



The new academic year is underway! As you head back into the classroom, the USAWC Press would like to help you do so in USAWC Press Style. We use two guides—the *Chicago Manual of Style*, 17th Edition (CMOS) and our customized Press style guide. We will publish an updated Press style guide later this year. Until the style guide is released, consider these helpful tips when preparing your manuscript submissions.

1. In citations, use the shortened form for titles on second reference instead of *ibid.* (CMOS 14.33 and 14.34).

Example: If the full citation is:

Colin S. Gray, *War, Peace and International Relations: An Introduction to Strategic History* (London: Routledge, 2007).

The shortened citation should be: Gray, *War, Peace and International Relations*.

2. Do not use narrative footnotes (Press style). A narrative footnote contains extra context that should be placed in the body of the article or removed as a tangent.

Example of text that should be removed from a footnote: A discussion of the evolution of the military industrial complex might contain the following narrative note. “It is well known the first use of the phrase ‘military industrial complex’ was in President Dwight D. Eisenhower’s 1961 farewell address. While work on the speech began in 1959, archival evidence shows the phrase ‘military industrial complex’ did not first appear until the 22nd draft. Thus, application of the phrase to the Eisenhower administration’s policies prior to fall 1960 would be anachronistic.”

3. Spell out single-digit numbers, and use numerals for all others (CMOS 9.3 and Press style).

Example: “He took three companies to the accident site 300 miles east of post.”

4. No citations on subheads or titles (Press style). Instead of placing the note in the title or subhead place it at the end of the next full sentence.

Example: “Introduction<sup>2</sup>” should be “It all began with the accidental discovery of Pinky and Brain’s plan to take over the world.<sup>2</sup>”

5. Capitalize Army when used as a single word referring to the US Army (Press style).  
Example: “A potentially powerful tool for improving Army leadership training and development.”
6. No split infinitives (Press style against CMOS 5.108 and 5.171).  
Example: “I like *to* on a nice day *walk* in the woods.” should be “On a nice day, I like *to walk* in the woods.”
7. Do not insert periods in US when it is used as an adjective. Spell out United States when it is used as a noun (CMOS 10.32).  
Example adjective: “US dollars” or “US television”  
Example noun: “Negotiations between the United States and Russia,” or “the United States brought the treaty before the United Nations.”
8. No double prepositions (Press style).  
Example: “outside of China” should be “outside China” or “leading up to their exits” should be “leading to their exits.”

When in doubt, consult the online *Chicago Manual of Style* available at the library’s website (link below). You will need your department’s password to access the website:

[Current Students, Faculty, and Staff of the US Army War College – USAHEC at US Army Heritage and Education Center](#)

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