

THE Reporter

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Education and Outreach for The Judge Advocate General's Corps

2018 - 2019
ARTICLE SUBMISSION GUIDANCE

Editor-in-Chief

Major Jenny Liabenow

jenny.liabenow.1@us.af.mil / DSN 493-8458 / COMM (334) 953-8458

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The Reporter is a quarterly publication produced by the United States Air Force Judge Advocate General's Corps (JAG Corps). One of the JAG Corp's core competencies is legal information mastery. *The Reporter* aims to facilitate this competency through the dissemination of information on significant, current, and developing legal issues to the field. *The Reporter* publishes articles on a myriad of subjects that are of interest to the legal and military communities. Submissions are accepted from all sources, but priority is given to Air Force judge advocates, paralegals, and civilian attorneys. Student submissions are also welcome. *The Reporter* does not pay compensation for items selected for publication. *The Reporter* does not return unused articles. Previous editions of *The Reporter* are available electronically at www.afjag.af.mil/library and on LexisNexis®.

Thank you for your interest in *The Reporter*. We rely on your submissions to obtain critical, timely and educational information to our readers. We look forward to receiving your submissions. We are also happy to discuss your ideas for potential future articles for publication.

TYPE OF MATERIALS SOLICITED

The Reporter solicits and accepts for publication a wide variety of materials. Items are welcome on any area of the law, legal practice, or procedure that would be of interest to members of the JAG Corps. *The Reporter* focuses on several *core* topic areas to include:

MILITARY JUSTICE: Fair military justice is a JAG Corps core competency and, as such, articles that disseminate helpful military justice primers, “tricks of the trade,” lessons learned, best practices, and changes in the law are a priority for *The Reporter*.

TRAINING: Training is crucial to maintaining the health of the JAG Corps. This section offers authors the opportunities to pass along training success stories or to send strategic messages Corps wide on new or existing training initiatives.

LEADERSHIP: Judge advocates and senior paralegals are leaders in addition to being legal professionals. Thus, the development of leadership skills cannot be neglected. Articles that share leadership philosophies and lessons learned in order to help foster leadership skill development are welcome.

LEGAL ASSISTANCE: Legal Assistance is a diverse and constantly changing area of law that falls under the JAG Corps core competency of robust legal programs. Timely and relevant articles on areas such as family law, consumer law, and wills are essential.

BOOKS IN BRIEF: Reviews of recently published books on legal or military topics that offer criticism or praise as to content, style, or simple readability. The review provides legal or practical context and can either entice one to read an entire book or save one from the wasted effort. Reviews of multiple books on a common theme (e.g. review of top ten books on trial practice) are also welcome.

SPECIFIC FIELDS OF PRACTICE: This section is dedicated to relevant, useful, and cutting edge guidance for the JAG Corps on a specific subject matter of law. Example fields of practice include, but are not limited to, contract law, torts, civil investigations, medical law, etc.

WHERE IN THE WORLD: This section presents unique, funny or poignant photographs depicting locations JAGs have travelled around the world.

In addition to the above topics, we run featured articles or articles related to specific fields of practice. Good featured articles or fields of practice articles contain relevant, useful, and cutting edge, guidance for the JAG Corps on a specific subject of the law. Articles in this section will highlight specific information that will be useful to JAGs out in the field often from one of the Field Support Centers (labor, environmental, and contracts) or other sources across the JAG Corps.

SUBMISSION GUIDELINES



ARTICLE FORM: *The Reporter* is a magazine-style publication. Submissions should be no more than 4,000 words in length, contain a short and interesting title, and—if possible—use sub-headings to roadmap the article’s content. Articles should be submitted in Microsoft Word format via e-mail or comparable digital transfer (preferred), or via compact disc (CD). As scholarly articles, most submissions will be expected to contain citations. Citations should follow the footnote format prescribed by the 20th Edition of *The Bluebook: A Uniform System of Citation*. Refer to the Editing & Formatting Guidelines, below, for additional information on article formatting.

ADDITIONAL INFORMATION: Along with your article submission, please include appropriate biographical data concerning the author(s) to include: (1) rank (if any), (2) duty position/job title, (3) duty location/affiliate location, (4) educational background, (5) bar affiliation (if any), (6) most current official photograph (head and shoulders in business appropriate attire), (7) e-mail address, mailing address and phone number (for editing staff use only).

ARTICLE REVIEW: All article submissions are reviewed to ensure suitability for publication and applicability to *The Reporter’s* core topical areas (see above). In addition, articles are selected with respect to space and editorial limitations. Articles selected for publication undergo an editorial and technical review, as well as a policy and security clearance evaluation. The editors may make necessary revisions or deletions without prior permission from, nor coordination with, the author. Nonetheless, we will attempt to coordinate the revisions or deletions with the authors, time permitting. Contributors are responsible for the accuracy of all material submitted, including citations and other references. *The Reporter* generally does not publish material committed for publication in other journals.

GRAPHIC GUIDELINES



ALL DIGITAL PHOTOS MUST BE COPY-RIGHT FREE AND HIGH RESOLUTION.

Include the photographer's name and a caption for each photo. Note, the editors reserve the right to use, edit, or crop photos. Photos may be used for a specific issue or archived for future use. Not all photos may be published.

If you shoot in RAW format, please send us the RAW files. If not, TIFFs are the next best option, but we also work with JPEGs. When sending the images, please **DO NOT** embed them into a software program such as Word or PowerPoint. These programs will often optimize the images according to their settings. The best way to submit your photos is to send them as individual attachments.

IMAGE QUALITY is very important to how your graphics will reproduce. Although we can accept graphics in many formats, we cannot improve the quality of your graphics if the source files are poor. High resolution means that the image must be 300 dpi (dots-per-inch) at the size to be used. DPI determines how sharply the image is represented. Unfortunately, how a photo looks on your monitor has little bearing on its usability for print. This is because the monitor resolution is significantly lower than the print resolution. To determine the largest quality image that can be printed, simply convert your file dimensions with this formula:

$$\text{pixels divided by resolution} = \text{size.}$$

You can determine your file's dimensions by right-clicking on the file and selecting properties and details. So at 300 dpi, a biography photo that is 204 pixels x 256 pixels would print at 0.68 inches by 0.85 inches. Likewise, a picture that is 1600 by 1200 pixels, divided by 300 dpi, returns a size of approximately 5 by 4 inches. That is typically large enough for an article illustration, but is unusable as an opening spread or cover.

Why not just enlarge the low-resolution image? Although graphic programs allow you to resize an image, this will not produce a true high-resolution image. When you resize and make a low-resolution image larger, all you are really doing is stretching the image. The technical term is called either resampling or interpolating. Resizing will not create new pixels; it will only make each pixel larger by stretching it (think silly putty). The only way to ensure the high quality printing of your photos is to start with a high-resolution image.

Low Resolution Image Resampled to a Higher Resolution



True High Resolution Image



EDITING & FORMATTING GUIDE

The Reporter follows Air Force Handbook 33-337, *The Tongue & Quill*, 27 May 2015 for grammar and presentation guidance and the 20th edition of *The Bluebook: A Uniform System of Citation* for citations. For issues not covered by the above resources, particularly for grammar, usage and style, *The Gregg Reference Manual* by William A. Sabin is our primary reference. Authors must ensure their articles comply with the above standards prior to submission. Additionally, articles should be formatted as indicated below.

FORMATTING INSTRUCTIONS

1. **DIGITAL FILE FORMAT:** Microsoft Word Document
2. **WORD FORMATTING:** The article's body should be in "Garamond" in 11 point font. If your computer does not have that font, then use the "Book Antiqua" font. Most articles will be published in triple columns, but you do not need to format your article in columns. The editors will format your piece, but please set the article up with the correct font and font size. Sending your submission in this format will provide a better gauge for available space.
3. **FOOTNOTES:** Footnotes should be in "Times New Roman" in 9 point font. There should be one space between the footnote number and the note text. In addition:
 - a. Biographical information should be placed before the first footnote in the notes section. This information should be in italics. Precede the biographical information with an asterisk. Include (1) rank, (2) duty position/job title, (3) duty location/affiliate location, (4) educational background, (5) bar affiliation.
 - b. Utilize the "cross reference" feature for all footnotes referencing another footnote not immediately preceding that footnote (such as *infra*, *supra*, etc.). This ensures references are anchored to their appropriate reference note, even when intermediary notes are deleted or added during drafting/editing.

To use in Word 2013: create the target footnote but leave the referenced footnote number blank (example: "*supra* note __", not "*supra* note15"). Next, select "Reference" from the ribbon menu on the top of the window. Then, in the Captions section click "Cross Reference." On the menu box that appears, select "Footnote" for the reference type and "Footnote number" for insert reference to. Ensure all the checkboxes are unchecked. Then, select the footnote your reference will link to from the window and then click OK. The referenced footnote number should now appear at the end of the "*supra* note __". Finally, when your draft paper is finalized, place your cursor on any footnote, hit "Ctrl+A" on your keyboard to select all footnotes and then hit "F9" on your keyboard. You may receive a popup message stating this action cannot be undone. Hit YES.

EDITING & FORMATTING GUIDE

4. **SYMBOLS/TYPEFACE:** Certain symbols and typefaces are used routinely, and it might be a good idea to set up a macro for them. For example: The “em dash” [¾] should be used rather than a “double hyphen” [--].
 - a. To find required symbols in Word 2013: Select “Insert” from the ribbon menu on the top of the window. Next, in the Symbol section click “Symbol” and click “More Symbols.” You can set up a shortcut key by selecting the symbol and then clicking “Shortcut Key...” from the bottom of the menu box.
 - b. The section symbol [§] is most frequently used in the footnotes, rarely in the text (it’s spelled out in the text, except for the US Code). Use the same directions for getting into the Symbol Chart.
 - c. LARGE and SMALL CAPS. SMALL CAPS is used for the titles of books and law reviews, as well as the author’s byline. To utilize small caps in Word 2013: First, input the information in regular type with normal capitalization. Next, highlight the words you wish to be in small caps and click “Home” on the ribbon menu on the top of the window. Within the Font section click the small arrow in the bottom right corner of the section. Finally, tick the “Small Caps” check box and hit OK to exit.
5. **ABBREVIATIONS AND CONSISTENT WORD USE:** Spell out words in full with assigned abbreviation in parentheses following the word before using an abbreviation. Review the *National Defense University Press Publication Submission Guidelines and Style Sheet*, 14 May 2008 and *AFJAGS Editing - Consistency Issues* (attached) to ensure that proper common abbreviations and spacing is utilized.

COMMON EDITING ERRORS



COMMON CITATION ERRORS:

- Lack of cross-referencing footnotes,
- Using supra with statutes and case names
- Placement of a period outside of quotation marks when placing quotes around a single word for emphasis at the end of a sentence

CORRECT PROCESS:

Create **CROSS-REFERENCING FOOTNOTES** using Word's cross-referencing feature to prevent manually having to update them after inserting new notes or moving blocks of text.

SUPRA AND INFRA “should not be used to refer to cases, statutes, constitutions, or other legislative materials or regulations except in extraordinary circumstances, such as when the name of the authority is extremely long,” *Bluebook* Rule 4.2. Instead, consider using “hereinafter.”

PUNCTUATION WITH QUOTATIONS: “When using quotation marks with other punctuation, the comma and period are always placed inside the closing quotation marks; the semicolon is always placed outside the closing quotation marks; the dash, exclamation mark and question mark are placed according to the structure of the sentence.” AFH 33-337, *The Tongue and Quill* p. 327.

3 Attachments:

1. Appendix I: *AFJAGS Editing – Consistency Issues*.
2. Appendix II: *National Defense University Press Publication Submission Guidelines & Style Sheet*, 14 May 2008.
3. Appendix III: *MILITARY CITATION GUIDE - 21st Ed. 2016*

AFJAGS Editing - Consistency Issues

DOD Electronic Dictionary (Joint Pub 1-02)
<http://www.dtic.mil/doctrine/jel/doddict/index.html>

CORRECT	INCORRECT
One space after period/colon	
The first, second, and third	The first, second and third
Spell out all acronyms first time used <i>EXCEPT</i> common terms familiar with civilian audiences (NATO, WMD, ICBM, ROTC)	
Washington, D.C.	Washington DC
Nellis Air Force Base, Nevada, is the...	Nellis AFB, NV is the...
The state of Utah...	The State of UT...
100th Air Refueling Wing (or) 100 ARW	100 Air Refueling Wing (or) 100 th ARW
42d Mission Support Group	42nd Mission Support Group
U.S. (adjective) but United States (subject)	US
Air Force	AF
SecAF SecDef DoS	SECAF SECDEF DOS
DoD	DOD
Global War on Terror [use (GWOT) for abbrev]	Global War on Terrorism
9/11	9-11
al Qaeda	Al Qaeda, Al/al Qaida
Operation IRAQI FREEDOM	OPERATION IRAQI FREEDOM
Major Bob Smith (first) Maj Smith (rest)	
(Ret.)	(ret.)
lieutenant colonel (when standing alone)	We have 12 Majors and 20 Captains.
Mr. James Russell, III	Mr James Russell III
Dunlap Jr. is the...	Dunlap, Jr. is the...
<i>Hamdan v. Rumsfeld</i>	Hamdan v. Rumsfeld
<i>The Reporter</i>	the Reporter

JAG CORPS WORD FORMS

Corps	Corp
Corps'	Corps's
JAG Corps	JAGC
JAG Corps 21	JAGC21
The Judge Advocate General's Corps	the Judge Advocate General's Corps
Corps	Corp
Corps'	Corps's
KEYSTONE (small caps)	Keystone (or) KEYSTONE
The Judge Advocates General's School (AFJAGS)	Air Force Judge Advocate General School
I LEAD!	ILead!
Heritage to Horizons	Heritage to Horizon

DATES/NUMBERS

CORRECT	INCORRECT
10 November 2006	10 Nov 06 (or) November 10, 2006
July 2006	Jul 06 or July 06
\$100,000	\$100K (or) \$100 thousand
\$1 million	\$1M (or) \$1,000,000
percent	%
Calendar Year 2006 (first) CY06 (rest)	CY 2006
9000 10,000 (use commas for > or = 5 digits)	9,000 10000
Spell out zero to ten, use numerals for larger	0-10
Forty-three people gathered... (spell out at beginning of sentences)	43 people gathered...

CAPITALIZATION

CORRECT	INCORRECT
law of armed conflict/rules of engagement	Law of Armed Conflict/Rules of Engagement
U.S. Government	U.S. government
<i>BUT government/federal when not used w/U.S.</i>	
federal district court (unless specific court)	Federal District Court
Air Force judge advocate/paralegal	Air Force Judge Advocate/Paralegal
U.S. forces	US Forces
Airmen, Airman	airmen, airman
Air Force Reserve, the Reserve, the Guard	
<i>BUT reservist, reserve officer, guardsman</i>	
Air Reserve Component, the Reserve Component	reserve component, Reserve component
CA ANG	CAANG
Military Justice Division/the division	
Paralegal Apprentice Course	paralegal apprentice course
area defense counsel, staff judge advocate <i>Exception: Senior Defense Counsel/Senior Trial Counsel</i> (capitalized for emphasis)	Area Defense Counsel, Staff Judge Advocate
<i>BUT 11th Wing Staff Judge Advocate (specific)</i>	
<i>BUT Joint Task Force Guantanamo</i>	
<i>BUT Coalition Air Operations Center</i>	
<i>BUT Field Support Center (capitalized for emphasis)</i>	
Law of War	
air power	Airpower
air operations center	
joint task forces	
the Joint Staff (staff under CJCS)	
congressional (in most cases)	Congressional
Rule of Law Complex	rule of law complex
sister services	sister Services

WORD FORMS

CORRECT

INCORRECT

CORRECT	INCORRECT
on-base housing/they live on base	on base housing/they live on-base
noncommissioned	non-commissioned
active duty member (noun and adj)	active-duty member
e-mail	email
reachback	reach-back
core values	
nonappropriated funds	non-appropriated
cannot	can not
home station	homestation
decision maker	decisionmaker
worldwide	world wide/world-wide
downrange	down range/down-range
pretrial	pre-trial
post-trial	
court member	court-member
theater	theatre
forums	fora
service members (unless Servicemembers Relief Act)	servicemembers
web page/web site/Internet	Webpage/website/internet

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

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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

THE JUDGE ADVOCATE GENERAL'S LEGAL CENTER & SCHOOL
U.S. ARMY



MILITARY CITATION GUIDE

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MILITARY CITATION

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THE JUDGE ADVOCATE GEN.'S LEGAL CTR. & SCH., U.S. ARMY, COMMANDER'S LEGAL HANDBOOK app. A (June 2013) [hereinafter COMMANDER'S LEGAL HANDBOOK].

Websites and Online Blogs (Blue Book Rule 18)

JAGCNET, <https://www.jagcnet.army.mil/> (last visited Aug. 19, 2016).

Office of the Staff Judge Advocate, FORT BRAGG, <http://www.bragg.army.mil/directorates/osja/Pages/default.aspx> (last visited Aug. 19, 2016).

Eric Herrera, *AR 670-1 Violations*, MILBOOK (Apr. 26, 2013, 1:23 PM), <https://www.milsuite.mil/book/message/454379#454379>.

Preface to the Twenty-First Edition

The 2016 edition of the *Military Citation Guide (MCG)* provides the military legal scholar with a convenient citation guide as a complement to the *Bluebook*.

The *Bluebook* remains the primary citation reference for scholarly legal writing, while the *MCG* provides unique style conventions and citation formats to address military-specific sources. When the *Bluebook* provides contrary guidance, military authors should follow the style conventions and citation formats found in the *MCG* when preparing submissions for either the *Military Law Review* or *The Army Lawyer*. If neither the *Bluebook* nor the *MCG* offers specific guidance for a particular source, the author should follow the most analogous provision from either of these two references.

Part I of the *MCG* details unique style conventions for military legal scholarship. Parts II through IX provide citation formats—both full and short form—for most military-specific sources. Part X provides an example of a miscellaneous source. Military authors should follow the citation format appropriate to their military source, providing the required information for each citation element and using the correct font, spacing, and punctuation. A Quick Reference guide for military-specific citations is located inside the front cover of the *MCG*.

Please forward suggestions for improvements to the *MCG* to: Editors of the *Military Law Review* and *The Army Lawyer* at usarmy.pentagon.hqda-tjaglcs.list.tjaglcs-mlr-editor1@mail.mil. Please mail suggestions to: Legal Editor, Professional Communications Program, The Judge Advocate General's Legal Center & School, 600 Massie Road, Charlottesville, Virginia 22903-1781 or call (434) 971-3167.

I. General Conventions

A. Abbreviations and Acronyms (for more specific rules, see *Bluebook*, Rule 6).

1. Military Grade.

a. Text. Spell out a military grade the first time it is used and include a parenthetical containing its abbreviation. Abbreviate that grade in any subsequent reference but *never* begin a sentence with an abbreviation. For example: “Major (MAJ) Smith led the way after MAJ Jones was hit by enemy fire. Major Jones was evacuated.” Always spell out the complete grade for general officers.

b. Citation. Once defined, abbreviate military grades in citations except when introducing the author of an article.

c. Standard Grade Abbreviations. Follow the specific military service’s guidance.²

2. The United States. United States must be spelled out in full when used as a proper noun. It may be abbreviated to “U.S.” when used as an adjective. For example, “As the United States has a fundamental interest in maintaining the free flow of interstate commerce, U.S. policy must properly safeguard the nation’s ports.”

3. Acronyms.

a. Usage. Before using an acronym, spell the term out the first time it is used and then place the acronym in parenthesis following the term. You may use the plural form of the acronym by adding the letter “s.” You must spell out the acronym in the citation sentence even if it has been spelled out in the main text, or vice versa.

b. Department of Defense (DoD). In accordance with the DoD’s *Writing Style Guide and Preferred Usage for DoD Issuance*,³ use the following DoD acronyms after the complete phrase has been spelled out:

Department of Defense (DoD)	Secretary of Defense (SecDef)
Office of the Secretary of Defense (OSD)	Combatant Command [referring to unit] (CCMD)
Combatant Commander (CCDR)	Combatant Command [referring to authority] ⁴ (COCOM)
Central Command (USCENTCOM)	European Command (USEUCOM)
Northern Command (USNORTHCOM)	Pacific Command (USPACOM)
Southern Command (USSOUTHCOM)	Special Operations Command (USSOCOM)
Strategic Command (USSTRATCOM)	Transportation Command (USTRANSCOM)

B. Numerals—Military Unit Designations.

1. Armies. Spell out the number identifying an Army, such as “Fifth Army.”

2. Corps. Use roman numerals for corps, such as “V Corps” or “XVIII Airborne Corps.”

3. Divisions or Smaller. Use Arabic numerals for organizations of division size or smaller, such as “1st Infantry Division” or “32d Army Air Defense Command.” Note: *do not* use a superscript font for ordinals, such as “1st” or “32^d.” Do not use “nd” in writing the ordinal “2nd” or “rd” for the ordinal “3rd”—use only “d.”

² See U.S. DEP’T OF ARMY, REG. 25-50, PREPARING AND MANAGING CORRESPONDENCE tbl.6-1 (17 May 2013) [hereinafter AR 25-50].

³ U.S. DEP’T OF DEF., WRITING STYLE GUIDE AND PREFERRED USAGE FOR DoD ISSUANCES (n.d.), http://www.dtic.mil/whs/directives/corres/writing/Writing_Style_Guide.pdf.

⁴ JOINT CHIEFS OF STAFF, PUB. 1-02, DoD DICTIONARY OF MILITARY AND ASSOCIATED TERMS (15 June 2013).

C. Dates.

1. Text. In all sentences—whether in the main text or in a footnote—use the military date format of day-month-year and do not abbreviate the month. The exception is a date used as a term or art, such as “September 11th” or “9/11.”

2. Citations. Use the civilian date format of month-day-year *unless* the source material follows the military date format. Whether using the military or civilian date format in a citation, always abbreviate the month according to *Bluebook* Table T.12 except for Zulu Date-Time-Group format for messages.

Jan.	Feb.	Mar.	Apr.	May	June
July	Aug.	Sept.	Oct.	Nov.	Dec.

D. Capitalization. Capitalize the words “Soldier,” “Marine,” “Sailor,” “Coast Guardsman,” and “Airman” when referring to members of the U.S. Armed Forces. Capitalize “Family” when referring to a U.S. military family. Capitalize “Civilian” when referring to a U.S. Department of Army civilian if used in conjunction with the word “Soldier” or “Family.”⁵ Do not capitalize “soldier” if referring to foreign forces. Do not capitalize “servicemember,” “noncommissioned officer,” or “officer.” Capitalize the words “charge” and “specification” when referring to a numbered, or specifically identified, charge or specification, such as “Specification 3 of Charge II.” In all other cases, do not capitalize these terms; for example, “There were several charges and specifications.”

II. Military Justice Cases

A. Overview. Citation formats for military jurisdictions are briefly listed in the *Bluebook*, Table T.1.1, pages 217 and 218; however, the Quick Reference guide in the front of the *MCG* lists more specific date parameters and should be used as the primary resource.

B. Reported Military Justice Cases.

1. From 1951 to 30 August 1969.

a. A service board of review:

[Case Name], [vol] C.M.R. [page] (A.B.R. 19xx).
[Case Name], [vol] C.M.R. [page] (A.F.B.R. 19xx).
[Case Name], [vol] C.M.R. [page] (N.B.R. 19xx).
[Case Name], [vol] C.M.R. [page] (C.G.B.R. 19xx).

b. United States Court of Military Appeals:

[Case Name], [vol] C.M.R. [page] (C.M.A. 19xx).

2. From 1 September 1969 to 1975.⁶

a. A service court of military review:

⁵ AR 25-50, *supra* note 2, para. 1-13. Note: THE ARMY LAWYER follows this rule, however, the MILITARY LAW REVIEW, as an academic journal, does not.

⁶ The service boards of review were re-named courts of military review by the 1968 Military Justice Act. Military Justice Act of 1968, Pub. L. No. 90-632, § 2(a), 80 Stat. 1335, 1341 (1968). The effective date for that amendment was 1 September 1969. *Id.* § 4.

[Case Name], [vol] C.M.R. [page] (A.C.M.R. 19xx).
[Case Name], [vol] C.M.R. [page] (A.F.C.M.R. 19xx).
[Case Name], [vol] C.M.R. [page] (N.C.M.R. 19xx).
[Case Name], [vol] C.M.R. [page] (C.G.C.M.R. 19xx).

b. United States Court of Military Appeals:

[Case Name], [vol] C.M.R. [page] (C.M.A. 19xx).

3. From 1975 to 4 Oct. 1994.

a. A service court of military review:

[Case Name], [vol] M.J. [page] (A.C.M.R. 19xx).
[Case Name], [vol] M.J. [page] (A.F.C.M.R. 19xx).
[Case Name], [vol] M.J. [page] (N.M.C.M.R. 19xx) *or* (N.C.M.R. 19xx) (prior to 1981).
[Case Name], [vol] M.J. [page] (C.G.C.M.R. 19xx).

b. United States Court of Military Appeals:

[Case Name], [vol] M.J. [page] (C.M.A. 19xx).

4. From 5 Oct. 1994 to Present.

a. A service court of criminal appeals:

[Case Name], [vol] M.J. [page] (A. Ct. Crim. App. 20xx).
[Case Name], [vol] M.J. [page] (A.F. Ct. Crim. App. 20xx).
[Case Name], [vol] M.J. [page] (N-M. Ct. Crim. App. 20xx).
[Case Name], [vol] M.J. [page] (C.G. Ct. Crim. App. 20xx).

b. United States Court of Appeals for the Armed Forces:

[Case Name], [vol] M.J. [page] (C.A.A.F. 20xx).

C. Unreported Military Justice Cases.

1. Electronic Database as Source. When available in a commercial electronic database (that is, Westlaw or Lexis), cite to the database following the citation format of *Bluebook* Rules 10.8.1 and 18.3. The “No.” refers to a case’s docket number, which can generally be found immediately following the case’s caption.

[Case Name], No. [xxx], 20xx WL [xxx], at *x (C.A.A.F. Dec. xx, 20xx).
[Case Name], No. [xxx], 20xx WL [xxx], at *x (A. Ct. Crim. App. Dec. xx, 20xx).
[Case Name], No. [xxx], 20xx WL [xxx], at *x (A.F. Ct. Crim. App. Dec. xx, 20xx).
[Case Name], No. [xxx], 20xx WL [xxx], at *x (N-M. Ct. Crim. App. Dec. xx, 20xx).
[Case Name], No. [xxx], 20xx WL [xxx], at *x (C.G. Ct. Crim. App. Dec. xx, 20xx).

2. Slip Opinion as Source. If unavailable in a commercial electronic database, cite to the slip opinion following the citation format of *Bluebook* Rule 10.8.1(b).

To cite the case generally: [Case Name], No. [xxx] ([Court] Dec. xx, 20xx).

To cite a particular page: [Case Name], No. [xxx], slip op. at x ([Court] Dec. xx, 20xx), [URL].

3. Other Sources. If unavailable on a commercial electronic database or in a slip opinion, cite to services, periodicals, or the Internet using *Bluebook* Rules 19, 16, and 18.2.2, respectively.

4. Subsequent History—Use of “*review granted*.” Use the phrase “*review granted*” to describe the subsequent history of any case that will be considered on its merits by the U.S. Court of Appeals for the Armed Forces (C.A.A.F.) regardless of how that case reached the C.A.A.F.

D. Records of Trial for Military Justice Cases. Use the following format to cite a court-martial’s Record of Trial.

[Case Name], No. [xxx] ([GCMCA Taking Action], [City, State], [Date Sentence Adjudged]).

III. Uniform Code of Military Justice (UCMJ)

A. Overview. The UCMJ is codified at §§ 801–946 of Title 10, U.S. Code. Cite directly to the UCMJ when you are using the statutory language.

B. Text.

1. Initial Reference. “Article 15, Uniform Code of Military Justice (UCMJ).”

2. Subsequent References. “Article 15.”

C. Citation.

1. UCMJ (statutory language).

UCMJ art. [x] (20xx).

2. *Manual for Courts-Martial (MCM)*. Much of the *MCM* is an interpretation of the UCMJ, in particular, Part IV. When referring to that interpretation (not the text of the article itself), cite to the *MCM*, not the UCMJ.

MANUAL FOR COURTS-MARTIAL, UNITED STATES pt. IV, ¶ 94c (2012) [hereinafter *MCM*].

3. Electronic Database as Source.

UCMJ art. [x] (Westlaw 2014).

IV. *Manual for Courts-Martial (MCM)*

A. Overview. The *MCM* includes, among other provisions, the Rules for Courts-Martial, the Military Rules of Evidence, and the punitive articles.

B. Text.

1. “*Manual for Courts-Martial (MCM)*” the first time used; “*MCM*” thereafter.

2. “Rule for Courts-Martial (RCM)” the first time used; “RCM” thereafter (note: no periods in text).

3. “Military Rule of Evidence (MRE)” the first time used; “MRE” thereafter (note: no periods in text).

C. General Provisions.

1. Full citation. MANUAL FOR COURTS-MARTIAL, UNITED STATES pt. [x], ¶ [x] (2012) [hereinafter *MCM*].

2. **Short form citation.** MCM, *supra* note [x], pt. [x], ¶ [x].

D. Rules for Courts-Martial.

1. **Full citation.** MANUAL FOR COURTS-MARTIAL, UNITED STATES, R.C.M. [xxx] (2012) [hereinafter MCM].

2. **Short form citation.** MCM, *supra* note [x], R.C.M. [xxx].

E. Military Rules of Evidence.

1. **Full citation.** MANUAL FOR COURTS-MARTIAL, UNITED STATES, MIL. R. EVID. [xxx] (2012) [hereinafter MCM].

2. **Short form citation.** MCM, *supra* note [x], MIL. R. EVID. [xxx].

F. Changes to the MCM.

1. **Change.** When citing to a MCM provision that has been amended but that has not yet been incorporated into the latest version of the MCM, cite the Executive Order in which the change was promulgated.

Exec. Order. No. xx,xxx, [vol] Fed. Reg. [page], [pinpoint page] ([date]) (amending Military Rule of Evidence 404(b)).

2. **Supplement to the MCM.** In 2014, the Armed Forces published a supplement to the MCM that contained the 2013 Military Rules of Evidence. When citing to those 2013 rules, cite the supplement but only until the rules are incorporated into the next version of the MCM.

MANUAL FOR COURTS-MARTIAL, UNITED STATES, MIL. R. EVID. [xxx] (Supp. 2014)

G. Earlier editions of the MCM.

1. **Full citation.** MANUAL FOR COURTS-MARTIAL, UNITED STATES pt. [x], ¶ [x] (19xx) [hereinafter 19xx MCM].

2. **Short form citation.** 19xx MCM, *supra* note [x], pt. [x], ¶ [x].

V. Contract Law Administrative Decisions

A. **Overview.** *The Bluebook's* guidance on administrative law is somewhat limited (see, for instance, *Bluebook* Rule 14 and T.1.2.). In addition to the conventions in *The Bluebook* and below, scholars may also consult the American Bar Association's *Public Contract Law Journal* for citation guidance. Regardless of the structure of citation, the MCG applies the rules for case-name abbreviations that are found in *Bluebook* Rule 10 and Tables T.6 and T.10.

B. **Board of Contract Appeals Decisions.** These decisions are published in the Commerce Clearing House's *Board of Contract Appeals Decisions* (BCA).

1. Published in BCA.

a. **Full citation.**

[Appellant's Name], ASBCA No. [xxxxx⁷], [vol] BCA ¶ [xxxxx].
[Case caption], CBCA No. [xxxxx], [vol] BCA ¶ [xxxxx].

b. **Short form citation.** [*Appellant's Name*⁸], [vol] BCA ¶ [xxxxx], at [xxxxxx⁹].

2. Unpublished¹⁰ but available in the Westlaw Electronic Database.

a. **Full citation.** [Appellant's Name], No. [xxxxx], 20xx WL [xxxx] (Dec. xx, 20xx).

b. **Short form citation.** [*Appellant's Name*], 20xx WL [xxx], at *[page¹¹]-[page], *[page].

C. Comptroller General Decisions.

1. Published only in *Comptroller General Procurement Decisions* (CPD). The page number for citations to a Government Accountability Office (GAO) decision in the CPD will be the same as the Adobe Acrobat .pdf version of the Comptroller General decision on the GAO website.

a. Full citation. [Decision Name¹²], B-[xxx,xxx], [vol] CPD ¶ [xx] (Comp. Gen. Dec. xx, 20xx).

b. Short form citation. [*Decision Name*¹³], [vol] CPD ¶ [xx], at [page].

2. Published only in the *Comptroller General Reports*.

a. Full citation. [Decision Name], [vol] Comp. Gen. [page] (20xx).

b. Short form citation. [*Decision Name*], [vol] Comp Gen. [page].

3. Published in CPD and in *Comp. Gen. Reports*.

a. Full citation. [Decision Name], [vol] Comp. Gen. [page], [vol] CPD ¶ [xx] (20xx).

b. Short form citation. [*Decision Name*], [vol] Comp. Gen. at [page], [vol] CPD ¶ [xx], at [page].

VI. Administrative Materials

A. Regulations, Directives, Instructions, and Orders.

1. Overview. Regulations, directives, instructions, and orders are cited as nonperiodic materials produced by institutional authors. While citation formats for administrative materials are generally found in *Bluebook* Rule 14.

⁷ The ASBCA docket number; note that no comma is used even though there are more than four figures.

⁸ Or an unambiguous reference to the appellant.

⁹ The specific page reference.

¹⁰ Including decisions not yet published.

¹¹ When citing to specific page numbers within Westlaw, an asterisk precedes the first page number in a span.

¹² Assigned by the GAO.

¹³ Or an unambiguous reference to the decision name.

Rule 14.2(d) provides that rules and regulations by institutional authors are cited according to Rule 15.1(c). For that reason, the “Small caps”¹⁴ effect (as in “U.S. DEP’T OF ARMY”) is used in citations to these sources.

2. Regulations.

a. Full citation.

[INSTITUTIONAL AUTHOR¹⁵], REG. [xx], [REGULATION TITLE¹⁶] para.¹⁷ [x] (xx Dec. 20xx)
[hereinafter AR¹⁸ [xx]].

b. Short form citation.

AR [xx], *supra* note [x¹⁹], para. [x].²⁰

c. Text. In text, when referring to a specific Army regulation, refer to “Army Regulation (AR)” the first time used; “AR” thereafter.

3. Directives.

a. Full citation.

[INSTITUTIONAL AUTHOR], DIR. [xx], [DIRECTIVE TITLE] [page] (xx Dec. 20xx)
[hereinafter DODD²¹ [xx]].

b. Short form citation.

DODD [xx], *supra* note [x], at [page].

4. Instructions.

a. Full citation.

[INSTITUTIONAL AUTHOR], INSTR. [xx], [INSTRUCTION TITLE] [page] (xx Dec. 20xx)
[hereinafter AFI²² [xx]].

¹⁴ The “Small caps” effect in *Microsoft Word* 2013 is found using the “Home” tab, clicking the small arrow to the right of “Font”, then checking the box to the left of “Small caps” in the “Effects” section.

¹⁵ For example, “U.S. DEP’T OF ARMY” and “U.S. DEP’T OF AIR FORCE.”

¹⁶ Include “UPDATE” in the title if applicable.

¹⁷ Use “para. [x]” or “sec. [x]” if applicable. To conform with *Bluebook* Rule 15, there is no comma between the title and the page, paragraph, part, or section reference.

¹⁸ Use “AFR,” “USAREUR REG.,” or “TRADOC REG.” if applicable.

¹⁹ Always refers back to the first (and only) footnote number where the source was cited in full.

²⁰ The “at” is only used with a page reference, i.e., a number. It is not used with “para.,” “sec.,” or other subdivision references to conform with *Bluebook* Rule 3.3.

²¹ Use “AFPD” (Air Force Policy Directive) if applicable.

²² Use “JCSI,” “SECNAVINSTR,” or “OPNAVINSTR” if applicable.

- b. Short form citation.

AFI [xx], *supra* note [x], at [page].

5. Marine Corps Orders.

- a. Full citation.

U.S. MARINE CORPS, ORDER [xx], [ORDER TITLE] [page] (xx Dec. 20xx)
[hereinafter MCO [xx]].

- b. Short form citation.

MCO [xx], *supra* note [x], para. [x].

6. Changes, Interim Changes, Rapid Action Revisions, and Supplements. If the citation refers to a change (C), interim change (IC), or a rapid action revision (RAR), indicate that information parenthetically after the initial date of the source; for example, “(15 June 1998) (C1, 21 Aug. 2001).” Cite to a supplement in accordance with *Bluebook* Rule 3.1(c) if the supplement is paginated (or “sectioned” or “paragraphed”) separately from the primary work.

B. General Orders and Court-Martial Orders.

1. **Full citation.** [Issuing Authority], Gen. Order²³ No. [xx] (xx Dec. 20xx) [hereinafter Gen. Order No. [xx]].
2. **Short form citation.** Gen. Order No. [xx], *supra* note [x], para. [x].

C. Forms.

1. **Full citation.** [Issuing Authority], Form²⁴ [xx], [Form Title] (xx Dec. 20xx) [hereinafter Form [xx]].
2. **Short form citation.** Form [xx], *supra* note [x], at [x].

D. Memoranda, Policy Letters, Messages, Operations Orders, and Investigations.

1. Memoranda.

- a. Full citation.

Memorandum²⁵ from [Issuing Authority] to [Recipient] [et al.], subject: [Memo Subject Line] (xx Dec. 20xx) [hereinafter [Subject²⁶] Memo].

- b. Short form citation.

[hereinafter form] Memo, *supra* note [x], para. [x].

²³ Use “Gen. Court-Martial Order,” “Special Court-Martial Order,” or “Summary Court-Martial Order” if applicable.

²⁴ Use “DD Form,” “DA Form,” “AF Form,” “OPNAV Form,” “NAVMC Form,” “OF,” or “SF” if applicable.

²⁵ Use “Command Policy Memorandum” if applicable.

²⁶ An unambiguous reference to the subject or issuing authority may also be used.

2. Policy letters and memorandums.

a. Full citation.

Policy Letter²⁷ [xx], [Issuing Authority], subject: [Policy Letter Subject Line] (xx Dec. 20xx) [hereinafter [Issuing Authority Acronym] Policy Letter [xx]].

b. Short form citation.

[Issuing Authority Acronym] Policy Letter [xx], *supra* note [x], para. [x].
[Issuing Authority Acronym] Policy Letter [xx], *supra* note [x], at [page].

3. Messages.

a. Full citation.

[All activities acronym²⁸ if applicable] Message, [serial number], [Zulu Date-Time Group,²⁹ if any], [Issuing Authority], subject: [Message Subject Line] ([day, month, and year, if no Zulu DTG given]) [hereinafter [All activities acronym or Issuing Authority Acronym] Message [serial number]].

b. Short form citation.

[Issuing Authority Acronym] Message [serial number, if any], *supra* note [x], para. [x].

4. Operations Orders.

a. Full citation.

[*Title of Section*], in [ISSUING AUTHORITY, TITLE OF OPERATIONS ORDER, ANNEX XX, TITLE OF ANNEX] [paragraph, if any] (date of order).

b. Short form citation.

[*Title of Section*], *supra* note [x], para. [x].

5. Investigations.

a. Full citation.

[Investigating Officer], Army Regulation 15-6 Report of Investigation on [Subject] (date) [hereinafter [Investigating Officer] AR 15-6 Investigation] (on file with author).

b. Short form citation.

[Investigating Officer] AR 15-6 Investigation, *supra* note [x], at [page].

²⁷ Use "Letter" if so designated by the issuing authority.

²⁸ "All Army Activities" is "ALARACT"; "Military Personnel" is "MILPER"; "All Navy" is "ALNAV"; "Navy Administrative" is "NAVADMIN"; "All Marines" is "ALMAR".

²⁹ Format: [date-time[Z]] [month] [year], as in "250600Z Dec 01."

VII. Opinions of The Judge Advocates General

A. Overview. The Opinions of The Judge Advocate General (Op. JAG) should be cited by title, type of opinion, office symbol (if available), and year. If the opinion is compiled in a digest, these details should be cited after the opinion date. Army opinions were previously digested in the *Judge Advocate Legal Service*. After 1977, they were digested in *The Army Lawyer*.³⁰ The Air Force reprinted its opinions in the *JAGAF Index-Digest* and the *Air Force JAG Bulletin*,³¹ and cited them in *Air Force JAG Reporter*³² until 1977. Since then, Air Force Op. JAG opinions are found in *The Reporter*.³³

B. Full Citation.

[Title of Opinion], Op. JAG, [Service], [Office Symbol³⁴]/No. [xx], para. [x],
(xx Dec. 20xx) [hereinafter Op. JAG, [Service], No. [xx]].³⁵

C. Short Form Citation.

Op. JAG, [Service], No. [xx], *supra* note [x], para. [x].

VIII. Military Publications—Nonperiodic

A. Overview. Like military administrative materials, discussed in Part VI, nonperiodic military publications generally follow the citation conventions of *Bluebook* Rule 15.1(c). For that reason, the “large and small capitals” typeface (as in “U.S. MARINE CORPS”) is used in citations to these sources. Examples of nonperiodic military publications include manuals, pamphlets, joint publications, service school publications, handbooks, and published reports.

B. Standard Citation Format.

[INSTITUTIONAL AUTHOR], [NONPERIODIC PUBLICATION TYPE³⁶] [xx], [TITLE OF PUBLICATION] para. [x] (xx Dec. 20xx).

C. Specific Nonperiodic Publications.

1. DA Pamphlets.

³⁰ Discharge, Op. OTJAG, Army (10 Feb. 1910), *as digested in* Dig. Ops. JAG 1912, para. XIII.D.3, at 449.

³¹ Following the date of the opinion . . . (date), *reprinted in* AIR FORCE JAG BULL., [date], at xx.

³² Following the date of the opinion . . . (date), *as cited in* AIR FORCE JAG REP., [date], at xx.

³³ Following the date of the opinion . . . (date), *reprinted in* THE REPORTER, [date], at xx.

³⁴ If available.

³⁵ Individual Mobilization Augmentee (IMA) Transportation Entitlements, Op. JAG, Air Force, No. 1996/57 (12 Apr. 1996) [hereinafter Op. JAG, Air Force, No. 1996/57].

³⁶ Such as “MANUAL,” “FIELD MANUAL,” “NAVAL PERSONNEL MANUAL,” “PAM.,” or “JOINT PUB.”

- a. Full citation.

U.S. DEP'T OF ARMY, PAM. [xx], [TITLE OF PAMPHLET] para. [x] (xx Dec. 20xx) [hereinafter DA PAM. [xx]].

- b. Short form citation.

DA PAM. [xx], *supra* note [x], para. [x].

2. Field Manuals.

- a. Full citation.

U.S. DEP'T OF ARMY, FIELD MANUAL [xx], [TITLE OF FIELD MANUAL] para. [x] (xx Dec. 20xx) [hereinafter FM [xx]].

- b. Short form citation.

FM [xx], *supra* note [x], para. [x].

3. Joint Publications.

- a. Full citation.

JOINT CHIEFS OF STAFF, JOINT PUB. [xx], [PUBLICATION TITLE] [page] (xx Dec. 20xx) [hereinafter JOINT PUB. [xx]].

- b. Short form citation.

JOINT PUB. [xx], *supra* note [x], at [page].

4. TJAGLCS Publications.

- a. Full citation.

[INSTITUTIONAL AUTHOR³⁷], THE JUDGE ADVOCATE GEN.'S LEGAL CTR. & SCH., U.S. ARMY, JA [xxx], [TITLE OF TJAGLCS PUBLICATION] (xx Dec. 20xx) [hereinafter JA [xxx]].

- b. Short form citation.

JA [xxx], *supra* note [x], at [page].

5. SOPs and Commander's Guides.

- a. Full citation.

[COMMAND], STANDARD OPERATING PROCEDURES [TITLE] (date) [hereinafter xxx SOP].³⁸

³⁷ Use "ADMIN. & CIVIL LAW DEP'T," "CONTRACT & FISCAL LAW DEP'T," "CRIMINAL LAW DEP'T," "INT'L & OPERATIONAL LAW DEP'T," or "CTR. FOR LAW & MIL. OPERATIONS" as applicable.

³⁸ COMBINED JOINT TASK FORCE-7, STANDARD OPERATING PROCEDURES FOR FOREIGN CLAIMS IN IRAQ 3 (2003) [hereinafter FOREIGN CLAIMS IN IRAQ SOP].

b. Short form citation.

xxx SOP, *supra* note [x], at [page].³⁹

IX. Military Publications—Periodical

A. Overview. Periodicals published by the military follow the citation conventions found in *Bluebook* Rule 16, *Periodical Materials*, with one exception. The author’s unabbreviated military grade precedes the author’s name in the citation to an article published in *The Army Lawyer*, the *Military Law Review*, the *Naval Law Review*, or the *Air Force Law Review*. Citations for the *Military Law Review* follow *Bluebook* Rule 16.4 and citations for *The Army Lawyer* follow *Bluebook* Rule 16.5.

B. Full Citation for Law Reviews.

[Author’s Name Including Unabbreviated Grade], [Article Title], [vol] [ABBREVIATED JOURNAL NAME⁴⁰] [starting page], [pincite] (20xx).

C. Full Citation for Journals and Magazines.

[Author’s Name Including Unabbreviated Grade], [Article Title], [ABBREVIATED JOURNAL NAME⁴¹], [Dec. 20xx], at [page], [pincite⁴²].

D. Short Form Citation for All Periodicals.

[Author’s Last Name], *supra* note [x], at [pincite].

X. Miscellaneous Sources—Example

A. Professional Experience. When the source or authority that supports an assertion, statement of fact, or position is based upon the author’s own observation or experience, cite to that professional experience. This cite, however, should be used sparingly as it lends little credibility to the author’s work.

This assertion is based on the author’s recent professional experiences as the Chief, International & Operational Law for U.S. Army Special Forces Command (Airborne) from 9 June 2009 to 8 June 2011 [hereinafter Professional Experiences].

B. PowerPoint Presentations.

[Author], [Title of the PowerPoint presentation on slide 1], at slide [x] ([date]) (unpublished PowerPoint presentation) (on file with author).

³⁹ FOREIGN CLAIMS IN IRAQ SOP, *supra* note [x], at 5.

⁴⁰ Use abbreviations found in *Bluebook* Table T.13, such as “A.F. L. REV.” and “MIL. L. REV.,” or the citation format provided by the source, as with “NAVAL L. REV.”

⁴¹ Use abbreviations found in *Bluebook* Table T.13, such as “ARMY LAW.,” or the citation format provided by the source, as with the Air Force journal “REPORTER.”

⁴² When citing to information on the first page of the article, a pincite is still necessary and will read “at [starting page], [starting page].”

XI. Commonly-Used Citations

A. Manual for Courts-Martial

MANUAL FOR COURTS-MARTIAL, UNITED STATES pt. [x], ¶ [x] (2012) [hereinafter MCM].
MCM, *supra* note [x], pt. [x], ¶ [x].

B. Rules for Courts-Martial.

MANUAL FOR COURTS-MARTIAL, UNITED STATES, R.C.M. [xxx] (2012) [hereinafter MCM].
MCM, *supra* note [x], R.C.M. [xxx].

C. Military Rules of Evidence.

MANUAL FOR COURTS-MARTIAL, UNITED STATES, MIL. R. EVID. [xxx] (2012) [hereinafter MCM].
MCM, *supra* note [x], MIL. R. EVID. [xxx].

D. Uniform Code of Military Justice

UCMJ art. [x] (20xx).

E. United States Code

10 U.S.C. § 801 (2012).
10 U.S.C.A § 832 (West 2014).
10 U.S.C.S. § 832 (LexisNexis 2014).

F. Army Regulations

U.S. DEP'T OF ARMY REG. 600-20, ARMY COMMAND POLICY para. E-7 (6 Nov. 2014) [hereinafter AR 600-20].
U.S. Dep't of Army Reg. 67-1, Wear and Appearance of Army Uniforms and Insignia (15 Sept. 2014) (RAR 10 Apr. 2015) [hereinafter AR 670-1].

G. Online Only Sources

JAGCNET, <https://www.jagcnet.army.mil/> (last visited July 23, 2015).

H. Online Newspaper Articles

Yuri Kageyama & Miki Toda, *Japanese girl's WWII job: waving goodbye to kamikaze pilots*, STARS AND STRIPES, (Aug. 1, 2015), <http://okinawa.stripes.com/news/japanese-girls-wwii-job-waving-goodbye-kamikaze-pilots>.

I. Blog

Zachary D. Spilman, *The Army CCA assigns blame for post-trial delay*, NIMJ BLOG-CAAFLOG, (Aug. 19, 2016), <http://www.caaflog.com/>.

J. Committee Hearings

Testimony on Sexual Assaults in the Military: Hearing Before the Subcom. on Personnel for the Senate Armed Services Comm., 113th Cong. (2013) (statement of Ms. Brigitte McCoy).

K. Pending Legislation

Bill to Reform Article 32, H.R. 3360, 113th Cong. (2013).