [World War II period]
  - 6th
  - 12th
- Corps
  - I
  - IX
  - X
  - XVIII Airborne
- Field Forces, Vietnam
  - I
  - II

- 10.33** Units other than those belonging to the U.S. Army should be indexed under the service or country to which they belong, but all units must be indexed. If enemy units are cited in the text in italics, they should be listed in the index in italics.

- Air Force units
- British Army units
- Chinese Army units
- Iraqi Army units
- Marine Corps units
- Navy units
- North Vietnamese units
- South Vietnamese units
- Viet Cong units

## Abbreviations

**10.34** Abbreviations, acronyms, and initialisms fall normally within the alphabet. Very few acronyms are indexed as acronyms, with the spelled-out version following in parentheses. Most, instead, are indexed as the spelled-out version; see **10.35**. In the example below are acronyms that are best-known as acronyms.

Landing operations  
LCTs (landing crafts, tank)  
Logistics  
LVTs (landing vehicles, tracked)

**10.35** If a main entry in the index is introduced with an acronym in the text, the acronym should be placed in parentheses after it. Do not cite the acronym and then tell the reader to *See* the spelled-out version.

Strategic Army Corps (STRAC), 216  
“Strategic Army Study, 1970” (STARS-70), 165, 166  
Strategic Hamlet Program, 319  
Strike Command (STRICOM), 198

**10.36** *Names with “United” or “U.S.”* “United” and “U.S.” names are alphabetized letter by letter as they are spelled. Use U.S. as an adjective in main entries and subentries. All other abbreviations used in a main entry must be explained in the entry. In subentries, use abbreviations that have been established in the text.

United Arab Republic (UAR)  
United Kingdom  
United Nations Civil Assistance Command, Korea  
United States Military Academy  
Unity of command  
Urban warfare  
U.S. Army, Pacific  
U.S. Army Advisory Group in China  
U.S. Department of the Army  
U.S. Department of Defense

## Formatting

**10.37** Main entry is flush left, indent two em spaces (or two tabs, when keying text on MS Word) for runover lines; first subentry is indented one em (one tab) space, indent two em (two tab) spaces for runover lines; second subentry is indented three em (three tab) spaces, indent runover lines four em (four tab) spaces.

**10.38** Use a comma (or a colon, if use of the comma results in ambiguity) to separate entries from page numbers, and commas to separate page numbers from each other. Use an en dash to connect a range of page numbers. Follow same number form as for the main text (see **5.14**).

**10.39** Do not use periods in the index except to terminate complete statements. Use periods before and after statements beginning with *See* and *See also*. When using *See* or *See also*, ensure the main entry the reader is being sent to is exactly as it appears in the index.

*See also* Mountain Division, 10th, units.

*not*

*See also* 10th Mountain Division units.

**10.40** When *See also* is followed by reference to several entries, use semicolons to separate items.

**10.41** Italicize *See* and *See also* and any terms that are italicized in the text. But if what follows (e.g., a book title or a foreign word) is in italics, the words are preferably set in roman to distinguish them from the rest of the cross-reference. This is not necessary when they follow italics.

North Vietnam. *See People's Army of Vietnam.*

*but*

*People's Army of Vietnam.* *See* North Vietnam.

- 10.42** Italicize complete phrases associated with *See also*, such as *See also specific types of military equipment*.

## Editing

- 10.43** Check headings for alphabetical order.
- 10.44** Check the spelling, capitalization, and font of each heading, consulting the page proofs if in doubt.
- 10.45** Check punctuation—commas, colons, semicolons, en dashes, and the like—for proper usage according to CMH style.
- 10.46** Check cross-references to make sure the reference exists and that headings match. Ensure the cross-reference is needed; if only a few locators are involved, substitute these for the *See* reference. Ensure that the placement of all cross-references within entries is consistent.
- 10.47** Add additional cross-references as necessary.
- 10.48** Verify there are no false locators, such as “193–93” or “12102,” and ensure the locators are in ascending order.
- 10.49** Check subentries for consistency of order, whether alphabetical or chronological.
- 10.50** If some entries seem overanalyzed (many subentries with only one locator or, worse, with the same locator), combine as many as necessary without sacrificing their usefulness. If subentries are more elaborate than necessary, try to simplify.
- 10.51** If awkward or unnecessary sub-subentries appear, correct by adding appropriate repeated subentries or by adjusting punctuation.
- 10.52** Look for long strings of unanalyzed locators and break them up, if possible, with subentries.



- 10.53** Evaluate the accuracy of locators by a random check of five to ten entries. If more than one error is found; every locator may have to be rechecked.
- 10.54** If the index needs trimming, delete any entries that are trivial, such as references to persons or places used only as examples. Careful deletion of a handful of unnecessary entries, especially if they are very short, does not mar an otherwise good index.
- 10.55** *Runover columns.* If an entry breaks at the foot of the last column on a right-hand page (recto) and resumes at the top of the following left-hand page (verso), repeat the main heading followed by an em dash and *Continued* above the carried-over part of the index. No continued line is necessary when entries run over to the next column on the same page or on facing pages (verso to recto).

World War II

concentration of forces, 101,  
106, 111  
division organization, 119–20  
industrial mobilization, 112–13,  
114, 116–17  
intelligence operations, 117, 180  
joint operations, 85–86

World War II—*Continued*

logistical support, 86–87, 121–  
22, 124–28  
Mediterranean region, 78–79,  
98–99, 105  
military diplomacy, 107–08  
political considerations, 113–16  
prisoners of war, 114, 151, 160



# Appendix A

## Words List

### A

acknowledgment  
ad hoc (never hyphenated)  
adviser (*not* advisor)  
aero- (prefix, generally write as a closed compound)  
    aerodynamics, aeronautics  
air- (prefix, generally, write as a closed compound)  
    airborne, aircraft, airfield, airplane, airpower, airspace,  
    *but* air strike, air base  
Allies (U.S.); allies (enemy)  
alphanumeric (no hyphen)  
a.m.  
Americas, the (North, South, and Central America)  
anti- (prefix, generally write as a closed compound)  
    antiaircraft; but use hyphen with proper nouns (anti-  
    American, anti-Communist) and with words beginning  
    with *i* (anti-inflammatory, anti-intrusion, anti-inflation)  
antitank  
appendixes (*not* appendices)  
Army families (do not cap *families*)

### B

backlog  
baseline  
benchmark, benchmarking  
benefited  
bi- (prefix, generally write as a closed compound)  
    bidirectional, biannual  
bookkeeping  
breakdown (n., adj.), break down (v.)

## C

canceled, canceling (one *l*)  
cannon (singular); cannons (plural)  
caregiving  
catalog  
centi- (prefix, generally write as a closed compound)  
centimeter  
checklist  
Civil War (Am.); civil war (other)  
cleanup (n., adj.), to clean up (v.)  
closed-circuit (adj.), closed circuit (n.)  
closeout (n.), close out (v.)  
closeup (n.), close up (v.)  
coauthor  
code name (n.), code-name (v.)  
coeditor  
Cold War (cap)  
collinear (not colinear or co-linear)  
colocate  
combat, combated, combating  
CONUS (continental United States)  
coordinate  
counterattack  
counterbattery  
counterclockwise  
counterinsurgency  
counterintelligence  
counterrevolution  
courthouse  
coworker  
cross fire (n.), cross-fire (v.)  
cross-country (n., adj., adv.)  
crossover  
cross-reference (n., adj., adv.)  
cutoff (n.), cut off (v.)  
cutout (n.), cut out (v.)  
cyberspace

## D

database (one word)  
decision making, decision maker (n.), decision-making  
(adj.)  
DoD (*not* DOD)  
downline  
download  
downsize  
downstream

## E

*e-* Use *e-* words as follows:  
in a title                      E-Mail  
mid-sentence                 e-mail  
to begin a sentence         E-mail  
with proper name          e-Government  
e.g. (means “for example”; do not use in formal writing; if  
circumstances allow, use only in parenthetical phrases  
and follow with a comma)  
East Coast, Northeast, Far East (capitalized when  
designating a region)  
east, eastern (lowercase for compass direction)  
end strength (two words)  
endpoint  
enemy (use masculine pronoun *he, him*)  
*ex-* (prefix, use hyphen when using *ex-* in the sense of  
“former”) *ex-president, ex-governor*

## F

fallback (n., adj.), fall back (v.)  
federal (lowercase)  
firebase (one word)  
firepower  
firsthand  
flamethrower  
foodborne  
front line (n.), frontline (adj.)

## G

government (lowercase)  
guerrilla

## H

handheld (n., adj.)  
handoff (n., adj.)  
handout (n.), hand out (v.)  
hard copy (n.), hard-copy (adj.) (*not* hardcopy)  
hardstand (n.)  
HMMWV (Humvee; High-Mobility Multipurpose  
Wheeled Vehicle)  
hyper- (prefix, generally write as a closed compound)  
hyperlink, hypertext

## I

i.e. (means “that is”; do not use in formal writing; use only  
in parenthetical phrases, follow with a comma)  
inbound  
infrastructure  
inter- (prefix, generally write as a closed compound)  
interfaith, interlock, interorganizational  
Internet, the Net, the Web (always capped)

## J

judgment

## L

line(s) of communications

## M

machine gun (n.), machine-gun (v.)  
medevac (n., v.)  
memorandums (*not* memoranda)  
Middle East (n.), Middle Eastern (adj.)  
mountaintop  
multi- (prefix, generally write as a closed compound)  
multiauthor, multicultural, multilingual, multiyear

**N**

nation (meaning the United States); national  
non- (prefix, generally write as a closed compound)  
noncommissioned, nonnegotiable, nonviolent

**O**

OCONUS (outside the continental United States)  
off-, on- (prefixes, generally write as closed compounds)  
offlimits, offline, online, offload, onload, offshore, offsite,  
onsite, onboard, oncall, oncoming, ongoing, onset  
outnumbered

**P**

payload  
p.m.  
policymaking (n.), policy-making (adj.), policymaker (n.)  
post- (prefix, generally write as a closed compound),  
postdoctoral, postindustrial, posttraumatic, postwar  
preempt  
President (cap with name only, lowercase otherwise; never  
abbreviate)  
president-elect  
prewar  
prisoner of war (n.); prisoner-of-war (adj.)  
proindustrial

**Q**

quasi-judicial (adv.), quasi argument (adj.)

## R

re- (prefix, use hyphen if the word that follows begins with an *e*), re-elect, *but* reenlist. For several other words, the meaning will govern whether to use a hyphen, recover (to regain), re-cover (to cover again)

recordkeeping

reunify

rollback (n., adj.), roll back (v.)

rollout (n., adj.), roll out (v.)

## S

schoolhouse

self- (prefix, always takes a hyphen) self-employed, self-made

semi- (prefix, generally write as a closed compound)  
semiautomatic, semiofficial

shutdown (n.), shut-down (adj.), shut down (v.)

sociocultural

socioeconomic

soldier (lowercase)

standalone (n., adj.), stand alone (v.)

state of the art (n.), state-of-the-art (adj.)

stateside (adj., adv.)

stopgap (n.)

sub- (prefix, generally write as a closed compound)  
subsection

surveillance

symposia

synchronization



## T

tele- (prefix, generally write as a closed compound)  
telecommute, teleconference, telework  
third-party (adj.), third party (n.)  
time stamp  
timekeeper  
timeline  
timetable  
toward, *not* towards  
trans- (prefix, general write as closed compound)  
transatlantic, transcontinental, transship, transsocietal;  
use hyphen when combined with a proper noun, trans-  
American  
troubleshoot (v.), troubleshooter (n.), troubleshooting (n.)  
turnaround (n., adj.), turn around (v.)  
turnover

## U

U.K. (adj.), United Kingdom (n.)  
UN (adj.)  
un- (prefix, generally write as a closed compound)  
unclassified, unfunded, uninterrupted  
under- (prefix, generally write as a closed compound)  
underemployed, underestimate, underrate, understrength  
under way (adv.)  
upcoming  
upstream  
up-to-date (adj.), up to date (pred. adj.)  
U.S. (adj.), United States (n.), stateside (adj., adv.)  
USSR (no periods)

## W

walk-through (n.)  
war fighter, war fighting  
war game (n.), war-game (v.)  
warhead  
warlord  
waterborne  
Web, the World Wide Web (do not underline or italicize Web site URLs) Web page, Web site  
West Coast, Midwest (capitalize when indicating regions)  
west, western (lowercase when indicated compass direction)  
wide (suffix, generally write as a closed compound) agencywide, citywide, companywide, nationwide, worldwide; *but* Army-wide  
workaround (n., adj.); to work around (v.)  
workday  
workforce  
workload  
workplace  
workstation  
workweek  
world-class (adj.)  
worldwide  
wraparound (n., adj.), wrap around (v.)

## XYZ

Year 2, Year 3. . .  
Year 2000, Y2K  
year-end (adj.), year end (n.)  
yearlong (adj.)  
year-round (adj.)  
zero hour (n.), zero-hour (adj.)  
ZIP code

# Appendix B

## Additional Service Ranks Abbreviations

### U.S. Navy Rank Abbreviations

Rank	Abbreviation		Pay Grade
	Text	Footnotes	
Fleet Admiral (5-star)	None	Fleet Adm	
Admiral (4-star)	None	Adm	O-10
Vice Admiral (3-star)	V. Adm.	V Adm	O-9
Rear Admiral Upper Half (2-star)	R. Adm.	R Adm	O-8
Rear Admiral Lower Half (1-star)	R. Adm.	R Adm	O-7
Captain	Capt.	Capt	O-6
Commander	Cdr.	Cdr	O-5
Lieutenant Commander	Lt. Cdr.	Lt Cdr	O-4
Lieutenant	Lt.	Lt	O-3
Lieutenant Junior Grade	Lt. (jg)	Lt (jg)	O-2
Ensign	Ens.	Ens	O-1
USN Chief Warrant Officer	CWO5	CWO5	W-5
USN Chief Warrant Officer	CWO4	CWO4	W-4
USN Chief Warrant Officer	CWO3	CWO3	W-3
USN Chief Warrant Officer	CWO2	CWO2	W-2
USN Warrant Officer	WO1	WO1	W-1
Master Chief Petty Officer of the Navy	MCPON	MCPON	E-9
Fleet Master Chief Petty Officer			E-9
Command Master Chief Petty Officer			E-9
Master Chief Petty Officer	MCPO	MCPO	E-9
Senior Chief Petty Officer	SCPO	SCPO	E-8
Chief Petty Officer	CPO	CPO	E-7
Petty Officer First Class	PO1	PO1	E-6
Petty Officer Second Class	PO2	PO2	E-5
Petty Officer Third Class	PO3	PO3	E-4
Seaman	SN	SN	E-3
Seaman Apprentice	SA	SA	E-2
Seaman Recruit	SR	SR	E-1

## U.S. Marine Corps Rank Abbreviations

Rank	Abbreviation		Pay Grade
	Text	Footnotes	
General (4-star)	None	Gen	O-10
Lieutenant General (3-star)	Lt. Gen.	Lt Gen	O-9
Major General (2-star)	Maj. Gen.	Maj Gen	O-8
Brigadier General (1-star)	Brig. Gen.	Brig Gen	O-7
Colonel	Col.	Col	O-6
Lieutenant Colonel	Lt. Col.	Lt Col	O-5
Major	Maj.	Maj	O-4
Captain	Capt.	Capt	O-3
First Lieutenant	1st Lt.	1st Lt	O-2
Second Lieutenant	2d Lt.	2d Lt	O-1
Chief Warrant Officer	CWO5	CWO5	W-5
Chief Warrant Officer	CWO4	CWO4	W-4
Chief Warrant Officer	CWO3	CWO3	W-3
Chief Warrant Officer	CWO2	CWO2	W-2
Warrant Officer	WO1	WO1	W-1
Sergeant Major of the Marine Corps	Sgt. Maj. MC	Sgt Maj MC	E-9
Master Gunnery Sergeant	M. Gy. Sgt.	M Gy Sgt	E-9
Sergeant Major	Sgt. Maj.	Sgt Maj	E-9
First Sergeant	1st Sgt.	1st Sgt	E-8
Master Sergeant	M. Sgt.	M Sgt	E-8
Gunnery Sergeant	Gy. Sgt.	Gy Sgt	E-7
Staff Sergeant	S. Sgt.	S Sgt	E-6
Sergeant	Sgt.	Sgt	E-5
Corporal	Cpl.	Cpl	E-4
Lance Corporal	L. Cpl.	L Cpl	E-3
Private First Class	Pfc.	Pfc	E-2
Private E-1	Pvt.	Pvt	E-1

## U.S. Air Force Rank Abbreviations

Rank	Abbreviation		Pay Grade
	Text	Footnotes	
General of the Air Force (5-star)	None	Gen	
General (4-star)	None	Gen	O-10
Lieutenant General (3-star)	Lt. Gen.	Lt Gen	O-9
Major General (2-star)	Maj. Gen.	Maj Gen	O-8
Brigadier General (1-star)	Brig. Gen.	Brig Gen	O-7
Colonel	Col.	Col	O-6
Lieutenant Colonel	Lt. Col.	Lt Col	O-5
Major	Maj.	Maj	O-4
Captain	Capt.	Capt	O-3
First Lieutenant	1st Lt.	1st Lt	O-2
Second Lieutenant	2d Lt.	2d Lt	O-1
Chief Master Sergeant of the Air Force	Ch. M. Sgt. AF	Ch M Sgt AF	E-9
Command Chief Master Sergeant	Cmd. Ch. M. Sgt.	Cmd Ch M Sgt	E-9
Chief Master Sergeant	Ch. M. Sgt.	Ch M Sgt	E-9
Senior Master Sergeant	Sr. M. Sgt.	Sr M Sgt	E-8
Master Sergeant	M. Sgt.	M Sgt	E-7
Technical Sergeant	Tech. Sgt.	Tech Sgt	E-6
Staff Sergeant	S. Sgt.	S Sgt	E-5
Senior Airman	Sr. Amn.	Sr Amn	E-4
Airman First Class	A1C	A1C	E-3
Airman	Amn.	Amn	E-2
Airman Basic			E-1

























# Appendix C

## Rank Insignia of the U.S. Armed Forces

### Enlisted























ARMY														
no insignia	Private E-1 (PV1)	Private E-2 (PV2)	Private First Class (PFC)	Corporal (CPL) Specialist (SPC)	Sergeant (SGT)	Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master Sergeant (MSG)	First Sergeant (1SG)	Sergeant Major (SGM)	Command Sergeant Major (CSM)	Sergeant Major of the Army (SMA)		
MARINES														
no insignia	Private (Pvt)	Private First Class (PFC)	Lance Corporal (LCpl)	Corporal (Cpl)	Sergeant (Sgt)	Staff Sergeant (SSgt)	Gunnery Sergeant (GSgt)	Master Sergeant (MSGt)	First Sergeant (1stSgt)	Master Gunnery Sergeant (MGtSgt)	Sergeant Major (SgtMaj)	Sergeant Major of the Marine Corps (SgtMajMC)		
AIR FORCE														
no insignia	Airman Basic (AB)	Airman (Amm)	Airman First Class (A1C)	Senior Airman (SA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSgt)	First Sergeant (F-7)	Senior Master Sergeant (SMSgt)	First Sergeant (E-8)	Chief Master Sergeant (CMSgt)	First Sergeant (E-9)	Command Chief Sergeant (CCM)	Chief Master Sergeant of the Air Force (CMSAF)

# Enlisted














NAVY		COAST GUARD	
	Seaman Recruit (SR)		Seaman Recruit (SR)
	Seaman Apprentice (SA)		Seaman Apprentice (SA)
	Seaman (SN)		Seaman (SN)
	Petty Officer Third Class (PO3)		Petty Officer Third Class (PO3)
	Petty Officer Second Class (PO2)		Petty Officer Second Class (PO2)
	Petty Officer First Class (PO1)		Petty Officer First Class (PO1)
	Chief Petty Officer (CPO)		Chief Petty Officer (CPO)
	Senior Chief Petty Officer (SCPO)		Senior Chief Petty Officer (SCPO)
	Master Chief Petty Officer (MCPO)		Master Chief Petty Officer (MCPO)
	Force or Fleet Command Master Chief Petty Officer (FORMC/FLTMC)		Command Master Chief (CMC)
	Master Chief Petty Officer of the Navy (MCPON)		Master Chief Petty Officer of the Coast Guard (MCPD-CG)



# Officer

0-1	0-2	0-3	0-4	0-5	0-6	0-7	0-8	0-9	0-10	SPECIAL
<b>ARMY - AIR FORCE - MARINES</b>										
 Second Lieutenant (2LT)	 First Lieutenant (1LT)	 Captain (CPT)	 Major (MAJ)	 Lieutenant Colonel (LTJG)	 Colonel (COL)	 Brigadier General (BG)	 Major General (MG)	 Lieutenant General (LTJG)	 General (GEN)	 General of the Army (GA)
<b>NAVY - COAST GUARD</b>										
 Ensign (ENS)	 Lieutenant Junior Grade (LTJG)	 Lieutenant (LT)	 Lieutenant Commander (LCDR)	 Commander (CDR)	 Captain (CAPT)	 Rear Admiral Lower Half (RADM)(L)	 Rear Admiral Upper Half (RADM)(U)	 Vice Admiral (VADM)	 Admiral (ADM)	 Fleet Admiral (FADM)

# Warrant Officer

W-1	W-2	W-3	W-4	W-5
<b>ARMY</b>				
 <p>Warrant Officer (WO1)</p>	 <p>Chief Warrant Officer (CW2)</p>	 <p>Chief Warrant Officer (CW3)</p>	 <p>Chief Warrant Officer (CW4)</p>	 <p>Chief Warrant Officer (CW5)</p>
<b>NAVY - COAST GUARD</b>				
<p>Warrant Officer 1 W-1 * The grade of Warrant Officer W-1 is no longer in use.</p>	 <p>Chief Warrant Officer (CW02)</p>	 <p>Chief Warrant Officer (CW03)</p>	 <p>Chief Warrant Officer (CW04)</p>	<p>NO Chief Warrant Officer (CW05)</p>
<b>MARINES</b>				
 <p>Warrant Officer (WO)</p>	 <p>Chief Warrant Officer (CW02)</p>	 <p>Chief Warrant Officer (CW03)</p>	 <p>Chief Warrant Officer (CW04)</p>	 <p>Chief Warrant Officer (CW05)</p>
<b>AIR FORCE</b>				
<p>NO WARRANT</p>	<p>NO WARRANT</p>	<p>NO WARRANT</p>	<p>NO WARRANT</p>	<p>NO WARRANT</p>

# Index

## Abbreviations

- “a” or “an” preceding, 3-2
  - addresses, 4-4
  - in charts, 4-3, 4-4
  - in citations, 8-5–8-8
  - dates, 6-2
  - division of, 3-13
  - first and subsequent references, 3-2
  - general rules, 3-1–3-2
  - geographic terms, 4-3–4-5, 8-5
  - in indexes, 10-12
  - on maps, 4-3, 4-4
  - measurements, 6-4
  - military organizations, 1-14
  - military ranks, 1-17–1-18, 8-8,  
B-1–B-3
  - military units, 1-14
  - names of people, 1-3
  - parts of publications, 3-3
  - plurals, 3-4
  - punctuation, 3-3
  - in tables, 4-3, 4-4, 7-2
  - time, 6-3
  - titles of people, 1-5
- Academic degrees, punctuating, 3-3
- Acknowledgments, 1-4, 9-5
- Acronyms, 3-1–3-2, 8-5, 10-12
- Addresses
- abbreviation rules, 4-4
  - comma use, 2-5
  - division of e-mail and URL, 3-14
- Adjectives
- for armed services, 1-10
  - century as compound adjective, 6-3
  - derived from organizational names,  
1-2, 1-10
  - hyphenation of unit modifiers,  
3-4–3-5
  - number expressions, 5-2
- Adverbial expressions, punctuating, 2-7
- Adverbs, semicolon with, 2-15

- Advisory Committee page, 9-4, 9-11
- Air Force. *See* U.S. Air Force.
- Aircraft designations, 1-19–1-20
- Alliance designations, 1-11
- Alphabetization in indexes, 10-3–10-4
- A.m., 6-3
- Ammunition, 1-19, 2-9
- Apostrophe, 2-2
- Appendixes, 9-5
- Arab names, 1-4
- Archival material, citations for, 8-9–8 15
- Armed forces. *See specific service by name.*
- Army. *See* U.S. Army.
- Art, titles for works of, 1-7
- Article titles, capitalization of, 1-7
- Author biographical note, 9-4, 9-17
- Award titles, 1-12
- Back matter, 9-5–9-6
- Battles, names of, 1-11
- Bibliographical citations
- arrangement of, 8-22
  - for books, 8-18–8-19
  - for dissertations, 8-21
  - for government publications, 8-21
  - for lectures, 8-21
  - for newspapers, 8-20
  - for periodicals, 8-20
  - for speeches, 8-21
  - for theses, 8-21
- Bibliographies, 1-8, 9-5, 9-6
- Biographical note, author, 9-4, 9-17
- Block quotations, 3-9
- Boldface, punctuation with, 2-1
- Books, 1-7, 2-3, 9-1–9-6, 9-7–9-21.  
*See also under* Bibliographical citations; Footnote citations.
- Brackets, 2-1, 2-3, 2-7, 2-14
- Brochures, 9-6
- Bulleted lists, 3-10–3-11

- Camps, capitalization, 4-1
- Capitalization
  - alliances, 1-11
  - awards, 1-12
  - battles, 1-11
  - bulleted lists, 3-10
  - in citations, 8-5–8-8
  - code names, 1-11–1-12
  - colon use, 2-4
  - conflicts, 1-11
  - ethnic groups, 1-6
  - geographic terms, 1-1, 4-1–4-3
  - index entries, 10-1
  - internal Army documents, 1-7
  - legislation, 1-6
  - medals, 1-12
  - military equipment, 1-19–1-20
  - military orders, 1-6
  - military titles, 1-16
  - organizational names, 1-1–1-3, 1-9–1-11
  - political parties, 1-3
  - public acts, 1-6
  - publication titles and parts, 1-7–1-8
  - racial groups, 1-6
  - socioeconomic groups, 1-6
  - titles of people, 1-4–1-5
  - wars, 1-11
- Captions, photo, 3-6, 7-3
- Cataloging-in-Publication (CIP) data page, 9-3, 9-10
- Center of Military History (CMH), U.S. Army. *See* U.S. Army Center of Military History.
- Century as compound adjective, 6-3
- Chapters, 1-8, 8-19
- Charts
  - abbreviation rules, 4-3, 4-4
  - capitalization, 1-8
  - dates in, 6-2
  - footnotes, 7-2
  - italics for, 1-8
  - numbering, 7-2
  - references to, 1-8, 7-1
- Chinese names, 1-4
- Citations. *See* Bibliographical citations; Footnote citations.
- Cities, capitalization, 1-1
- Civilian titles, 1-4–1-5
- Coast Guard. *See* U.S. Coast Guard, rank insignia.
- Code names, 1-11–1-12
- Coined phrases, 2-14
- Colloquial coinages for military terms, 1-9
- Colon
  - in footnotes, 8-8
  - general rules, 2-3–2-4
  - in list introduction, 2-3, 3-10
  - in quotation introduction, 2-4, 2-7, 3-8
  - with quotation marks, 2-15
- Columns in tables, 7-2
- Combat outposts, capitalization, 4-1
- Comma
  - addresses, 2-5
  - adverbial expressions, 2-7
  - brackets, 2-7
  - “et al.” use, 2-6
  - geographic terms, 2-5, 4-3
  - introductory phrases, 2-4, 2-7, 3-8
  - military units, 1-13
  - name suffixes, 2-5
  - numbers, 2-5, 5-2
  - parentheses, 2-7
  - parenthetical elements, 2-5, 2-7
  - with quotation marks, 2-15
  - series, 2-4
  - short clause series, 2-6
  - that versus which and, 2-6
- Common terms with special military meaning, 1-11
- Compass points, 4-4
- Compound titles, 2-3
- Compound words
  - apostrophe with, 2-2
  - century as compound adjective, 6-3
  - division of, 3-12–3-14
  - hyphenation of, 2-9, 2-11, 3-4–3-6
- Conflicts, names of, 1-11
- Congressional legislation, 1-6
- Contents, table of, 9-4, 9-12–9-15
- Corporate name suffixes, 2-5
- Counties, 4-3
- Countries, 1-1, 2-2, 4-4
- Cross-references in indexes, 10-2, 10-13–10-14
- D-day time designations, 6-3
- Dashes
  - 2-em dash, 2-8, 2-12
  - 3-em dash, 2-8, 2-12, 8-22
  - em dash, 2-8, 2-11–2-12
  - en dash, 2-8, 2-10–2-11
  - See also* Hyphens and hyphenation.
- Dates, 2-10, 3-13, 5-2, 6-1–6-3

- Days of the week, abbreviations, 6-2
- Dedication, 9-4
- Descriptive versus possessive words, and apostrophe, 2-2
- Diagrams, 1-8, 7-3
- Dialogue. *See* Quotations.
- Dictionary, spelling authority, 3-1
- Display type, end-of-line punctuation in, 9-3
- Documentation
  - bibliography, 1-8, 8-18–8-22, 9-5, 9-6
  - footnotes/endnotes, 2-16, 6-2, 7-2, 8-1–8-17, 10-1
  - See also* Publications.
- Double-posting in indexes, 10-2
- E-mail addresses, division of, 3-14
- “Elect,” hyphenation with, 3-6
- Ellipsis points, 2-8, 3-8, 3-14
- Em dashes, 2-8, 2-11–2-12, 8-22
- En dash, 2-8, 2-10–2-11
- Endnotes versus footnotes, 8-1. *See also* Footnotes.
- Enemy code names, 1-12
- Enemy unit names, 1-20
- Enlisted rank insignia, C-1–C-2
- Epigraph, 9-4
- Equipment terms, 1-19–1-20
- Et al., 2-6
- Ethnic group names, 1-6
- “Ex,” hyphenation with, 3-5
- Exclamation point, 2-8, 2-15
- Figures, expressing numbers in, 5-2–5-3
- Fiscal year, 6-3
- Fonts, 2-1
- Footnote citations
  - after action report (AAR), 8-12
  - annual historical summary (Annual Hist Sum), 8-12
  - books, 8-2, 8-3
  - bulletin (Bull), 8-13
  - circular (Cir), 8-13
  - CMH publications, 8-2–8-3
  - command reports (Cmd Rpts), 8-12
  - company morning report (Co Morning Rpt), 8-12
  - courses and course materials, 8-14
  - daily journal (Daily Jnl), 8-12
  - daily personnel summary (Daily Personnel Sum), 8-12
  - directive (Dir), 8-13
  - disposition form (DF), 8-9–8-10
  - dissertation, 8-14
  - e-mail, 8-9–8-10
  - field order (FO), 8-13
  - fragmentary order (FRAGO), 8-12
  - general orders (GO), 8-13
  - government publications, 8-3
  - intelligence summary (Intel Sum)
  - interview (Interv), 8-10
  - lecture, 8-14
  - letter, 8-9–8-10
  - memorandum (Memo), 8-9–8-10
  - message (Msg), 8-9–8-10
  - newspaper, 8-4
  - online published material, 8-16
  - operation order (OPORD), 8-12
  - operational report-lessons learned (ORLL), 8-12
  - operational summary (Op Sum), 8-12
  - periodic intelligence report (Periodic Intel Rpt), 8-12
  - periodicals, 8-4
  - report (Rpt), 8-10
  - situation report (Sitrep), 8-12
  - speeches, 8-14
  - theses, 8-14
  - unpublished studies, 8-13
  - Web site content, 8-15–8-17
- Footnotes
  - abbreviations, 8-5–8-8
  - capitalization, 8-5–8-8
  - chart references, 7-2
  - dates in, 6-2
  - digital document collections in, 8-16
  - editorial style, 8-1
  - and endnotes, 8-1
  - file information of, 8-11
  - historians files, 8-17
  - indexable, 10-1
  - numbering, 8-1
  - punctuation, 2-16, 8-5, 8-8
  - quotations, 3-8, 3-9, 8-1
  - table references, 7-2
- Foreign terms
  - geographic, 4-6
  - organizations, 1-20
  - people’s names, 1-4
  - rank designations, 1-21
  - titles of people, 1-21
  - translation of, 1-20
  - unit designations, 1-13, 1-20, 10-11
  - words and phrases, 3-11–3-12

- Foreword, 1-8, 9-4, 9-16
- Fort, 4-1, 4-3
- Fractions, 2-9, 5-1
- Front matter, 9-1–9-5
- Frontispiece, 9-3, 9-8
  
- General officer ranks, abbreviation, 1-18
- Generic references to organizational names, 1-2
- Geographic terms
  - abbreviation, 4-3–4-5, 8-5
  - capitalization, 1-1, 4-1–4-3
  - foreign, 4-6
  - punctuation, 2-2, 2-5, 2-11, 4-3
- Glossary, 9-5
- Government agency names, 1-2
- Groups, organized, capitalization, 1-3
  
- H-hour time designations, 6-3
- Half title page, 9-3, 9-7
- Harbors, capitalization, 4-1
- Headquarters, capitalization, 1-10
- Historians files, citation style, 8-17
- Honorific titles, 1-4
- Hyphens and hyphenation
  - adverbs and, 3-5
  - ambiguity, avoiding, 3-6
  - appearance, 2-8
  - compound words, 2-9, 2-11, 3-4–3-6
  - dates, 3-13
  - doubling a vowel, avoiding, 3-6
  - en dash in place of, 2-11
  - geographic terms, 2-11
  - numbers, 2-8, 2-9
  - ordnance, 2-9
  - prefixes, 3-5, 3-6
  - proper names and, 3-5
  - single-letter designation, 2-9
  - suffixes, 3-5, 3-6
  - tripling consonants, avoiding, 3-6
  - unit modifiers, 3-4–3-5
  - word division and, 3-12–3-14
  
- Ibid., 8-4
- Idem, 8-5
- In-text references to books and periodicals, 8-20
- Indefinite article prior to abbreviations, 3-2
- Independent clauses, punctuating, 2-15
- Indexes
  - abbreviations, 10-12
  - alphabetizing, 10-3–10-4
  - capitalizing entries, 10-1
  - capitalizing title, 1-8
  - cross-references, 10-2, 10-13–10-14
  - discursive material in footnotes, 10-1
  - double-posting, 10-2
  - editing, 10-14–10-15
  - formatting, 10-1, 10-13–10-14
  - general rules, 10-1–10-3
  - locators, 10-2, 10-14–10-15
  - names, 10-2, 10-4, 10-12
  - note style, 10-1
  - ranks in, 10-2
  - runover column handling, 10-15
  - subentries, 10-1, 10-2, 10-3, 10-14
  - titles of people, 10-2
  - units, 10-5–10-11
- Insignia, rank, C-1–C-4
- Internal Army documents, 1-7, 2-14
- Internet
  - citations for sources from, 8-15–8-17
  - e-mail address division, 3-14
  - URLs, 3-14, 8-15, 8-17
- Introductory phrases, punctuating, 2-4, 2-7, 3-8, 3-10
- Italics
  - captions, 3-6, 7-3
  - enemy code names, 1-12
  - enemy unit names, 1-20
  - foreign terms, 1-20, 3-11–3-12
  - general rules, 3-6–3-7
  - in index cross-references, 10-13–10-14
  - Latin terms, 3-7
  - possessives, 3-6
  - publication titles and parts, 1-7–1-8
  - ship names, 1-19
  - words as terms, 3-6
  
- Joint possession, apostrophe with, 2-2
- Journal titles, 1-7
  
- Landing zone, capitalization, 4-1
- Latin terms, 3-7
- Latitude designation, 6-4
- Legislation, 1-6
- Legislative bodies, names of, 1-2
- Letters of the alphabet
  - en dash connector, 2-10
  - italics use, 3-7
- Library of Congress CIP data pages, 9-3, 9-10
- Line breaks, 3-12–3-14

- Lists, 2-3, 2-16, 3-10–3-11, 3-13
- Locators in indexes, 10-2, 10-14–10-15
- Longitude designation, 6-4
- Map symbol page, 9-6
- Maps, 1-8, 4-4, 7-1–7-2, 7-3
- Marine Corps. *See* U.S. Marine Corps.
- Measurements, 6-4
- Medal titles, 1-12
- Military alliances, 1-11
- Military Instruction seal, use of, 9-3
- Military orders, 1-6
- Military ranks
  - abbreviation rules, 1-17–1-18, 8-8, B-1–B-3
  - capitalization of, 1-16
  - foreign military personnel, 1-21
  - in indexes, 10-2
  - initial and subsequent references, 1-17
  - insignia by service, C-1–C-4
  - numbers in, 1-17
  - separating name from service or branch, 1-17
- Military terms
  - adjectives designating armed services, 1-10
  - alliances, 1-11
  - areas and boundaries, 4-2
  - awards, 1-12
  - battles, 1-11
  - capitalization of, 1-11
  - code names, 1-11–1-12
  - colloquial coinages, 1-9
  - common terms with special military meaning, 1-11
  - conflicts, 1-11
  - equipment, 1-19–1-20
  - foreign terms, 1-4, 1-13, 1-20–1-21, 10-11
  - headquarters, 1-10
  - individual military members, 1-9
  - medals, 1-12
  - organizations, 1-9–1-11, 1-14
  - wars, 1-11
  - weapons, 1-19
  - See also* Military ranks; Military units.
- Military titles, 1-5, 1-16, 1-17. *See also* Military ranks.
- Military units
  - abbreviations, 1-14
  - comma in, 1-13
  - common-noun designations, 1-11
  - enemy names, 1-20
  - foreign forces, 1-13, 1-20, 10-11
  - general rules, 1-9–1-10
  - in indexes, 10-5–10-11
  - national guard, 1-10
  - numbers in, 1-14
  - reserve, 1-10
  - U.S. Air Force, 1-15
  - U.S. Army, 1-12–1-14
  - U.S. Marine Corps, 1-15
  - U.S. Navy, 1-15
- Money, expressing sums of, 5-2
- Monographs, 1-7, 8-13, 9-1–9-6
- Months, abbreviations, 6-2
- Motion picture titles, 1-7
- Multiple hyphenated compounds, 2-9
- Multiple numbers, 5-3
- Multiple parenthetical elements, 2-13
- Multiple- versus single-author bibliographic entries, 8-22
- Multivolume works, bibliographic references, 8-19
- Names, 1-1–1-3. *See also* Titles.
- National Archives and Records Administration file information, 8-11
- National Guard units, 1-10
- Nationality designation for name clarity, 1-20
- Navy. *See* U.S. Navy.
- Newspapers, 1-7, 8-4, 8-20
- Notes (citations). *See* Footnote citations.
- Numbered lists, 3-10, 3-11
- Numbers
  - charts, 7-2
  - commas in, 2-5, 5-2
  - division of, 3-13
  - expressing in figures, 5-2–5-3
  - expressing in words, 1-14, 5-1–5-2, 5-3
  - footnotes, 8-1
  - front matter pages, 9-1
  - hyphens, 2-8, 2-9
  - maps, 7-3
  - multiple, 5-3
  - ordinal, 5-2, 5-3, 6-1
  - ranges of, 2-10, 5-3, 6-2
  - in rank titles, 1-17
  - tables, 7-1
  - in unit designations, 1-14

- “Odd,” hyphenation with, 3-6
- Officers, rank insignia, C-3
- Online documentation. *See* Internet.
- Operational code names, 1-11–1-12
- Orders, military, 1-6
- Ordinal numbers, 5-2, 5-3, 6-1
- Ordnance, 1-19, 2-9
- Organizational names, 1-1–1-3, 1-9–1-11, 1-14, 1-20
- Organized groups, capitalization, 1-3
- Page numbers in indexes, 10-2, 10-14–10-15
- Pagination of parts of publications, 9-6
- Pamphlets, 1-7, 9-6
- Paraphrased forms of organizational names, 1-2
- Parentheses
  - brackets within, 2-3
  - font agreement, 2-1
  - general rules, 2-13
  - multiple, 2-13
  - punctuation around, 2-7, 2-13, 2-14
  - run-in numbered lists, 3-11
- Parenthetical elements
  - comma use, 2-5
  - em dash use, 2-11–2-12
  - multiple, 2-13
  - punctuating, 2-7
  - references to charts, maps, and tables, 1-8
- Parts of publications
  - abbreviations of, 3-3
  - back matter, 9-5–9-6
  - capitalization of, 1-8
  - charts, 1-8, 4-3, 4-4, 6-2, 7-1, 7-2
  - dedication, 9-4
  - diagrams, 1-8, 7-3
  - division of references to, 3-13
  - front matter, 1-8, 9-1–9-5, 9-7–9-21
  - italics in, 1-7–1-8
  - maps, 1-8, 4-3, 4-4, 7-1, 7-3
  - photographs, 3-6, 7-1, 7-3
  - tables, 1-8, 4-3, 4-4, 6-2, 7-1–7-2
- People’s names and titles
  - abbreviation, 1-3, 1-5
  - capitalization, 1-4–1-5
  - colloquial coinages for military members, 1-9
  - dashes for missing parts of, 2-12
  - division of, 3-13
  - ethnic groups, 1-6
  - first mentions, 1-3
  - foreign notables, 1-4, 1-21
  - in indexes, 10-2, 10-4, 10-12
  - individual generic military
    - references, 1-9
  - military titles, 1-5, 1-16, 1-17
  - plurals, 1-5
  - racial groups, 1-6
  - socioeconomic groups, 1-6
  - subsequent mentions, 1-3
  - suffixes in names, 2-5
  - See also* Military ranks.
- Percent, expression style, 5-2
- Period, 2-13, 2-14, 2-15, 3-8, 3-10
- Periodicals, 1-7, 8-4, 8-20
- Photographs, 3-6, 7-1, 7-3
- Phrase style in lists, punctuating, 3-11
- Place names. *See* Geographic terms.
- Plays, titles of, 1-7
- Plurals, 1-5, 3-4
- P.m., 6-3
- Point (place), abbreviation rule, 4-3
- Political alliances, 1-11
- Political areas, 4-2
- Political parties, 1-3
- Port (place), 4-1, 4-3
- Possessives, 2-2, 3-6
- Preface, 1-8, 9-5, 9-18–9-21
- Prefixes, 3-5, 3-6
- Private organizations, capitalization of, 1-3
- Proper nouns, 1-5, 3-5. *See also* Geographic terms; People’s names and titles; Titles.
- Provinces, 1-1, 4-3
- Public acts, 1-6
- Public place names, 4-3
- Publications
  - bibliographies, 1-8, 8-18–8-22, 9-5, 9-6
  - books, 1-7, 2-3, 8-18–8-20, 9-1–9-6, 9-7–9-21
  - capitalization of titles, 1-7, 1-8
  - footnotes/endnotes, 2-16, 6-2, 7-2, 8-1–8-17, 10-1
  - italics use for titles, 1-7, 1-8
  - journals, 1-7
  - pamphlets, 1-7, 9-6
  - periodicals, 1-7, 8-4, 8-20
  - quotation marks around titles, 2-14
  - See also* Parts of publications.



## Punctuation

abbreviations, 3-3  
apostrophe, 2-2  
brackets, 2-1, 2-3, 2-7, 2-14  
colon, 2-3–2-4, 2-7, 2-15, 3-8,  
3-10, 8-8  
dashes, 2-8, 2-10–2-12, 8-22  
ellipsis points, 2-8, 3-8, 3-14  
exclamation point, 2-8, 2-15  
general rules, 2-1  
independent clauses, 2-15  
index format, 10-13  
lists, 2-3, 2-16, 3-10–3-11  
parentheses, 2-1, 2-3, 2-7, 2-13,  
2-14, 3-11  
period, 2-13, 2-14, 2-15, 3-8, 3-10  
question mark, 2-15  
quotation marks, 2-8, 2-14–2-15,  
3-9, 3-12  
semicolon, 2-15–2-16, 8-8  
titles in parts of publications, 9-3  
*See also* Comma; Hyphens and  
hyphenation.

“Quasi,” hyphenation with, 3-5  
Question mark, 2-15  
Quotation marks, 2-8, 2-14–2-15, 3-9,  
3-12  
Quotations, 2-4, 2-7, 2-15, 3-7–3-10,  
8-1

Racial groups, names of, 1-6  
Ranges of numbers, 2-10, 5-3, 6-2  
Ranks, military. *See* Military ranks.  
Regiments. *See* U.S. Army.  
Repositories, archival material, 8-11  
Reserve units, 1-10  
Run-in lists, 2-3, 2-16, 3-13  
Run-in quotations, 3-9

“Saint,” abbreviation rules, 4-3  
“Self,” hyphenation with, 3-5  
Semicolon, 2-15–2-16, 8-8  
Serial lists, 2-16  
Series comma, 2-4  
Series titles, 1-7, 8-3, 8-11, 8-18  
Ship designations, 1-19–1-20  
Short clauses, commas in series of, 2-6  
Signature block in foreword, 9-4  
Single-letter designation, hyphen  
with, 2-9  
Single versus multiauthor

bibliographic entries, 8-22  
Socioeconomic groups, names of, 1-6  
Spaces following ending punctuation,  
2-1  
Spelling, 3-1, 3-15, 4-1  
Spelling out numbers as words, 1-14,  
5-1–5-2, 5-3  
States, 1-1, 4-3, 4-5, 8-5  
Structure names, 4-3  
Subentries in indexes, 10-1, 10-2,  
10-3, 10-14  
Suffixes, 2-5, 3-5, 3-6

Table of contents, 9-4, 9-12–9-15  
Tables, 1-8, 4-3, 4-4, 6-2, 7-1–7-2  
Temperature, 6-4  
Territories, 1-1, 4-3, 4-5  
That versus which, 2-6  
Thoroughfare names, 4-3  
Time, 2-11, 5-2, 6-3–6-4  
Time zones, 6-4  
Title page, 9-3, 9-9  
Titles  
award, 1-12  
civilian, 1-4–1-5  
medal, 1-12  
military, 1-5, 1-16, 1-17  
parts of publications, 1-8, 9-3  
publication, 1-7, 2-3, 2-14  
*See also* People’s names and titles.  
Treaties, 1-6

U.K., abbreviation rule, 3-3  
Unit modifiers, 3-4–3-5, 5-2  
United States  
abbreviation rule, 3-3  
state and territory name rules, 1-1,  
4-3, 4-5, 8-5  
Units, military. *See* Military units.  
Unpublished works  
bibliographic references, 8-21  
citation style, 8-2, 8-9–8-15, 8-17  
internal Army documents, 1-7,  
2-14  
URL (universal resource locator),  
3-14, 8-15, 8-17  
U.S. abbreviation, 3-3, 10-12  
U.S. Air Force  
abbreviation of ranks, B-3  
capitalization rules, 1-15  
rank insignia, C-1, C-3–C-4  
unit designations, 1-15

- U.S. Army
  - abbreviation of ranks, 1-17–1-18
  - capitalization rules, 1-12
  - internal documents, 1-7, 2-14
  - rank insignia, C-1, C-3–C-4
  - units and organizations, 1-12–1-14, 10-5–10-6
- U.S. Army Center of Military History (CMH), 1-7, 1-14, 8-3
- U.S. Coast Guard, rank insignia, C-2–C-4
- U.S. Marine Corps
  - abbreviation of ranks, B-2
  - capitalization rules, 1-15
  - rank insignia, C-1, C-3–C-4
  - unit designations, 1-15
- U.S. Navy
  - abbreviation of ranks, B-1
  - capitalization rules, 1-15
  - rank insignia, C-2–C-4
  - unit designations, 1-15
- Wars, names of, 1-11
- Weapon designations, 1-19
- Which versus that, 2-6
- Word division, 3-12–3-14
- Words list, A-1–A-8
- Words as terms, italicizing, 3-6
- World Wide Web. *See* Internet.