AU-1
Style and Author Guide
Second Edition
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Foreword

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

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

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

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

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

—Mark Twain

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

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

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

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

Many individuals at AU, the Air Force Research Institute, and AU Press have contributed to the development of this second edition. It is an improve-
ment but undoubtedly imperfect. We invite interested writers and editors to send comments and suggestions for later editions to Dr. Marvin Bassett, editor of the *Air University Style and Author Guide* (aupress.style@us.af.mil).

ALLEN G. PECK, AD-26
Director, Air Force Research Institute
Note on Changes to the Second Edition

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

Users of the guide will find much that is new in part 1, “Air University Style Guide for Writers and Editors.” For example, section 1.0, “Terms and Usage,” revises the use of access dates in notes and bibliography entries (1.3); covers the treatment of Arabic terms and names (1.10); updates the handling of classified sources (1.21); provides more in-depth advice about creating and alphabetizing an index (1.37); and offers more latitude in the use of subheadings (1.60). Section 2.0, “Abbreviations,” permits spelling-out of the titles *President* and *Senator* and recommends use of the two-letter abbreviations of the US Postal Service. It also presents the digital object identifier (DOI) as a more stable locator than the URL (2.142); notes the new uppercase styling of Global Positioning System (GPS) (2.194); adds the academic degree master of philosophy in military strategy (MPMS) from the School of Advanced Air and Space Studies (2.309); and clarifies the use of unmanned aircraft system (UAS) (2.477) and unmanned aerial vehicle (UAV) (2.478). Section 3.0, “Grammar and Punctuation,” addresses the handling of apostrophes in proper nouns and possessives ending in silent “s” and an “eez” sound (3.2.1); it also permits the use of a comma following a question mark or an exclamation point in the title of a work (3.2.5). In section 4.0, “Mechanics,” users of the guide learn that (like *Airman*) *Sailor*, *Soldier*, and *Marine* are capitalized in references to US personnel (4.1.125, 4.1.135, 4.2.150); that they can choose between terms such as *web*/*website* or *Web*/*Web site* (4.1.154); that they should follow the dictionary’s spelling of compound words with *cyber* and use open styling with *cyber* words that don’t appear in the dictionary (4.2.62); that the term *Koran* has two secondary variants considered part of standard usage, as is the case with
variant forms of *sharia* (4.2.135, 4.2.222); that *Shiite* is the guide’s recommended spelling (4.2.223); that an exception to the general rule for spelling whole numbers occurs if several numbers appear in the same sentence, some normally spelled out and some normally represented by numerals (4.3); that cardinal rather than ordinal numbers are used with abbreviations of military units (97th Air Mobility Wing / 97 AMW) (4.3.17); and that certain principles govern whether the names of websites or sections of websites are displayed in roman type, italics, or quotation marks (4.4). In section 5.0, “Documentation,” readers find that the guide now clarifies the alphabetizing of single and multiauthor entries in a bibliography (5.1) and that the first paragraph of a block quotation is indented but not its subsequent paragraphs (5.2). Appendix A, “Note Citations,” now allows inclusion of the subject of a memorandum, offers guidance on documenting information found in blogs, and recommends forms of notes and bibliography entries for doctrine publications in light of the reorganization and renaming of those publications by the Curtis E. LeMay Center for Doctrine Development and Education. Finally, Part 2, “Air University Press Author Guide,” outlines the guidelines on copyright, fair use, and permissions that AU Press has adopted from the University of Chicago Press. Thus, with this second edition, the *Air University Style and Author Guide* continues to fulfill its objective of meeting the needs of Air Force writers by providing the most recent and pertinent stylistic guidance available.
Part 1

*Air University Style Guide for Writers and Editors*
1.0 Terms and Usage

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

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

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

   The report found flaws in the above interpretation.

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


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

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

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

1.7 *Air Force–wide* (adj., adv.). Use an en dash (3.2.6) in this compound.
1.8 **air and space.** Use this term rather than *aerospace.*

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

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

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

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

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

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

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

1.11 **arms control** (n.)

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

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

1.14 **back matter.** Elements following the main text of a book are known as the back matter. In order, they include appendix(es), chronology (if not in the front matter), abbreviations (if not in the front matter), glossary, bibliography, list of contributors, and index(es). Use Arabic numerals to number the pages of the back matter.
1.15 **below.** You may use *below* to refer to information lower on the same page or on a following page:

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

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

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

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

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

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

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

Figure 2. System flowchart applied to mission accomplishment

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

**Figure 2.** Operationally responsive space: View of near-space architecture

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

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

**Figure 9.** *Starry Night*
You may either spell out or abbreviate “figure,” and you may separate its number from the caption by using either a period or (if the figure number and caption are typographically different) a space. Choose one style and use it consistently.

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

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

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

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

For a photo obtained free of charge, place the photographer’s name underneath the photo and use the word “courtesy”:

Photograph courtesy of Col Mike Schriever

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

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

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

Figure 1. Left to right: George Jones, Henry Johnson, and John Hopkins
Figure 3. Upper left, B-1; upper right, F-15; lower left, C-5; center, XV-3; lower right, XV-15
If you include a list of illustrations, which follows the table of contents on a separate page, you do not have to reprint the captions exactly as they appear in the text. If they are lengthy, you should shorten them. See also illustrations/figures (1.36).

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

1.22 **click.** One kilometer.

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

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

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

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

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

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

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

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

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

> A foolish consistency is the hobgoblin of little minds, adored by little statesmen and philosophers and divines.

—Ralph Waldo Emerson

*Essays, First Series: Self-Reliance*

1.30 **figures.** See numbers (4.3) or illustrations/figures (1.36), as appropriate.
1.31 **foreword.** A foreword (*not spelled forward*) is part of the front matter of a book, appearing before the preface. Usually it is two to four pages long and written by someone other than the author of the book. The name of the person who wrote the foreword may appear at the end of the piece. See also front matter (1.32).

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

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

**Glossary of Internet Terms**

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

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

**Abbreviations**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWACS</td>
<td>Airborne Warning and Control System</td>
</tr>
<tr>
<td>LGB</td>
<td>laser-guided bomb</td>
</tr>
<tr>
<td>MANPADS</td>
<td>man-portable air defense system</td>
</tr>
</tbody>
</table>

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

1.35 **idem (the same).**

1.36 **illustrations/figures.** Illustrations or figures include graphics of some type, as seen in charts, graphs, “wiring diagrams,” and so forth.
They also include maps, photographs, and paintings. Tables (1.62) are not considered illustrations.

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

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

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

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

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

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

Contents

List of Illustrations
List of Tables
Foreword
About the Author
Preface

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

Fig. 1. US bomb tonnage dropped on Germany by month
Figure 3 US airpower versus the world
Plate 3 Venice in winter
Identify the source of the illustration with a credit line. Place it at the end of the caption, in parentheses, introduced by *reprinted from* or *adapted from*, depending upon whether you have copied the illustration or modified it, respectively. Before using an illustration from a copyrighted source, obtain a formal (written) release from the copyright owner. See also caption (1.20); tables (1.62); appendix C.

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

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

1. Do not index elements of the front matter such as the title page, dedication, lists of illustrations and tables, and acknowledgments.
   a. You may index the foreword and preface if they are about the subject of the book rather than about how it came to be written.
   b. You may also index a true introduction, whether or not it is part of the front matter.

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

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

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

5. You may index material in figures and tables if it is of particular importance (e.g., 138 fig. 2; 311 table 6).
Create a concordance of key terms only after editing of the manuscript is complete. A concordance compiled before this stage might include terms subsequently edited out and/or might omit terms added during editing. Similarly, any editing done after the index is generated could shift key terms to pages other than those indicated in the index. If you add or delete key terms during proofreading and correcting page proofs, be sure to update the concordance to reflect those changes. You can create a concordance as follows:

1. Create a new document on your word processor.

2. Open the file (preface, chapter, etc.) to be indexed.
   a. Select and copy a key term.
   b. Paste the term onto the newly created concordance file. (Copying and pasting are preferable to keying-in the term since the latter introduces the possibility of error.)

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

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

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

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

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

   bracketing, 15, 61, 72, 75, 91

   Chennault, Claire, 9
2. subentries (alphabetized) and the page number(s) on which they appear:

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

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

Persian Gulf War. See Gulf War
See also references (in italics) direct the reader to additional information:

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

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

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

NEW (Neighbors Ever Watchful)
NEW (Now End War)
New, Arthur
New, Zoe
new-12 compound
newborn
newcomer
New Deal
new economics
newel
New England
“new-fangled notions”
Newfoundland
newlyweds
new math
new/old continuum
news, lamentable
News, Networks, and the Arts
newsboy
news conference
newsletter
Omit an initial *the* used informally with place-names, organizations, and businesses (Bronx, University of Alabama, Kobek Group). Omit an initial *The* in the titles of English-language newspapers, magazines, and journals (*New York Times*, *New Republic*, *Air and Space Power Journal*). For foreign newspapers, magazines, and journals, place an initial article (e.g., *La, Die*) at the end of the title, preceded by a comma (*Monde, Le; Spiegel, Der; Revue Maritime, La*). For other English-language titles, place an initial *A, An*, or *The* at the end of the title, preceded by a comma (“Death in the Desert, *A*”; “Apology, *An*”; *Sound and the Fury, The*). Omit subtitles in both main entries and subentries. However, if the subtitle is necessary for distinguishing one entry from another, leave an initial *A, An*, or *The* as is (*Air Expeditionary Force, The: A Strategy for an Uncertain Future*?). For other foreign titles, leave an initial article as is, and do not ignore it in alphabetizing (*Eine kleine Nachtmusik*). For all titles, leave an initial preposition as is, and do not ignore it in alphabetizing.

“For Him I Sing”

*Hairy Ape, The*

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

*A-10s over Kosovo* [word followed by a number has higher precedence; see above]

*Air and Space Power Journal*

*Airpower, Chaos, and Infrastructure* [word followed by a comma has higher precedence; see above]

*Airpower and Ground Armies*

*Air Power and Maneuver Warfare*

*Airpower and the Ground War in Vietnam*

*Airpower in the Context of a Dysfunctional Joint Doctrine*

*Airpower versus Terrorism*

*Air-to-Ground Battle for Italy*

Churchill, Winston: as anti-Fascist, 369; on Curzon line, 348, 379; and de Gaulle, 544
In names, initials come before spelled-out names beginning with the same letter.

Travers, P. Lyndon
Travers, Pamela

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

ICBM (intercontinental ballistic missile)
IG (inspector general)

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

“Nine Lives”
19th Century Masters
“Nineteenth Sunday after Trinity”

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

Arrange similar entries containing numerals in numerical order.

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

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

MacCauley, Henry
Madison, James
McLaughlin, John
McMillan, William
Saint Clair, Charles
Saint John, Albert
St. Laurent, Ron
St. Martin, Howard

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

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

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

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

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

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

- lat 41°15’40” N
- long 90°18’30” W

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

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

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

The following steps increase your effectiveness as a communicator:

1. Use English that is alive.
2. Analyze the purpose and audience, taking care to select a subject that will be of interest to the audience.
3. Conduct the research.
4. Support your ideas.

Compose three sentences:

1. To illustrate the use of commas in dates
2. To distinguish the use of semicolons from the use of periods
3. To illustrate the use of parentheses within dashes

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

The loan officer told Richard to

1. fill out the application forms,
2. make a copy for himself, and
3. return all paperwork in one week.

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

“A penny saved is a penny earned” was his favorite maxim.
The flag bore the motto Don't Tread on Me.
He was fond of the motto All for one and one for all.
1.45 **Negro, Negroes.** Do not use these terms except in historical citations: “In October 1940, the War Department announced . . . that Negro Aviation Units would be organized as soon as the necessary personnel were trained.”

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

George Herman “Babe” Ruth

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

Stonewall Jackson
the Iron Duke

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

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

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

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

- ☞  **Delete**
- ☞ N  **Insert em dash**
- ☞ ○  **Delete and close up**
- ☞ N  **Insert en dash**
- ☞ ○  **Close up; delete space**
- ☞ :  **Insert semicolon**
- ☞ :  **Insert colon**
- ☞ ⊖  **Begin new paragraph**
- ☞ ○  **Insert period**
- ☞  **Indent one em from left or right**
- ☞ ?  **Insert question mark**
- ☞ ?  **Query to author—in margin**
- ☞  **Move to left**
- ☞ ☞  **Move to right**
- ☞ ☞  **Spell out**
- ☞ ☞  **Center**
- ☞ ☞  **Transpose**
- ☞ ☞  **Move down**
- ☞ ☞  **Wrong font; set in correct type**
- ☞ ☞  **Move up**
- ☞ ☞  **Set in boldface type**
- ☞ ☞  **Insert marginal addition**
- ☞ ☞  **Set in roman type**
- ☞ ☞  **Flush left**
- ☞ ☞  **Set in italic type—underscore word**
- ☞ ☞  **Flush right**
- ☞ ☞  **Set in capital letters**
- ☞ ☞  **Align vertically**
- ☞ ☞  **Set in small capitals**
- ☞ ☞  **Insert comma**
- ☞ ☞  **Set in lowercase**
- ☞ ☞  **Insert apostrophe (or single quotation mark)**
- ☞ ☞  **Caps and lowercase**
- ☞ ☞  **Insert quotation marks**
- ☞ ☞  **LowerCase letter**
- ☞ ☞  **Insert here or make subscript (H₂₀)**
- ☞ ☞  **Insert here or make superscript (Δ⁴)**
- ☞ ☞  **Let it stand; restore words crossed out**
- ☞ ☞  **Insert hyphen**

**NOTE:** If you want to underline a word for emphasis, you must so indicate in a marginal note to the printer. All words underscored in a typed manuscript without such a note will always appear in italics.
The following paragraph illustrates the use of proofreaders’ marks:

\[ \text{HOW AN EDITOR MARKS A MANUSCRIPT} \]

Editing a manuscript from which type is to be set requires a method that used in correcting proof. A correction or an operational sign are inserted in a line of type not in the margins as in proofreading. Operators look at every line of the manuscript as they set type, so any editor’s change must be in its proper place and clearly written.

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

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

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

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

<table>
<thead>
<tr>
<th>Verso</th>
<th>Recto</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part title</td>
<td>Chapter title</td>
</tr>
<tr>
<td>Chapter title</td>
<td>Chapter title</td>
</tr>
<tr>
<td>Chapter title</td>
<td>Chapter subtitle</td>
</tr>
<tr>
<td>Chapter number</td>
<td>Chapter title</td>
</tr>
<tr>
<td>Author (multiauthor books)</td>
<td>Chapter title</td>
</tr>
</tbody>
</table>
Including the book title as a running head on the verso page is no longer common practice since most readers know what book they’re reading and would rather have running heads tell them where they are in the book.

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

<table>
<thead>
<tr>
<th>Verso</th>
<th>Recto</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix A</td>
<td>Title of appendix</td>
</tr>
<tr>
<td>Appendix</td>
<td>Appendix (if not titled)</td>
</tr>
<tr>
<td>Glossary</td>
<td>Glossary</td>
</tr>
<tr>
<td>Bibliography</td>
<td>Bibliography</td>
</tr>
<tr>
<td>Bibliography</td>
<td>Section title</td>
</tr>
<tr>
<td>Index</td>
<td>Index</td>
</tr>
</tbody>
</table>

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

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

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

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

You may use pairs of masculine and feminine pronouns (his or her, he or she, him or her) in reference to antecedents whose sex is unspecified (every patient had his or her temperature checked). Such references can become numerous and awkward, however, so use them sparingly. You can avoid this problem by making both the pronoun and antecedent plural (all patients had their temperatures checked). If the antecedent is an indefinite pronoun (each, either, neither, one, no one, everyone, someone, anyone, nobody, everybody, somebody,
anybody), which is considered singular, use a pair of singular pronouns—not a plural pronoun—to refer to it (everyone had his or her temperature checked [instead of] everyone had their temperature checked). Avoid the practice of alternating masculine and feminine pronouns in referring to antecedents of unspecified sex (using she in one passage and he in another) since this may be confusing to readers. Similarly, avoid such clumsy combinations as he/she and s/he as pronouns of common gender.

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

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

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

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

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

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

The so-called model citizen beat his wife regularly.

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

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

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

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

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

Special Operations Aviation: A Legacy of Neglect

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

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

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

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

Skating on Thin Ice
A Study of Honesty in Political Campaigning

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

Place the numbered title, written in sentence style, above the table, flush left. You may separate the table’s number from its title by using either a period or (if the table number and caption are typographically different) a space. Choose one style and use it consistently.
Table 3. Army and air component budgets, 1922–41

**TABLE 3** Army and air component budgets, 1922–41

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

**Table 2. Two assessment information requirements**

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

**Table 3. Improvement of prediction of peer leadership characteristics**

*Not:*

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

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

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

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

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

- Computers at headquarters
  - Dell
  - HP
  - Apple
- Printers at headquarters
  - Brother
  - Canon
  - Lexmark
If the word “Total” appears at the end of the stub, its indention should be greater than any preceding it.

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

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

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

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

Contents

List of Illustrations
List of Tables
Foreword
About the Author
Preface
Table 1. Sorties flown in Operation Desert Storm

<table>
<thead>
<tr>
<th>Sortie</th>
<th>Allies</th>
<th>USAF</th>
<th>Other US coalition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Int (AI)</td>
<td>4,600</td>
<td>24,000</td>
<td>11,900</td>
</tr>
<tr>
<td>Offensive Counter Air (OCA)</td>
<td>1,400</td>
<td>4,500</td>
<td>600</td>
</tr>
<tr>
<td>Close Air Support (CAS)</td>
<td>0</td>
<td>1,500</td>
<td>1,500</td>
</tr>
<tr>
<td>Total strike sorties</td>
<td>6,000</td>
<td>30,000</td>
<td>14,000</td>
</tr>
<tr>
<td>Aerial refueling</td>
<td>1,500</td>
<td>10,000</td>
<td>1,500</td>
</tr>
<tr>
<td>Defensive Counter Air (DCA)</td>
<td>4,100</td>
<td>3,200</td>
<td>2,700</td>
</tr>
<tr>
<td>SEAD</td>
<td>0</td>
<td>2,800</td>
<td>1,200</td>
</tr>
<tr>
<td>Tactical airlift</td>
<td>4,300</td>
<td>14,000</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>1,100</td>
<td>6,000</td>
<td>7,900</td>
</tr>
<tr>
<td>Total nonstrike sorties</td>
<td>11,000</td>
<td>36,000</td>
<td>13,300</td>
</tr>
<tr>
<td>Approximate grand total of all Desert Storm sorties</td>
<td>110,300</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


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

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

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

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

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

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

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

*Airborne early warning, airborne electronic surveillance, electronic warfare, and other.

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

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

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


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

1.64 trademarks. The symbols ® and ™, which often accompany registered trademark names on product packaging and in advertisements, need not be used in running text.
1.65 **Truman, Harry S.** Use a period after the S (even though the initial doesn’t stand for anything).

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


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

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

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

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

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

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

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

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

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

   Take a nap while I’m out.

   or “as long as”:

   While there's life, there’s hope.

   or “whereas”:

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

   or “although”:

   While respected, he is not liked.

   or “similarly and at the same time that”:

   While the book will be welcomed by scholars, it will make an immediate appeal to the general reader.
1.77 **white (people)** (n., adj.). Use white (or White) officer, white (or White) people, whites (or Whites), Caucasians. See also black (people) (1.19).

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

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

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

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

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

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

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

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

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

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

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

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

Because readers may not look at the elements of the front matter consecutively (if at all), establish abbreviations within each element independently (foreword, preface, abstract, etc.). For example, even if you have established “AWACS” in the foreword (Airborne Warning and Control System [AWACS]), reestablish this abbreviation if it occurs later in the front matter (e.g., in the preface). Reestablish abbreviations starting in the body of the publication (e.g., first chapter, section, part, etc.) even though they appear in the front matter. The same principle holds true for elements of the back matter and for a book collection of essays by different authors. For example, reestablish abbreviations in an appendix even if you have used them in the front matter or body, and reestablish abbreviations in each essay even if you have used them in other essays in the book.
Although the first appearance of a term to be abbreviated may be plural or possessive, do not make the abbreviation plural or possessive: remotely piloted vehicles (RPV); two concepts of operations (CONOPS); law of armed conflict’s (LOAC). Use the plural or possessive form for subsequent occurrences of the abbreviation, when appropriate: RPVs, two CONOPS, LOAC’s. Consider an abbreviation a singular noun: the PGM is . . .

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

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

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

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

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

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

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

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

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

See also CIS (Commonwealth of Independent States) (2.105); US (United States) (2.487); USSR (Union of Soviet Socialist Republics) (2.508).
Abbreviate civilian and military titles or ranks that precede a person’s full name. Do not use periods with these abbreviations. Spell out titles or ranks that precede a person’s last name only (see also military titles and offices [2.296]):

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

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

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

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

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>gallon</td>
<td>gal.</td>
</tr>
<tr>
<td>hertz</td>
<td>Hz</td>
</tr>
<tr>
<td>kilogram</td>
<td>kg</td>
</tr>
<tr>
<td>miles per hour</td>
<td>mph</td>
</tr>
<tr>
<td>degrees Celsius</td>
<td>70(^\circ) C</td>
</tr>
<tr>
<td>revolutions per minute</td>
<td>rpm</td>
</tr>
<tr>
<td>kilometer</td>
<td>km</td>
</tr>
<tr>
<td>millimeter</td>
<td>mm</td>
</tr>
<tr>
<td>pounds per square inch</td>
<td>psi</td>
</tr>
<tr>
<td>nautical mile</td>
<td>nm</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>State Abbreviation</th>
<th>State Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL</td>
<td>Alabama</td>
</tr>
<tr>
<td>AK</td>
<td>Alaska</td>
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<tr>
<td>AS (American Samoa)</td>
<td>American Samoa</td>
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<tr>
<td>AZ</td>
<td>Arizona</td>
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<tr>
<td>AR</td>
<td>Arkansas</td>
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<tr>
<td>CA</td>
<td>California</td>
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<td>CO</td>
<td>Colorado</td>
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<tr>
<td>CT</td>
<td>Connecticut</td>
</tr>
<tr>
<td>DE</td>
<td>Delaware</td>
</tr>
<tr>
<td>DC</td>
<td>District of Columbia</td>
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<tr>
<td>FL</td>
<td>Florida</td>
</tr>
<tr>
<td>GA</td>
<td>Georgia</td>
</tr>
<tr>
<td>GU (Guam)</td>
<td>Guam</td>
</tr>
<tr>
<td>HI</td>
<td>Hawaii</td>
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<tr>
<td>ID</td>
<td>Idaho</td>
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<tr>
<td>IL</td>
<td>Illinois</td>
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<tr>
<td>IN</td>
<td>Indiana</td>
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<tr>
<td>IA</td>
<td>Iowa</td>
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<tr>
<td>KS</td>
<td>Kansas</td>
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<tr>
<td>KY</td>
<td>Kentucky</td>
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<tr>
<td>LA</td>
<td>Louisiana</td>
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<tr>
<td>ME</td>
<td>Maine</td>
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<tr>
<td>MI</td>
<td>Michigan</td>
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<td>MN</td>
<td>Minnesota</td>
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<td>MS</td>
<td>Mississippi</td>
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<tr>
<td>MO</td>
<td>Missouri</td>
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<tr>
<td>NE</td>
<td>Nebraska</td>
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<tr>
<td>NV</td>
<td>Nevada</td>
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<tr>
<td>NH</td>
<td>New Hampshire</td>
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<tr>
<td>NJ</td>
<td>New Jersey</td>
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<tr>
<td>NM</td>
<td>New Mexico</td>
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<tr>
<td>NY</td>
<td>New York</td>
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<td>OH</td>
<td>Ohio</td>
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<tr>
<td>OK</td>
<td>Oklahoma</td>
</tr>
<tr>
<td>OR</td>
<td>Oregon</td>
</tr>
<tr>
<td>PA</td>
<td>Pennsylvania</td>
</tr>
<tr>
<td>PR (Puerto Rico)</td>
<td>Puerto Rico</td>
</tr>
<tr>
<td>RI</td>
<td>Rhode Island</td>
</tr>
<tr>
<td>SC</td>
<td>South Carolina</td>
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<tr>
<td>SD</td>
<td>South Dakota</td>
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<tr>
<td>TN</td>
<td>Tennessee</td>
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<tr>
<td>UT</td>
<td>Utah</td>
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<tr>
<td>VT</td>
<td>Vermont</td>
</tr>
<tr>
<td>VA</td>
<td>Virginia</td>
</tr>
<tr>
<td>VI (Virgin Islands)</td>
<td>Virgin Islands</td>
</tr>
<tr>
<td>WY</td>
<td>Wyoming</td>
</tr>
</tbody>
</table>

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

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

2.2 **AAA (antiaircraft artillery)**

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

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

2.6 **ABD (air base defense)**

2.7 **ABL (airborne laser)**

2.8 **ABM (antiballistic missile)**

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

- BA
- MA
- PhD
- LLD
- MD
- DDS

2.10 **ACC (Air Combat Command)**

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

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

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

2.14 **ADCON (administrative control)**

2.15 **ADVON (advanced echelon)**

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

2.17 **AEG (air expeditionary group)**

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

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

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

2.21 **AFB (Air Force base).** Because of its familiarity, you need not spell out this abbreviation on first usage: Maxwell AFB, Alabama. Subsequent references: the Air Force base; the base. In notes and bibliographies, abbreviate the name of the state: Maxwell AFB, AL.
| 2.22 | AFCC (Air Force component commander) |
| 2.23 | AFCENT (US Air Forces Central) |
| 2.24 | AFCERT (Air Force computer emergency response team) |
| 2.25 | AFDC (Air Force Doctrine Center). Now the Curtis E. LeMay Center for Doctrine Development and Education. |
| 2.27 | AFFOR (Air Force forces) |
| 2.28 | AFHRA (Air Force Historical Research Agency) |
| 2.29 | AFI (Air Force instruction) |
| 2.30 | AFIT (Air Force Institute of Technology) |
| 2.31 | AFLC (Air Force Logistics Command) |
| 2.32 | AFLNO (Air Force liaison officer) |
| 2.33 | AFMAN (Air Force manual) |
| 2.34 | AFMC (Air Force Materiel Command) |
| 2.35 | AFOATS (Air Force Officer Accession and Training Schools) |
| 2.36 | AFOSI (Air Force Office of Special Investigations) |
| 2.37 | AFPAM (Air Force pamphlet) |
| 2.38 | AFPD (Air Force policy directive) |
| 2.39 | AFRC (Air Force Reserve Command). See also Reserve(s) (4.1.124). |
| 2.40 | AFRI (Air Force Research Institute) |
| 2.41 | AFROTC (Air Force Reserve Officer Training Corps) |
| 2.42 | AFSOC (Air Force Special Operations Command) |
| 2.43 | AFSPC (Air Force Space Command) |
| 2.44 | AFTTP (Air Force tactics, techniques, and procedures) |
| 2.45 | AF/XO (Deputy Chief of Staff for Plans and Operations, USAF) |
| 2.46 | AF/XOI (Air Force Director of Intelligence, Surveillance, and Reconnaissance) |
| 2.47 | AI (air interdiction) |
2.48 **AIAA (American Institute of Aeronautics and Astronautics)**

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

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

2.51 **ALO (air liaison officer)**

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

2.53 **AMC (Air Mobility Command)**

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

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

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

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

2.58 **AO (area of operations)**

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

2.60 **AOR (area of responsibility)**

2.61 **ARM (antiradiation missile)**

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

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

2.64 **ASAT (antisatellite weapon)**

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

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

2.67 **ATAF (Allied Tactical Air Force [NATO])**
2.68  ATO (air tasking order)
2.69  AU (Air University)
2.70  AUL (Air University Library). See also MSFRIC (Muir S. Fairchild Research Information Center) (2.312).
2.71  AWACS (Airborne Warning and Control System)
2.72  AWC (Air War College)
2.73  AWOL (absent without leave)
2.74  base. See AB (air base) (2.4); AFB (Air Force base) (2.21).
2.75  BC (before Christ). Use either small caps with or without periods or full caps without periods (choose one style and use it consistently); the abbreviation follows the year: 240 BC. See also BCE (before the common era) (2.76); AD (anno Domini) (2.13, 4.1.4).
2.76  BCE (before the common era). See also BC (before Christ) (2.75); CE (of the common era) (2.98).

In 586 BCE, the Babylonians captured Jerusalem.

2.77  BDA (battle damage assessment)
2.78  BMD (ballistic missile defense)
2.79  BMDO (Ballistic Missile Defense Organization)
2.80  BPC (building partner/partnership capacity)
2.81  BRAC (base realignment and closure)
2.82  BVR (beyond visual range)
2.83  C2 (command and control)
2.84  C3 (command, control, and communications)
2.85  C3I (command, control, communications, and intelligence)
2.86  C4 (command, control, communications, and computers)
2.87  C4I (command, control, communications, computers, and intelligence)
2.88  C4ISR (command, control, communications, computers, intelligence, surveillance, and reconnaissance)
2.89  CALCM (conventional air-launched cruise missile)
2.90  CAOC (combat [or combined] air operations center)
2.91 CAP (Civil Air Patrol; combat air patrol; crisis action planning)
2.92 CAS (close air support)
2.93 CBRN (chemical, biological, radiological, and nuclear)
2.94 CBU (cluster bomb unit)
2.95 CBW (chemical and biological warfare)
2.96 CCAF (Community College of the Air Force)
2.97 CCDR (combatant commander)
2.98 CE (of the common era). See also AD (anno Domini) (2.13), BCE (before the common era) (2.76).

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

2.99 CEP (circular error probable)
2.100 CFACC (combined force air component commander)
2.101 chapter. Abbreviate chapter in parenthetical references (chap. 5). Lowercase and spell out the word in text. Use Arabic figures for chapter numbers, even if the chapter numbers in the work cited are spelled out or in Roman numerals. The same principle holds true for other divisions of a book: part 1, section 3, book 7, volume 2.

2.102 CHOP (change of operational control)
2.103 CIA (Central Intelligence Agency)
2.104 CINC (commander in chief). Use only in reference to the president of the United States. Use CCDR (combatant commander) in reference to leaders of combatant or unified commands (e.g., the commander of US Central Command).

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

2.106 CJCS (chairman of the Joint Chiefs of Staff)
2.107 CNA (computer network attack)
2.108 CND (computer network defense)
2.109 CNO (chief of naval operations)
2.110 CO (commanding officer)
2.111 COC (combat operations center)
2.112 COCOM (combatant command)
2.113 COG (center of gravity)
2.114 COIN (counterinsurgency)
2.115 COMAFFOR (commander, Air Force forces)
2.116 COMPUSEC (computer security)
2.117 COMSAT (communications satellite)
2.118 CONOPS (concept of operations)
2.119 CONUS (continental United States)
2.120 CRAF (Civil Reserve Air Fleet)
2.121 CSAF (chief of staff, United States Air Force)
2.122 CSAR (combat search and rescue)
2.123 CV (aircraft carrier; carrier)
2.124 CW (chemical warfare)
2.125 DARPA (Defense Advanced Research Projects Agency)
2.126 DC or D.C. (District of Columbia)
2.127 DCGS (distributed common ground/surface system)
2.128 DEA (Drug Enforcement Administration)
2.129 DEFCON (defense readiness condition)
2.130 DFAS (Defense Finance and Accounting Service)
2.131 DHS (Department of Homeland Security)
2.132 DIA (Defense Intelligence Agency)
2.133 DIRMOBFOR (director of mobility forces)
2.134 DIRSPACEFOR (director of space forces)
2.135 DMPI (designated [or desired] mean point of impact)
2.136 DMSP (Defense Meteorological Satellite Program)
2.137 DMZ (demilitarized zone)
2.138 **doctrine publications, instructions, manuals, pamphlets, and policy directives.** For doctrine publications, see “Doctrine Publications, Manuals, Instructions, Directives, and Others” in “Appendix A: Note Citations” and “Appendix B: Bibliographic Entries.” For others, on

2.139 DOD (Department of Defense)

2.140 DODD (Department of Defense directive)

2.141 DODI (Department of Defense instruction)

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


In a printed work, if you must break a DOI, do so before a single slash if possible. Do not break after a dot since this looks like a period at the end of a line and might confuse the reader; rather, place the dot at the beginning of the next line. Do not hyphenate a word at the end of a line since some DOIs contain hyphens as part of the address, and do not leave a hyphen that’s part of a DOI at the end of a line. Additionally, break before a tilde (~), a comma, an underline (_), a question mark, a number sign (#), or a percent symbol; after a colon or double slash; and before or after an equals sign or an ampersand (&).
2.143 **Dr. (doctor).** Use a period with the abbreviation. See also abbreviations (2.0); Mr., Mrs., Ms. (2.310).

2.144 **DRU (direct reporting unit)**

2.145 **DSN (Defense Switched Network)**

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

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

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

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

2.150 **ELINT (electronic intelligence)**

2.151 **EMP (electromagnetic pulse)**

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

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


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

Joan had a variety of candy bars in her purse (Baby Ruths, Snickers, Mounds, etc.).

The animal shelter offered such dogs as terriers, Pomeranians, Chihuahuas, and so forth, for adoption.

2.155 **EU (European Union)**

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

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

2.158 **FAC (forward air controller)**

2.159 **FAC(A) (forward air controller [airborne])**
2.160  FARC (Revolutionary Armed Forces of Colombia)
2.161  FBI (Federal Bureau of Investigation)
2.162  FBIS (Foreign Broadcast Information Service)
2.163  FEBA (forward edge of the battle area)
2.164  FEMA (Federal Emergency Management Agency)
2.165  FID (foreign internal defense)
2.166  FLIR (forward-looking infrared)
2.167  FLOT (forward line of own troops)
2.168  FM (field manual [Army])
2.169  FMV (full motion video)
2.170  FOA (field operating agency)
2.171  FOB (forward operating/operations base)
2.172  FOIA (Freedom of Information Act)
2.173  FOOU (for official use only)
2.174  FP (force protection)
2.175  FPCON (force protection condition)
2.176  FRAG (fragmentation code)
2.177  frequencies. See abbreviations (2.0).
2.178  FS (fighter squadron)
2.179  FSCL (fire support coordination line)
2.180  FW (fighter wing)
2.181  FY (fiscal year). FY 2004, FY 04
2.182  GAO (Government Accountability Office)
2.183  GBU (guided bomb unit)
2.184  GCA (ground controlled approach)
2.185  GCI (ground control intercept)
2.186  general (military rank). See abbreviations (2.0); capitalization (4.1); military titles and offices (2.296).
2.187  GEO (geosynchronous Earth orbit)
Abbreviations

2.188  g-force
2.189  GHz (gigahertz)
2.190  GIG (Global Information Grid)
2.191  GLCM (ground launched cruise missile)
2.192  GMT (Greenwich Mean Time)
2.193  GO (general order). Lowercase and spell out general order in references when the number is not given: the general order. Capitalize the term when a number accompanies it, but abbreviate the term with the number only after spelling it out on first occurrence: General Order (GO) 6-325, GO 6-325, the general order.
2.194  GPS (Global Positioning System)
2.195  GSA (General Services Administration)
2.196  G suit
2.197  GWOT (global war on terrorism)
2.198  HARM (high-speed antiradiation missile)
2.199  HF (high frequency)
2.200  H-hour (specific time when an operation or exercise begins)
2.201  HIV (human immunodeficiency virus)
2.202  HMMWV (high mobility multipurpose wheeled vehicle)
2.203  HMW (health, morale, and welfare)
2.204  HRO (humanitarian relief organization)
2.205  HUD (head-up display)
2.206  HUMINT (human intelligence)
2.207  HUMRO (humanitarian relief operation)
2.208  Hz (hertz)
2.209  IA (information assurance)
2.210  IADS (integrated air defense system)
2.211  ibid. (in the same place). Use the abbreviation “ibid.” (for “ibidem”) in a note to refer to one work cited in the immediately preceding note. Do not use “ibid.” if the preceding note cites more than one source; instead, use a shortened form (5.5). Do not italicize this abbreviation in your notes. Do not use op. cit. (opere citato, “in the work
cited”) or *loc. cit.* (*loco citato*, “in the place cited”). Instead, use the shortened form of the citation. You may also use “ibid.” to refer to a work cited earlier in the same note.

8. Ibid., 301. [same source as cited in preceding note, different page]
9. Ibid. [same page (i.e., 301)]
10. Gen Richard B. Myers, “A Word from the Chairman: Shift to a Global Perspective,” *Air and Space Power Journal* 17, no. 3 (Fall 2003): 5. “By shifting our view from a regional to a global perspective, we will better comprehend and respond to America’s security needs in the twenty-first century” (ibid., 8).

See also notes (5.5).

2.212 ICBM (intercontinental ballistic missile)
2.213 *i.e.* (that is). Avoid using *i.e.* in running text; use *that is* instead. Use the abbreviation, followed by a comma, only in parenthetical references or tables.
2.214 IED (improvised explosive device)
2.215 IEEE (Institute of Electrical and Electronics Engineers)
2.216 IFF (identification, friend or foe)
2.217 IG (inspector general)
2.218 IMA (individual mobilization augmentee)
2.219 IMINT (imagery intelligence)
2.220 INFOCON (information operations condition)
2.221 INFOSEC (information security)
2.222 INS (inertial navigation system)
2.223 INTELSAT (International Telecommunications Satellite Organization)
2.224 IO (information operations)
2.225 I/O (input/output)
2.226 IOC (initial operational capability)
2.227 IOS (International Officer School)
2.228 IP (Internet protocol)
2.229 IR (infrared)
2.230 ISAF (International Security Assistance Force)
2.231 ISR (intelligence, surveillance, and reconnaissance)
2.232 IT (information technology)
2.233 IW (irregular warfare)
2.234 I&W (indications and warning)
2.235 J-1 (manpower and personnel directorate of a joint staff)
2.236 J-2 (intelligence directorate of a joint staff)
2.237 J-3 (operations directorate of a joint staff)
2.238 J-4 (logistics directorate of a joint staff)
2.239 J-5 (plans directorate of a joint staff)
2.240 J-6 (communications system directorate of a joint staff)
2.241 J-7 (operational plans and interoperability directorate of a joint staff)
2.242 J-8 (force structure, resource, and assessment directorate of a joint staff)
2.243 J-9 (civil-military operations directorate of a joint staff)
2.244 JAG (judge advocate general)
2.245 JAOC (joint air operations center)
2.246 JAOP (joint air operations plan)
2.247 JASSM (joint air-to-surface standoff missile)
2.248 JCS (Joint Chiefs of Staff). Shortened form: joint chiefs
2.249 JDAM (Joint Direct Attack Munition)
2.250 JFACC (joint force air component commander)
2.251 JFC (joint force commander)
2.252 JFLCC (joint force land component commander)
2.253 JFMCC (joint force maritime component commander)
2.254 JFSOCC (joint force special operations component commander)
2.255 JOC (joint operations center)
2.256 JOPES (Joint Operation Planning and Execution System)
2.257 JP (joint publication)
2.258 **Jr.** Use with a period. Commas are not required; if you do use commas, place one before the abbreviation (and after, if it doesn’t occur at the end of the sentence or before a semicolon, colon, dash, or an open parenthesis). Select one style and use it consistently. No comma precedes a Roman numeral that follows a name. However, use a comma before Jr. and a Roman numeral when the name is inverted (as in an index).

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

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

2.260 **JSOW (joint standoff weapon)**

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

2.262 **JTF (joint task force)**

2.263 **kg (kilogram)**

2.264 **kHz (kilohertz)**

2.265 **KIA (killed in action)**

2.266 **km (kilometer)**

2.267 **kW (kilowatt)**

2.268 **LANDSAT (land satellite)**

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

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

```
l lat 41°15΄40" N
long 90°18΄30" W
```

2.271 **lb. (pound)**

2.272 **LEO (low Earth orbit)**

2.273 **LF (low frequency)**

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

2.275 **LGM (laser-guided missile)**
2.276 LGW (laser-guided weapon)
2.277 LIMFAC (limiting factor)
2.278 LNO (liaison officer)
2.279 LO (low observable)
2.280 LOAC (law of armed conflict)
2.281 LOC (line of communications)
2.282 loc. cit. (loco citato). In the place cited. Use a shortened reference (5.5) instead.
2.283 LORAN (long-range aid to navigation)
2.284 LZ (landing zone)
2.285 MAAP (master air attack plan)
2.286 MAGTF (Marine air-ground task force)
2.287 MAJCOM (major command)
2.288 MANPADS (man-portable air defense system)
2.289 MAW (Marine aircraft wing)
2.290 MEDEVAC (medical evacuation)
2.291 MEO (medium Earth orbit)
2.292 MHz (megahertz)
2.293 MIA (missing in action)
2.294 MiG(s). Capital M, lowercase i, capital G. Soviet aircraft developed by the design bureau of Gen Artem Mikoyan and Gen Mikhail Gurevich. Abbreviation derived from the transliteration Mikoyan i Gurevich.
2.295 military abbreviations. See Joint Publication 1-02, Department of Defense Dictionary of Military and Associated Terms.
2.296 military titles and offices. Capitalize and abbreviate titles that precede full names; capitalize and spell out titles that precede surnames only. Lowercase and spell out titles following a personal name or used alone in place of a name:

Gen Ulysses S. Grant, commander in chief of the Union army; General Grant; the commander in chief; the general
Lt Col Mike Tate; Lieutenant Colonel (or Colonel) Tate; the lieutenant colonel (or the colonel)
Gen Curtis E. LeMay, commander of Strategic Air Command; General LeMay; the general
But General of the Army Douglas MacArthur; Douglas MacArthur, general of the Army; General MacArthur; the general
Sgt Phyllis Forsman; a noncommissioned officer (NCO); Sergeant Forsman; the sergeant
Adm Chester W. Nimitz; Admiral Nimitz, commander of the Pacific Fleet; the fleet admiral
Col (Brig Gen–select) Peter D. Haynes; Brig Gen (sel) Peter D. Haynes
Generals Eisenhower and Montgomery (but Army generals Patton and Bradley); Gen Dwight Eisenhower and Gen Bernard Montgomery

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

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

<table>
<thead>
<tr>
<th>Air Force</th>
<th>Officer</th>
<th>Enlisted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gen</td>
<td>general</td>
<td>CMSAF</td>
</tr>
<tr>
<td>Lt Gen</td>
<td>lieutenant general</td>
<td>CCM</td>
</tr>
<tr>
<td>Maj Gen</td>
<td>major general</td>
<td>CMSgt</td>
</tr>
<tr>
<td>Brig Gen</td>
<td>brigadier general</td>
<td>SMSgt</td>
</tr>
<tr>
<td>Col</td>
<td>colonel</td>
<td>MSGt</td>
</tr>
<tr>
<td>Lt Col</td>
<td>lieutenant colonel</td>
<td>TSgt</td>
</tr>
<tr>
<td>Maj</td>
<td>major</td>
<td>SSgt</td>
</tr>
<tr>
<td>Capt</td>
<td>captain</td>
<td>SrA</td>
</tr>
<tr>
<td>1st Lt</td>
<td>first lieutenant</td>
<td>A1C</td>
</tr>
<tr>
<td>2d/2nd Lt</td>
<td>second lieutenant</td>
<td>Amn</td>
</tr>
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</table>
### Army

<table>
<thead>
<tr>
<th>Officer</th>
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<tbody>
<tr>
<td>GEN (Gen)</td>
<td>general</td>
</tr>
<tr>
<td>LTG (Lt Gen)</td>
<td>lieutenant general</td>
</tr>
<tr>
<td>MG (Maj Gen)</td>
<td>major general</td>
</tr>
<tr>
<td>BG (Brig Gen)</td>
<td>brigadier general</td>
</tr>
<tr>
<td>COL (Col)</td>
<td>colonel</td>
</tr>
<tr>
<td>LTC (Lt Col)</td>
<td>lieutenant colonel</td>
</tr>
<tr>
<td>MAJ (Maj)</td>
<td>major</td>
</tr>
<tr>
<td>CPT (Capt)</td>
<td>captain</td>
</tr>
<tr>
<td>1LT (1st Lt)</td>
<td>first lieutenant</td>
</tr>
<tr>
<td>2LT (2d/2nd Lt)</td>
<td>second lieutenant</td>
</tr>
<tr>
<td>CW5</td>
<td>chief warrant officer 5</td>
</tr>
<tr>
<td>CW4</td>
<td>chief warrant officer 4</td>
</tr>
<tr>
<td>CW3</td>
<td>chief warrant officer 3</td>
</tr>
<tr>
<td>CW2</td>
<td>chief warrant officer 2</td>
</tr>
<tr>
<td>WO1</td>
<td>warrant officer 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Officer</th>
<th>Enlisted</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMA</td>
<td>sergeant major of the Army</td>
</tr>
<tr>
<td>CSM</td>
<td>command sergeant major</td>
</tr>
<tr>
<td>SGM</td>
<td>sergeant major</td>
</tr>
<tr>
<td>1SG (1st Sgt)</td>
<td>first sergeant</td>
</tr>
<tr>
<td>MSG (MSgt)</td>
<td>master sergeant</td>
</tr>
<tr>
<td>SFC</td>
<td>sergeant first class</td>
</tr>
<tr>
<td>SSG (SSgt)</td>
<td>staff sergeant</td>
</tr>
<tr>
<td>SGT (Sgt)</td>
<td>sergeant</td>
</tr>
<tr>
<td>CPL (Cpl)</td>
<td>corporal</td>
</tr>
<tr>
<td>SPC</td>
<td>specialist</td>
</tr>
<tr>
<td>PFC (Pfc)</td>
<td>private first class</td>
</tr>
<tr>
<td>PVT/PV2(Pvt)</td>
<td>private</td>
</tr>
</tbody>
</table>

### Marine Corps

<table>
<thead>
<tr>
<th>Officer</th>
<th>Enlisted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gen</td>
<td>general</td>
</tr>
<tr>
<td>LtGen</td>
<td>lieutenant general</td>
</tr>
<tr>
<td>MajGen</td>
<td>major general</td>
</tr>
<tr>
<td>BGen (Brig Gen)</td>
<td>brigadier general</td>
</tr>
<tr>
<td>Col</td>
<td>colonel</td>
</tr>
<tr>
<td>LtCol</td>
<td>lieutenant colonel</td>
</tr>
<tr>
<td>Maj</td>
<td>major</td>
</tr>
<tr>
<td>Capt</td>
<td>captain</td>
</tr>
<tr>
<td>1stLt</td>
<td>first lieutenant</td>
</tr>
<tr>
<td>2d/2ndLt</td>
<td>second lieutenant</td>
</tr>
<tr>
<td>CWO5</td>
<td>chief warrant officer 5</td>
</tr>
<tr>
<td>CWO4</td>
<td>chief warrant officer 4</td>
</tr>
<tr>
<td>CWO3</td>
<td>chief warrant officer 3</td>
</tr>
<tr>
<td>CWO2</td>
<td>chief warrant officer 2</td>
</tr>
<tr>
<td>WO</td>
<td>warrant officer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Officer</th>
<th>Enlisted</th>
</tr>
</thead>
<tbody>
<tr>
<td>SgtMajMarCor</td>
<td>sergeant major of the Marine Corps</td>
</tr>
<tr>
<td>SgtMaj</td>
<td>sergeant major</td>
</tr>
<tr>
<td>MgySgt</td>
<td>master gunnery sergeant</td>
</tr>
<tr>
<td>1stSgt</td>
<td>first sergeant</td>
</tr>
<tr>
<td>MSgt</td>
<td>master sergeant</td>
</tr>
<tr>
<td>GySgt</td>
<td>gunnery sergeant</td>
</tr>
<tr>
<td>SSGt</td>
<td>staff sergeant</td>
</tr>
<tr>
<td>Sgt</td>
<td>sergeant</td>
</tr>
<tr>
<td>Cpl</td>
<td>corporal</td>
</tr>
<tr>
<td>LCpl</td>
<td>lance corporal</td>
</tr>
<tr>
<td>PFC (Pfc)</td>
<td>private first class</td>
</tr>
<tr>
<td>Pvt</td>
<td>private</td>
</tr>
</tbody>
</table>

Abbreviations
### Navy/Coast Guard

<table>
<thead>
<tr>
<th>Officer</th>
<th>Enlisted</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM (Adm)</td>
<td>MCPON master chief petty officer of the Navy</td>
</tr>
<tr>
<td>VADM (Vice Adm)</td>
<td>MCPOCG master chief petty officer of the Coast Guard</td>
</tr>
<tr>
<td>RADM (Rear Adm)</td>
<td>FORCM force master chief petty officer</td>
</tr>
<tr>
<td>RDML</td>
<td>FLTCM fleet master chief petty officer</td>
</tr>
<tr>
<td>CAPT (Capt)</td>
<td>MCPOC command master chief petty officer</td>
</tr>
<tr>
<td>CDR (Cdr)</td>
<td>MCPO master chief petty officer</td>
</tr>
<tr>
<td>LCDR (Lt Cdr)</td>
<td>SCPO senior chief petty officer</td>
</tr>
<tr>
<td>LT (Lt)</td>
<td>CPO chief petty officer</td>
</tr>
<tr>
<td>LTJG (Lt JG)</td>
<td>PO1 petty officer first class</td>
</tr>
<tr>
<td>ENS (Ensign)</td>
<td>PO2 petty officer second class</td>
</tr>
<tr>
<td></td>
<td>PO3 petty officer third class</td>
</tr>
<tr>
<td>CWO5</td>
<td>SN seaman</td>
</tr>
<tr>
<td>CWO4</td>
<td>SA seaman apprentice</td>
</tr>
<tr>
<td>CWO3</td>
<td>SR seaman recruit</td>
</tr>
<tr>
<td>CWO2</td>
<td>warrant officer 2</td>
</tr>
</tbody>
</table>

2.297 MILSATCOM (military satellite communications)
2.298 MISREP (mission report)
2.299 MITRE Corp. (Massachusetts Institute of Technology Research Corporation)
2.300 MMOAS (master of military operational art and science [degree, Air Command and Staff College]). See also master’s degree (4.1.96).
2.301 MNF (multinational force)
2.302 MOA (memorandum of agreement)
2.303 MOB (main operating base)
2.304 MOE (measure of effectiveness)

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

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

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

2.306 MOS (military occupational specialty)

2.307 MOU (memorandum of understanding)

2.308 mph (miles per hour)

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

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

2.311 MRE (meal, ready to eat)

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

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

2.314 MTW (major theater war)

2.315 NAF (nonappropriated funds; numbered air force)

2.316 NAS (naval air station)

2.317 NASA (National Aeronautics and Space Administration)

2.318 NATO (North Atlantic Treaty Organization)

2.319 NAVAID (navigation aid)

2.320 NAVSAT (navigation satellite)

2.321 NBC (nuclear, biological, and chemical)
2.322 NCA (National Command Authorities). No longer used. Use president and/or secretary of defense, as appropriate.

2.323 NCO (noncombat operations; noncommissioned officer)

2.324 NCOIC (noncommissioned officer in charge)

2.325 NDU (National Defense University)

2.326 NEA (Northeast Asia)

2.327 NEO (noncombatant evacuation operation)

2.328 NETOPS (network operations)

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

2.330 NGB (National Guard Bureau)

2.331 NGO (nongovernmental organization)

2.332 NIPRNET (Nonsecure Internet Protocol Router Network)

2.333 nm (nautical mile)

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

2.335 NOFORN (not releasable to foreign nationals)

2.336 NORAD (North American Aerospace Defense Command)

2.337 NOTAM (notice to Airmen)

2.338 NRO (National Reconnaissance Office)

2.339 NSA (National Security Agency)

2.340 NSC (National Security Council)

2.341 NVG (night vision goggle[s])

2.342 NW (network warfare)

2.343 OCA (offensive counterair)

2.344 OCONUS (outside the continental United States)

2.345 OJT (on-the-job training)

2.346 OL (operating location)

2.347 O&M (operation and maintenance)

2.348 OMB (Office of Management and Budget)

2.349 OODA (observe, orient, decide, act)

2.350 op. cit. (opere citato). In the work cited. Use a shortened reference instead. See also notes (5.5).
2.351 OPCON (operational control)
2.352 OPLAN (operation plan)
2.353 OPM (Office of Personnel Management)
2.354 OPORD (operation order)
2.355 OPR (office of primary responsibility)
2.356 OPSEC (operations security)
2.357 OPTEMPO (operating tempo)
2.358 ORM (operational risk management)
2.359 ORS (operationally responsive space)
2.360 OSD (Office of the Secretary of Defense)
2.361 OT&E (operational test and evaluation)
2.362 OTS (Officer Training School)
2.363 PA (public affairs)
2.364 PACAF (Pacific Air Forces)
2.365 page numbers. You may use the abbreviations p. (page) and pp. (pages) to designate page numbers, or you may use the number(s) alone, without those abbreviations. Choose one system, and use it consistently:


2.366 PAWS (phased array warning system)
2.367 PCS (permanent change of station)
2.368 PGM (precision-guided munition)
2.369 PIREP (pilot report)
2.370 PKO (peacekeeping operation)
2.371 p.m. (post meridiem [after noon]). Either write the abbreviation in lowercase with periods, or set it in small caps with or without periods (choose one style and use it consistently).

2.372 PME (professional military education)
2.373 PNT (positioning, navigation, and timing)
2.374 POC (point of contact)
2.375 POL (petroleum, oils, and lubricants)
2.376 POM (program objective memorandum)
2.377 POW (prisoner of war)
2.378 PPBE (Planning, Programming, Budgeting, and Execution)
2.379 PR (personnel recovery)
2.380 Prime BEEF (Prime Base Engineer Emergency Force)
2.381 PSYOP (psychological operation)
2.382 PSYWAR (psychological warfare)
2.383 pub (publication)
2.384 RAF (Royal Air Force [United Kingdom])
2.385 rank. See military titles and offices (2.296).
2.386 rates of speed, frequencies, and so forth. See abbreviations (2.0); numbers (4.3); measurements (4.3.15).
2.387 RCS (radar cross section)
2.388 R&D (research and development)
2.389 RDA (research, development, and acquisition)
2.390 RDT&E (research, development, test, and evaluation)
2.391 RECCE (reconnaissance)
2.392 RECON (reconnaissance)
2.393 RED HORSE (Rapid Engineers Deployable Heavy Operations Repair Squadron, Engineers)
2.394 RMA (revolution in military affairs)
2.395 ROE (rule of engagement)
2.396 ROK (Republic of Korea)
2.397 ROTC (Reserve Officer Training Corps)
2.398 RPA (remotely piloted aircraft)
2.399 RPG (rocket propelled grenade)
2.400 RPV (remotely piloted vehicle)
2.401 RRF (rapid reaction [or response] force)
2.402 SA (situational awareness)
2.403 SAASS (School of Advanced Air and Space Studies)
2.404 SACEUR (Supreme Allied Commander, Europe)
2.405 SACLANT (Supreme Allied Command, Atlantic)
2.406 SAF (secretary of the Air Force)
2.407 Saint. When Saint is part of someone’s name, follow that person’s usage in terms of spelling out or abbreviating the word (e.g., as indicated in Webster’s New Biographical Dictionary).

Marco de Saint-Hilaire Barry St. Leger

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

Saint (St.) Louis

2.408 SAM (surface-to-air missile)
2.409 SAOC (sector air operations center)
2.410 SAR (search and rescue; synthetic aperture radar)
2.411 SATCOM (satellite communications)
2.412 SBIRS (space-based infrared system)
2.413 SCA (space coordinating authority)
2.414 SCUD (surface-to-surface missile system)
2.415 SDI (Strategic Defense Initiative)
2.416 SEA (Southeast Asia)
2.417 SEAD (suppression of enemy air defenses)
2.418 SEAL (sea-air-land team)
2.419 SF (security force; security forces [Air Force or Navy]; special forces; standard form)
2.420 SHAPE (Supreme Headquarters Allied Powers, Europe)
2.421 SIGINT (signals intelligence)
2.422 SIOP (Single Integrated Operational Plan)
2.423 SIPRNET (Secret Internet Protocol Router Network)
2.424 SITREP (situation report)
2.425 SJA (staff judge advocate)
2.426 SLAM (standoff land attack missile)
2.427 SLAR (side-looking airborne radar)
2.428 SLBM (submarine-launched ballistic missile)
2.429 SLCM (sea-launched cruise missile)
2.430 SLOC (sea line of communications)
2.431 SO (special order). Lowercase and spell out special order in general references when the number is not given: the special order. Capitalize the term when a number accompanies it, but abbreviate the term with the number only after you spell it out on first occurrence: Special Order (SO) T-013, SO T-013, the special order.
2.432 SOC (security operations center; special operations commander; Squadron Officer College)
2.433 SOF (special operations forces)
2.434 SOP (standing [or standard] operating procedure)
2.435 SORTS (Status of Resources and Training System)
2.436 SOS (Squadron Officer School; special operations squadron)
2.437 SOUTHAF (Southern Command Air Forces)
2.438 SOW (special operations wing; standoff weapon)
2.439 SP (security police)
2.440 SPINS (special instructions)
2.441 Sr. Abbreviation for “senior.” Use with a period. Commas are not required; if you do use commas, place one before the abbreviation (and after, if it doesn't occur at the end of the sentence or before a semicolon, colon, dash, or an open parenthesis). Select one style and use it consistently. Use a comma before the abbreviation when the name is inverted (as in an index).

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

2.442 SROE (standing rule of engagement)
2.443 SSA (space situational awareness)
2.444 SSBN (fleet ballistic missile submarine)
2.445 SSM (surface-to-surface missile)
2.446 SSN (attack submarine, nuclear; space surveillance network)
2.447 **state names.** See abbreviations (2.0).

2.448 STOL (short takeoff and landing)

2.449 STOVL (short takeoff and vertical landing)

2.450 SWA (Southwest Asia)

2.451 TACAIR (tactical air)

2.452 TACON (tactical control)

2.453 TACP (tactical air control party)

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

2.455 TACSAT (tactical satellite)

2.456 TAF (tactical air force)

2.457 TAW (tactical airlift wing)

2.458 TBM (tactical [or theater] ballistic missile)

2.459 TBMD (theater ballistic missile defense)

2.460 TDY (temporary duty)

2.461 T&E (test and evaluation)

2.462 TERCOM (terrain contour matching)

2.463 TIC (troops in contact)

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

2.465 TLAM (Tomahawk land attack missile)

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

2.467 TMD (theater missile defense)

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

2.469 TOF (time of flight)

2.470 TOT (time on target)

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

2.472 TPFDD (time-phased force and deployment data)
2.473 TPFDL (time-phased force and deployment list)
2.474 TRADOC (US Army Training and Doctrine Command)
2.475 TRS (tactical reconnaissance squadron)
2.476 TTP (tactics, techniques, and procedures)
2.477 UAS (unmanned aircraft system), UASs (pl.). Use this abbreviation when you refer to the entire system (i.e., the remotely piloted aircraft [RPA] and the ground control station [GCS]).
2.478 UAV (unmanned aerial vehicle). Use RPA (remotely piloted aircraft) or RPV (remotely piloted vehicle) instead.
2.479 UCMJ (Uniform Code of Military Justice)
2.480 UCP (Unified Command Plan)
2.481 UHF (ultrahigh frequency)
2.482 UK (United Kingdom)
2.483 UMD (unit manning document)
2.484 UN (United Nations). The abbreviation can be used as either a noun or an adjective.
2.485 UNPROFOR (United Nations protection force)
2.486 URL (uniform [or universal] resource locator). A URL is a string that identifies a resource in the World Wide Web. When you cite Internet sources, place the URL (preferably the DOI, if available) at the end of a note or bibliography entry. In a printed work, if you must break a URL, do so before a single slash if possible. Do not break after a dot since this looks like a period at the end of a line and might confuse the reader; rather, place the dot at the beginning of the next line. Do not hyphenate a word at the end of a line since some URLs contain hyphens as part of the address, and do not leave a hyphen that’s part of a URL at the end of a line. Additionally, break before a tilde (~), a comma, an underline (_), a question mark, a number sign (#), or a percent symbol; after a colon or double slash; and before or after an equals sign or an ampersand (&). See also DOI (2.142).
2.487 US (United States). Use the abbreviation as an adjective only.
2.488 USA (United States Army)
2.489 USAF (United States Air Force). You may use the abbreviation as either a noun or an adjective (serving in the USAF; USAF people). See also United States Air Force, US Air Force, Air Force, USAF (1.67).
2.490 USAFCENT (United States Air Forces Central)
2.491 USAFE (United States Air Forces in Europe)
2.492 USAFR (United States Air Force Reserve)
2.493 USAFRICOM (United States Africa Command)
2.494 USC (United States Code)
2.495 USCENTAF (United States Central Command Air Forces)
2.496 USCENTCOM (United States Central Command)
2.497 USCG (United States Coast Guard)
2.498 USCYBERCOM (United States Cyber Command)
2.499 USEUCOM (United States European Command)
2.500 USJFCOM (United States Joint Forces Command)
2.501 USMC (United States Marine Corps)
2.502 USN (United States Navy)
2.503 USNORTHCOM (United States Northern Command)
2.504 USSBS (United States Strategic Bombing Survey). Italicize in references to the published work. Initial caps in roman type are appropriate in references to the project prior to publication: United States Strategic Bombing Survey (USSBS).
2.505 USSOCOM (United States Special Operations Command)
2.506 USSOUTHAF (United States Air Force, Southern Command)
2.507 USSOUTHCOM (United States Southern Command)
2.508 USSR (Union of Soviet Socialist Republics). Use Union of Soviet Socialist Republics and its abbreviation in references to the country as it existed between 1917 and 1991. The abbreviation can be used as either a noun or an adjective. See also CIS (Commonwealth of Independent States) (2.105); Soviet(s), Soviet Union, USSR (1.59).
2.509 USSTRATCOM (United States Strategic Command)
2.510 USTRANSCOM (United States Transportation Command)
2.511 USW (undersea warfare)
2.512 UTC (unit type code)
2.513  *v.* (versus). Use *v.* (in italics) instead of *vs.* in names of legal cases (also italicized) mentioned in text; in other contexts, use *versus*. See also italics (4.4).

2.514  VFR (visual flight rules)

2.515  VHF (very high frequency)

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

2.517  VLF (very low frequency)

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

2.519  VTOL (vertical takeoff and landing)

2.520  WARNORD (warning order)

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

2.522  WIA (wounded in action)

2.523  WMD (weapon of mass destruction)

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

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

2.526  XO (executive officer)

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

2.528  ZULU (time zone indicator for Universal Time or Greenwich Mean Time)
3.0 Grammar and Punctuation

3.1 Grammar

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

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

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

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

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

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

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

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

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

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

Former Alabama governor Bob Riley is now a lobbyist.

not

Former Alabama Gov. Bob Riley is now a lobbyist.
3.1.4 **awkward structure of modification.** To improve clarity, avoid stringing together a number of modifiers; instead, rewrite to show the relationship among terms:

Awkward: Some military bases are responsible for thorough long-term range complex management planning.

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

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

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

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

Illogical: The cry of an owl is more frightening than a hawk.
Logical: The cry of an owl is more frightening than the cry of [or than that of] a hawk.

Illogical: The Burj Khalifa in Dubai is taller than any building in the world.
Logical: The Burj Khalifa in Dubai is taller than any other building in the world.

Incomplete: The “Mr. Lincoln” is as pretty if not prettier than any other rose.
Complete: The “Mr. Lincoln” is as pretty as if not prettier than any other rose.

Incomplete: *Tristram Shandy* is different.
Complete: *Tristram Shandy* is different from other novels of its time.

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

3.1.8 **dangling modifier.** A verbal phrase at the beginning of a sentence dangles when the word it should modify is not present or does not immediately follow the verbal phrase:
Running along the street, my nose felt frozen.

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

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

Other examples of dangling modifiers:

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

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

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

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

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

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

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

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

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

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

More important, the truth will prevail.
Just as importantly, the truth will prevail.

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

The couple bought a house but did not like it.
The newborn baby kept its eyes shut tightly.
It has been three hours since it began to rain.
We will have to play it by ear.
Using *it* rather than an appropriate personal pronoun or noun can make writing stilted: rather than *it is believed*, use *I believe*, the Air Force believes, and so forth.

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

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

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

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

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

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

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

Misplaced: Whitman quotes Emerson in the preface to *Leaves of Grass*, who wrote a letter praising the volume of poetry.
Properly Placed: In the preface to *Leaves of Grass*, Whitman quotes Emerson, who wrote a letter praising the volume of poetry.

Misplaced: Some pesticides are still used on crops that are suspected of being dangerous.
Properly Placed: Some pesticides that are suspected of being dangerous are still used on crops.

Misplaced: The bull that was pawing violently attacked the matador.
Properly Placed: The violently pawing bull attacked the matador.
Properly Placed: The pawing bull attacked the matador violently.

Misplaced: I only have two dollars left.
Properly Placed: I have only two dollars left.

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

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

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

Not Parallel: The loudmouth was characterized by all talking and no action.
Parallel: The loudmouth was characterized by all talk and no action.
Not Parallel: The jihadist not only supported terrorism but also be-
came a suicide bomber.
Parallel: The jihadist not only supported terrorism but also became a
suicide bomber.
Not Parallel: The biscuit is hot, flaky, and tastes good.
Parallel: The biscuit is hot, flaky, and tasty.
Not Parallel: Good interviewers must have genuine interest in people,
strong curiosity, and discipline themselves to stay on the
topic.
Parallel: Good interviewers must have genuine interest in people,
strong curiosity, and enough discipline to stay on the topic.

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

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

"Abide with Me" was sung by the congregation.
Jimmy was given a car by his father.
The pit was dug fully eight feet deep.
They had been caught.

Characteristics of passive voice:
1. The receiver of the verb's action comes before the verb.
2. The verb has two parts: some form of the verb be plus the past
participle of a main verb (most of them end in -en or -ed).
3. If the doer appears at all, it follows the verb and is usually the
object of the preposition by.

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

The bill was passed without opposition.
The well was drilled in solid rock.
Our house was painted last year.

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

President Reagan was elected in 1980.
The parts were shipped on 1 June.

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

Our house is being painted. (Active: They are painting our house.)
Our house was painted by Joe Mead and his brother. (Active: Joe Mead and his brother painted our house.)

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

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

Requests must be approved beforehand. (By whom?)
The commander must approve requests beforehand.

The figures were lost. (By whom?)
We lost the figures.

Other examples of awkward passive voice:

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

Awkward Passive: When the hostages were first taken and initial response planning was initiated, it is noteworthy that using USAF special operations helicopters was considered.
Active: Notably, during the initial response planning that followed the taking of the hostages, the Air Force considered using its special operations helicopters.

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

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

John's taking the case to court came as a surprise.
We all thought that his skipping school on Friday was pretty cool.
Mother's admitting her involvement in the prank amused us.

but

Boys playing Little League baseball should always wear batting helmets.

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

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

Reflexive: I hurt myself.
Intensive: The general himself led his troops into battle.
Incorrect: Philip and myself were the only people in the theater.
Correct: Philip and I were the only people in the theater.

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

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

Neither I nor your mother is pleased with this grade.
Either ceiling fans or an air conditioner is essential.
Either an air conditioner or ceiling fans are essential.

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

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

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

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

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

His main source of pleasure is his family and friends.

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

3.1.26 that, which. Clauses introduced by the relative pronouns that and which are of two kinds: restrictive and nonrestrictive.
A clause is restrictive or defining when the information it provides about something in the main clause is essential to the meaning of the statement. It is generally preceded by the relative pronoun *that; which* can also introduce a restrictive clause:

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

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

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

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

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

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

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

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

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

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

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

Easily misread: He said a good many things about the project bothered him.  
No misreading: He said that a good many things about the project bothered him.
3.1.27 **that, which, who, what.** Use *that* to refer to persons, animals, or things; *which* to refer to animals or things; *who, whom,* and *whose* to refer to persons (*but* an argument *whose* point was convincing); and *what* to refer to nonliving things.

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

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

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

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

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

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

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

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

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

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

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

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

> Whether Tom goes to Birmingham today depends on the weather.

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

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

You should repeat *whether* after *or* when the alternatives are long
and complex (Whether . . . or whether . . ).

3.1.32 which. Which can introduce both nonrestrictive and restrictive clauses:

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

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

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

She ignored him, which proved unwise.

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

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

Sometimes it is better to rewrite the sentence:

Worrying about overeating can be unhealthy.

See also that, which (3.1.26).
3.2 **Punctuation**

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

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

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

Form the possessive of words ending in a silent “s” by adding an apostrophe and an “s” (the Marine Corps’s motto; Camus’s writings). Use an apostrophe and an “s” for the possessive of words ending in an “eez” sound: Xerxes’s.

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

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

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

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

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

“In April [actually July] 1943, Jones published his first novel.”

Gen Charles Horner controlled coalition air assets during the Gulf War (specifically, he was the joint force air component commander [JFACC]).
See also sic (1.57).

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

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

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

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

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

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

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

Test scores were as follows: two 95s, two 80s, and one 65.

The class made the following test scores: two 95s, two 80s, and one 65.

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

Beneath the surface, however, is the less tangible question of values: are the old truths true?

Ed had two must-see attractions on his itinerary: Northwest Florida Alligator Emporium and Crazy Bill’s Pink Flamingo Ranch.

He had two reasons for not attending the awards ceremony: First, he was shy. Second, he had nothing appropriate to wear.

The umpire heard the fan loud and clear: “You need glasses, you bum!”

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

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

*Incorrect:*

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

*Correct:*

My three immediate goals are to survive midyear exams...
Incorrect:
His friend accused him of: wiggling in his seat, talking during the
lecture, and not remembering what was said.

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

Place a colon outside quotation marks:

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

See also subtitle (1.61).

3.2.5 comma. Use a comma as follows:

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

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

• after relatively long introductory phrases:

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

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

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

• to set off addresses and place-names:

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

They moved from Paris, Texas, to Rome, Georgia, in 1987.
(Note commas before and after the name of the state.)

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

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

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

Most people consider her a generous, outgoing person.

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

2,100
465,230
5,722,465
• to set off material enclosed in quotation marks, parentheses, or brackets (place the comma inside the quotation mark [whether single or double] but outside the closing parenthesis or bracket):

Tom commented, “The remark ‘I mean what I say,’ used by a character in *Alice in Wonderland*, provoked a heated discussion.”

Although the speaker appeared nervous (he stammered quite a bit), he managed to finish his speech.

When the great ship sailed in 1911 [actually 1912], nobody suspected what lay ahead.

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

I can’t find my DVD of *Who’s Afraid of Virginia Woolf?*, which I watched last night.

“What Do Colleges Want to Know?,” a brochure that Jan got from the counselor’s office, was quite helpful.


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

“I think I’m going crazy!” she screamed.

*Do not* use a comma in the following situations:

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

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

• after a short introductory phrase:

By 1865 the Confederacy was clearly doomed.

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

They signed the order on 26 July 1947 in Washington.

• to separate compound predicates in a simple sentence:

Patsy graduated in May and went to work in June.

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

The estate is surrounded by an old stone wall.

The professor was a little old man.

Note that the converse of the rule of thumb for determining whether to use a comma to separate adjectives (see above) applies here: since
and would not be appropriate either between old and stone or between little and old, then no comma is needed.

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

  Harry Connick Jr. plays piano and sings.
  T. Coraghessan Boyle, Sr., is my neighbor.
  Adlai E. Stevenson III

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

3.2.6 dash. The most common dashes are the em dash (sometimes typed as two hyphens) and the en dash (sometimes typed as a hyphen).

Use an em dash or a pair of em dashes to indicate a sudden break or abrupt change in thought:

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

  to set off interrupting or clarifying elements:
  These are shore deposits—gravel, sand, and clay—but marine deposits underlie them.

  to introduce a final statement that summarizes a series of ideas:
  Freedom of speech, freedom of worship, freedom from want, freedom from fear—these are the fundamentals of moral world order.

  to set off a word or phrase in the main clause that emphasizes or explains:
  George worked several days on the system—a system that was designed to increase production in the department.

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

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

Do not use more than one pair of em dashes in a sentence.

The en dash is one-half the length of an em dash and is longer than a hyphen. Use an en dash (signifying up to and including or through)
to connect continuing or inclusive numbers such as dates, time, or reference numbers:

1957–63
February–March 1971
pages 12–15

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

New York–London flight
Air Force–wide changes
quasi-public–quasi-judicial body

Use an en dash (signifying to) to express scores from sporting events, voting results, and travel expressions even though they don’t reflect a range of values:

The Biscuits beat the Lugnuts 12–10 last night.
The delegates to the convention approved the proposal 150–97.
The Chicago–Cleveland train leaves at two o’clock.

You may also use an en dash to identify a particular university campus:

The University of Alabama–Tuscaloosa

3.2.7 ellipses. Indicate the omission of a word, phrase, line, or paragraph from a quoted passage with ellipsis points, which come in threes, are set on the line like periods, and are separated from each other, from the text, and from any contiguous punctuation by one space.

Use three ellipsis points to indicate an omission in the middle of a quoted sentence: “The nuclear-armed GALOSH ABM interceptor . . . has an inherent ASAT capability against low-altitude satellites.” Indicate the omission of the last part of a sentence by a period and three ellipsis points (assuming that more quoted material follows). Leave no space between the period and the preceding word, but use a space after the ellipsis points and capitalize the following word if it begins a complete sentence: “The Soviets also have research programs under way on kinetic energy weapons. . . . These programs have been highly successful.” (Four ellipsis points should be preceded and followed by grammatically complete sentences.) If space so dictates, you may leave the period at the end of a line and begin the next line with three ellipsis points. You may place a comma, colon, semicolon, question mark, or an exclamation point either before or after three ellipsis points (but not four): “What is the major strength of the Soviet space program? . . . This is the question we intended to explore fully.” Remember that ellipsis points are seldom used at the beginning or end of a quoted passage.
Indicate the omission of one or more paragraphs in a long block quotation by three ellipsis points following the period at the end of the paragraph preceding the omitted paragraph. If a paragraph in the block quotation—other than the first paragraph—begins with a sentence that does not open the paragraph in the original, it should be preceded by three ellipsis points:

Such a tremendous increase in capability exceeds their future civil and scientific requirements. The gap between what we perceive to be Soviet launch requirements and launch capabilities is of great concern to us. . . .

. . . This system will expand the current US ICBM field coverage to include US submarine-launched ballistic missiles.

When you replace part of a quoted passage with different wording, enclose the new term(s) with square brackets, but do not use ellipsis points to show that the original wording has been omitted:

The nuclear-armed GALOSH ABM interceptor deployed around Moscow has an inherent ASAT capability against low-altitude satellites.

The nuclear-armed GALOSH [missile] deployed around Moscow has an inherent ASAT capability against low-altitude satellites.

However, if bracketed material is next to ellipsis points which show that part of a quoted passage has been omitted (and not replaced with different wording), retain the ellipsis points:

The nuclear-armed GALOSH [missile] . . . has an inherent ASAT capability against low-altitude satellites.

In a run-in quotation, do not use ellipsis points before the first word of the quotation, even if the beginning of the original sentence has been omitted, or after the last word of the quotation, even if the end of the original sentence has been omitted:

For example, we now know that the Soviets “are currently producing about 50 SL-4-/SL-6-type vehicles each year—a rate of nearly one a week.”

See also brackets (3.2.2).

3.2.8 hyphenated compound words. No all-inclusive rule exists for hyphenating compound words such as many-sided, ill-fated, and mother-in-law. If you are not sure about a particular compound, look it up in the dictionary or the Chicago Manual of Style's (16th ed.) hyphenation guide (7.85), or refer to “The Writing of Compounds” in Webster's Third New International Dictionary of the English Language, Unabridged. The following are a few general principles:

Use a hyphen to prevent ambiguity. For example, slow moving van could mean a moving van that is slow (in which case, hyphenat-
ing moving van would be acceptable) or a van that is moving slow-
ly: slow-moving van. Although adjective compounds traditionally are
hyphenated before the noun they modify and are written open after
the noun, you may omit the hyphen in all cases if there is no chance
of ambiguity or misreading: smoke filled room, red hot iron. This
principle holds true even if the compound is hyphenated in the dic-
tionary. Do not hyphenate an adjective compound consisting of an
adverb ending in -ly plus a participle or an adjective (highly devel-
oped organism).

Hyphenate adjective compounds beginning with well, ill, much,
better, best, little, lesser, and least when they precede the noun, and
leave them open after the noun: well-dressed man (but the man is
well dressed); best-known work (but the work is best known); ill-
advised action (but the action is ill advised). Leave such compounds
open if another adverb modifies only the adverb part of the com-
pound rather than the compound as a whole: very much needed ad-
dition, but very well-read child. If you use quotation marks to enclose
an adjective compound that you would normally hyphenate, you may
omit the hyphen: “well dressed” man. See also well- (4.2.276).

Measurement compounds are also hyphenated: six-inch-wide
board, three-mile limit, 24-gallon tank. If you abbreviate the unit of
measure, omit the hyphen: 24 gal. tank.

Compounds consisting of numerals and the word percent are left
open: 25 percent decrease.

Hyphenate when the second element of a compound is capitalized
or is a number: mid-Atlantic tempest, post-1980 developments.

Hyphenate when spelling the word solid creates a homonym, as in
re-mark (mark again) versus remark (say).

Hyphenate some compounds in which the last letter of the prefix
is the same as the first letter of the word following: anti-intellectual,
anti-inflammatory.

Use a “suspension” hyphen to carry the force of a modifier to a
later noun: second- or third-rate powers; second-, third-, and fourth-
grade students.

Some noun compounds are always hyphenated: relative words
with great and in-law, such as great-uncle, great-great-grandmother,
sister-in-law; noun plus noun, expressing two different but equally
important functions, such as secretary-treasurer; two-word com-
pounds ending in elect, such as governor-elect (but probate judge
elect); some multiple-word compounds including a preposition and
describing someone or something, such as jack-of-all-trades (but
flash in the pan). Some permanent compounds beginning with vice
are hyphenated, such as vice-chancellor, but not vice admiral or vice president or viceroy. See also vice- (4.2.255).

Do not hyphenate capitalized geographical terms used as adjectives: Southeast Asian country, Mobile Bay cruise. See also compound words (4.2.52); titles of works (4.1.149).

Hyphenate age terms in both adjective and noun forms: a five-year-old child, a five-year-old.

Hyphenate color words before but not after a noun: reddish-brown hair, blue-green water; her hair is reddish brown, the water is blue green.

See also word division (1.78).

3.2.9 **omissions.** See ellipses (3.2.7).

3.2.10 **parentheses.** Use parentheses when material inserted in a sentence is so loosely connected with the main thought of the sentence that commas would not be adequate. Such insertions may be explanatory, amplifying, or digressive:

Another illustration reflects a much more recent instance of a doctrinal notion (table 4).

This manual (issued to all students) covers the fundamental problems.

The funeral for her brother (she misses him terribly) was a sad affair.

If a comma is necessary, place it after the second parenthesis, not before the first. If the parenthetical element within a sentence is itself a sentence, omit the period but retain a question mark or exclamation point:

As the machine gunner opened fire (it was a .50-caliber gun), all movement ceased.

As the machine gunner opened fire (was it a .50-caliber gun?), all movement ceased.

If parentheses enclose a freestanding sentence, place the period inside the second parenthesis:

Albert convinced me to go back to college. (I always found his logic irresistible.)

Use parentheses to enclose enumerating letters or numerals (without periods) within a sentence:

He wanted to (1) consolidate the position, (2) establish contact with guerrillas, and (3) regain control over the inhabitants.

3.2.11 **period.** Place a period at the end of a declarative or imperative sentence. If you use a quotation at the end of a sentence, place the period within the closing quotation mark (double or single). If you use a quotation before the end of a sentence, omit the period or replace it with a comma. To separate sentences, use only one space after a
closing quotation mark, as well as after a period or other terminal punctuation (e.g., question mark, exclamation point) (see also colon [3.2.4]). When using parentheses or brackets to enclose a freestanding sentence, place the period inside the final parenthesis or bracket. If the enclosed matter is part of a sentence, place the period outside the final parenthesis or bracket. If a question mark or exclamation point is part of the end of a title, do not replace it with a period in contexts in which the period would normally appear.

The commander said, “You’re only half right.”

“One should always say, ‘I mean what I say.’”

“I’m sure I say what I mean,” said Alice. The Cheshire Cat, however, didn’t believe her.

The decision to keep the sentence or drop it is a judgment call. (Writing is hard work precisely because it requires so many judgment calls.)

The driver glanced in his rearview mirror at the passenger (certainly an eccentric fellow).


Last night I watched the movie *Help!* I had forgotten how funny it is.

See also Dr. (doctor) (2.143); Jr. (2.258); lists (1.43); Mr., Mrs., Ms. (2.310); no. (2.334); parentheses (3.2.10); quotation marks (3.2.14); Sr. (2.441); Truman, Harry S. (1.65).

3.2.12 possessive. See apostrophe (3.2.1).

3.2.13 question mark. Put a question mark at the end of a direct question that stands alone, as well as one that occurs within a sentence:

How can I miss you if you won’t go away?

How am I going to pass this test? was the question I kept asking myself.

As Mary asked herself, Why am I doing this for him? she glared balefully at John.

Do not put a question mark at the end of an indirect question:

I asked him what he was doing.

How he had managed to fool me was the question no one could answer.

Put a question mark inside quotation marks, parentheses, or brackets only when it is part of the quoted or parenthetical matter:

The colonel asked, “Did you receive our inspection report?”

Did you say, “The base commander wants the report immediately”?

Which of the concepts do you believe to be generally shared (at least by your contemporaries)?
3.2.14 **quotation marks.** Enclose quoted words, phrases, and sentences in double quotation marks. Use single quotation marks to enclose quotations within quotations. Quotations within block quotations require double quotation marks.


A. Q. Khan noted that throughout history there have been certain individuals who achieved recognition in certain areas. Shaikh Saadi said: “Honour is not earned, it is conferred by the One Who Confers.” According to this concept, if a great deed is accomplished by someone, he should regard it as a gift of God rather than “the muscles of his own arms.” It is a special favour from God that a particular individual is selected by providence and singled out for a specific task.71

Enclose a nickname in quotation marks when it accompanies the full name:

George Herman “Babe” Ruth

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

Stonewall Jackson
the Iron Duke

Enclose a conference title in quotation marks:

"American Writers in the 1930s,” a symposium held at the University of Alabama, 15–16 September 1975

but

the 1994 State Conference on Writing across the Curriculum

Use quotation marks to enclose words used in an ironic sense, references to spoken language, and slang terms. Subsequent occurrences of these terms need not include the quotation marks. See also italics (4.4).

The “consultation” could be heard three blocks away.

In Elizabethan dialogue, a change from “you” to “thou” often implies studied insult.

Jacob’s grandfather called his Adam's apple his “go fetch it.”

Place a comma or a final period within quotation marks, single or double. Put other punctuation marks within quotation marks only if they are part of the quotation. See also period (3.2.11); question mark (3.2.13).

He said, “I will go.”

He asked, “Shall we evacuate the area?”

“I am sure he used the word 'moron.'”
If you place quotation marks around an adjective compound that you would normally hyphenate, you may omit the hyphen: “well dressed” man. Place a colon outside quotation marks or parentheses:

There is one problem with Walt Whitman’s “O Captain, My Captain”: it is doggerel.

You may use quotation marks to refer to a word as a word (see also italics [4.4]):

The word “boy” has a pejorative sense in some contexts.

Do not enclose words such as yes, no, where, how, and why in quotation marks when they are used singly, except in direct discourse:

Ezra always answered yes; he could never say no to a friend.

“Yes,” he replied weakly.

Enclose in quotation marks the titles of articles in journals and newspapers; chapter titles; the titles of draft versions of books and other unpublished works; and the titles of short stories, short poems, dissertations, theses, essays, and Air Force doctrine annexes (see “Doctrine Publications, Manuals, Instructions, Directives, and Others” in “Appendix A: Note Citations” and “Appendix B: Bibliographic Entries”). See also italics (4.4); mottoes (1.44); words as words (4.4.23).

3.2.15 semicolon. Use a semicolon to separate independent clauses not connected by a coordinating conjunction:

John stayed home for the holidays; he had nowhere else to go.

Use a semicolon (not a comma) before words such as however, therefore, hence, consequently, moreover, nevertheless, and so forth, when they connect two independent clauses. (Use a comma after these words.)

All such missions should remain secondary to the primary mission; however, all commanders of flying Air Force units must prepare to fly such missions with minimum notice.

You may want to use a semicolon with a coordinating conjunction in a compound sentence whose independent clauses are long and contain internal punctuation:

Ishmael, the narrator, goes to sea, he says, “whenever it is a damp, drizzly November” in his soul; and Ahab, the captain of the ship, goes to sea because of his obsession to hunt and kill the great albino whale, Moby Dick.

When items in a series are lengthy or contain internal punctuation, separate them by semicolons:

Mark prepared for the exam by reading the material, which caused him great difficulty; by studying with Tom, who knew less than he did; and by praying, which he did frequently.
We will need the following supplies: pencils, three boxes; pens, five boxes; paper, four reams; typewriter ribbons, fifteen; and staples, two boxes.

Place a semicolon outside quotation marks or parentheses:

Dan’s favorite poem is “Stopping by Woods on a Snowy Evening”; he reads it whenever he feels troubled.

Sam gave his wife a toaster oven for her birthday (he was a very practical fellow); needless to say, she was overwhelmed.

3.2.16 **series of items.** The number of commas separating items in a series should be one fewer than the number of items in the series. Hence, three items in a series should be separated by two commas: planes, boats, and trains. See also comma (3.2.5).

3.2.17 **slash.** Use a slash (/) to indicate alternatives. If one of the terms is an open compound, use a space before and after the slash: he/she, and/or, Hercules/Heracles, World War I / World War II. In URLs, do not use a space before or after single or double slashes. In printed copy, a line may break before a single slash but not between two slashes. See also and/or (1.9), dates (1.24), URL (2.486), DOI (2.142).

3.2.18 **year (punctuation with).** See dates (4.3.6).

3.2.19 **zip code or ZIP (zone improvement plan) code (punctuation with).** See 1.83.
4.0 Mechanics

4.1 Capitalization

Use as few capital letters as possible, and avoid capitalizing anytime you are in doubt. The following conventions will help you decide whether capital letters are appropriate.

Proper nouns—those that name a particular person, place, or thing—are capitalized. One test of a proper noun is that it does not take a limiting modifier; thus, “this [or] any [or] some 857th Combat Support Group,” for example, is not appropriate (since there’s only one such group). However, a common noun, which isn’t capitalized, can take a limiting modifier, as in “this combat support group” (since it’s generic). Because the following examples can take a limiting modifier, they are common nouns and, therefore, are not capitalized:

- base supply
- civil engineer squadron
- military personnel flight
- accounting and finance office

Capitalize civil, military, religious, and professional titles and titles of nobility when they immediately precede someone’s name:

- President Obama
- General Fadok
- Secretary of Defense Hagel
- Sergeant Mann
- Queen Caroline
- Professor Elliott
- Cardinal Richelieu
- Colonel Allen

Capitalize titles associated with more than one person:

- Generals Grant and Lee

Lowercase titles that follow someone’s name or that stand alone:

- Barack Obama, president of the United States, the president
- Chuck Hagel, secretary of defense, the secretary
- Richard Shelby, senator from Alabama, the senator
- Gen Mark A. Welsh III, Air Force chief of staff, the chief of staff
- Lt Gen David S. Fadok, the commander
- Air University commander and president, and president

Lowercase titles used in apposition to a name—no commas (see comma, “restrictive clauses” [3.2.5]; appositives [3.1.3]):

- Montgomery mayor Todd Strange
- Air Force general Edward Rice

Capitalize the names of buildings, monuments, and so forth:

- the White House, the Eiffel Tower
- the Israeli Embassy, the Tomb of the Unknowns
Capitalize the full and (oftentimes) the shortened names of national governmental and military bodies:

- US Congress
- Department of Defense
- Department of State
- US Air Force
- US Army
- US Marine Corps
- US Navy
- Montgomery City Council

Capitalize the full names of boards, committees, organizations, and bureaus:

- National Labor Relations Board
- Committee on Foreign Affairs
- Organization of American States
- Bureau of the Census
- Veterans Administration

Do not capitalize shortened forms of the full titles for departments, directorates, centers, and similar organizations; the same principle applies to the names of conferences:

- Department of Labor
- Directorate of Data Processing
- Center for Strategic Studies
- Special Plans Division
- Air University Press
- Design Branch
- Western Region Writing-Style Conference

Capitalize the full titles of treaties, laws, acts, bills, amendments, and similar documents, but lowercase their shortened forms:

- Intermediate-Range Nuclear Forces (INF) Treaty
- Conventional Forces in Europe (CFE) Treaty
- Treaty of Verdun
- National Labor Relations Act
- First Amendment (to the US Constitution)

Capitalize the full names of judicial bodies; lowercase shortened forms and adjective derivatives:

- California Supreme Court, state supreme court
- Circuit Court of Calhoun County, county court, circuit court
- traffic court, juvenile court

Capitalize the names of national and international organizations, movements, alliances, and members of such organizations and political parties. The words *party* and *movement* are capitalized when they are part of an organization’s name.
The African National Congress party
Bolshevik, Bolshevist, Bolshevik movement, Bolshevism; bolshevist, bolshevism (referring to the theory or system of thought and to its adherents/advocates)
Communist Party, the party, Communist(s) (member[s] of the organization or movement), Communist bloc, Communism (referring to the Marxist doctrine or totalitarian system of government); communism, communist (referring to the theory or system of thought and to its adherents/advocates)
Communist Party USA (CPUSA)
Common Market
Democratic Party, Democrat, democracy, democrat (general advocate of democracy)
Eastern bloc
Fascist Party, Fascist(s); fascism, fascist (referring to the theory or system of thought and to its adherents/advocates)
Federalist Party, Federalist(s); federalism, federalist (referring to the theory or system of thought and to its adherents/advocates)
Holy Alliance, the alliance
Marxism-Leninism, Marxist-Leninist; marxism, marxist (referring to the theory or system of thought and to its adherents/advocates)
right wing, right-winger, leftist, the Right, the Left
Socialist Party, the party; socialism, socialist (referring to the theory or system of thought and to its adherents/advocates)

Capitalize the names of generally accepted historical or cultural epochs:

- Dark Ages
- Jazz Age
- Middle Ages
- Reformation
- Roaring Twenties
- but
- information age

Capitalize the full titles of armies, navies, air forces, fleets, regiments, battalions, companies, corps, and so forth. Lowercase the words army, navy, air force, and so forth, when they are not part of an official title (except when they refer to US forces). Similarly, capitalize the official names of foreign military forces, but lowercase subsequent references to those forces:

- Allied armies
- Al Quwwat al Jawwiya il Misriya, Egyptian air force, the air force
- Army of Northern Virginia
- Axis powers
- Confederate army (American Civil War)
- Continental army (American Revolution)
- Eighth Air Force
- Fifth Army, the Fifth, the army
- 1st Battalion, 178th Infantry; the battalion, the 178th
- 3d [or 3rd] Infantry Division, the division, the infantry
1st Armored Division, the division
III Corps Artillery
French foreign legion
Fuerza Aérea Argentina, Argentinean air force, the air force
Heyl Ha’avir, Israeli air force, the air force
Luftwaffe, the German air force
Nihon Koku Jieitai, Japan air self-defense force, the air self-defense force
the 187th Fighter Group (Air National Guard), the group
People’s Liberation Army, Red China’s army, the army
Red Army (Russian, World War II), Russian army
Royal Air Force, British air force, the air force
Royal Navy, British navy, the navy
Royal Scots Fusiliers, the fusiliers
Seventh Fleet, the fleet
Twenty-First Air Force
Union army (American Civil War)
United States Air Force, the Air Force
United States Army, the Army, the American Army, the armed forces
United States Coast Guard, the Coast Guard
United States Marine Corps, the Marine Corps, the US Marines, the Marines, the Corps, Fleet Marine Corps
United States Navy, the Navy
United States Signal Corps, the Signal Corps

Capitalize the full titles of wars, but lowercase the words war and battle when used alone:

American Civil War, the Civil War, the war
American Revolution, the Revolution, the Revolutionary War
Battle of Britain
Battle of the Bulge, the bulge
Battle of Bunker Hill, Bunker Hill, the battle
the Blitz
European theater of operations
Falklands War
Gulf War
Korean conflict
Korean War
Operation Overlord
Seven Years’ War
Spanish civil war
Tet Offensive
Vicksburg campaign
Vietnam War
western front (World War I)
World War I (or 1), the First World War, the war, the two world wars
World War II (or 2), the Second World War, the war

Capitalize the names of medals and awards:

Distinguished Flying Cross
Medal of Honor
Purple Heart
Victoria Cross
Croix de Guerre (sometimes lowercased)
Capitalize but don’t italicize the designations of make, names of planes, and names of space programs:

- Boeing 747
- Concorde
- Nike
- Project Apollo
- Trident missile
- U-boat

Do not capitalize or italicize generic types of vessels, aircraft, and so forth:

- aircraft carrier
- space shuttle
- submarine

Capitalize the titles of official documents, instructions, directives, letters, standard forms, and shortened forms of titles, but don’t capitalize common nouns that refer to them:

- AFMAN 13-220, Deployment of Airfield Operations the manual
- AFPAM 11-216, Air Navigation the pamphlet
- AFPD 10-1, Mission Directives the policy directive
- AFI 63-101, Acquisition and Sustainment Life Cycle Management the instruction

Capitalize such words as empire, state, county, and so forth, that designate political divisions of the world, when they are part of a proper name. Lowercase these terms when they are not part of a proper name or when they stand alone:

- Montgomery County, the county
- 11th Congressional District, the congressional district, the district
- Fifth Ward, the ward
- Indiana Territory, the territory of Indiana, the territory
- New England states
- New York City, the city of New York, the city
- Roman Empire, the empire
- Washington State, the state of Washington
- the British colonies

Capitalize all principal words in titles and subheadings. See also titles of works (4.1.149).

Capitalize proper names that designate parts of the world or specific regions:

- Central America
- central Europe, but Central Europe (political division of World War I)
- the Continent (Europe), the European continent
- the East, easterner, eastern seaboard
- East Coast
- eastern Europe, but Eastern Europe (political division)
- Far East
- Far West
- the Gulf, Persian Gulf region
- the North, northerner, Northerner (Civil War context)
- North Africa, northern Africa
North American continent
North Pole
the South, southerner, Southerner (Civil War context)
Southeast Asia
Southern Hemisphere
South Pacific, southern Pacific
the Southwest (US)

Tropic of Cancer
West Coast
western Europe, but Western Europe (political division)
Western world

Lowercase the names of the four seasons unless they are personified; however, capitalize them as part of the date of publication in note references:

spring, summer, fall, winter
In April, Spring sends her showers to pierce the drought of March.


Capitalize the names of specific academic courses:

DS 613-Strategic Force Employment
CL 6362-Air Staff Familiarization

Capitalize registered trademark names (see also trademarks [1.64]):

Coca-Cola (but cola drink) Levi’s
Kleenex (but tissue) Ping-Pong (but table tennis)
Band-Aid Xerox (but xerox [verb])

Capitalize signs, notices, and mottoes in text (see also mottoes [4.1.105]):

The company had a No Entrance sign at the gate.
The cry of the French Revolution was Liberty, Equality, and Fraternity.

Capitalize the generic part of proper nouns when it occurs in the plural, whether it follows or precedes the nouns:

the Alabama and Mississippi Rivers
Fairview and Maple Streets
Mounts Washington and Rainier

4.1.1 active Air Force

4.1.2 active duty (n., adj.)

4.1.3 acts, amendments, bills, and laws. Capitalize the full title (formal or popular) of an act or a law, but lowercase all shortened forms: Atomic Energy Act, the act; Sherman Antitrust Law, the antitrust law, the law; Article 6, the article.
A legislative measure is a bill until it is enacted; it then becomes an act or a law. Lowercase the names of bills and proposed constitutional amendments: equal rights amendment (not ratified), food stamp bill. 

Capitalize the formal title of an enacted and ratified amendment to the United States Constitution (including the number): the Fifth Amendment, the 18th Amendment. But lowercase informal titles of amendments: the income tax amendment.

4.1.4 **AD (anno Domini).** Write the abbreviation using either small caps with or without periods or full caps without periods (choose one style and use it consistently); the abbreviation precedes the year: AD 107. See also BC (before Christ) (2.75, 4.1.26).

4.1.5 **administration.** Capitalize administration as part of the proper name of an agency: General Services Administration. Lowercase the term as part of the name of a political organization: Nixon administration.

4.1.6 **agency.** Capitalize agency in proper names, but lowercase the shortened form: Federal Security Agency, the agency.

4.1.7 **air base.** Capitalize air base when it is part of a proper noun: Kadena Air Base, Japan. Lowercase the shortened form: the air base.

4.1.8 **air force.** Capitalize air force when you refer to the US service: United States Air Force, Air Force. Use lowercase letters for an air force in general. Capitalize the term when it is part of the official name of a foreign air force: Royal Air Force. Use lowercase letters for subsequent references: British air force. See also capitalization (4.1).

4.1.9 **Air Force base.** Capitalize base when the full term is part of a proper noun: Maxwell Air Force Base, Alabama. Otherwise, lowercase base: the Air Force base.

4.1.10 **Air Force One** (the president's aircraft)

4.1.11 **AirLand Battle**

4.1.12 **Airman, Airmen** (capitalize in references to US Air Force personnel)

4.1.13 **Air Staff**

4.1.14 **allied, allies.** Capitalize allied or allies in the context of World War I and World War II.

4.1.15 **a.m. (ante meridiem [before noon]).** Either write the abbreviation in lowercase with periods or set it in small caps without periods (choose one style and use it consistently). See also p.m. (post meridiem [after noon]) (4.1.117).
4.1.16 amendments. See acts, amendments, bills, and laws (4.1.3).

4.1.17 appendix. Capitalize appendix as a document title: Appendix A, Appendix B, Appendix C. Lowercase the term in textual references (see appendix A). If you wish to include a document such as an Air Force instruction as an appendix to your study, reproduce that document verbatim.

4.1.18 armed forces

4.1.19 army. Capitalize army when you refer to the US service: United States Army, Army. Lowercase the term when you refer to an army in general. Capitalize army when it is part of the official name of a foreign army: Red Army. Use lowercase letters for subsequent references: Russian army. See also capitalization (4.1).

4.1.20 article (part of a document). See acts, amendments, bills, and laws (4.1.3).

4.1.21 associate's degree. Capitalize the name of the degree (Associate of Arts, Associate of Science) when it follows someone's name (John Smith, Associate of Arts). Lowercase when referring to the degree in general terms (John Smith has an associate of arts degree). See also academic degrees and titles (2.9); bachelor's degree (4.1.22); doctorate (4.1.55); master's degree (4.1.96).

4.1.22 bachelor's degree. Capitalize the name of the degree (Bachelor of Arts, Bachelor of Science) when it follows someone's name (John Smith, Bachelor of Arts). Lowercase when referring to the degree in general terms (John Smith has a bachelor of arts degree). See also academic degrees and titles (2.9); associate's degree (4.1.21); doctorate (4.1.55); master's degree (4.1.96).

4.1.23 battalion. Capitalize battalion in proper names: 3d [or 3rd] Battalion, 10th Battalion.

4.1.24 battle. Capitalize battle in proper names: Battle of the Bulge, Battle of Bunker Hill.

4.1.25 Battlefield Airman/Airmen

4.1.26 BC (before Christ). Write the abbreviation using either small caps with or without periods or full caps without periods (choose one style and use it consistently); the abbreviation follows the year: 240 BC. See also AD (anno Domini) (2.13, 4.1.4).
4.1.27 Berlin airlift

4.1.28 Berlin Wall

4.1.29 bills (congressional). See acts, amendments, bills, and laws (4.1.3).

4.1.30 black (people) (n., adj.). You may either capitalize or lowercase this term; choose one style and use it consistently. See also white (people) (4.1.159).

4.1.31 board. Capitalize board when it is part of a proper name: National Labor Relations Board. Lowercase it in generic references: the board.

4.1.32 Bosnian crisis

4.1.33 building names. Capitalize the names of governmental buildings, churches, office buildings, hotels, and specially designated rooms: the Capitol (state or national), Criminal Courts Building, First Presbyterian Church, Empire State Building, Oak Room.

4.1.34 bureau. Capitalize bureau when it is part of a proper name but not in reference to a newspaper's news bureau: Bureau of Indian Affairs, Newspaper Advertising Bureau, Washington bureau of the New York Times.

4.1.35 chief of staff. See capitalization (4.1).

4.1.36 civil service

4.1.37 coalition forces

4.1.38 cold war or Cold War. Lowercase cold war in references to an ideological conflict in general; uppercase the term in references to the ideological conflict between the United States and the Soviet Union.

4.1.39 committee. See congressional committees and subcommittees (4.1.46).

4.1.40 communism. Lowercase when referring to the theory or system of thought. Capitalize when referring to the Marxist doctrine or a totalitarian system of government, as in the former Soviet Union. See also capitalization (4.1).

4.1.41 communist (n., adj.) Lowercase as a noun or adjective when referring to an adherent or advocate of the theory or system of thought. Capitalize as a noun or adjective when referring to a member, adherent, or advocate of a Communist organization or movement or to a person involved in revolutionary activities. See also capitalization (4.1).
4.1.42 Communist bloc. See also capitalization (4.1).

4.1.43 Communist Party. See also capitalization (4.1).

4.1.44 Congress. Capitalize congress when referring to the US Congress.

4.1.45 congressional. Lowercase congressional except when it is part of a particular title or office: Congressional Record, Congressional Budget Office, congressional district.

4.1.46 congressional committees and subcommittees. Capitalize committee or subcommittee when either word is part of a full title: Committee on Foreign Affairs, the committee; Subcommittee on Energy and the Environment, the subcommittee.

4.1.47 congressman, congresswoman. Lowercase congressman and congresswoman except when they precede a person's name. Capitalize senator and representative when they precede a person's name: Congresswoman Lowey, the congresswoman from New York; Senator Shelby, the senator from Alabama. See also abbreviations (2.0).

4.1.48 constitutional amendments. Capitalize the full titles of amendments to the US Constitution: Fifth Amendment, 18th Amendment, the amendment. See also acts, amendments, bills, and laws (4.1.3).

4.1.49 courses, academic. See capitalization (4.1).

4.1.50 Cuban missile crisis

4.1.51 Democratic Party, Democrat(s) (member[s] of the party), democracy. See also capitalization (4.1).

4.1.52 department. See capitalization (4.1).

4.1.53 directions (north, south, east, west, north-northwest [NNW], north-northeast [NNE], south-southwest [SSW], south-southeast [SSE]). See also capitalization (4.1).

4.1.54 director, directorate. See capitalization (4.1).

4.1.55 doctorate. Capitalize the name of the degree (Doctor of Philosophy, Doctor of Education) when it follows someone's name (John Smith, Doctor of Philosophy). Lowercase when referring to the degree in general terms (John Smith has a doctorate). See also academic de-
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degrees and titles (2.9); associate's degree (4.1.21); bachelor's degree (4.1.22); master's degree (4.1.96).

4.1.56 earth. In nonscientific writing, lowercase “earth” preceded by “the” or in expressions such as “down to earth.” Capitalize the term used as the proper name of our planet, usually without “the.”

The earth’s beauty is astounding.
What on earth are you doing?
The probe left Earth on its journey to Mars.

In nonscientific writing, lowercase “sun” and “moon” and their plurals.

He has seen eclipses of both the moon and the sun.
Titan is the largest of Saturn’s moons.

4.1.57 Earth station

4.1.58 e-mail (n., sing. and pl.; verb)

4.1.59 e-mailer (n.)

4.1.60 empire. See capitalization (4.1).

4.1.61 exercises. Capitalize only the initial letter(s) of the name of the exercise unless the name is an acronym: Desert Strike, REFORGER (return of forces to Germany). See also operations, names of (4.1.111).

4.1.62 federal, federal government

4.1.63 floor leader. Lowercase floor leader, whether preceding or following the name:

He consulted floor leader Hugh L. Brown, a Republican.
Rep. Hugh L. Brown, the Republican floor leader, was available for questions.

4.1.64 foreign military services. See capitalization (4.1).

4.1.65 fort. Spell out and capitalize fort when it is part of a proper name: Fort Hood.

4.1.66 free world or Free World

4.1.67 führer or fuehrer

4.1.68 general (military rank). See abbreviations (2.0); capitalization (4.1); military titles and offices (2.296).
4.1.69 Geneva convention(s)

4.1.70 g-force

4.1.71 global war on terrorism (GWOT)

4.1.72 government, federal government, US government

4.1.73 group. Capitalize group when it is part of a proper name: 42d [or 42nd] Medical Group, the group.

4.1.74 G suit

4.1.75 Gulf War. See also capitalization (4.1); Persian Gulf War (4.1.115).

4.1.76 headquarters. Spell out and capitalize headquarters when referring to Air Force headquarters and headquarters of major commands: Headquarters USAF, Headquarters ACC, but the headquarters.

4.1.77 highway. Capitalize highway in proper names, but lowercase the shortened form: Alcan Highway, the highway. Use Arabic numerals to designate state, federal, and interstate highways: Interstate 85, Alabama 41.

4.1.78 Ho Chi Minh Trail

4.1.79 house. Capitalize house when referring to the House of Representatives, in full or shortened form: the House. Lowercase in other contexts: the lower house of Congress.

4.1.80 information age

4.1.81 international date line

4.1.82 Internet (the global network of computers)

4.1.83 iron curtain. The term iron curtain is often capitalized when it refers to the political, military, and ideological barrier that isolated an area under control of the former Soviet Union.

4.1.84 jeep. Lowercase jeep when referring to a military vehicle. Capitalize when referring to the trademark of the civilian vehicle.

4.1.85 joint doctrine

4.1.86 Joint Staff. The staff under the chairman of the Joint Chiefs of Staff.
4.1.87 **journals**. Capitalize all main words of the title of a journal, and italicize both the full title and its abbreviation: *Air and Space Power Journal, ASPJ*. See also italics (4.4); titles of works (4.1.149).

4.1.88 **judicial branch**. See capitalization (4.1).

4.1.89 **Korean conflict**

4.1.90 **Korean War**

4.1.91 **laws**. See acts, amendments, bills, and laws (4.1.3).

4.1.92 **legislative bodies, legislative branch**. See capitalization (4.1).

4.1.93 **localities and regions**. Capitalize the popular names of specific localities and regions: East Side, Sun Belt, Twin Cities. See also capitalization (4.1).

4.1.94 **Marine Corps, Marine(s), Marine**. Capitalize *Marine(s)* as a synonym for the US Marine Corps: Jim enlisted in the Marines; a Marine landing. Also capitalize references to individuals (US personnel): three Marines, a company of Marines. Shortened title: Marine Corps, the Corps.

4.1.95 **Marshall Plan, the plan**

4.1.96 **master’s degree**. Capitalize the name of the degree (Master of Arts, Master of Science) when it follows someone’s name (John Smith, Master of Arts). Lowercase when referring to the degree in general terms (John Smith has a master of arts degree). See also academic degrees and titles (2.9); MPMS (2.309); MMOAS (2.300); MSS (2.313); associate’s degree (4.1.21); bachelor’s degree (4.1.22); doctorate (4.1.55).

4.1.97 **medals**. Capitalize names of specific medals and awards:

- Medal of Honor
- Distinguished Flying Cross
- Legion of Merit

See also capitalization (4.1).

4.1.98 **Middle Ages**

4.1.99 **MiG(s)**. Capital *M*, lowercase *i*, capital *G*. Soviet aircraft developed by the design bureau of Gen Artem Mikoyan and Gen Mikhail Gurevich.
4.1.100 military establishment

4.1.101 military-industrial complex

4.1.102 military terms. Capitalize proper names of armies, navies, air forces, fleets, regiments, battalions, companies, corps, and so forth. Lowercase the words army, navy, air force, and so forth, standing alone or when they are not part of a proper name (except when they refer to US forces):

When questioned about a separate air force, the general saw it as a matter for the Army to decide.

See also capitalization (4.1).

4.1.103 military titles and offices. See 2.296.

4.1.104 moon. See also earth (4.1.56).

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

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

4.1.106 naval forces. Lowercase naval forces, but use Navy forces in the context of the US Navy.

4.1.107 naval station. Capitalize naval station only in proper names: Norfolk Naval Station, the naval station, the station. Use Navy station to refer to a US Navy installation.

4.1.108 Navy. Capitalize Navy when referring to the US service. For foreign naval forces, see capitalization (4.1).

4.1.109 nuclear triad

4.1.110 officials, government. See capitalization (4.1).


4.1.112 organizations. See capitalization (4.1).

4.1.113 panzer, Panzer IV (German tank); panzer division, 17th Panzer Division (German armored division)
4.1.114 party (political). See capitalization (4.1).

4.1.115 Persian Gulf War. See also capitalization (4.1); Gulf War (4.1.75).

4.1.116 plans. Capitalize the names of military plans.

   Air War Plans Division, Plan 1 (AWPD-1), Munitions Requirements of the Army Air Forces

4.1.117 p.m. (post meridiem [after noon]). Either write the abbreviation in lowercase with periods or set it in small caps without periods (choose one style and use it consistently). See also a.m. (ante meridiem [before noon]) (4.1.15).

4.1.118 president. Capitalize president only when the term precedes a person’s name; otherwise, lowercase it. You may either capitalize and spell out or capitalize and abbreviate president when it precedes a full name (choose one style and use it consistently): President John F. Kennedy or Pres. John F. Kennedy; President Kennedy; the president. See also capitalization (4.1); abbreviations (2.0).

4.1.119 RAND or RAND Corporation

4.1.120 regiment. 2d [or 2nd] Armored Cavalry Regiment, the regiment. See also capitalization (4.1); military units (4.3.17).

4.1.121 regions of the world. See capitalization (4.1).

4.1.122 regular. Capitalize regular when it is part of the name of a component: Regular Air Force, Regular Army.

4.1.123 Republican Party, Republican(s) (member[s] of the party). See also capitalization (4.1).

4.1.124 Reserve(s). Capitalize Reserve(s) if the term is part of the name of a component: Air Force Reserve, Ready Reserve, Standby Reserve. Capitalize it as a synonym for Air Force Reserve: the Reserve. But reserve component, the reserve officer, the reservist(s) (all generic, service unspecified). As a guide to capitalization, apply the following test: if Air Force Reserve can be logically substituted for reserve, use R. The same rule applies to other military services.

4.1.125 Sailor (in references to US personnel)

4.1.126 seasons. Do not capitalize the four seasons unless they are personified: spring, summer, fall, winter. Capitalize them in publication dates in endnotes for journal references: (Fall 2003). See also capitalization (4.1).
4.1.127 **security classification.** Capitalize only the initial letter of a term indicating a specific security classification: Secret, Confidential.

4.1.128 **Senate.** Capitalize this term in references to the US Senate.

4.1.129 **senator.** You may either capitalize and spell out or capitalize and abbreviate senator when it precedes a full name (choose one style and use it consistently); capitalize and spell out the term when it precedes a surname only; lowercase the term when it follows a personal name or is used alone in place of a name: Senator Richard Shelby or Sen. Richard Shelby; Senator Shelby; Richard Shelby, Republican senator from Alabama; the senator from Alabama. See also abbreviations (2.0); capitalization (4.1).

4.1.130 **service.** Lowercase service in references to one of a nation’s military forces (e.g., an army or navy).

4.1.131 **show of force**

4.1.132 **Signal Corps, the corps**

4.1.133 **Smithsonian Institution**

4.1.134 **Socialist Party, Socialist (member of the party), socialism (theory or school of thought), socialist (advocate of socialism).** See also capitalization (4.1).

4.1.135 **Soldier** (in references to US personnel)

4.1.136 **South.** Capitalize in references to a specific geographical region. See also capitalization (4.1).

4.1.137 **space programs.** Capitalize but do not italicize the names of space programs: Project Apollo.

4.1.138 **space shuttle**

4.1.139 **Speaker of the House of Representatives, the Speaker of the House, the Speaker.** Capitalize Speaker to avoid ambiguity.

4.1.140 **Spetsnaz**

4.1.141 **Sputnik.** Capitalize this term; italicize when it is part of the name of a specific satellite: *Sputnik II.*

4.1.142 **squadron.** Capitalize squadron in references to a numbered unit, but lowercase it when used alone: 732d [or 732nd] Bomber Squadron, the squadron.

4.1.143 **standby** (n., adj.). Capitalize standby in references to the Air Force Reserve: Standby Reserve. See also Reserve(s) (4.1.124).
4.1.144  *stealth bomber, stealth technology*

4.1.145  *Sun*. See also earth (4.1.56).

4.1.146  *Supreme Court (of the United States)*. Shortened form: the Court. See also capitalization (4.1).

4.1.147  *theater, theatre*. Shortened form of *theater of operations* or *theater of war*. Lowercase, as in European theater. Either spelling is standard; choose one and use it consistently.

4.1.148  *third world or Third World* (n., adj.)

4.1.149  *titles of works*. Capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions in titles and subheadings. Lowercase articles (*the, a, an*), coordinating conjunctions (*and, but, or, for, nor, yet, so*), and prepositions, unless they are the first or last words of the title or subtitle. Lowercase the *to* in infinitives. Lowercase the word *as*.

The Problem with Our Airpower Doctrine

Always capitalize the first element of a hyphenated compound word in a title; capitalize the other elements unless they are articles, prepositions, or coordinating conjunctions:

- Eighteenth-Century Fiction
- Over-the-Hill Gang
- Fly-by-Night Businesses

Do not capitalize the second element of a hyphenated prefix unless it is a proper noun or proper adjective:

- Anti-inflationary Guidelines
- Non-Christian Religions

Capitalize the second element of a hyphenated, spelled-out number:

- Lolita’s Twenty-First Birthday

Capitalize the final element of a hyphenated compound at the end of a title unless it is a hyphenated prefix:

- Avoiding a Run-In
- Haven of Anti-intellectualism

See also *italics* (4.4).

4.1.150  *treaties, pacts, and plans*. See capitalization (4.1).

4.1.151  *Vietnam War*
4.1.152 wars. Capitalize full titles of wars, but lowercase the shortened form: Spanish-American War, the war; Korean War, the war; Vietnam War, the war.

4.1.153 Warsaw Pact, Warsaw Pact nations

4.1.154 Web (or web) terms. The Chicago Manual of Style recommends lowercasing “web” (from “World Wide Web”) when it appears alone or with other generic terms: web, website (one word), web page. However, Merriam-Webster’s Collegiate Dictionary lists both lowercased and uppercased forms of the term: Web, Web site (two words), webcam (often cap), webcast (often cap), webmaster (often cap). Choose one system and use it consistently. World Wide Web and Internet remain capitalized.

See also WWW (World Wide Web) (2.525).

4.1.155 West(ern). Capitalize terms that include West(ern) if they are considered proper names; lowercase such terms if they are not considered proper names or if they are merely directional: Western world, the West, Midwest (US), Far West, but western, far western, western Pacific Ocean. See also capitalization (4.1).

4.1.156 western front (World War I)

4.1.157 Western Hemisphere

4.1.158 white paper. Lowercase white paper unless it is part of a title:

The State Department summarized its findings in a white paper on terrorism.

The State Department released its findings in a report, “A White Paper on Terrorism.”

4.1.159 white (people) (n., adj.). You may either capitalize or lowercase this term; choose one style and use it consistently. See also black (people) (4.1.30).

4.1.160 wing. Capitalize wing when it is part of a proper name: 42d [or 42nd] Air Base Wing but the wing.

4.1.161 work order. Lowercase work order when it is used generically. Capitalize the term when it is part of a title (e.g., Minor Maintenance Work Order [AF Form 1827]).

4.1.162 Wright brothers

4.1.163 Xerox (n.), xerox (v.). See also 1.81, 4.1.

4.1.164 zip code or ZIP (zone improvement plan) code. See also 1.83.
4.2 **Spelling and Word Formation**

This style guide uses *Webster’s Third New International Dictionary of the English Language, Unabridged* and the 11th edition of *Merriam-Webster’s Collegiate Dictionary* as authoritative sources for the spelling of common words. These dictionaries often identify variations in spelling that are considered standard usage (e.g., toward or towards; adviser also advisor; flyer variant of flier). Either spelling is acceptable. Select the one you prefer and use it consistently throughout a particular piece of writing. For the spelling of place-names, refer to such authoritative sources as the *Columbia Gazetteer of North America, The Times Atlas of the World*, *Merriam-Webster’s Geographical Dictionary*, and the section “Geographical Names” in *Merriam-Webster’s Collegiate Dictionary*, 11th edition. Note that the noun forms listed below can also be used attributively (e.g., African-American population).

4.2.1 **African-American** (n.)

4.2.2 **Afro-American** (n.)

4.2.3 **aiming point** (n.)

4.2.4 **air base** (n.)

4.2.5 **air chief marshal** (n.)

4.2.6 **aircrew** (n.)

4.2.7 **airdrop** (n.)

4.2.8 **air-drop** (v.)

4.2.9 **air-droppable** (adj.)

4.2.10 **airfield** (n.)

4.2.11 **airframe** (n.)

4.2.12 **airhead** (n.)

4.2.13 **airland** (v.)

4.2.14 **AirLand Battle**

4.2.15 **air lane** (n.)

4.2.16 **airlift** (n., v.)

4.2.17 **Airman** (US personnel) (n.)

4.2.18 **air marshal** (n.)
4.2.19  air-minded (adj.)
4.2.20  air-mindedness (n.)
4.2.21  airmobile (adj.)
4.2.22  airpower (n.). But land power, sea power, space power.
4.2.23  airspace (n.)
4.2.24  airspeed (n.)
4.2.25  air strike (n.)
4.2.26  airstrip (n.)
4.2.27  air vice-marshal (n.)
4.2.28  airworthiness (n.)
4.2.29  airworthy (adj.)
4.2.30  al-Qaeda
4.2.31  anti-. Words formed with the prefix anti are usually solid: antiaircraft, antisubmarine. Exceptions include capitalized words (anti-Semitic), repeated vowels (anti-inflammatory), and misleading or difficult-to-read forms (anti-utopia). See also compound words (4.2.52).
4.2.32  Ba’ath Party
4.2.33  battlefield (n.)
4.2.34  battlefront (n.)
4.2.35  battleground (n.)
4.2.36  battle line (n.)
4.2.37  battlespace (n.)
4.2.38  beddown (n.)
4.2.39  bed down (v.)
4.2.40  bin Laden, Osama
4.2.41  biplane (n.)
4.2.42  Brookings Institution
4.2.43  buildup (n.)
4.2.44 build up (v.)
4.2.45 by-product (n.)
4.2.46 call sign (n.)
4.2.47 cease-fire (n.)
4.2.48 choke point (n.)
4.2.49 citizen-soldier (n.)
4.2.50 code name (n.)
4.2.51 code-name (v.)

4.2.52 compound words. There are three types of compound words: open (air brake), solid (aircrew), and hyphenated (air-dry). Compounds are either permanent (included in the dictionary) or temporary (not included in the dictionary). Use the dictionary’s spelling of permanent compounds. For help in the spelling of compounds, refer to the hyphenation guide in the Chicago Manual of Style, 16th edition (7.85). When in doubt, use open spelling for a temporary compound (e.g., war fighter). See also “The Writing of Compounds” in Webster’s Third New International Dictionary of the English Language, Unabridged.

Words formed with prefixes like non-, pre-, and re- are usually solid: nonnuclear, prearrange, reenlist.

Words with the suffix -like are often used to form new compounds and are generally solid: childlike, businesslike, lifelike; but bull-like, Faulkner-like.

Words combined with the suffix -fold are solid unless they are formed with numerals: threefold, multifold, 20-fold.

A few noun compounds are always open: those beginning with relationship words, such as Mother Nature, fellow traveler, sister ship, and parent company, and most compounds ending with general, such as attorney general, adjutant general, and comptroller general (but governor-general).

Adjective compounds consisting of adverbs ending in -ly plus participles or adjectives are left open: poorly written story, rapidly developing area. Compounds formed from unhyphenated proper names are left open: Methodist Episcopal Church, Southeast Asian country. Chemical names are open: carbon monoxide poisoning, hydrochloric acid bottle. Words naming colors are hyphenated before a noun but open after: sea-green gown, grayish-blue car; the gown is sea green, the car is grayish blue.
Close up permanent compounds that contain combining forms, such as “electrocardiogram” and “socioeconomic,” but hyphenate temporary compounds, such as “network-centric.” See also hyphenated compound words (3.2.8) and “Words Formed with Prefixes,” in the Chicago Manual of Style, 16th edition, pp. 383–84.

4.2.53 copilot (n.)
4.2.54 cost-effective (adj.)
4.2.55 cost-effectiveness (n.)
4.2.56 counter-. Compound words with the prefix counter are usually solid: counterair, countermeasure, counterblow, counterclockwise. See also compound words (4.2.52).
4.2.57 countries. Spell out the names of countries in text. See also abbreviations (2.0); United States (1.66); US (United States) (2.487); USSR (Union of Soviet Socialist Republics) (2.508).
4.2.58 court-martial (n., v.), courts-martial (n., plural)
4.2.59 coworker (n.)
4.2.60 crew member (n.)
4.2.61 cross-train (v.)
4.2.62 cyber-. Use the dictionary’s spelling of permanent compounds with cyber—for example, cyberbully, cyberbullying, cybercafe, cybercitizen, cybercultural, cyberculture, cybernation, cybernaut, cybernetician, cyberneticist, cybernetics, cyberporn, cyberpunk, cybersecurity, cybersex, cyberspace, cyberspeak, cybersurfer, and cyberterrorism. Spell temporary compounds (those not in the dictionary) with open styling: cyber attack, cyber power, cyber war. See also compound words (4.2.52).
4.2.63 database (n., v.)
4.2.64 data link (n.)
4.2.65 data-link (v., adj.)
4.2.66 daytime (n.)
4.2.67 D-day (n., adj.)
4.2.68 decision maker (n.)
4.2.69 decision making (n.)
4.2.70 decision-making (adj.)
4.2.71 de-emphasize (v.)
4.2.72 dive-bomb (v.)
4.2.73 dive-bomber (n.)
4.2.74 downsize (v.)
4.2.75 drawdown (n.)
4.2.76 draw down (v.)
4.2.77 e-mail (n., sing. and pl.; verb); e-mails (n., pl.)
4.2.78 e-mailer (n.)
4.2.79 endgame (n.)
4.2.80 endnotes. See notes (5.5).
4.2.81 end state (n.)
4.2.82 end-state (adj.)
4.2.83 en masse (adv.)
4.2.84 en route (adv., adj.)
4.2.85 ensure. To make sure or certain, guarantee. See also insure (4.2.131).
4.2.86 fact finder (n.)
4.2.87 fact-finding (n., adj.)
4.2.88 fait accompli (n. sing.), faits accomplis (n. pl.) (a thing accomplished and presumably irreversible).
4.2.89 feedback (n.)
4.2.90 field marshal (n.)
4.2.91 field test (n.)
4.2.92 field-test (v.)
4.2.93 fighter-bomber (n.)
4.2.94 fighter pilot (n.)
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<td>4.2.117</td>
<td>geo-</td>
<td>Must compounds with the prefix geo are solid: geoeconomics, geomagnetic, geonavigation, geopolitics.</td>
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<td>4.2.120</td>
<td>half-</td>
<td>Must adjective compounds with the prefix half are hyphenated; a few are closed: half-blooded, half-cocked, half-witted, half-hearted, halfway. See also compound words (4.2.52); hyphenated compound words (3.2.8).</td>
</tr>
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</table>
4.2.121 half century (n.)

4.2.122 high-. Most adjective compounds with the prefix high are hyphenated before the noun: high-level meeting. After the noun, write them open (but hyphenate after the noun if doing so will prevent ambiguity). Some compounds with this prefix are closed: highbrow, highfalutin, highland. See also compound words (4.2.52); hyphenated compound words (3.2.8).

4.2.123 home page (n.)

4.2.124 Hussein, Saddam

4.2.125 ill-. See hyphenated compound words (3.2.8).

4.2.126 inbrief (v.)

4.2.127 inbriefing (n., v.)

4.2.128 in depth (adv.)

4.2.129 in-depth (adj.)

4.2.130 in-process (v.)

4.2.131 insure. This term is often synonymous with ensure (i.e., to make certain by taking necessary measures and precautions). Insure also carries the distinctive sense of providing or obtaining insurance. See also ensure (4.2.85).

4.2.132 inter-. The prefix inter nearly always occurs in solid compounds: interrelated, interaction, international. Add a hyphen when the second element is capitalized: inter-American. See also compound words (4.2.52); hyphenated compound words (3.2.8).

4.2.133 in-theater (adj., adv.)

4.2.134 -keeper. Compound words with the suffix keeper are usually written solid: bookkeeper, scorekeeper, timekeeper, hotelkeeper; but tollgate keeper. See also compound words (4.2.52).

4.2.135 Koran. Quran and Qur'an are secondary variants, belonging to standard usage but occurring less frequently than Koran. Select one of these three variants and use it consistently throughout your manuscript.

4.2.136 landmass (n.)

4.2.137 land power (n.)

4.2.138 log in (v.)
4.2.139 log-in (n.)

4.2.140 logistic or logistical (adj.)

4.2.141 log off (v.)

4.2.142 log-off (n.)

4.2.143 log on (v.)

4.2.144 log-on (n.)

4.2.145 long term (n.)

4.2.146 long-term (adj.)

4.2.147 longtime (adj.)

4.2.148 man-. The prefix man occurs in solid, hyphenated, and open com-
        pound words: mankind, man-hour(s), man jack. See also com-
        pound words (4.2.52); hyphenated compound words (3.2.8); sexist
        language (1.56); work hour(s) (4.2.287).

4.2.149 man-hour(s) (n.). See also sexist language (1.56); work hour(s)
        (4.2.287).

4.2.150 Marine(s) (US personnel) (n.)

4.2.151 material, matériel (or materiel) (n.) Material refers to any matter
        or substance from which something is made. Materiel refers more
        specifically to apparatus or equipment (e.g., military supplies).

4.2.152 microcomputer (n.)

4.2.153 mid-. Adjective compounds with the prefix mid are usually solid
        unless the second element begins with a capital letter: midair colli-
        sion, mid-Atlantic tempest. Noun compounds with this prefix are
        usually solid; if the second word is a proper noun, the compound
        may be either open or hyphenated: midsummer, mid Atlantic, mid-
        Victorian, mid-1944 (all of the following are acceptable: mid-
        to late 1944, mid-to-late 1944, mid to late 1944). See also compound
        words (4.2.52); hyphenated compound words (3.2.8).

4.2.154 militia (sing.), militias (pl.)

4.2.155 Milošević, Slobodan

4.2.156 mind-set (n.)
4.2.157 minelayer (n.)
4.2.158 mine laying (n.)
4.2.159 mine-laying (adj.)
4.2.160 minesweeper (n.)
4.2.161 minesweeping (n., v.)
4.2.162 missileman (n.)
4.2.163 multi-. Words with the prefix multi are usually solid: multibreak, multicylinder, multiengine. See also compound words (4.2.52).
4.2.164 must-read (n.)
4.2.165 nation-state (n.)
4.2.166 near real time (n.)
4.2.167 near-real-time (adj.)
4.2.168 near term (n.)
4.2.169 near-term (adj.)
4.2.170 network-centric (adj.). See also compound words (4.2.52).
4.2.171 nighttime (n.)
4.2.172 non-. Words with the prefix non are usually solid: nonviolent, nonoperating, nonnegotiable, nonparty. But non-English-speaking world. See also compound words (4.2.52).
4.2.173 off-line (adj., adv.)
4.2.174 off-load (v.)
4.2.175 onboard (adj.). An onboard computer.
4.2.176 on board (adv.). Aboard. He is on board the ship.
4.2.177 ongoing (adj.)
4.2.178 online (adj., adv.)
4.2.179 onload (v.)
4.2.180 on-station (adj.)
4.2.181 on station (adv.)
4.2.182 outbrief (v.)
4.2.183 outbriefing (n., v.)
4.2.184 out-process (v.)
4.2.185 over-. Compound words with the prefix over are usually solid: overage, overproduction, overeager, override. See also compound words (4.2.52).
4.2.186 part-time (adj., adv.)
4.2.187 part-timer (n.)
4.2.188 peacekeeper (n.)
4.2.189 peacekeeping (n.)
4.2.190 peacemaker (n.)
4.2.191 peacemaking (n.)
4.2.192 peacetime (n.)
4.2.193 per annum (adv.)
4.2.194 per capita (adv., adj.)
4.2.195 Philippines
4.2.196 policy maker (n.)
4.2.197 policy making (n.)
4.2.198 policy-making (adj.)
4.2.199 post-. Compound words with the prefix post are usually solid: postwar, postaxial, postmortem, but post-cold-war world or post–Cold War world. See also compound words (4.2.52).
4.2.200 pre-. Compound words with the prefix pre are usually solid: preexisting, predetermined, prejudge, preempt. But pre-latency-period development. See also compound words (4.2.52).
4.2.201 pro-. Compound words with the prefix pro are usually solid: progovernment, pronuclear. See also compound words (4.2.52).
4.2.202 proactive (adj.)
4.2.203 proactively (adv.)
4.2.204 problem solver (n.)
4.2.205 problem solving (n.)
4.2.206 problem-solving (adj.)
4.2.207 re-. Compound words with the prefix re are usually solid: reedit, reeducate, reelect, reenlist, reequip, reexamine, reunify. See also compound words (4.2.52).
4.2.208 reachback (n.)
4.2.209 real time (n.)
4.2.210 real-time (adj.)
4.2.211 real-world (adj.)
4.2.212 risk taking (n.)
4.2.213 risk-taking (adj.)
4.2.214 road map (n.)
4.2.215 Sailor (US personnel)
4.2.216 sea-lane (n.)
4.2.217 sealift (n., v.)
4.2.218 sea power (n.)
4.2.219 self-. Most self- compounds are hyphenated: self-reliant, self-sustaining, but selfless, selfsame. See also hyphenated compound words (3.2.8).
4.2.220 semi-. Compound words with the prefix semi are usually spelled solid: semifinal, semiofficial, but semi-indirect. See also compound words (4.2.52).
4.2.221 semiannual. See also 1.55.
4.2.222 sharia. Islamic law based on the Koran. Shari’a, shariah, and shari’ah are secondary variants, belonging to standard usage but occurring less frequently than sharia. Select one of these four variants and use it consistently throughout your manuscript. (All variants are often capitalized.)
4.2.223 Shiite
4.2.224 short-range (adj.)
4.2.225 short term (n.)
4.2.226 short-term (adj.)
4.2.227 Soldier (US personnel)
4.2.228 space-. Compounds with this term are solid, open, and hyphenated: spaceman, spaceship, spaceflight, spacewalk (v.), space suit, space station, space walk (n.), space age, space power, space shuttle, space-age (adj.), space-time. See also compound words (4.2.52); hyphenated compound words (3.2.8).
4.2.229 space lift (n.)
4.2.230 space-lift (v., adj.)
4.2.231 space power
4.2.232 standby (n., adj., adv.)
4.2.233 stand by (v.)
4.2.234 standoff (n.)
4.2.235 stand off (v.)
4.2.236 state of the art (n.)
4.2.237 state-of-the-art (adj.)
4.2.238 sub-. Compound words with the prefix sub are usually written solid: subcommittee, subcontract, substandard, but sub-Saharan Africa. See also compound words (4.2.52).
4.2.239 superpower (n.)
4.2.240 takeoff (n.)
4.2.241 take off (v.)
4.2.242 takeover (n.)
4.2.243 take over (v.)
4.2.244 test-fly (v.)
4.2.245 theater, theatre. Shortened form of theater of operations or theater of war. Lowercase, as in European theater. Either spelling is standard; choose one and use it consistently.
4.2.246 third-. Compound words with this term occur in all three stylings: third base (n.), third baseman (n.), third class (n.), third-class (adj.), third degree (n.), third-degree (adj.), third grader, thirdhand (adj., adv.). See also compound words (4.2.52); hyphenated compound words (3.2.8).

4.2.247 trans-. Words formed with the prefix trans are generally closed: transship, transcontinental, transoceanic. Compounds whose second element is a capitalized word are hyphenated: trans-America, but transatlantic. See also compound words (4.2.52); hyphenated compound words (3.2.8).

4.2.248 tri-. Compound words with the prefix tri are usually closed: tricolor, trilingual, tristate. See also compound words (4.2.52).

4.2.249 U-boat

4.2.250 ultra-. Most compounds with the prefix ultra are solid: ultramodern, ultrasonic, but ultra-atomic, ultra-German. See also compound words (4.2.52); hyphenated compound words (3.2.8).

4.2.251 un-. Most compounds with the prefix un are solid: unbiased, unsolved, unused. See also compound words (4.2.52).

4.2.252 under-. Most compounds with this term are solid: underbid, underdevelop, underestimate, underground, undersea, undersecretary, underreport. See also compound words (4.2.52).

4.2.253 underway (adj.)

4.2.254 under way (adv.)

4.2.255 vice-. Compounds with this term can be open, solid, or hyphenated: vice admiral, vice-chairman, vice-chancellor, vice-chief, vice-commander, vice-consul, vicemarshal, vice-minister, vice president, viceroy, vice squad. Hyphenate if the word is not in the dictionary. See also compound words (4.2.52); hyphenated compound words (3.2.8).

4.2.256 vice versa (adv.)

4.2.257 Vietcong (n., sing. and pl.)

4.2.258 Vietminh (n., sing. and pl.)
4.2.259 walk-. Most compounds with this term are either hyphenated or solid: walk-on (n.), walkout (n.), walkover (n.), walk-up (n.). See also compound words (4.2.52); hyphenated compound words (3.2.8).

4.2.260 war-. Compounds with this term occur in all three stylings: war chest, war power, war room, war zone, warlike, warpath, warplane, warship, wartime, war-game (v.). See also compound words (4.2.52); hyphenated compound words (3.2.8).

4.2.261 war fighter (n.)
4.2.262 war fighting (n.)
4.2.263 war-fighting (adj.)
4.2.264 war game (n.)
4.2.265 war-game (v.) (e.g., to war-game an invasion)
4.2.266 war gamer (n.)
4.2.267 war gaming (n.)
4.2.268 war-gaming (adj.)
4.2.269 warhead (n.)
4.2.270 war making (n.)
4.2.271 war-making (adj.)
4.2.272 warplane (n.)
4.2.273 warship (n.)
4.2.274 wartime (n.)
4.2.275 wavelength(s) (n.)

4.2.276 well-. Most compounds formed with well are either hyphenated or solid: well-being (n.), well-defined (adj.), well-grounded (adj.), well-intentioned (adj.), well-known (adj.), well-read (adj.), well-spoken (adj.), well-timed (adj.), wellborn (adj.), wellness (n.). Generally, you should hyphenate compounds with well before the noun: A well-known man came to my house. Hyphenate if another adverb modifies the compound as a whole: very well-read child. Do not hyphenate when the compound follows the word it modifies: She is well known for her recipes. See also hyphenated compound words (3.2.8).

4.2.277 weltanschauung (n., often capitalized). Worldview.
4.2.278 wide-. Compounds beginning with this term occur in all three stylings: wide receiver (n.), wideawake (n.), widemouthed (adj.), widespread (adj.), wide-awake (adj.), wide-eyed (adj.), wide-spreading (adj.). See also compound words (4.2.52); hyphenated compound words (3.2.8).

4.2.279 -wide. Compounds ending in this term are written solid unless they are long and cumbersome (i.e., if the suffix follows most words of three or more syllables) or unless they include a proper noun: countrywide, nationwide, servicewide, statewide, theaterwide, worldwide, but university-wide, Chicago-wide, Air Force–wide. The hyphenated forms remain hyphenated both before and after the words they modify: The rule applied university-wide. See also compound words (4.2.52); hyphenated compound words (3.2.8).

4.2.280 wingspan (n.)

4.2.281 wiretap (n., v.)

4.2.282 wiretapper (n.)

4.2.283 work-. Compounds with this term occur in all three stylings: work ethic, workday, work-up (n.). See also compound words (4.2.52); hyphenated compound words (3.2.8).

4.2.284 work-around (n.)

4.2.285 work around (v.)

4.2.286 workforce (n.)

4.2.287 work hour(s) (n.). See also man-hour(s) (4.2.149).

4.2.288 workload (n.)

4.2.289 worldview (n.). See also weltanschauung (4.2.277).

4.2.290 worldwide (adj., adv.)

4.2.291 year-. Compounds beginning with this term occur in all three stylings: year of grace, yearbook, year-end. See also compound words (4.2.52); hyphenated compound words (3.2.8).

4.2.292 zero (n. sing.), zeros (n. pl.), also zeroes (standard but used less frequently) (n. pl.). See also zero, zeros (1.82).

4.2.293 zero hour (n.)

4.2.294 zero-sum (adj.)
4.3 **Numbers**

Spell out whole numbers zero through nine. Use numerals for those greater than nine:

Katie read three books in two months.
The convention center can hold 5,000 people.

You may use numerals followed by *million, billion*, and so forth, to express large numbers:

China has more than one (or 1) billion people.
By the end of the year, the corporation was in debt by $2.3 million.

An exception to the general rule applies if several numbers appear in the same sentence, some normally spelled out and some normally represented by numerals. For the sake of consistency, if you must use numerals for one of the numbers, use numerals for all of them. In the first sentence, 3 and 6 would usually be spelled out. In the second sentence, 4 would normally be spelled out:

By late summer 2012, the rebels’ equipment probably included 15–25 ZU-23s, 3–6 57 mm towed air defense artillery guns (or others), and 15–30 SA-7 man–portable air defense systems (MANPADS).
Alex had 4 fig trees and 12 rose bushes in his backyard.

However, both numerals and spelled-out numbers may appear together if they fall into different categories, as in the next example, which includes two sets of parallel numbers. Again, if you must use numerals for one of the numbers in a set, use numerals for all in that set. In the following sentence, 7 and 9 would normally be spelled out:

Amanda’s Girl Scout troop held its annual cookie sale: two girls sold 7 boxes, five sold 9, and eight sold 15.

If you must use numerals for one of the numbers in the other set, use numerals for all in that set. The numbers 2 and 5 would normally be spelled out:

Amanda’s Girl Scout troop held its annual cookie sale: 2 girls sold 7 boxes, 5 sold 9, and 10 sold 15.

The general rule for spelling numbers also applies to ordinal numbers. Either use *d* for both *second* and *third* or use *nd* and *rd* for *second* and *third*, respectively (placed on the line rather than written as superscripts). Choose one style and use it consistently.

Sergeant Adams conducted the 92d through 103d hours of the drill.
The 122nd and 123rd days of the strike were marked by renewed violence.
Spell out any number that starts a sentence:

Twelve people applied for the job.

Apply to adjective modifiers the rules for spelling out whole numbers zero through nine and for expressing large numbers:

- four-mile hike
- five-day week
- five-ton truck
- two (or 2)-million-member union
- four-year-old boy

11-mile hike
40-hour week
9,000-ton ship
10-million-vote margin
zero-based budgeting

In mathematical, statistical, technical, or scientific text, express physical quantities such as distances, lengths, areas, volumes, pressures, and so forth, in numerals:

- 60 miles
- 15 yards
- 40 acres
- 3 1/3 cubic feet
- 35%–50%

110 volts
10 tons
3 meters
45 pounds
2 x 5 cm

In ordinary text, apply the basic rule for the spelling of numbers:

- Doris lost five pounds in a week.
- John's car can barely go 60 miles an hour.

Spell out common fractions in text:

- More than one-third of the class failed the exam.
- My brothers and I live within three and one-half miles of each other.

Use numerals to express a combination of mixed numbers and whole numbers:

- He typed the report on 8½-by-11-inch paper.

If you abbreviate a unit of measure, express the quantity with a numeral:

- 9 mi.
- 30 lb.

35 mm
20 km
2 x 5 cm

For two or more quantities, the symbol or abbreviation is repeated if it is closed up to the number, but not if it is separated from the number:

- 35%-50%

Use numerals with symbols:

- 5½”
- 8˚ F
Use numerals for decimal fractions:

He multiplied the number by 3.17.

In text, use the word percent preceded by numerals; in a table or chart, or in scientific or statistical text, you may use the symbol %.

1 percent
50 percent

Spell out or use numerals for amounts of money in US currency in accordance with the basic rule. If you spell out the number, spell out the unit of currency; if you use numerals, use the symbols $ or ¢:

The commission raised the tax four cents.
The club raised a total of $425.

Use a dollar sign, numerals, and spelled-out units of millions or billions to express large sums of money:

Jim signed with the Atlanta Falcons for $3 million.

Use numerals for fractional amounts over one dollar, like other decimal fractions. When you use whole-dollar amounts in the same context with fractional amounts, set the whole-dollar amounts with zeros after the decimal point:

The music store sold CDs for $12.00 to $15.98.

In text, indicate inclusive years as follows: 1900–1901; 2007–8; 1968–72 or from 1968 to 1972 (never from 1968–72). If you are composing a book title that includes dates, repeat all digits: My High School Incarceration, 1965–1968. However, do not alter a published title that includes abbreviated dates: Clarkson’s Antagonism, 1946–51. In chapter titles, subheadings, and captions, use the abbreviated form (in chapter 4, “From Meeting to Marriage, 1932–38”).

Spell out references to particular centuries; spell out or use numerals and apostrophes for references to decades:

the twentieth century
during the sixties and seventies
the ’60s and ’70s

If you identify decades by their century, use numerals:

the 1880s and 1890s

Spell out times of day in even, half, and quarter hours:

We went to the theater at a quarter after seven.
The service starts at five o’clock.
Use numerals to emphasize an exact time:

The program is televised at 8:35 in the morning.

If you use the 24-hour system, do not punctuate between the hours and minutes:

The office opens at 0815.

Our duty hours are from 0730 to 1100 and from 1130 to 1600.

Except in the 24-hour system, do not use numerals to indicate noon or midnight (e.g., the ambiguous 12:00 p.m.).

Thad ate lunch at noon.

Annie regularly stays up past midnight.

Use the following style for inclusive numbers:

<table>
<thead>
<tr>
<th>First Number</th>
<th>Second Number</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 100</td>
<td>Use all digits</td>
<td>3–10, 71–72, 96–117</td>
</tr>
<tr>
<td>100 or multiple of 100</td>
<td>Use all digits</td>
<td>100–104, 600–613, 2100–2123</td>
</tr>
<tr>
<td>101 through 109 (in multiples of 100)</td>
<td>Use changed part only, omitting unneeded zeros</td>
<td>107–8, 505–17, 2002–6</td>
</tr>
<tr>
<td>110 through 199 (in multiples of 100)</td>
<td>Use two digits, or more if needed</td>
<td>321–25, 415–32, 1536–38, 1496–504, 14325–28, 11564–78, 13792–803</td>
</tr>
</tbody>
</table>

To avoid ambiguity, do not condense inclusive Roman numerals:

cvi–cix

Use an initial ordinal number (spelled out if ninth or less) to designate particular dynasties, governments, and governing bodies:

First Continental Congress 98th Congress

Third Reich 18th Dynasty

Sixth International Fifth Republic

Use ordinal numbers to designate political divisions. The rule for spelling out numbers applies:

Fifth Congressional District
12th Precinct
Second Election District
Form the plurals of spelled-out numbers just as you would form the plurals of other nouns; add an s (no apostrophe) to form the plurals of numerals:

Hickock’s hand contained two pairs: aces and eights.
The grades for the class included six 98s and three 100s; the rest were below 89.

In numerals of 1,000 or more (except page numbers), use a comma to set off groups of three digits, counting from the right:

2,000 34,000

In spelled-out fractional numbers, connect the numerator and the denominator with a hyphen unless either contains a hyphen:

three-fourths
six and seven-eighths
four and one-half years
seven and twenty-one thirty-seconds

4.3.1 **air force (numbered).** See 4.3.19.

4.3.2 **caliber (of weapons).** Use whole numbers or decimals, depending on the type of weapon: .38-caliber revolver, Colt .45, 9 mm automatic (no hyphen between a numeral and an abbreviation), 105 mm howitzer, 12-gauge shotgun.

4.3.3 **centuries and decades.** Spell out (in lowercase letters) references to particular centuries: eighth century, twentieth century. Use numerals if decades are identified by their century: the 1880s and 1890s. See also numbers (4.3).

4.3.4 **chapter (numbers).** Use Arabic numerals for chapter numbers, even if the chapter numbers in the work cited are spelled out or in Roman numerals: chapter 4. The same principle holds true for other divisions of a book: part 1, section 3, book 7, volume 2.

4.3.5 **currency.** See money (4.3.18); numbers (4.3).

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

FDR referred to 7 December 1941 as a day that would live in infamy.
The date March 2003 was special to her.
You may use 9/11 when referring to the terrorist attacks of 11 September 2001. For inclusive numbers, see 4.3.

4.3.7 **decades.** Use numerals if decades are identified by their century: the 1880s and 1890s. Spell out or use numerals and apostrophes for particular decades: the eighties, the ’80s. See also numbers (4.3).

4.3.8 **dollars.** See money (4.3.18); numbers (4.3).

4.3.9 **Earth satellites.** Use Arabic numerals in designations of artificial satellites: *Skylab 2, Voyager 2.* Earlier spacecraft used Roman numerals: *Gemini II.* Names of specific spacecraft and artificial satellites are italicized. See also spacecraft (4.4.21).

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

4.3.11 **fractions.** See numbers (4.3).

4.3.12 **highway (numbered).** Use Arabic numerals to designate state, federal, and interstate highways: Interstate 85, Alabama 41.

4.3.13 **hundreds.** See numbers (4.3).

4.3.14 **Mach 2 (etc.).** Use numerals with “Mach.”

4.3.15 **measurements.** Numerals precede abbreviations for units of measure:

<table>
<thead>
<tr>
<th>3 mi.</th>
<th>50 lb.</th>
</tr>
</thead>
<tbody>
<tr>
<td>55 mph</td>
<td>35 mm film</td>
</tr>
</tbody>
</table>

See also abbreviations (2.0); hyphenated compound words (3.2.8); numbers (4.3).

4.3.16 **military time.** Measured in hours numbered 0 to 23 (e.g., 0100, 0800, 1600, 2300), from one midnight to the next; midnight is 0000, not 2400. No internal punctuation. See also numbers (4.3).

4.3.17 **military units.** *Air Force units.* Use Arabic numerals to designate units up to and including wings. Spell out the names of numbered air forces:

74th Air Control Squadron
9th Air Expeditionary Group
1st Fighter Wing
Twenty-Third Air Force

*Army units.* Use Arabic numerals to designate units up to and including divisions. Write corps names with Roman numerals, and des-
igne Army groups with Arabic numerals. Spell out the names of numbered armies:

- 256th Infantry Brigade
- 10th Mountain Division
- XVIII Airborne Corps
- 599th Transportation Group
- First US Army

_Navy units._ Use Arabic numerals to designate the number of task forces; spell out fleet numbers:

- Task Force 58
- Fifth Fleet

_Marine Corps units._ Use the same designations as Army units:

- 1st Tank Battalion
- 2nd Marine Division
- 3rd Marine Logistics Group
- II Marine Expeditionary Force

If you abbreviate the names of military units, use cardinal rather than ordinal numbers with the abbreviations: 56th Airlift Squadron / 56 AS; 182nd Fighter Squadron / 182 FS; 163rd Air Refueling Group / 163 ARG; 97th Air Mobility Wing / 97 AMW.

For writing ordinal numbers (e.g., 2d or 2nd), see 4.3.

4.3.18 **money.** Use a dollar sign, numerals, and spelled-out units of millions or billions to express large sums of money. See also numbers (4.3).

Both companies agreed on a price of $2 million.

4.3.19 **numbered air force.** Spell out names of numbered air forces: Eighth Air Force, Twenty-Third Air Force. Use numerals for a smaller unit: 15th Air Group. See also military units (4.3.17).

4.3.20 **percent.** Always spell out _percent_ in humanistic text, and precede it with Arabic numerals: a 3 percent increase. You may use the % symbol in tables and in scientific or statistical text. See also numbers (4.3).

4.3.21 **quantities.** See measurements (4.3.15); numbers (4.3).

4.3.22 **satellites.** See Earth satellites (4.3.9).

4.3.23 **temperature.** See numbers (4.3).

4.3.24 **time.** See military time (4.3.16); numbers (4.3).

4.3.25 **units of measure.** See measurements (4.3.15).
4.3.26 **weights and measurements.** See measurements (4.3.15); numbers (4.3).

4.3.27 **year.** Use numerals to designate specific years unless the sentence begins with the year:

   Nineteen forty-five was an eventful year.
   World War II ended in 1945.

   In informal contexts, you may abbreviate the full number of a particular year: the spirit of ’76. If you use the month with the year, do not use internal punctuation:
   The study began in May 1979. See also dates (4.3.6); numbers (4.3).

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

Italicize titles and subtitles of published books, periodicals, pamphlets, reports, brochures, manuals, proceedings and collections, newspapers, and sections of newspapers published separately, as well as abbreviations of those publications (*The Art of War*, *The United States Strategic Bombing Survey*, USSBS, *Air and Space Power Journal*, ASPJ, etc.). If you are marking a manuscript by hand, use underlining to indicate italics.

Italicize titles of motion pictures, continuing television and radio series, long poems and musical compositions, plays, and computer/video games. Put titles of TV shows, songs, and radio programs in roman type and enclose them in quotation marks. Put general titles of websites in roman without quotation marks. Italicize titles of websites that are counterparts of or equivalent to printed publications (e.g., books, journals, etc.). Enclose titled sections of websites in quotation marks. Italicize the titles of blogs.

- *Casablanca*
- public television’s *Masterpiece Theatre*
- public radio’s *All Things Considered*
- *Paradise Lost*
- *Tomb Raider: Chronicles*
- *Wikipedia*
- GlobalSecurity
- *The Anomaly’s Fortress* (blog)
- CNN (website [not CNN.com])
- “Operation Odyssey Dawn” (section of GlobalSecurity website)
- “Daily Report” (section of *Air Force Magazine* website)

If you use the names of newspapers, titles of books, or other italicized names in the plural, set the plural inflection in roman type: There were five *Journals* and two *Tribunes* on the shelf.

The font for punctuation should be the same as that of the surrounding text unless the punctuation is part of a title.

Smith played the title role in *Hamlet*, *Macbeth*, and *King Lear*; after his final performance, he announced his retirement. [the commas and the semicolon after the names of the plays are in roman]

*A History of the United States Air Force, 1907–1957* [the comma is in italics]

Many editors admire *Wired Style*: it is both elegant and easy to use. [the colon is in roman]

*An Apache Life-Way: The Economic, Social, and Religious Institutions of the Chiricahua Indians* [the colon and the commas are in italics]

What is meant by *random selection*? [the question mark is in roman]

She is the author of *What’s Next*? [the question mark is in italics (it is part of the title)]
For light entertainment, he reads *King Lear!* [the exclamation point is in roman]

The manual *Online!* is always at my elbow. [the exclamation point is in italics (it is part of the title)]

When a proper name is set in italics, the possessive ending (including the apostrophe) should be in roman:

the *Pueblo*’s captain

The font for parentheses and brackets should be the same as that of the surrounding text:

The Asian long-horned beetle (*Anoplophora glabripennis*) attacks maples. [the parentheses are in roman]
The letter stated that my check had been “received [*sic*] with thanks.” [the brackets are in roman]

Parentheses or brackets enclosing text on a line by itself appear in the same font as the text:

*[To be concluded]* [the brackets are in italics]

Italicize the proper names of specific ships and submarines but not the accompanying abbreviations (e.g., USS, SS, HMS): HMS *Shannon*, SS *United States*, CSS *Alabama*, *Kiev*-class aircraft carrier. Capitalize but do not italicize the make of aircraft and ships and the names of space programs: Boeing 707, Project Apollo, ICBM, U-boat, DC-3.

Do not italicize titles of forms or put them in quotation marks. Instead, capitalize the main words: AF Form 673, Air Force Publication / Form Action Request; AU Form 1071, Inspection/Maintenance Record.

Italicize terms singled out as terms and words referred to as words (see also quotation marks [3.2.14]):

The standard meaning of the term *leftist* is an adherent of the left wing of a party or movement.

Gladys cringed whenever anyone said *ain’t*.

Italicize terms from languages other than English: *Leutnant, sic transit gloria mundi, aux armes*. However, if foreign terms have become familiar enough to be included in a standard English dictionary, do not italicize them: weltshmerz, schadenfreude, ad hoc, fin de siècle, blitzkrieg, détente, déjà vu, perestroika, raison d’être, vis-à-vis.

Isolated foreign proper nouns are not italicized, even when cited as foreign terms:

Moscow (in Russian, Mockba) has been the capital of the Russian national state since the late fourteenth century.
In text, translations of unpublished titles appear in parentheses with headline-style capitalization set in roman; use italics for published titles:

Leonardo Fioravanti’s *Compendio de i secreti rationali* (Compendium of Rational Secrets) became a best-seller.

Proust’s *À la recherche du temps perdu* (*Remembrance of Things Past*) was the subject of her dissertation.

Use italics for the names of legal cases mentioned in text (including the abbreviation “v.” [versus]). Use roman for such names when they appear in notes, but italicize shortened forms in subsequent citations:

Have you ever read *Brown v. Board of Education*?


7. Brown. [shortened form]

Italicize the shortened case name in subsequent references in the text:

*Miranda* or the *Miranda* case

You may occasionally use italics (not boldface or all caps) to emphasize a point:

Effective *intelligence* is essential to military operations.

This device should be used sparingly. If your text is well written, the reader should have no problem determining what you consider important. See also emphasis (4.4.4).

If a term that normally appears in italics, such as the name of an aircraft or a ship, a foreign word, and so forth, is part of an italicized title (or other text in italics), set it in roman (reverse italics). If an italicized title appears within a title (or other text in italics), retain the italics and enclose it in quotation marks.

*History Wars: The Enola Gay and Other Battles for the American Past*

*Decoding Clausewitz: A New Approach to “On War”*

4.4.1 **aircraft.** Do not italicize the class designation and class name of aircraft: F-22 Raptor, B-2 Spirit, Boeing 747. Italicize the name of a particular aircraft: *Spirit of St. Louis, Enola Gay.* See also italics (4.4).

4.4.2 **doctrine publications, instructions, manuals, pamphlets, and policy directives.** Italicize the title of the publication: Air Force Doctrine Document (AFDD) 2, *Operations and Organization* (subsequent textual reference: AFDD 2); Air Force Instruction (AFI) 90-201, *Inspector General Activities* (subsequent textual reference: AFI 90-201); Air

4.4.3 **Earth satellites.** Specific names of spacecraft and artificial satellites are italicized: *Skylab 2, Voyager 2, Gemini II.*

4.4.4 **emphasis.** If you use italics to emphasize a word or words in a quotation, indicate that you have done so by adding a phrase such as “emphasis added” or “italics added” in parentheses following the quotation, as in this block quotation:

> Today we know that in wartime, *even in a conventional war of limited duration,* the two superpowers would fight a battle of attrition in space until one side or the other had wrested control. *And the winner would use the surviving space system to decide the contests on land and sea* (emphasis added).[7]

Similarly, you may use an appropriate phrase to show that an italicized part of a quotation is not your doing but appears in the original, as in this run-in quotation:

> Gen Muir S. Fairchild noted that “each nation differs from all other nations, not only in its *degree* of vulnerability to air attack, but also in the *kind* of vulnerability” (emphasis in original).[21]

In a quotation with a mixture of original and added italics, use bracketed phrases immediately following the italicized passages to differentiate between them, as in this block quotation:

> Whether the means of protecting satellites will be adequate to *ensure the survivability* [emphasis added] of particular space-based BMD systems will depend in part on the kinds of systems deployed and in part on future Soviet antisatellite capabilities. *Insufficient information is now available to resolve the survivability question* [emphasis in original].[24]

4.4.5 **epigraph.** Do not enclose an epigraph in quotation marks. Set it in italics in the same sized type as the text or in roman a size smaller.

> *I will cash any check my ACCE writes.*
>  —Lt Gen Mike Hostage
>  COMUSAFCENT

See also 1.29.
4.4.6 **foreign terms.** See italics (4.4).

4.4.7 **forms (titles of).** See italics (4.4).

4.4.8 **instructions.** See doctrine documents, instructions, manuals, pamphlets, and policy directives (4.4.2).

4.4.9 **journals.** Capitalize all main words of the title of a journal, and italicize both the full title and its abbreviation: *Air and Space Power Journal, ASPJ*.

4.4.10 **legal cases.** See italics (4.4).

4.4.11 **Luftwaffe.** No italics.

4.4.12 **magazines.** See italics (4.4); journals (4.4.9).

4.4.13 **manuals.** See doctrine documents, instructions, manuals, pamphlets, and policy directives (4.4.2).

4.4.14 **newspapers.** Italicize the names of newspapers: *Christian Science Monitor, Chicago Sun-Times*. In text, lowercase the and set it in roman type: John read the *Wall Street Journal* religiously. Omit the definite article in note references to newspapers.

4.4.15 **pamphlets.** See doctrine documents, instructions, manuals, pamphlets, and policy directives (4.4.2).

4.4.16 **periodicals.** See italics (4.4); journals (4.4.9).

4.4.17 **policy directives.** See doctrine documents, instructions, manuals, pamphlets, and policy directives (4.4.2).

4.4.18 **see, see also.** Italicize these terms in an index but not in documentation (e.g., endnotes). Capitalize only when they begin a sentence.

4.4.19 **ships, names of.** See italics (4.4).

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

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

See also italics (4.4).
4.4.21 spacecraft. Italicize specific names of spacecraft and artificial satellites: *Gemini II, Apollo 11*. Also italicize names of particular space vehicles or components: *Eagle (Apollo 11 lunar module), Columbia (Apollo 11 command module or space shuttle), and Friendship 7 (Alan Shepard’s Mercury capsule).*

4.4.22 Spetsnaz. No italics.

4.4.23 words as words. Place words referred to as words in either italics or quotation marks: Tom wasn't sure whether *airpower* was one word or two.
4.5 Display Dots

Display dots are typographical devices used to emphasize specific items; they are not organizational devices used to subordinate textual elements. Use them when one item is no more important than the others or when the items do not show a sequence. Entries may be either complete or incomplete sentences but should be syntactically parallel and no longer than two or three sentences. Since display dots are used primarily for emphasis, use them sparingly and keep the information as short as possible. Indent each entry, and align run-over lines with the first word after the dot.

A special court-martial tries intermediate, noncapital offenses. It may be convened by any of the following:

- Any person who may convene a general court-martial.
- A commander empowered by the secretary of the Air Force unless otherwise directed.
- A commander of a wing, group, or separate squadron of the Air Force unless otherwise directed.

Specifically, the Office of Antiterrorism is charged with the following measures:

- Helping the newly formed Air Force Antiterrorism Council keep pace with related developments. Members of the council include senior officers of various deputy and assistant chiefs of staff, the Office of Security Police, the Office of the Judge Advocate General, and other agencies.
- Developing policy and guidance concerning security measures and precautions.
- Monitoring terrorist trends and providing information on such matters to interested agencies and commands.

The Camp David accords provide a process to facilitate the implementation of Resolution 242:

- a five-year transitional period for the West Bank and Gaza, providing full autonomy to the inhabitants;
- negotiations on the final status of the West Bank and Gaza and on a peace treaty between Jordan and Israel, to begin no later than three years into the transitional period;
- a framework for peace negotiations between Israel and Egypt; and
- principles for peace treaties between Israel and its other neighboring states.

The following agencies have been established:
• The Cryptologic-Equipment Engineering-Data Support Center
• The Nuclear-Ordnance Engineering-Data Support Center
• The Air and Space Guidance and Metrological Engineering-Data Support Center
• The Communications-Electronics Engineering-Data Support Center

In classified reports, material emphasized by display dots is considered part of the paragraph that introduced it, not as a separate paragraph.
5.0 **Documentation** (This guide uses the notes and bibliography system rather than the author-date reference system.)

5.1 **bibliography.** A bibliography is a list of books, articles, and other works used in preparing a manuscript. It immediately precedes the index and may be arranged alphabetically or divided into the kinds of materials used (books, theses and papers, government publications, periodicals, etc.) (especially in a lengthy bibliography). Whatever the arrangement, do not list any source more than once. It may include only selected titles that may or may not be annotated.

You may annotate the bibliography to direct the reader to other works or to briefly explain the contents, relevance, or value of specific sections of the book.

Invert the names of authors (i.e., last name first) and separate the various components of information with periods.

An alphabetical list is the most common type of bibliography. Arrange all sources alphabetically by the last names of the authors, in a single list. When no author is given, use the first word of the title as the key word for alphabetizing. If a publication issued by an organization carries no author’s name, use the name of the organization as the author, even if the organization is also the publisher. Note the following points from the *Chicago Manual of Style* (16th ed.) regarding the alphabetizing of bibliography entries (*Chicago* section cited in parentheses). Otherwise, the principles for alphabetizing an index (see 1.37 of this guide) also apply to a bibliography.

(14.61) A single-author entry precedes a multiauthor entry beginning with the same name. Only the name of the first author is inverted.


(14.62) Successive entries by two or more authors in which only the first author’s name is the same are alphabetized according to the coauthors’ last names.


(14.67) Titles by the same author are normally listed alphabetically. Rather than repeat the author’s name in an immediately following
entry, use a three-em dash. An initial the, a, or an is ignored in the alphabetizing. Note that all works by the same person (or by the same persons in the same order)—whether that person is editor, author, translator, or compiler—appear together, regardless of the added abbreviation.


The following are examples of citations in bibliographic format:


Drew, Col Dennis M. “Joint Operations: The World Looks Different from 10,000 Feet.” *Airpower Journal* 2, no. 3 (Fall 1988): 4–16.

http://www.airpower.maxwell.af.mil/airchronicles/apj/apj88/drew.html. [provide beginning and ending page numbers for journal articles]


http://www.airpower.maxwell.af.mil/airchronicles/apj/apj03/fal03/fal03.pdf.


See appendix B and page 185 of this guide ("Bibliography"), as well as the 16th edition of the Chicago Manual of Style, for more examples and specific rules for developing a bibliography.

5.2 block quotations. Use a block quotation for passages easily set apart from the text, eight or more typed lines, 100 words or more, or exceeding one paragraph. Indent from both sides and single-space. Do not use quotation marks to enclose the block quotation. Use double quotation marks to enclose a direct quotation within a block quotation. Do not indent the first paragraph, but do indent subsequent paragraphs. Do not insert a space between paragraphs. The block quotation should reflect the paragraphing of the original.

In volume one of AFM 1-1, Basic Aerospace Doctrine of the United States Air Force (March 1992), Gen Merrill A. McPeak remarks,

The guidance this manual provides will be valuable to those in field units and to those in headquarters, to those in operations and to those in support areas, to those who understand air and space power and to those who are just learning. In short, this manual will be valuable to the entire force.

I expect every airman and, in particular, every noncommissioned and commissioned officer to read, study, and understand volume I and to become fully conversant with volume II. The contents of these two volumes are at the heart of the profession of arms for airmen.¹

The sentence that introduces a block quotation may end with a period.

This assumes that the costs of undertaking the first part of the conflict are “sunk” once the decision for armed intervention is made. One conflict scenario in particular illustrates this point.

Regime change is forced during the course of the initial conflict. Additional marginal losses occur in both the military and civilian populations. Postconflict losses are minimal but still happen due to incidents that arise during nation-building efforts. The costs of nation building are significant, but the total expense is likely to be less than that of the other scenarios.²²

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

5.4 credit line. Identify the source of an illustration (see 1.36) with a credit line. Place it at the end of the caption (see 1.20), in parentheses or in different type (or both), introduced by reprinted from or adapted from, depending upon whether you have copied the illustration or modified it, respectively:

Figure 3. Competitive effects on general and administrative costs. (Adapted from Maj Paul G. Hough, "Financial Management for the New World Order," Airpower Journal 6, no. 3 [Fall 1992]: 51.)
Place the photographer’s name underneath a photograph and use the word “courtesy” for a photo obtained free of charge:

Photograph courtesy of Col Mike Schrieve

Photographs from Air Force or other government sources do not require a credit line although you may include one if you wish (e.g., USAF photo). If all photos derive from a single source, you may omit individual credit lines and simply include an appropriate statement on the disclaimer page (e.g., The photographs in this book are from US Air Force sources.).

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

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

If you reproduce a table from another source, identify it below the body of the table, introduced by the word *Source(s)* (often in italics and followed by a colon). Or, since the word *source* lacks specificity, consider using *reprinted from* or *adapted from*, depending upon whether you have copied the table or modified it, respectively. Do not identify the source by placing a note number after either the table number or the table title and then including an endnote in the list of chapter notes. If you include a note about the entire table, place it after the source and precede it with the word “Note” and a colon.


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

See also identifying sources of tables (1.62); appendix C.

### 5.5 notes

Use the numbered-endnote and bibliography system of documentation rather than the author-date reference system. Number the notes consecutively—beginning with 1—throughout a document and throughout the list of notes at the end of chapters or journal articles. Do not place note numbers after epigraphs or chapter titles. In text, put a superior (superscript) number at the end of a sentence or at least at the end of a clause, following any punctuation mark (except
a dash) or a closing parenthesis. In the note itself, place the number (full-sized, not superscript) on the line and follow it with a period.

Strategic considerations were often discussed, and Arnold urged abandonment of the “old ‘island to island’ theory.”

Russia agreed to stop sales to Brazil—a longtime practice—at the urging of the State Department.

(When General Franks gave Bush a probable number of casualties, the president approved the attack.)


Include the following items in a full note reference to a book: (1) author’s or editor’s full name (as it appears on the title page), first name first, including military rank (abbreviated) or academic title if included on title page, or name of institution responsible for writing the book (alternatively, the editor’s name may follow the title of the book [see (3)]); (2) title of the book, including subtitle, in italics; (3) editor, compiler, or translator, if any; (4) edition, if not the first; (5) number of volumes (if referring to a multivolume work as a whole); (6) volume number of multivolume work (if referring to one specific volume); (7) title of volume, if applicable; (8) series, if any, and number in the series; (9) facts of publication—city where published, publisher, and date of publication, all in parentheses; (10) volume number (if citing a multivolume work, all of whose volumes have the same title), followed by a colon; (11) page number(s) of the specific citation; and (12) a URL (or, preferably, a DOI, if available) for Internet sources or some indication of the medium cited (e.g., DVD, CD-ROM).


Include the following items in a full reference to an article in a periodical: (1) author's full name, first name first, including military rank (abbreviated) or academic title if included in byline of article; (2) title of the article in quotation marks; (3) title of the periodical in italics; (4) volume number (no abbreviation for *volume*) and issue number (use *no.* for *number*) of the periodical; (5) date of the volume or of the issue (enclosed in parentheses and followed by a colon if volume and/or issue number are given; otherwise, the date is set off with a pair of commas); (6) page number(s) of the particular citation; and (7) a URL (or, preferably, a DOI, if available) for online periodicals.


For subsequent references to a source, use only (1) the last name of the author; (2) a shortened form of the title (preferably up to the first four words of the title or up to four key words elsewhere in the title, if more appropriate), omitting an initial “A” or “The”; (3) a comma; and (4) the page number(s) of the reference. Differentiate between authors with the same last name.


The abbreviation *ibid.* (*ibidem*, “in the same place”) refers to a single work cited in the note immediately preceding. Never use *ibid.* if more than one work is cited in the preceding note. Do not italicize this abbreviation in your notes. Do not use *op. cit.* (*opere citato*, “in the work cited”) or *loc. cit.* (*loco citato*, “in the place cited”). Instead,
use a shortened form of the citation. You may use *ibid.* within the note to indicate successive references to the same work.

8. Ibid., 301.
9. Gen Richard B. Myers, “A Word from the Chairman: Shift to a Global Perspective,” *Air and Space Power Journal* 17, no. 3 (Fall 2003): 5, http://www.airpower.maxwell.af.mil/airchronicles/apj/apj03/fal03/fal03.pdf. “By shifting our view from a regional to a global perspective, we will better comprehend and respond to America's security needs in the twenty-first century” (ibid., 8).

In subsequent references in one note to works by the same author, repeat the author's last name.


A shortened form is permissible for a first citation in a chapter’s notes if the full citation has occurred in a previous chapter. If the notes are far apart, use a cross-reference.

11. Liggett, *Ten Years Ago*, 90 (see chap. 2, n. 2).

Always use Arabic numerals for volume numbers even when they appear as Roman numerals in the book or journal itself.

Examples of full and shortened references:

7. Schurman, *Imperial China*, 174. [Shortened form of note 3 with different page number.]
8. Ibid., 176. [All information the same as in the preceding note (7) except page number.]
11. Ibid., 2:96. [All information the same as in the preceding note (10) except volume number and page number.]
12. Ibid., 147. [The same volume number as in the preceding note (11).]
13. Ibid. [The same page number as in the preceding note (12).]
You may use shortened forms for all notes in a work only if the bibliography includes all of the sources cited in the notes. Otherwise, use full notes for first citations. For the benefit of the reader, you may wish to include a brief explanatory statement preceding the first set of notes.

Bibliographic entry:


First note citation to the Reynolds book in a work with full bibliography:

Notes

(All notes appear in shortened form. For full details, see the appropriate entry in the bibliography.)


First note citation in a work without full bibliography:

Notes


Include an explanation of the circumstances regarding citations of individuals who wish to remain anonymous.


See appendix A of this guide or the 16th edition of the *Chicago Manual of Style* for citations of public documents and unpublished materials.

5.6 plagiarism. If you use someone else’s writing as if it were your own, you have committed plagiarism. This serious offense not only can lead to a lawsuit but also can bring about severe professional repercussions. If you use another person’s wording or if you put another person’s idea into your own words, you should identify the borrowed passage and credit the author in a note.

Strategy [is] the art of distributing and applying military means to fulfill the ends of policy.

—B. H. Liddell Hart, *Strategy*

If you use Liddell Hart’s definition of strategy in your text with the intention of leading readers to believe that it is your own, you are guilty of plagiarism. Using another writer’s exact wording is permissible only if you identify the passage in your text by enclosing it in quotation marks and including an endnote:
Perhaps strategy is more properly defined as “the art of distributing and applying military means to fulfill the ends of policy.”

You should then credit your source by including a proper citation in your list of notes:


Similarly, you should identify and credit other people’s writing that you put in your own words (paraphrase). Paraphrasing, however, is not simply a matter of changing or rearranging a few words here and there; you must recast the passage:

*unacceptable paraphrase:*

Strategy is the art of applying and distributing military means to achieve the objectives of policy.\(^2\)

*acceptable paraphrase:*

B. H. Liddell Hart envisioned a country’s military as an instrument for carrying out national policy. The purpose of strategy, then, is deciding how to use the military toward this end.\(^2\)

Ideally, you should introduce your paraphrase so that the reader has no question about where your own commentary ends and where your paraphrase begins, as is the case in the example above (i.e., mentioning the author’s name marks the beginning of the paraphrase, and the endnote number shows where it ends). See also quotations (5.7) and appendix C.

### 5.7 quotations

Certain rules apply when you quote directly from the work of other writers. You should credit your source by identifying it in an endnote. If you quote at length from a copyrighted work, you should obtain written permission from the holder of the copyright (see also appendix C of this guide). According to the *Chicago Manual of Style* (16th ed., sec. 13.7),

Although in a direct quotation the wording should be reproduced exactly, the following changes are generally permissible to make a passage fit into the syntax and typography of the surrounding text. . . .

1. Single quotation marks may be changed to double, and double to single; . . . punctuation relative to question marks should be adjusted accordingly. . . . Guillemets and other types of quotation marks in a foreign language may be changed to regular single or double quotation marks. . . .

2. The initial letter may be changed to a capital or a lowercase letter. . . .
3. A final period may be omitted or changed to a comma as required, and punctuation may be omitted where ellipsis points are used. . . .

4. Original note reference marks (and the notes to which they refer) may be omitted unless omission would affect the meaning of the quotation. If an original note is included, the quotation may best be set off as a block quotation . . . with the note in smaller type at the end, or the note may be summarized in the accompanying text. Authors may, on the other hand, add note references of their own within quotations.

5. Obvious typographic errors may be corrected silently (without comment or *sic*; . . .) unless the passage quoted is from an older work or a manuscript source where idiosyncrasies of spelling are generally preserved. If spelling and punctuation are modernized or altered for clarity, readers must be so informed in a note, in a preface, or elsewhere.

You may incorporate quotations in the text as part of a sentence and enclose them in quotation marks or set them off from the text as a block quotation (see 5.2). If the quoted matter is 8 or more lines or more than 100 words, you should usually set it off from the text.

Integrate short quotations into the text. When you use a quotation as part of a sentence, lowercase the initial letter and omit or change the end punctuation (if appropriate), even though the original is a complete sentence beginning with a capital letter. When the quotation is not dependent on the rest of the sentence, capitalize the initial letter (a comma rather than a colon is often used after *said*, *replied*, *asked*, and similar verbs). If a quotation that is only part of a sentence in the original forms a complete sentence as quoted, you may change a lowercase letter to a capital.

Colonel Green emphasized that “the military plays an important role in the political arena.”

Colonel Green said, “The military plays an important role in the political arena.”

Colonel Green made the following statement: “Military services play] an important role in the political arena.”

If you include a quotation in a note, place the source after the quotation:

APPENDIX A

Note Citations
Examples of several categories of notes appear below. For other examples, see the 16th edition of the Chicago Manual of Style. Place notes at the end of each chapter, journal article, or paper/monograph not divided into chapters—not at the bottom of the page or at the end of the book. For subsequent references, use *ibid.* or a shortened form of the note. Use *ibid.* to refer to the note immediately preceding (do not use *ibid.* if the preceding note contains more than one citation). You may use *ibid.* within the note to indicate successive references to the same work.


For subsequent references to a source, use only (1) the last name of the author; (2) a shortened form of the title (preferably up to the first four words of the title or up to four key words elsewhere in the title, if more appropriate), omitting an initial “A” or “The”; (3) a comma; and (4) the page number(s) of the reference. Differentiate between authors with the same last name.


You may use shortened forms for all notes in a work only if the bibliography includes all of the sources cited in the notes. Otherwise, use full notes for first citations. For the benefit of the reader, you may wish to include a brief explanatory statement preceding the first set of notes.

Bibliographic entry:

First note citation to the Reynolds book in a work with full bibliography:

**Notes**

(All notes appear in shortened form. For full details, see the appropriate entry in the bibliography.)


First note citation in a work without full bibliography:

**Notes**


A shortened form is permissible for a first citation in a chapter’s notes if the full citation has occurred in a previous chapter. If the notes are far apart, use a cross-reference.

11. Liggett, *Ten Years Ago*, 90 (see chap. 2, n. 2).

**Books**

**One author**


**Two authors**


**Three authors**


**More than three authors**


3. Pomper et al., *Election of 1976*, 60. [shortened form]
No author given


**Editor, compiler, or translator**

5. Goldberg, *History*, 10. [shortened form; omit the abbreviation for editor]

**Multivolume works and series**


**Association or institution as author**

Work of one author in a work edited by another

1. Col John A. Warden III, “Air Theory for the Twenty-First Century,” in Challenge and Response: Anticipating US Military Security Concerns, ed. Dr. Karl P. Magyar et al. (Maxwell AFB, AL: Air University Press, August 1994), 320–21. [If you are citing the entire chapter or contribution, include the first and last page numbers of the chapter/contribution.]

2. Dr. Lewis B. Ware, “Regional Study 1: Conflict and Confrontation in the Post-Cold-War Middle East,” in Magyar et al., Challenge and Response, 49. [When you cite a different chapter/contribution in the same book as previously cited, include a shortened citation for that book.]


Edition


Reprint editions


Periodicals

Volume number not shown


Volume number shown


Newspaper Items

Editorial

1. Editorial, Atlanta Constitution, 19 June 1986. [Omit the initial the from titles of English language newspapers.]

News story


Encyclopedia/Dictionary Articles

1. Encyclopaedia Britannica, 15th ed., s.v. “canning, commercial.” [Cite the item, preceded by s.v. (sub verbo, “under the word”).]

Historical Studies


**Staff Studies**

1. Evaluation Division, Air University, To Analyze the USAF Publications System for Producing Manuals, staff study, 13 July 1948.

2. Col Herbert V. Staudenmaier, CONUS Aeromedical Evacuation Study, staff study, 31 March 1983.


4. Staudenmaier, CONUS Aeromedical Evacuation Study. [shortened form]

**Unit and Staff Office Histories**


**Reports**

**Published**


**Unpublished**


**Unpublished Papers**


Manuscript Collections

For material cited, include title, date, series title (if applicable), name of the collection, and name of the depository. The following examples come from the *Chicago Manual of Style* (16th ed.), 14.240.

1. James Oglethorpe to the Trustees, 13 January 1733, Phillipps Collection of Egmont Manuscripts, 14200:13, University of Georgia Library.
3. George Creel to Colonel House, 25 September 1918, Edward M. House Papers, Yale University Library.
4. Undated correspondence between French Strother and Edward Lowry, container 1-G/961 600, Herbert Hoover Presidential Library, West Branch, IA.

Legal Citations

The examples of legal citations included here assume inclusion in a non-legal work and, therefore, have been adapted to the style of documentation presented in this appendix. Thus, the format for citations of legal books/treatises and articles in periodicals is the same as that shown in the appropriate sections of this appendix.

1. AT&T Corporation v. Iowa Utilities, in *United States Supreme Court Reports*, vol. 525 (1999), 366.
7. *Dennis*, 202. [shortened form (italicized)]
Public Documents

An endnote citing congressional hearings and other public documents should include the following information:

1. Author (name of house, committee, and subcommittee if any)
2. Title of document
3. Number of Congress and session number
4. Date of publication (year)
5. Part and number of report or document, if applicable
6. Page number(s)

Sometimes you may need to include additional information. Take all information from the title page of the document.

Bills, reports, and miscellaneous documents

Hearings


Congressional bills and resolutions

Known as public laws or statutes, bills and resolutions first appear in the *Congressional Record*, then in *United States Statutes at Large*, often in the *United States Code Annotated*, and finally in the *United States Code*.

5. Atomic Energy Act of 1946, *US Statutes at Large* 60 (1947): 767, 774. [Citations to the statutes are to volume, year, and page number.]
7. Atomic Energy Act, 12. [shortened form]

Executive department documents

Presidential proclamations, executive orders, other documents

2. Executive Order (EO) 9877, Functions of the Armed Services, 26 July 1947.
4. EO 9877, Functions. [shortened form]
5. Public Papers: Eisenhower, 274–90. [shortened form]

Classified Sources

If your document will be available to the general public, do not cite classified information or the titles of classified documents (whether in the text, notes, bibliography, etc.). If arrangements have been made to publish your work as a classified document, then any references you make to other classified documents should include the classification of the title (immediately following the title) and the overall classification of the document (at the end of the publication data), as follows (note that U=unclassified):

1. [document number], [title of document] (U), [date]. ([level of classification, e.g., Secret])

2. [originating office], [title of document] (U), [date], supporting document [number of supporting document]. ([level of classification, e.g., Top Secret])

3. [name of author], [title of document] (U) ([place of publication]: [publisher], [date]), [page no(s)]. ([level of classification, e.g., Secret])

Declassified Sources


Letters, E-Mails, and Endorsements

1. Lt Col C. C. Culver to chief of Air Corps, letter, 9 June 1928; 1st end. [endorsement], Maj L. W. McIntosh, executive, Office of the Chief of Air Corps, to commandant, Air Corps Tactical School, 1 September 1928.
If you wish, you may include the subject of the letter/e-mail.


3. Adjutant general to commanding generals, all corps areas et al., letter, 31 December 1934.


5. Kilner to commandant, letter. [shortened form]

6. Capt Harry A. Johnson, Command and General Staff School, to chief, Air Corps, letter, 18 January 1935; 2d [or 2nd] end., Lt Col H. A. Pratt, chief, Air Corps, Materiel Division, to chief, Air Corps, 16 February 1935; 3d [or 3rd] end., Col A. G. Fisher, president, Air Corps Board, to chief, Air Corps, 15 July 1945.

7. Smith to the author, e-mail. [shortened form]

Memorandums

**Regular memorandum**

1. Lt Col G. W. Bundy, War Plans Division, War Department General Staff, to Lt Col Clayton J. Bissell, War Plans Division, memorandum, 18 July 1941.

If you wish, you may include the subject of the memorandum.


3. Bundy to Bissell, memorandum. [shortened form]

**Draft memorandum**

1. Chief, Air Corps, to chief of staff, Army, draft memorandum, 28 March 1938.

**Memorandum of understanding**

1. Secretary of the Army to secretary of the Air Force, memorandum of understanding, 2 October 1951.

**Memorandum for record**

Messages

1. Message, TST-587, Joint Chiefs of Staff, to commanding general, Strategic Air Command, 13 April 1949.

Doctrine Publications, Manuals, Instructions, Directives, and Others

3. War Department, Field Service Regulations, 23. [shortened form]
5. Air Force Instruction (AFI) 90-901, Operational Risk Management, 1 April 2000, 4.
6. WDTR 440-15, Employment, 1. [shortened form]

Source Cited/Quoted in Another Source


3. Quoted in Lowe, Age of Deterrence, 234. [shortened form]


5. Statement of F. Trubee Davison in “U.S. President’s Air Policy Commission,” unclassified testimony before the President’s Air Policy Commission (Washington, DC [or D.C.]: 1 December 1947, mimeographed), 6:2644–49.


Diaries, Minutes, Chronologies, Summaries, Digests, Notes, and So Forth


2. Minutes of the War Department Board of Ordnance and Fortification, 24 October 1905, quoted in Jones Aviation Chronology, 1900–1906, 61.


11. FM 90-14, “Rear Battle,” final draft, 19 November 1984, i.

Lectures and Addresses


Interviews

1. Jerry Gibson (MCI Communications Corp.), interview by the author, 7 March 1983.
5. Sorbet, discussion. [shortened form]
7. McKnight, interview. [shortened form]
9. Interview with colonel from Air Combat Command, 7 February 2004. [unattributed interview]

Video Recordings

Translation Services


Electronic Publications

(Examples taken from the Chicago Manual of Style [16th ed.] include a parenthetical reference to that source.)

Electronic books

When citing electronic books available online, include as much of the information as can be determined that would also apply to printed books (author, title, volume, place of publication, publisher, date of publication, and so forth). Include the URL (or, preferably, a DOI if available) as part of the citation. You need not include the date accessed (e.g., “accessed 11 March 2011”) unless the material has no date of publication or revision. If you do include an access date, place it before the URL or DOI, preceded and followed by a comma.


As an aid to readers, you may indicate that a work is also available in forms other than the printed one:


Identify the format of non-Internet sources:


**Electronic journals**

When citing electronic journals available online, include as much of the information as can be determined that would also apply to the printed version (author, title of article, volume, issue number, date, and so forth). Include the URL (or, preferably, a DOI if available) as part of the citation. You need not include the date accessed (e.g., “accessed 11 March 2011”) unless the material has no date of publication or revision. If you do include an access date, place it before the URL or DOI, preceded and followed by a comma. Include specific page numbers if available; if not, add a descriptive locator (such as “The Consequences of Fear” in note 2 below) if you think it would be helpful to readers.


**Online magazines**

When citing online magazines, include as much of the information as can be determined that would also apply to the printed version (author, title of article, date, and so forth). Include the URL (or, preferably, a DOI if available) as part of the citation. You need not include the date accessed (e.g., “accessed 11 March 2011”) unless the material has no date of publication or revision. If you do include an access date, place it before the URL or DOI, preceded and followed by a comma. Include specific page numbers if available.


**Online newspapers, news services, and other news sites**

When citing online newspapers or news articles posted by news services, include as much of the information as can be determined that would also apply to the printed version (author, title of article, date, and so forth). Include the URL (or, preferably, a DOI if available) as part of the citation. You need not include the date accessed (e.g., “accessed 11 March 2011”) unless the material has no date of publication or revision. If you do include an access date, place it before the URL or DOI, preceded and followed by a comma.


For citations whose URLs are no longer active or for citations to subscription services, include only the URL of the home page.


**Databases**

If you cite a resource such as a journal article from a database, include a “stable” URL. Otherwise, include the name of the database and an identification number, the latter in parentheses, if one has been assigned to the resource.


**Electronic mailing lists**

Include the name of the list, date of the posting, and URL. You need not include the date accessed (e.g., “accessed 11 March 2011”) unless the material has no date of publication or revision. If you do include an access date, place it before the URL, preceded and followed by a comma.


**Website content**

Include author of the material (or owner of site if there is no author), title of the page, title or owner of the site, and URL.


Use descriptive phrases for informal sites.


If the site no longer exists, indicate that fact parenthetically at the end of the citation.


Blogs

Include the author (even if the name is an alias) of the entry, title of the entry in quotation marks, title of the blog in italics followed by the word “blog” in parentheses, date, and URL. Comments on entries should include the name of the person making the comment, date of the comment, the words “comment on,” and the blog entry.


Reference works online

Cite online versions of encyclopedias and dictionaries in the same way you would cite the printed versions. Include an access date with an undated entry.


Online multimedia

Include such information as the name of the composer, writer, performer, or person responsible for the content; the title, in italics; the name of the recording company or publisher; the identifying number of the recording; the URL (or, preferably, a DOI if available); and the type of medium. You need
not include the date accessed (e.g., “accessed 11 March 2011”) unless the material has no date of publication or revision. If you do include an access date, place it before the URL or DOI, preceded and followed by a comma.


Use the following form for sound or video files associated with a journal article:


**CD-ROM or DVD-ROM**


APPENDIX B

Bibliographic Entries
Examples of several categories of bibliographic citations appear below. For other examples, see the entry bibliography (5.1) and chapter 14 of the Chicago Manual of Style (16th ed.).

Books

One author

Two authors

Three authors

More than three authors
Pomper, Gerald, William G. Mayer, Marjorie Randon Hershey, and Kathleen A. Frankovic. The Election of 1976. New York: McKay, 1977. [For 4 to 10 authors or editors, include all names; for more than 10 authors, list the first 7 followed by et al.]

No author given

Editor, compiler, or translator

Multivolume works and series


**Association or institution as author**


**Work of one author in a work edited by another**


**Edition**


**Reprint editions**


**Periodicals**

**Volume number not shown**


**Volume number shown**

Newspaper Items
Usually, bibliographies do not include newspaper citations. However, if you wish to include a bibliographic entry, use the following format:


Encyclopedia Articles
Well-known reference books are usually not listed in bibliographies.

Historical Studies

Staff Studies
Evaluation Division, Air University. To Analyze the USAF Publications System for Producing Manuals. Staff Study, 13 July 1948.
Staudenmaier, Col Herbert V. CONUS Aeromedical Evacuation Study. Staff Study, 31 March 1983.

Unit and Staff Office Histories
———. Tactical Air Command, 1 July–31 December 1953.

Reports
Published

Unpublished
Unpublished Papers


Manuscript Collections


[Specific items are not included in a bibliography unless only one item from a collection is cited.]

House, Edward M. Papers. Yale University Library.


Legal Citations


Public Documents

Bills, reports, and miscellaneous documents


Hearings

Congressional bills and resolutions


Executive department documents


Presidential proclamations, executive orders, other documents

Executive Order 9877. Functions of the Armed Services, 26 July 1947.

Classified Sources

If your document will be available to the general public, do not cite classified information or the titles of classified documents (whether in the text, notes, bibliography, etc.). If arrangements have been made to publish your work as a classified document, then any references you make to other classified documents should include the classification of the title (immediately following the title) and the overall classification of the document (at the end of the publication data), as follows (note that U=unclassified):

[name of author (last name first)]. [title of document] (U). [place of publication]: [publisher], [date]. ([(level of classification, e.g., Secret)])
[document number]. [title of document] (U), [date]. ([(level of classification, e.g., Secret)])
Declassified Sources


Letters, E-Mails, and Endorsements


Memorandums

Regular memorandum


Draft memorandum

Chief, Air Corps. To chief of staff, Army. Draft memorandum, 28 March 1938.

Memorandum of understanding

Secretary of the Army. To secretary of the Air Force. Memorandum of understanding, 2 October 1951.

Memorandum for record


Messages

Doctrine Publications, Manuals, Instructions, Directives, and Others


Sources Cited/Quoted in Another Source


Diaries, Minutes, Chronologies, Summaries, Digests, Notes, and So Forth


Briefing. 6127th Air Terminal Group. Subject: Air Terminal Detachments in Korea, 1 March 1951.


Gross, Brig Gen Mervin E., chief, Requirements Division, Aviation Section, Signal Corps, Office of the Chief of Research, Army Air Forces. Record and Routing (R&R) sheet. Subject: Centralization of Certain Literature-Producing Functions at Orlando, FL, 27 November 1944.


Minutes. War Department Board of Ordnance and Fortification, 24 October 1905. In *Jones Aviation Chronology, 1900–1906*.

Lectures and Addresses


Interviews

It is not necessary to include interviews in a bibliography. You may wish to include a transcript of an interview, however.


Video Recordings


Translation Services


Electronic Publications

Electronic books


Hicks, R. J. Nuclear Medicine, from the Center of Our Universe. Victoria, Austral.: ICE T Multimedia, 1996. CD-ROM.


**Electronic journals**


**Online magazines**


**Online newspapers, news services, and other news sites**


**Databases**


**Electronic mailing lists**


**Site content**


Blogs


Online multimedia


CD-ROM or DVD-ROM


In the United States, an “original work of authorship” in tangible form (including electronic formats) is protected by US copyright laws regardless of whether or not the work is published and whether or not it is registered with the United States Copyright Office. Original works of authorship include written manuscripts and other literary works, as well as original graphic or pictorial material, visual art, audiovisual works, motion pictures, and sound recordings. The owner of a copyright has exclusive rights of reproduction (including digital means), adaptation, publication, performance, and display of the work (including online display). If the work is to be published, the owner may transfer some or all of these rights to the publisher by formal agreement. For that reason, if you intend to use another person’s work (e.g., text, graphs, tables, photographs, paintings, film clips, music clips, etc.) in a work of your own, you must obtain written permission from the copyright owner, whether individual or publisher. Two important exceptions to this principle follow.

First, you need not obtain permission if the work is in the public domain. Such works are considered public property and may be used by anyone. A work of the United States government (defined as a work prepared by an officer or employee of the United States government as part of that person’s official duties) is in the public domain, as is a work whose copyright has expired. (For a discussion of the duration of copyright, see the Chicago Manual of Style [16th ed.], 4.19–32.)

Second, you need not obtain permission if you use material in accordance with the doctrine of fair use. This doctrine allows you to use another person’s work for purposes of criticism, comment, news reporting, teaching, scholarship, or research. For example, you may quote short passages of copyrighted material for purposes of critical analysis and review or for purposes of supporting your own work. The reproduction of copyrighted pictorial material for critical purposes (e.g., use of a photograph to facilitate commentary on techniques of photographic composition) may also be considered fair use. However, the determination that an illustration or graphic falls under fair use is less straightforward than it is for text, and many presses, including AU Press, require permission for all illustrations to be reproduced in their publications. In determining whether a use is fair, courts consider the following four factors:

1. **The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.** Commercial use generally is presumed to be unfair. On the other hand, nonprofit educational use is not deemed automatically to be fair, but it is more likely to be so treated, particularly if a public benefit results from the use.
2. The nature of the copyrighted work. The use of creative works, as opposed to informational ones, is less likely to be deemed fair use. Fictional works are afforded more protection than factual ones.

3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole. The doctrine of fair use does not specify a particular number of words, lines, and so forth, that you may use without permission. A rule of reasonableness applies, both quantitatively and qualitatively. Generally speaking, you cannot reproduce a work in its entirety—a poem, an essay, a song, or an article—without obtaining permission. Nor can you use the “heart of the work” (i.e., the key or essential material) without obtaining permission.

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Part 2

Air University Press Author Guide
About Us

Air University (AU) Press, a division of the Air Force Research Institute (AFRI) at Maxwell AFB, Alabama, publishes scholarly books, journals, faculty research, student papers selected by AU schools, and textbooks, as well as the Air University Catalog and other administrative documents for AU. Our publications are used by airpower scholars and students throughout the world.

AU Press seeks manuscripts from both military and civilian writers on such topics as

- air, space, and cyber power doctrine and strategy;
- the nature and future of air, space, and cyber power’s role in warfare and peace;
- the history of air, space, and cyber power;
- case studies of the employment of air, space, and cyber power at all levels of conflict;
- aircraft and weapons systems;
- space applications; and
- biographies of air, space, and cyber power personalities, pioneers, theorists, leaders, and commanders.

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Production Schedule

A number of variables affect our publication process (see the figure on the next page). These include the manuscript’s length and quality, your availability to work with the editor, the workload and priorities of the press team assigned to your project, and the number of manuscripts already in AU Press’s production queue. The following schedule shows typical production times once the editing process begins:

- book - 8 to 12 months
- AFRI Paper - 3 to 6 months
- Drew Paper - 4 to 5 months
- Wright Flyer Paper - 3 to 4 months
- Walker Paper - 3 to 4 months
- Maxwell Paper - 3 to 4 months

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If AU Press decides to publish your manuscript, we will notify you to submit the final files according to the instructions in the following section. Once we have received your final files and confirmed that they meet our submission specifications, we will put your manuscript in our production queue and send a publishing agreement (see appendix A) for you to read, sign, and return to us. This document specifies, among other things, the obligations of both you and the Air Force as they pertain to the publication of your work.

An editor will contact you when your manuscript is assigned to him or her. Most AU Press production teams include a project editor, copy editor, quality reviewer, illustrator, and typesetter. The illustrator will prepare your figures for printing and develop a cover design. The editors will edit the manuscript according to this style guide and the Chicago Manual of Style. You will then review those edits and work with the project editor to resolve all editorial issues. This is your last opportunity to make changes to your manuscript. After this stage, we will correct only errors of fact, grammar, spelling, or typography.
The manuscript will then undergo a quality review and be typeset. Once the manuscript is typeset, the project editor will thoroughly proofread the typeset page proofs. You will receive a PDF of the page proofs for review. Normally you will have only a short time to review the page proofs and submit corrections of fact, grammar, spelling, or typography. After all corrections have been made, the manuscript will be prepared for printing (subject to budgetary constraints). We usually receive hard copies of a book four to six weeks after the files are submitted to the printer.
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To have a manuscript considered by the AU Publication Review Board, please send an electronic copy of the manuscript, preferably on a CD, along with a cover letter that identifies your probable audience, describes your project’s value to the Air Force, and tells us about your background and expertise, to the Acquisition Editor, Air University Press, Air Force Research Institute, 155 N. Twining Street, Maxwell AFB, AL 36112-6026.

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If we accept your manuscript for publication, we will ask you to assemble all of your manuscript materials for final submission. All files should be submitted electronically on two CDs—one for text files and one for images. (Original images may be submitted by mail.) Please submit the following items, which are discussed in detail below.

- A complete manuscript, properly formatted according to the requirements of the Air University Style Guide for Writers and Editors
- Original images or an individual file for each electronic image
- An AU Press illustrations log (see appendix C, and download the log from the instructions for authors on the AU Press website)
- A photo of you for the “About the Author” page and, if desired, the back cover
- Written permission to reproduce any copyrighted material that requires permission
- A distribution list for mailing copies of your publication
- For books, a seed list for an index
- Your year of birth (used by the Library of Congress to prepare cataloging-in-publication data)

Formatting Your Manuscript

- Submit electronic files of the complete manuscript on two CDs—one for text files (in a format compatible with Microsoft Word) and one for images.
Label the CDs with your name, the title of your work, and the contents of the disk.

Do not use templates, embedded styles for the table of contents or index, or similar desktop-publishing features.

Create a separate file for the front matter (e.g., contents, foreword, preface, etc.), each chapter, and each part of the back matter (e.g., appendices, glossary / list of abbreviations, bibliography, etc.).

Do not embed illustrations in the text files. Instead, submit them as separate electronic files (see “Formatting and Submitting Tables and Illustrations,” below), and put a caption indicating where they should be placed in the text. However, you may embed tables in the text files.

Use a 12-point font and double spacing. Front matter, notes, and back matter should be double spaced as well.

Place notes at the end of each chapter (endnotes), not at the bottom of each page (footnotes). They should be double spaced and in 12-point font. Use your word processor’s “insert endnote” feature to “embed” the notes to enable automatic renumbering when you add, delete, or move notes. We will not accept manuscripts whose endnotes are not embedded.

Make sure that your hierarchy of subheadings is consistent (see part 1, “Air University Style Guide for Writers and Editors,” 1.60). Do not use numbered subheadings.

Check all quotations against the original sources and supply complete documentation for endnotes and bibliography.

All notes and bibliography entries must be formatted according to this style guide (see part 1, “Air University Style Guide for Writers and Editors,” appendixes A and B).

Provide translations or paraphrases of foreign-language passages in parentheses following the passage. For foreign-language titles in the endnotes or bibliography, put the translations in brackets.

**Formatting and Submitting Tables and Illustrations**

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load the log from the instructions for authors on the AU Press website. You can put the illustrations log on the same CD as your graphics files.

- Submit high-resolution digital images or original images such as photos, maps, or figures (line art). We will return original images to you. Note that GIF and BMT files are not normally acceptable for printing because of their low resolution.

- If you scan your own images, please keep the following principles in mind. To ensure that the file contains enough data to reproduce accurately, use high-end black-and-white or color calibrated scanning equipment. Scan all images (color and grayscale) at a resolution between 266 and 300 pixels per inch, based on an input-to-output (I/O) size ratio of 1 to 1. All enlargements or reductions applied to images should adjust the pixels proportionately. For example, a 3-by-5-inch original photograph to be printed at 3-by-5 inches (I/O ratio of one to one) should be scanned at 266 to 300 pixels per inch. The same size photo to be printed at 6-by-10 inches (I/O ratio of one to two) should be scanned at 532 to 600 pixels per inch. Save your images either as uncompressed TIFF (tagged image file format), native PhotoShop file format (.psd), or EPS (encapsulated postscript) files. JPEG files may be submitted, provided they are saved at the highest-quality setting.

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- Please send us a current photo of you for the “About the Author” section and, if desired, the back cover of your book. More than one pose is permissible. The photo for “About the Author” should be black and white;
the one for the back cover should be color. We will return all original photographs to you after we have processed them.

- Tables should be numbered consecutively throughout the manuscript (e.g., Table 1, Table 2, etc.) and embedded in the text file below their captions. If a credit line is needed, place it below the table.

Table 2. Bomb strikes during the Battle of the Bismarck Sea [place the caption above the table]

Reprinted from Air Evaluation Board, Southwest Pacific Area, “Battle of the Bismarck Sea and Development of Masthead Attacks,” 1 July 1945, 47, Air Force Historical Research Agency, Maxwell AFB, AL. [place credit line below the table]

See 1.62 of part 1 of this publication, “Air University Style Guide for Writers and Editors,” for information about formatting tables.

- All illustrations—figures, charts, photos, maps, and the like—should be submitted as separate files (one illustration per file), not embedded in the manuscript. Number the illustrations consecutively throughout the manuscript and include the illustration number in the title of the file (e.g., Figure1.psd). Indicate the placement of each illustration by including its number and caption in the text (e.g., following the paragraph in which you refer to the illustration). For example,

Figure 9. Cutaway view of the B-25G. (Reprinted from North American Aviation, “Train Dispatcher,” Saturday Evening Post, 4 November 1944, 107.)

- If you have a list of illustrations and list of tables, include each list (titled “Illustrations” and “Tables” [without the quotation marks]) on a separate page, following the table of contents. Cite these items in the table of contents as “List of Illustrations” and “List of Tables” (without the quotation marks).

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- Because the author knows best what terms a reader would find useful in an index, the author is responsible for providing a “seed list”: an alpha-
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- We will normally provide you up to 25 copies of your book free of charge. We will send them all to you, or you may submit a list of names and addresses of people or organizations to whom we will send them. However, these provisions are subject to budgetary constraints.

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- Use the author checklist in appendix B to compile your submission. Please send all materials to the

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Air Force Research Institute
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APPENDIX A

Publishing Agreement
Publishing Agreement

This is an agreement between the United States Air Force (termed “Air Force” hereafter) and <author's name here> (termed the “Author” hereafter) to publish the <type of text here> (termed the “Work” hereafter) titled <title here>. The Author agrees to abide by the terms and conditions set forth below. The agreement is effective as of <date here>.

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8. **Obligations:** The Author agrees to coordinate with the Air Force by responding promptly to inquiries or requests for materials within 10 working days of a request from the project editor or supervisor. In unusual circumstances, the project editor or supervisor may grant an extension of up to 30 working days. If the author is responsible for 90 working days of delay (cumulative), the Air Force may, at its discretion, terminate the agreement to publish the Work. Failure to be in compliance with Air Force security or policy guidelines will be cause for project termination and/or withdrawal from distribution.

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This document constitutes the Agreement between the parties and supersedes any predated agreement, oral or written. Addenda to this agreement must be codified in writing and signed by the Author and the designated Air Force representative.

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Author’s Signature/Date              Project Editor or Branch Chief/Date
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Chief, Air University Press
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APPENDIX B
Author’s Checklist
Air University Press
Author’s Checklist

Please ensure that your submission to AU Press includes the following items:

Text

_____ Properly labeled CD(s) of the manuscript.

_____ Notes double-spaced and grouped at the end of each chapter.

_____ Place holders in text for illustrations.

_____ Tables embedded in the text.

_____ Your date of birth for CIP data.

_____ List of key terms for index (book manuscripts).

_____ If necessary, copyright permissions for textual passages, illustrations, tables, photos, and other graphics; sources properly acknowledged in manuscript.

_____ Distribution list.

Illustrations

_____ AU Press illustrations log completed for all illustrations. (Download the log from the instructions for authors on the AU Press website.)

_____ Original prints, transparencies, and/or camera-ready copies of illustrations, graphs, maps, and so forth.

_____ Properly labeled CD of illustrations (separate from the manuscript CD).

_____ If necessary, permissions for illustrations; sources properly acknowledged in manuscript.

_____ Double-spaced caption list of illustrations and tables included in table of contents.
APPENDIX C

Illustrations Log
APPENDIX C

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<th>Description (e.g., map of Vietnam)</th>
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