

# JSOU Press Style Guide

The JSOU Press follows the *Chicago Manual of Style (CMS) 16<sup>th</sup> Edition* supplemented by *Joint Publication 1-02, Department of Defense Dictionary of Military and Associated Terms*. This guide outlines JSOU Press specific style that does not conform to the CMS. An easy to use web resource for the CMS is the Purdue University Online Writing Lab (OWL) website found at: <https://owl.english.purdue.edu/owl/resource/717/01/>

**acronyms:** Refer to *Joint Publication 1-02*. Acronyms are introduced on first reference, then the acronym is used on each subsequent reference. *Ex: He came from Air Force Special Operations Command (AFSOC) last year.* Acronyms should not be used for terms that are being used less than twice in any document. Exceptions are commonly used acronyms including FBI, CIA, NATO, USSR, SOF, and USSOCOM, which must still be introduced on first reference.

**bullets:** Must remain consistent throughout the document. Use only for three or more points. Numbering is preferred for list greater than five items. Letters are not preferred.

**comma:** The serial comma is always used. *Ex: They used the left, right, and back entrances.* A comma is also used to link two independent clauses connected by a preposition. *Ex: The soldiers marched into the battlefield, and they brought all their gear.*

**conventional forces:** Use instead of general purpose forces.

**Department of Defense:** Can be abbreviated as DOD after first reference. Do not use DoD.

**dates:** Use the Federal Government date style. *Ex: 17 January 1995.*

**ellipses:** They are only used as part of a quotation. There should be a space, three periods without spaces, followed by another space. *Ex: "Freedom makes a huge requirement of every human being ... this is a frightening prospect."*

**em dash:** May be used for clauses. Do not use en dashes or double dashes. *Ex: Special operations—used with or without conventional forces—are typically conducted clandestinely.*

**email:** One word, no hyphen.

**endnote reference numbers:** Should be superscript and after the period with no space. *Ex. President Kennedy was assassinated in Dallas 22 November 1963.<sup>5</sup>*

**figure:** Refers to a supplementary visual in the form of illustrations, maps, photographs, tables, and various types of charts.

**headers:** For JSOU Press monographs, even pages have the JSOU report number left aligned (*Ex. JSOU Report 12-6*) while odd pages have the author's last name and an abbreviated title right aligned (*Ex. Barrett: Oman*).

**hyphen:** Do not hyphenate words unnecessarily, but use hyphen for compound adjectives. *Ex. The senior-level staff mentored the junior-level service members at the conference.*

**Internet:** Always capitalize.

**measurements:** Spell out miles, inches, feet, et cetera; do not abbreviate.

**military ranks:** Spell out; do not abbreviate. Give the service affiliation before rank on first reference. *Ex: Navy Captain James White was awarded the Purple Heart during a ceremony last week.*

**nation-state:** Always hyphenate.

**numbers:** Generally, spell out one through nine, and use digits for 10 and above. Exceptions are sentences with lists of numbers, charts (always use digits), and military units (use numbers the way the unit uses them). *Ex: There were 17 fatalities in the crash: 11 Americans, 4 Canadians, and 2 Colombians.*

**parentheses:** Should be avoided whenever possible. Use within quotes to reword only if necessary. *Ex: He said, "We shall fight them (terrorist insurgents) until they have all been defeated."*

**percent:** Spell out, do not use %.

**captions for figures:** Should be listed by number and short description/title with credit. *Ex: Figure 1. Map of districts of Bihar, India. Used by permission of Maps of India.*

**prepositional phrases:** Use a comma after a prepositional phrase that begins a sentence. *Ex: Behind enemy lines, there was nowhere for him to hide.*

**quotes:** For quotes longer than four lines, use indent quote instead of quotation marks.

**quotation marks:** Punctuation should fall within quotation marks. *Ex: Exception are the question mark and exclamation point, which may be added after quotation marks if the quote is part of a question or exclamation. Ex: Why would they like a man who "makes his living through such unspeakable, nefarious criminal activities"?*

**Special Operations Forces:** Plural. Always capitalize. Abbreviated SOF. Never SOFs.

**state names:** Spell out; do not abbreviate.

**titles of literature:** Italicize for books, magazines, and newspapers; use quotations for articles. Do not underline. *Ex: Her article, "The Future of Irregular Warfare" in Time Magazine, was well received by the community.*

**toward:** Never towards.

**United States:** U.S. is acceptable on all references.

**United States Government:** May be used as U.S. Government or abbreviated as USG.

**United States Special Operations Command:** Abbreviation USSOCOM is preferred over just SOCOM.

**warfighter:** One word.