

# **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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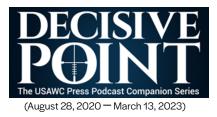
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