

**National Defense University Press
Publication Submission Guidelines
and Style Sheet**

Manuscript Submission Guidelines	3
Publication Contract and Worksheet	4
Standard Publication Agreement	6
Format	7
General guidelines	7
Length guidelines.....	7
Documentation.....	7
Style	9
General guidelines	9
Acronyms and abbreviations.....	9
Dates	9
Numbers.....	9
Military Protocol and Usage	9
Specific Style and Usage Issues.....	11
A.....	11
B.....	14
C.....	15
D.....	18
E.....	19
F.....	21
G.....	23
H.....	24
I.....	25
J.....	27
K.....	28
L.....	29
M.....	31
N.....	34
O.....	37
P.....	38
Q.....	40
R.....	41
S.....	43
T.....	45
U.....	46
V.....	47
W.....	48
Y.....	50
Appendix A: Service Abbreviations	51

Manuscript Submission Guidelines

Manuscripts must be *complete when submitted*. A complete manuscript comprises the elements listed below, although not every item will be needed for every NDU Press product:

- Title page
- Author's full name
- Dedication
- Table of contents
- List of contributors
- List of illustrations/figures/tables
- Foreword
- Preface
- Acknowledgments
- Introduction
- Text
- Appendices
- Endnotes
- Bibliography

Manuscripts submitted to NDU Press **MUST NOT** be under consideration for publication elsewhere. NDU Press reserves first publication right and the right to edit for content and length.

The NDU Press Publication Contract and Worksheet on the next page is intended to guide authors through the manuscript submission process, ensuring that all required information is submitted and is in a usable format. Authors' attention to this coordination process will expedite the publication of their work. NDU Press will consider unsolicited scholarly articles and letters to the editor—on subjects that fit the *JFQ* portfolio—by qualified military, government, academic, and security professionals for publication in *JFQ*. NDU Press cannot consider *unsolicited* non-NDU manuscripts for other product lines at this time. Please review the NDU Press Web site (ndupress.ndu.edu) for further instructions or email the editorial staff at JFQ1@ndu.edu.

Publication Contract and Worksheet

- ❑ Product line (circle/strikeout): Book, McNair Paper, Occasional Paper A (glossy), Occasional Paper B (editing only/plain paper copy), Policy Brief (e.g., Strategic Forum, Defense Horizons, etc.), *Joint Force Quarterly* research (essay, commentary, book review)
- ❑ Working Title:
- ❑ Author(s) info (name, organization, phone, and e-mail):
- ❑ Initial Planning Coordination date (meeting date to explore costs, cost recovery, timelines, & multi-media “Rollout” desires):
- ❑ Security clearance date (Attach completed DD Form 1910 before submitting manuscript to Press):
- ❑ Manuscript Submission date (planning milestone when manuscript arrives at NDU Press):
- ❑ Desired rollout date, estimated word count, and desired run quantity:
- ❑ MIPR or payment schedule:
- ❑ FORMAT and Author responsibilities: Consult ndupress.ndu.edu style guidelines.
 - ❑ Use NDU Press Guidelines/style guide + use endnotes in Chicago 15th edition format.
 - ❑ Electronic file minimally formatted, MS Word .doc (no headers, imbedded pictures or tables)
 - ❑ Graphics: separate files, .doc table, .ppt, hi-qual photo file (.jpg/.bmp/.tif), or film-photo/slide
 - All figures should have a reference in the text (“see figure X”);
 - Captions should be in figure file; captions must be brief and pertinent; may suggest pull quotes;
 - Include list of figures, MS Word .doc.
 - ❑ Must include:
 - Abstract/Summary (less than 500 words)
 - Draft press release; author’s biography, plus abbreviated bio relevant to manuscript (~2 sentences)
 - Table of Contents (TOC only is not required for policy briefs or *JFQ* articles) with level headers imbedded in text as well as TOC, begin each sub-header line with [A], [B], or [C], as appropriate
 - Standard publication agreement (copyright waiver) – see NDU Press Guidelines.

- Sources: NDU Press scholarship verification policy is that authors, directors, and deans of NDU components are responsible for the quality of the work; NDU Press will confirm all electronic notes and spot check other notes. Recommend all authors include copies of all sources (hard copy or scanned) with properly formatted endnotes for source verification Use NDU Press style guide + use endnotes in Chicago 15th edition format.
- [Distribution desires with distribution list](#) (File Name):
- [Remarks](#):

This form effects a memorandum of understanding between NDU Press and authors and/or National Defense University components or other outside components. The intent of this memorandum is to function as a contract, an agreement, and planning worksheet to engage in developing production timelines, resources, and cost estimates. Details are thus subject to change and modification. Funding required to complete a project may be different than the estimate due to fluctuations in contract pricing, preparation of individual manuscripts, quality of work, etc. NDU Press urges components to establish a reserve and consider economies of scale as well as realistic production timelines. Although NDU Press typically beats commercial academic press production timelines by months/years, the size and complexity of a project will factor in timeline decisions. Therefore early coordination is necessary to ensure rollout of a publication on the component's desired date. This memorandum may be updated as required.

Sign/Date:

NDU Press

**Author/Component
representative(s)**

Standard Publication Agreement

1. The author(s) grant National Defense University (NDU) full rights to publish and utilize the following work:

TITLE _____

AUTHOR(S) _____

2. The author grants NDU a permanent, nontransferable, royalty-free license to publish, and distribute under various contract agreements for the above work, in whole or part, in hard copy, electronic form, and in any other media, collection, language, or format.

3. The author affirms that the work named above is not under consideration for publication elsewhere and has not been previously published.

4. The author recognizes this work becomes public domain after publication and the author waives claim of copyright under the above title or other title, and approves unconditional use by NDU and its publication agent, NDU Press.

5. The author affirms that the work contains no classified or otherwise restricted information.

Author(s) Signature/Date _____

NDU Representative Signature/Date _____

Format

General guidelines

- Type your manuscript in 12 point Times New Roman font.
- Keep formatting to a minimum; do not try to make your manuscript appear as it will when printed.
- Do not embed graphics, charts, or tables in the text; include them in separate files.

Length guidelines

- *Joint Force Quarterly* submissions should be 3,000 to 5,000 words in length. Anything substantially longer will be returned to the author for editing and revision. Historical pieces can be longer (up to 8,000 words). Book review submissions should be 800 to 1,000 words.
- *Strategic Forum* submissions should be 4,000 to 8,000 words.
- McNair Paper submissions must be at least 30,000 words.

Documentation

- Use endnotes rather than footnotes or in-text citations. The Chicago Manual citation style is preferred. The basic patterns for books and journals are as follows:

First Name Middle Initial Last Name, *Title of Book* (City of Publication: Publisher, year of publication), page number(s).

Colin S. Gray, *The Geopolitics of Superpower* (Lexington: University of Kentucky Press, 1988), 158–161.

First Name Middle Initial Last Name, “Article in Journal,” *Journal Title* Volume, Number (Publication date): page number (s).

Edward A. Smith, Jr., “Network Centric Warfare: What’s the Point?” *Naval War College Review* 54, no. 1 (Winter 2001): 64.

- The fluid environment of electronic sources can pose unique challenges for citation. Several basic guidelines should be followed:
 - The citation for an electronic source should include the same basic information as one for a hard-copy source:

- Author (s)
- Title of article
- Name of information source if applicable (newspaper, journal, etc.)
- Date of information
- Web site address enclosed in brackets <>

- Always identify the smallest subsection of the online material being cited that can be accessed directly with a hotlink for the specific piece of information you are referencing; do not cite merely the home page URL.

For example, the home page for the *CIA Factbook* is <<http://www.cia.gov/cia/publications/factbook/>>. If you are citing information from the *Factbook* concerning the infant mortality rate in Andorra, the reference should take the reader directly to the page with that information:

“Andorra—Infant Mortality Rate,” *CIA Factbook 2005*, available at <<http://www.cia.gov/cia/publications/factbook/geos/an.html#People>>.

- Cite information found on Web addresses that are no longer active with the disclaimer, “accessed at.”

John B. Anderson, “Why I’m Running for President,” accessed at <www.andersonin1980.com>.

- Information found on Web addresses that are still active can be referred to with “available at.”

Gene Weingarten, “Just Plane Funny,” *The Washington Post*, June 19, 2005, available at <<http://www.washingtonpost.com/wp-dyn/content/article/2005/06/15/AR2005061501979.html>>.

- If a source exists in both hard copy and online versions, cite only the information for the version of the source actually accessed.
- Citations should be as complete as possible following the Chicago Manual format. The editors at NDU Press may not be able to track down missing information.
- Notes should be numbered consecutively throughout the document (for monographs, throughout the entire work; for collected works by multiple authors, throughout each chapter).
- Notes should be used sparingly in *Joint Force Quarterly* articles and should be submitted as a separate file rather than being embedded in the text.

Style

General guidelines

- For general matters of style, punctuation, and usage, consult *The Chicago Manual of Style*, 15th ed.
- For matters of capitalization and hyphenation, consult the United States Government Printing Office Style Manual.
- Spelling, hyphenation, and punctuation should follow American rather than British rules.

Acronyms and abbreviations

- Use sparingly. Define acronyms, even familiar ones, upon first use in the document:

The North Atlantic Treaty Organization (NATO) is deciding how to proceed.

- If an acronym is used only once in the manuscript, spell it out in words rather than using the acronym.
- The abbreviation “U.S.” is acceptable as a modifier, but “United States” should always be spelled out when used as a noun:

U.S troops crossed the border at midnight.

The United States worked with several other nations to end the conflict.

Dates should be in conventional (November 18, 2004) rather than military (18 November 2004) form.

Numbers

- Use figures for numbers of 10 or more (except if used as the first word in a sentence).
- If a sentence contains more than one number, one of which is 10 or more, use figures for all.
- Always use figures for units of time, measurement, and money.

Military Protocol and Usage

- When referring to the U.S. military services, references should be in the order of *land*, *sea*, and *air* services:

The Army, Navy, Marine Corps, and Air Force participated in the joint exercise.

- When referring specifically to members of U.S. military services, references should be capitalized:

Groups of Soldiers, Sailors, Marines, and Airmen marched in the Memorial Day parade.

- The initial reference to an individual should include proper service rank abbreviation, full name (first, middle initial, and surname), and service. In subsequent references, the surname is sufficient:

General Ulysses S. Grant, USA, wrote his memoirs while dying of throat cancer. Grant succumbed to the disease on July 23, 1885.

Specific Style and Usage Issues

A

abbreviation of state names. Use standard two-letter Postal Service abbreviations for states in notes and bibliographies and when referring to the home states of Congressmen. Names of states should be spelled out in text.

AL	HI	MI	ND	VA
AK	ID	MN	OH	WA
AZ	IL	MS	OR	WV
AR	IN	MT	PA	WI
CA	IA	NE	RI	WY
CO	KS	NV	SC	
CT	KY	NH	SD	
DE	LA	NJ	TN	
DC	ME	NM	TX	
FL	MD	NY	UT	
GA	MA	NC	VT	

Joe Smith, *It's Not Easy Being Me* (Harrisburg, PA: Stackpole Books, 2004)
Joseph Biden (D–DE)

academic degrees. Abbreviate academic degrees and titles (no periods) after a personal name.

BA
MA
PhD
LLD
MD
DDS

ACDA (Arms Control and Disarmament Agency)

Achilles' heel

acronyms.

- Define upon first use by giving full term followed by acronym in parentheses
- If an acronym is used only once in a manuscript, spell out the full term instead
- When possible, avoid making acronyms possessive (DOD missions, *not* DOD's missions)
- When possible, avoid beginning sentences with acronyms. Two exceptions are DOD and NATO.
- Common or well-known acronyms can be used in heads or subheads, but avoid the use of obscure ones that the general audience might not be familiar with.
- Articles (a, an, the) can be used with acronyms.
- Even though an acronym may stand for a plural term (precision-guided munitions [PGM]), treat the acronym itself as a singular noun: PGMs (plural), PGM is (not ARE).

12 14 MAY 08

- If a considerable amount of text occurs between the first use and subsequent uses of an unusual or uncommon acronym, spell out the term in the first use and introduce the acronym in the next use.

Active duty. Hyphenate the term when used as an adjective (The Active-duty soldier was deployed for 6 months). As a noun, the term needs no hyphen (He served on Active duty for 3 years).

Active Component

administration (the Lincoln administration)

advisor

African-Americans

after-action review, report

AIDS. No need to spell out acronym.

Air Base, Air Force Base. Cite a first reference to specific U.S. bases as follows: Rhein-Main Air Base (AB), Germany; Edwards Air Force Base (AFB), California. Subsequent references: Rhein-Main AB; Edwards AFB; the air base; the base.

AirLand Battle, AirLand Battle concept (post-Vietnam U.S. Army tactical doctrine)

air. Words beginning with *air* generally are closed (not hyphenated and with no space between them).

aircrew
airdrop
airfield
airframe
airpower
airspace
airstrike

al Aqsa
al Jazeera
al Qaeda

Allies, Alliance. Capitalize only when referring to NATO (the Alliance) or World War II (the Allies, Allied Powers)

amendment (to the Constitution). Lowercase (first amendment, 14th amendment).

ampersand (&). Change in original titles to *and* (*Aviation Week and Space Technology*). Its use is acceptable in some abbreviations and initialisms: R&D, RDT&E

Anbar Province (*not* al Anbar Province)

anti-. Words formed with this prefix generally are closed (not hyphenated and with no space between them).

antiaccess
antiaircraft
antiterrorism

However, use a hyphen before capitalized words and when the absence of one could cause confusion or misreading of the word.

anti-American
anti-mine
anti-inflation

APEC (Asia-Pacific Economic Cooperation)

appendix. Lowercase in text (See appendix A for more information).

Arabic numerals. Use with military elements (divisions, regiments, battalions, platoons, squads) other than corps (5th Brigade, 1st Army, 7th Fleet – BUT XII Corps).

ARF (ASEAN Regional Forum)

Armed Forces. Capitalize when referring to the U.S. military. The Armed Forces are the Army, Navy, Marine Corps, Air Force, and Coast Guard.

Armed Services. Use only in names of congressional committees (House Armed Services Committee).

armies. Spell out the numbers of U.S. armies (Third Army, Eighth Army).

ASEAN (Association of Southeast Asian Nations)

Ashkenazim

autumn. Lowercase in text; capitalize when used in notes or bibliographic information: *Foreign Affairs* 30 (Autumn 1989): 45–49.

avian influenza virus

B

B-2 bomber

back-channel (adj.)

Ballistic Missile Defense Organization. This is now called the National Missile Agency.

banana bunch top virus

Ba'ath, Ba'athist

battlespace

Beltway

Blitzkrieg (referring to German WW II tactic of speed and surprise)

blue water navy, brown water navy

boost-phase (adj.)

Bottom-Up Review

buildup

bulleted lists. The purpose of a bulleted list is to quickly draw attention to a series of important points. Lists should be concisely worded; excessive text in a bulleted list defeats its purpose. Each point in the list can be expanded upon in the text that follows it.

No punctuation is used at the end of each entry in a bulleted list, even when introduced by a colon. The exception is when entries have more than one complete sentence.

business-driven, business-invented

C

C³ISR (command, control, communications, intelligence, surveillance, and radar)

C⁴ISR (command, control, communications, computers, intelligence, surveillance, and radar)

capitalization of titles. For reasons of courtesy and politics, civil, military, and professional titles are capitalized when they follow a personal name in author biographies in *Joint Force Quarterly*.

Major General Abe Simpson, USAF, is Director of Operational Plans and Joint Matters and Deputy Chief of Staff for Air and Space Operations.

Barney Fife is an Acquisition Executive with U.S. Special Operations Command.

carrier battlegroup (CVBG)

ceasefire

century. Use ordinal numerals when referring to centuries as nouns (Great changes in military technology occurred in the 20th century). When the term is adjectival, hyphenate it (An 18th-century soldier might not recognize 21st-century weapons).

Chairman/Vice Chairman, Joint Chiefs of Staff (even without individual's name)

chapter. Lowercase in text (The author's tone in chapter 7 is vituperative).

Chief of Staff, U.S. Army; Chief of Naval Operations; Commandant of the Marine Corps; Chief of Staff, U.S. Air Force

chokepoint

citizen soldier

classes of vessels. Italicize the name of the class, but leave the word "class" in Roman type (*West Virginia* class).

CNN effect

coalition, coalition forces

collocate, collocation (NOT collocate)

Combatant commanders. Use in replace of Commanders in Chief of military commands.

Admiral Harry Felt, Commander, U.S. Pacific Command (capitalize “C” in Commander when individual’s name is included)

commander, U.S. Pacific Command (lowercase “c” when used as generic title)

comma.

- Use a comma after all items in a series (Figs, mangos, and cheeses are available.) unless all the items are joined by conjunctions (Figs and mangos and cheeses are available.).
- Do not use a comma after coordinating conjunction that begins a sentence (But the diplomats insisted on carrying their own bags.)
- Use a comma after dates in text (The letter that was written on July 8, 1946, just arrived in the mail.).
- A long question at the end of a sentence is usually preceded by a comma, is begun with a capital letter, and is followed by a question mark (The question is, Who will pay for the reprinting?) A colon is used if the words before the question are a complete sentence (This is the question: Who will pay for the reprinting?)
- Brief quoted material is generally introduced by a comma (The admiral cried, “You sunk my battleship!”). However, if a quotation is introduced by *that*, *whether*, or a similar conjunction, no comma is needed (The florist declared that “a rose by any other name would smell as sweet.”).

commander in chief (CINC). Use ONLY for the President of the United States.

Commonwealth of Independent States (CIS). Use to refer to the association of sovereign states in 1991 comprising Russia and 11 other republics formerly part of the Soviet Union. *See also* Russia, Russian.

communications system(s)

communism. Lowercase when referring to the general ideology.

Communist Party; Communist (s); the party

compellence

compound gerunds. Hyphenate both the noun and adjectival form of compound gerunds:

nation-building
intelligence-gathering
democracy-building

Concept for Future Joint Operations (expansion of operations concepts of *Joint Vision 2010*)

confidence-building measures (CBM)

conflict-prone

Congress. Capitalize when referring to a national legislature.

congressional. Lowercase except when part of a title or office (Congressional Medal of Honor).

Congressman, Congresswoman

contractions. Avoid the use of contractions whenever possible. However, contractions should be retained in the Chairman's Letter and the Communique in JFQ.

corps. Always use Roman numerals to designate a corps (VII Corps).

counter-. Compound words with this prefix are usually solid (without a hyphen or space).

counterterrorism
counterproductive
counterproliferation

cross-. Noun, adjective, and adverb forms are hyphenated; most permanent compounds are not.

cross-border
cross-disciplinary
cross-reference
crossbow
crossword

cyberterrorism

D

DCDR (deputy commander). Use instead of DCINC (deputy commander in chief).

decisionmaking, decisionmaker

defense. Lowercase when used in generic terms (defense agencies, defense budget, defense establishment).

Defense Planning Guidance (DOD document containing defense strategy and the guidance for key planning and programming priorities to execute that strategy)

Democratic Party; Democrat(s); the party

detect-decide-target-and-execute cycle

different from/different than.

Use *from* when the comparison is between two persons or things.

My book is different from yours.

Than is more acceptably used, particularly in American usage, where the object of comparison is expressed by a full clause.

The campus is different than it was 20 years ago.

Different from can be used with a clause if the clause starts with a conjunction and so functions as a noun:

The campus is different from how it was 20 years ago.

dates. Write in conventional order (January 22, 2000).

DOD (Department of Defense). Use *without* an article (*not* “the DOD”). The military services are *components* of DOD. The acronym can begin or end a sentence.

drawdown (n.)

draw down (v.)

dual-use (adj.)

E

early-warning (adj.)

Earth. Capitalize in both noun and adjectival form.

A lunar eclipse occurs when the moon passes through the shadow of the Earth.

The low-Earth-orbit satellite crashed in the ocean.

e-bomb (high-power microwave weapon)

ellipses. Any omission from a quoted passage must be indicated by ellipsis points.

- Use three ellipsis points to indicate an omission within a sentence (word#word#.#.#.#word#word).

But in a larger sense . . . we cannot hallow this ground.

- To indicate an omission between sentences (the end of one sentence or beginning of the next one) in a paragraph, use the punctuation that would normally end the first sentence followed by three ellipsis point (end#of#sentence.#.#.#.#Start#of#next).

Now we are engaged in a great civil war. . . . We are met on a great battlefield of that war.

- Do not begin a block quotation with ellipses, whether or not the quotation begins with a grammatically complete sentence.

According to Mr. Lincoln,

our fathers brought forth upon this continent a new nation, conceived in liberty and dedicated to the proposition that all men are created equal. Now we are engaged in a great civil war, testing whether that nation or any nation so conceived and so dedicated can long endure.

en dash (–). Several common uses of the en dash are:

- to indicate a range of numbers, such as pages (187–203) and dates (1883–1945)
- in abbreviations encompassing capital letters and numbers (F–18, M–1, MiG–27, B–52, G–8, DF–31). EXCEPTION: Do NOT use an en dash when referring to Joint Staff directorates (J2, J7, etc.).
- in abbreviations indicating a politician’s affiliation and state (Barbara Boxer, D–CA)
- in place of a hyphen in a compound adjective when one of its elements is an open compound (post–World War II years, pre–Vietnam War era)

endgame

endstate (n.)

enemy. Depending upon context, the pronouns “it” or “they” can be substitutes for “the enemy.”

en route (adv.)

em dash (—). Several common uses of the em dash are:

- to indicate a sudden break or abrupt change in thought (I believe—no, I am certain—that the earth revolves around the sun.)
- to set off interrupting or clarifying elements (Substances take one of the three states of matter—solid, liquid, or gas—depending upon temperature.)
- to introduce a final statement that summarizes a series of ideas (A crackling fire, a comfortable chair, a soothing libation, and a faithful dog—these are the true components of happiness.)
- to set off a word or phrase in the main clause that emphasizes or explains (All the editors contributed to the style guide—a guide designed to make press publications more consistent.).

email

Embassy (when referring to U.S. Embassies only)

e.g. (*exempli gratia*, for example). Avoid in text; use *for example* instead.

euro (monetary unit)

Executive order. Uppercase *Order* when a specific order is cited (Executive Order No. 34); otherwise, lowercase.

Executive Office

executive branch

exercises. Names of military exercises are in plain Roman type, NOT italicized.

F

fatwa (do not italicize)

Federal, Federal Government

figure. Lowercase in text references (The solid line in figure 3–1 represents annual fuel consumption.).

fire. Words formed with *fire* generally are closed (not hyphenated and with no space).

firearm
firebomb
firepower
firewall

fiscal year 2005 (FY05)

fixed-wing, rotary-wing (adj.)

flight line, flight crew, flight path (n.); flight-line (adj.)

follow-on, followup (n., adj.)

foot and mouth disease

Force 2001 (report of Navy and Marine Corps bottom-up review)

Force XXI (concept for U.S. Army of 21st century)

foreign militaries. Lowercase the service name (German army, Italian air force).

foreign words, phrases. Italicize if the word or phrase is NOT found in a standard English dictionary.

former Soviet Union (FSU)

Fort. Spell out and capitalize when part of a proper name (Fort Bragg, NC).

Forward . . . From the Sea. 1994 Navy/Marine Corps white paper laying out Navy operational concept for the 21st century; superseded . . . *From the Sea*

forward-deploy (v.)

forward-deployed (adj.)

22 14 MAY 08

forward-station (v.)

fractions. Spell out and hyphenate simple fractions.

The plan is three-quarters complete.
A two-thirds majority is required.

Quantities consisting of whole numbers and simple fractions are usually best expressed in numerals.

The copier uses 8 1/2 x 11 inch paper.
The height requirement is 5 feet 10 1/2 inches.

. . . *From the Sea*. 1992 Navy/Marine Corps white paper laying out Navy operational concept for the 21st century; superceded in 1994 by *Forward* . . . *From the Sea*

front-line (adj.)

full dimensional, full spectral (adj.)

G

G-8

GAO Government Accountability Office (was General Accounting Office until July 2004)

GDP (General Defense Plan, gross domestic product)

Global Presence (Air Force white paper)

Goldwater-Nichols Department of Defense Reorganization Act of 1986

grassroots

H

hard-line (adj.), hard-liner (n.)

head-on (as predicate adjective)

health care

high. Compounds beginning with *high* generally are hyphenated.

high-energy laser

high-performance military capability

hijab

HIV/AIDS. No need to spell out what this initialism/acronym stands for.

Hezbollah

host-country, host-nation (adj.)

hot line

Hussein, Saddam (sons were Uday and Qusay). Shortened reference in text should be *Saddam*, not *Hussein* (Saddam Hussein was deposed in 2003. Saddam was later found in a spider hole.)

hyphen (-).

- Hyphenate compound adjectives that come before nouns that have participles (role-playing technique), an adjective and a noun (high-anxiety group), or a number (third-world country).
- Do NOT hyphenate compounds with -ly adverbs (widely used text).
- Do NOT hyphenate adjectives referring to weapons calibers (40mm grenade launcher, NOT 40-mm grenade launcher).

I

i.e. (*id est*; **that is).** Avoid in running text; use *that is* instead.

ill- . Compounds beginning with *ill* generally are hyphenated when used before a noun but open (no hyphen and a space between words) when used after a noun.

ill-advised plan	The plan was ill advised.
ill-fated offensive	The offensive was ill fated.
ill-staffed battalion	The battalion was ill staffed.

information age

industrial age

Intelligence Community

Internet

inter-. Compounds formed with the prefix *inter-* generally are closed (no hyphen or space).

interservice
interstate

intifada

Iraq-Kuwait war

Islamic. (adj) referring to the Muslim religion, its followers, or countries where the Muslim religion is predominant.

Islamist. (adj) supporting or advocating Islamic fundamentalism; (n) a supporter or advocate of Islamic fundamentalism

Israel Defense Forces. NOT Israeli Defense Forces.

italics.

- Names of ships are italicized, but NOT their national affiliation (USS *Kearsarge*, ARA *Belgrano*, HMS *Pinafore*). Likewise, classes of ships are italicized, but not the word CLASS.
- Use italics, not quotes, when defining words or terms (A *drop zone* is a specific area upon which airborne troops, supplies, or equipment are airdropped.).

- Use italics for foreign words that have not entered common English usage (Stacking *matryoshki* dolls are available from any street vendor in Moscow.). Words readily found in a dictionary do not need to be italicized: a priori, jihad, inter alia, ibid., et al., passim, fait accompli, carte blanche, de facto, de jure, coup d'etat.
- Words coined by the author should be set in italics (Globalization is causing the *framegration* of world economics; that is, fragmentation and integration are occurring simultaneously).

J

jihad

joint force (concept), joint forces (capability)

joint force commanders

joint professional military education (JPME)

Joint Force Quarterly

Heading levels for articles:

A-Level Heading (separate paragraph, serif, larger font than body paragraph, bold, no punctuation)

B-Level Heading. (run in with body paragraph, serif, font same size as body paragraph, bold, italic, title caps, period after)

C-level heading: (run in with body paragraph, serif, font same size as body paragraph, italic, initial cap only, colon after)

Joint Staff, Joint Chiefs of Staff

Joint Staff Directorates. Do NOT use an en dash when referring to the Joint Staff Directorates (J1, J2, J3, etc.).

Joint Vision 2010 (JV2010) (conceptual template for achieving effective joint warfighting)

Joint Vision 2010 Implementation Master Plan

jump-start (v.)

28 14 MAY 08

K

Koran

Korean conflict

Korean Peninsula

Korean War

Kosovar-Albanian leadership

L

land power

laser-guided (adj.)

life cycle

lines of communication (LOC)

lists. Run short lists into text without numbering each list item. Use commas or semicolons to separate items.

Plain English standards include presenting material in a logical, orderly sequence; writing in a clear, uncluttered style; and writing in the active voice.

NOT: Plain English standards include: (1) presenting material in a logical, orderly sequence, (2) writing in a clear, uncluttered style, and (3) writing in the active voice.

Use bullets, not numbers, to set apart items in a longer list. The text introducing the list should end with a colon. The only punctuation in the list should be a period at the end of the final item (UNLESS an entry consists of more than one complete sentence).

The drawbacks of Smith's theory are that it:

- is not based on current evidence
- has a weak theoretical grounding
- ignores the findings of previous research. For example, Smith makes no reference to the groundbreaking work of Jones in 1996.
- has no clinical basis
- disregards standard testing procedures.

logistic (adj.) (NOT logistical)

longstanding (adj.)

long-term. Hyphenate when used as an adjective before a noun but not as a predicate adjective.

long-term plan

This plan will not work in the long term.

low-. Compounds formed with *low-* generally are hyphenated.

low-enriched uranium

30 14 MAY 08

low-intensity conflict
low-risk plan

M

Marine Corps, the Marines, the Corps, Marine(s). Capitalize as a synonym for the United States Marine Corps or its members.

A company of Marines went ashore to secure the area. They were the finest the Corps had to offer.

market-friendly economic policies
market-oriented policies

master's degree

materiel. The equipment and supplies of a military force; an organization's supplies and equipment

measurements. Use numerals with all units of measure.

55 miles per hour 3 inches 17 pounds 9 kilometers

MERCOSUR (Southern Cone Common Market)

military-industrial complex

military operations. The names of military operations are capitalized and italicized (*Operation Just Cause*). After first reference, the name can be used alone (without the word *operation*).

military protocol and usage.

- When referring to the U.S. military services in a document, references should be in the order of *land*, *sea*, and *air* services (The Army, Navy, Marine Corps, and Air Force participated in the joint exercise; Soldiers, Sailors, Marines, Coastguardsmen, and Airmen participated in the exercise.).
- The terms Soldier(s), Sailor(s), Marine(s), and Airman(men) should be capitalized in the Chairman's Letter and the Communique sections of JFQ and when used directly after the adjectives *U.S.* or *American*. Other references are considered generic and should be lowercased.
- Do not use the term NCA (National Command Authorities). Refer instead to the "President" or the "Secretary of Defense," or both, as appropriate. In most cases, the term "National Command Authorities" can be replaced with "the Secretary of Defense."

- In the initial reference to an individual, give full rank (spelled out), full name (first, middle initial, surname), and service abbreviation. Subsequent references can be by rank and surname.

military ranks and titles. Capitalize and abbreviate titles/ranks that precede full names. In subsequent references using the individual's surname, capitalize and spell out rank. Lowercase and spell out ranks used alone in place of a name. A full list of rank abbreviations can be found in appendix A.

Gen Frances Wilson, President of National Defense University; General Wilson; the general

ADM Chester W. Nimitz, Commander of the Pacific Fleet; Admiral Nimitz; the admiral

military units.

Army and Marine Corps. Use Arabic numerals to designate units up to and including divisions. Write corps names with Roman numerals. Spell out the names of numbered armies.

82^d Airborne Division
210th Field Artillery Brigade
I Corps
Third Army

Navy. Use Arabic numerals to designate the numbers of task forces. Spell out fleet numbers.

Task Force 58
Fifth Fleet

Air Force. Spell out numbers of U.S. air forces. Use Arabic numerals for units below the level of numbered air forces.

Ninth Air Force
9th Bomber Wing
99th Fighter Squadron
31st Combat Support Group

military services, military department

millimeter. When used to describe weapons calibers, spell out and hyphenate upon first use:

The 40-millimeter (mm) grenade launcher was used on the rebels.

Upon subsequent use, DO NOT hyphenate or leave a space:

The rebels were defenseless against the 40mm grenade launcher.

minuscule (NOT miniscule)

money. Use a dollar sign and numerals to express large sums of money (million and up).

The department received \$25 million as an annual budget.

Donations to the charity totaled \$120,000.

mujahideen

Multi-National Force–Iraq (MNF–I)

Muslim

N

NCA (National Command Authorities). No longer in use. Refer instead to the “President” or the “Secretary of Defense,” or both, as appropriate. In most cases, the term “National Command Authorities” can be replaced with “the Secretary of Defense.”

nanosecond, nanoweapons, nanosystems

Nation, National (referring to the United States)

National Defense University (no *the*)

National Guard; the Guard

The National Military Strategy of the United States (when referring to full title of CJCS document; shortened title [National Military Strategy] is not italicized)

In citations:

The National Military Strategy of the United States (Washington, DC: Office of the Secretary of Defense, 2006)

The National Security Strategy of the United States (when referring to full title of White House document; shortened title [National Security Strategy] is not italicized)

In citations:

The National Security Strategy of the United States (Washington, DC: The White House, 2006)

nation-state

Naval War College

near-real-time (adj.)

near-term. Hyphenate when used as an adjective before a noun but not as a predicate adjective.

near-term plan This plan will not work in the near term.

network-centric warfare

newspapers. Italicize the names of newspapers. If “The” is part of a paper’s name, lowercase and set in Roman type in text. Capitalize and italicize “The” in notes and bibliographies.

John reads the *New York Times* every day.

Nagourney, Adam. "China Reports Highest Per Capita Fuel Consumption in 20 Years," *The New York Times*, January 14, 2005, A1.

NGO (nongovernmental organization)

night-vision (adj.)

No Dong missile

no-fly zones

non-. Compounds formed with this prefix generally are closed (no hyphen and no space).

noncombatant evacuations
 nondemocratic society
 nonlethal means
 nonstate actor

However, use a hyphen before capitalized words and when the absence of one could cause confusion or misreading of the word.

non-Western traditions
 non-edible plant

norms-based (adj.)

not only . . . but also

notes. Use endnotes rather than footnotes or in-text citations. The Chicago Manual citation style is preferred. The basic patterns for book and journal citations are as follows:

First Name Middle Initial Last Name, *Title of Book* (City of publication: Publisher, year of publication), page number(s).

First Name Middle Initial Last Name, "Article in Journal," *Journal Title* Volume, Number (Year), page number (s).

Use of *Ibid.* is acceptable, but avoid the use of *op. cit.* and *loc. cit.*

Notes should be numbered consecutively throughout the document (for monographs, throughout the entire work; for collected works by multiple authors, throughout each chapter).

nuclear weapons system(s)

numbers.

- Use figures for numbers of 10 or more (except if used as the first word in a sentence).

I awoke to the sound of 12 drummers drumming.

The two turtledoves that my true love gave me for Christmas are destroying my carpet.

Eleven pipers piping appeared in the foyer.

- If a sentence contains more than one number, one of which is 10 or more, use figures for all.

The neighbors downstairs complained about the 10 ladies dancing and the 7 lords a-leaping.

- Always use figures for units of time, measurement, and money. This use does not affect other numbers in a sentence.
 - Age: My sister believed in the tooth fairy until she was 9 years old. Should a 9-year-old believe in the tooth fairy?
 - Time: The tooth fairy never appeared before 7:30 p.m.
 - Dates: I lost my first tooth on November 6, 1969.
 - Money: The tooth fairy left \$2.84 for the incisor I lost. My sister's bicuspid earned her 96 cents.
 - Measurement: My incisor was 2 inches long and weighed 3 ounces.
- Numeric military unit designators have special rules. *See* military units.

O

offload (v.)

ongoing (adj.)

online (adj., adv.)

open-source (adj.)

operation plan (OPLAN)

order of magnitude (n.), order-of-magnitude (adj.)

Osama bin Laden

out-of-area (adj.)

overfly, overflight (v., n.)

over-the-horizon (adj.)

P

page numbers. Do not use the abbreviations *p.* and *pp.* to designate page numbers in notes. To indicate a range of pages cited, use an en dash (–) between the numbers.

Panzer (when referring to formal organization)

Pax Americana

peacetime

peacemaking, peacekeeping, peacekeeper

Peninsula (Korean, Arabian, Yucatan)

percent. Spell out in text. The symbol % is acceptable in tables.

plug-and-play technology

policymaker, policymaking

political-military bureaus

post-. Compounds formed with this prefix generally are closed (no hyphen or space).

postwar
postmodernism

Before an open compound, an en dash is used.

post–Cold War
post–World War II

powerplant

precision-guided munitions (PGM)

preeminent

prepositioning (of equipment)

President, Presidential

Presidential Decision Directive (PDD)

Prithvi missile

private sector (n., adj.)

professional military education (PME)

Province (Anbar Province, etc.)

public sector (n., adj.)

public-private partnerships

purple

Q

Qadhafi, Muammar

quality of life (n., adj.)

Quadrennial Defense Review (QDR) Report; the QDR Report

quasi-. Always use a hyphen (quasi-democratic, quasi-liberal, etc.).

R

Rabin, Yitzhaq (Israel)

rag-tag (adj.)

rainforest

RAND, The RAND Corporation

rapid reaction force, rapid response force

reachback

red-teaming

Regional Combatant Command: do not use. Instead, use Geographic Combatant Command

Regular. Capitalize when used as part of the name of a component: Regular Army, Regular Navy.
Also capitalize when referring to a member of one of these forces:

The unit was a mix of Reservists and Regulars.

Report of the Quadrennial Defense Review

Republican Party, Republican(s), the party

Reserve components, forces. There are seven; they are the Army Reserve, Army National Guard, Naval Reserve, Marine Corps Reserve, Air Force Reserve, Air National Guard, and Coast Guard Reserve.

Reservist (n.)

retired military personnel. Use this form: LTC Donald S. Rowe, USA (ret.)

rulemaker (n.)

rules-based (adj.)

running heads. Single-author monographs will have book title on verso and chapter title (or abbreviated form) on recto. Anthologies will have author name on verso and chapter title on recto.

Russia, Russian. Use to refer to the nation before 1917; the former Russian Soviet Socialist Republic; the independent state formed after the breakup of the Soviet Union in 1991; and the language and ethnic origin of the people of that state. *See also* Commonwealth of Independent States.

S

salvage-fusing (adj.)

screw worm

Scud-B, -C

sealane

sea power (referring to a nation)

seasons (autumn, winter, spring, summer). Lowercase, except when used in notes or bibliographic information: *Foreign Affairs* 30 (Spring 1989): 45–49.

Secretary-General (UN)

Security Council (UN), the Council

Senate Committee on Armed Services

Sephardim

September 11, 9/11; post–September 11, post-9/11

service secretaries. Capitalize when referring to a specific service (Secretary of the Army, Secretary of the Navy, etc.), but lowercase if used generically.

shariah (not shari'a)

Shia, Shi'ite

short-range (adj.)

short-term. Hyphenate when used as an adjective before a noun but not as a predicate adjective.

short-term plan

This plan will not work in the short term.

Six-Party Talks

so-called. Words or phrases following this term do not need to be italicized or enclosed in quotation marks.

solid-state (adj.)

space age (n.)

spectrum-of-conflict model

spillover

spring. Lowercase, except when used in notes or bibliographic information: *Foreign Affairs* 30 (Spring 1989): 45–49.

standoff (n., adj.)

States (Gulf States, Arab States, Balkan States)

Strait (*not* Straits) of Hormuz

state house

state-of-the-art (adj.)

stovepipe, stovepiped

streamlined

sub-. Compounds formed with this prefix generally are closed (no hyphen or space).

subsystem

subhuman

A hyphen should be used before a capitalized word.

sub-Saharan Africa

such as. Preceded by a comma when introducing a parenthetical list.

suited to, *but* suitable for

summer. Lowercase, except when used in notes or bibliographic information: *Foreign Affairs* 30 (Summer 1989): 45–49.

Sunni

system of systems

T

table. Lowercase in text references (The solid line in table 3–2 represents fuel consumption.).

Taepo Dong missile

Taliban

Task Force. Capitalize the name of task forces (Task Force Smith, Task Force Falcon).

that is. Do not use with parentheses; instead, either a comma, semicolon, or em dash should be used, depending upon the intensity of the break in syntax.

The committee—that is, several of its more influential members—seemed disposed to reject the Brower plan.

theory-building (n., adj.)

think tank

Third World

Title 10

Total Force Concept, Future Total Force Concept (Air Force)

toward (*not* towards)

tradeoff

tradespace

transformation: military transformation, *not* defense transformation

transnational

U

UAV. As of January 2007, unmanned aerial vehicles (UAVs) are referred to as **UASs** (unmanned aircraft systems).

U-boat

Under Secretary of Defense (for Acquisition, etc.)

unified command. Use instead of *combatant command*. The unified commands are:

- U.S. Northern Command (USNORTHCOM)
- U.S. Pacific Command (USPACOM)
- U.S. Southern Command (USSOUTHCOM)
- U.S. Central Command (USCENTCOM)
- U.S. European Command (USEUCOM)
- U.S. Joint Forces Command (USJFCOM)
- U.S. Special Operations Command (USSOCOM)
- U.S. Transportation Command (USTRANSCOM)
- U.S. Strategic Command (USSTRATCOM)

uniformed services. There are seven: Army, Navy, Marine Corps, Air Force, Coast Guard, PLUS the commissioned officer corps of the U.S. Public Health Service and the National Oceanographic and Atmospheric Administration.

United Kingdom

United States, U.S.: The abbreviation (with points) is acceptable as modifier (U.S. troops) but it should always be spelled out as noun (The United States sent a 12-member delegation).

U.S. Army War College

under way (The ship has left port and is under way.) BUT underway as an adjective (The underway ship will make a port call in Mallorca.)

V

vessels. Names are italicized, but not designators (*USS Saratoga*, *HMS Pinafore*); also, no article is used (*USS Saratoga*, not the *USS Saratoga*).

W

wargame, wargaming (n., adj.)

war on terror (NOT global war on terror)

weapons system(s)

weapons-grade (adj.)

Web sites. Use the following guidelines when referring to Web sites in citations.

- Enclose Web addresses in angled brackets: <www.bigshoes.com>.
- Break the hyperlink to the Web address (when the address turns blue and is underlined on your screen) by doing the following: Put cursor on the address, click on “Insert” on the toolbar, then on “hyperlink,” then on “remove hyperlink.”
- Always cite the most complete Web address possible for the specific piece of information you are referencing; do not cite merely the home page URL.
- Cite information found on Web addresses that are no longer active with the disclaimer, “accessed at.” For example: John B. Anderson, “Why I’m Running for President,” accessed at <www.andersonin1980.com>.
- Information found on Web addresses that are still active can be referred to with “available at.” For example: Gene Weingarten, “Just Plane Funny,” *The Washington Post*, June 19, 2005, available at <http://www.washingtonpost.com/wp-dyn/content/article/2005/06/15/AR2005061501979.html>.
- If a source exists in both hard copy and online versions, cite only the information for the version of the source actually accessed.

West, the (as a political entity)

well-. Compounds formed with *well* generally are hyphenated when used as an adjective before a noun but not as a predicate adjective.

well-developed plan	The plan was well developed.
well-qualified commander	The commander was well qualified.

However, if the expression has a modifier, it should not be hyphenated.

very well qualified commander

white paper

wildcard

workforce

working group. Lowercase unless used with the official title of a group (the Quadrennial Defense Review Working Group).

working-level (adj.)

World Wide Web, the Web

WTO (World Trade Organization)

Y

years. When annotating an event with the year it occurred, put the year in parentheses after the event: the Base Force Review (1991).

Appendix A: Service Abbreviations

USA	United States Army	USMC	United States Marine Corps
USAR	United States Army Reserve	USMCR	United States Marine Corps Reserve
ARNG	Army National Guard		
USAF	United States Air Force	USN	United States Navy
USAFR	United States Air Force Reserve	USNR	United States Naval Reserve
ANG	Air National Guard		
		USCG	United States Coast Guard
		USCGR	United States Coast Guard Reserve

Rank Abbreviations

	USA, USAR, ARNG	USAF, USAFR, ANG	USMC, USMCR
O-1 Second Lieutenant	2LT	2 ^d Lt	2 ^d Lt
O-2 First Lieutenant	1LT	1 st Lt	1 st Lt
O-3 Captain	CPT	Capt	Capt
O-4 Major	MAJ	Maj	Maj
O-5 Lieutenant Colonel	LTC	LtCol	LtCol
O-6 Colonel	COL	Col	Col
O-7 Brigadier General	BG	Brig Gen	BrigGen
O-8 Major General	MG	Maj Gen	MajGen
O-9 Lieutenant General	LTG	Lt Gen	LtGen
O-10 General	GEN	Gen	Gen

USN, USNR, USCG, USCGR

O-1 Ensign	ENS
O-2 Lieutenant (junior grade)	LTJG
O-3 Lieutenant	LT
O-4 Lieutenant Commander	LCDR
O-5 Commander	CDR
O-6 Captain	CAPT
O-7 Rear Admiral (lower half)	RDML
O-8 Rear Admiral (upper half)	RADM
O-10 Admiral	ADM