

US Army War College Press Tips

March Madness

Usage Reminders

Its is the possessive form while "it's" is a contraction of it is.

Example: "The Army explored its options."

Example: "The Army is exploring options, and it's finding new avenues for growth."

. The possessive of plural nouns (except for a few irregular plurals, like aircraft, that do not end in s) is formed by adding an apostrophe only.

Example: United States' grand strategic objective

Example: glaring national security Achilles' heel

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Use an em dash or a pair of em dashes to set off an amplifying or explanatory element. Use the em dash [-] symbol, not 2 hyphens, and do not add additional spaces on either side of the symbol to the terms to be set off:

Example: There are only two things we can count on—death and taxes.

Tip: To access special characters, click the "Insert" tab in Microsoft Word, choose Symbols, then select More Symbols or Special Characters. If you prefer keyboard shortcuts, on a PC use ALT+CTRL and the minus key (from the number pad); on a Mac, it's option+shift+hyphen key.

Hint: Create personal shortcuts by clicking on the "Shortcut Key..." in the Symbols tab.

Parentheses can set off text that has no grammatical relationship to the rest of the sentence.

Could a technologically enhanced super soldier (or sailor, airman, marine, or guardian) easily integrate into civilian society once their service is complete?

Make Words Count Instead of Making the Word Count

Original phrase	Replacement
as well as	and
in order to	to
in addition to	additionally
as a result with	consequently, thus, or hence
both coffee and tea are great	coffee and tea are great





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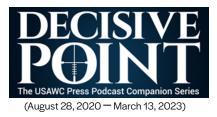
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