

Casemate Mini-Guide Series Style Sheet

Thank you for agreeing to write a Casemate Mini-Guide! Please refer to this guide both before and during the writing process. It will help us produce a product consistent in presentation, substance, and word usage. You can also use it as a copy editing tool after you have finished writing—and before you turn in your first draft.

This new Casemate series is patterned after (with permission) French publisher *Histoire & Collections*' mini-guides. Each is only 32 pages long (including the four cover pages), and is graphically driven rather than text driven. In other words, the text you will write supports and parallels the full color graphics, rather than the other way around (which is more typical in most books). Therefore, the purpose of these guides is not to present new theories and information based upon original manuscript research (although if you have done the work, and can present it accordingly, you are welcome to do so). Instead, you will present a solid but general account of your topic in approximately 8,500 to 10,000 words (excluding captions). Once we have all the graphics in house or know what will be used, we will ask you to provide captions for many or most of them to highlight, support, and buttress your primary text.

By Spring 2004 we will have English examples for you to examine as templates for future use. Until that time, work closely with your editor to assure consistency and quality.

Graphics and Illustrations: We would appreciate your expertise and advice (and assistance) in procuring photos of reenactors, uniforms, artifacts, and weaponry, together with high quality photographs of the battlefield today. Any contacts you have in this regard should be brought to the attention of your editor or Casemate at by e-mailing the information to tsavas@casematepublishing.com.

Deadlines and Submission: Please work to meet your deadline. This is very important because your book must be announced many months in advance of its publication date in order to garner advance sales. Therefore, late manuscripts or submissions that do not meet style sheet requirements ripple up and down the sales and editorial chain. If you are having problems meeting your deadline, or need special assistance to do so, let us know as soon as possible. You should submit your manuscript on a disk in Word, together with a printed hard copy. Let us know with a phone call or e-mail when to expect it so we can keep an eye open for it.

Basic References: *Chicago Manual of Style* (hereafter *CMS*), 14th Edition
Webster's New Collegiate Dictionary, 10th Edition; *Webster's Geographical Dictionary*

General Reminders:

- . Spelling—use *Webster's* first option when two alternatives are listed;
- . Compound Words—watch carefully for words that should, or should not, be hyphenated, closed, or open. If not listed in *Webster's*, use *CMS* guidelines;
- . Numbers—use *CMS* guidelines (see below);
- . Watch carefully for consistent use of time and date format. All occurrences should be in format (quoted material may vary). We prefer the month, day, year date format (punctuation as follows: March 12, 1994), and the twelve-hour-clock time format in small caps (A.M. with periods but no space: 6:23 A.M.);
- . As you write, please pay particular attention to details of style, spelling, punctuation, sentence structure, tense agreement, and repetitive use of words and/or phrases.

Use this style sheet to decide capitalization or lowercase; decide between open compound, hyphenated compound, or closed compound; to decide some forms of punctuation and spacing. For items not on this list, kindly refer to *Webster's Collegiate Dictionary* (using first choices when several are given--such as "judgment" as opposed to "judgement"--and a recent edition of *The Chicago Manual of Style* and/or Strunk and White's *The Elements of Style*. The style of note citation is found at the end of this style sheet. Follow it exactly if you have been asked to provide notes (unless otherwise requested, Casemate mini-guides **do not** have footnotes or end notes).

Use serial commas. Example: "They took with them their rifles, backpacks, and uniforms."

Numbers: write out numbers one to nine. All others should be in numerical form except such clear terms as one hundred or nine thousand (100, 9,000);

The first time a person is named always provide his full name (not General Grant but General Ulysses S. Grant). This helps the reader and the indexer;

A.D. and B.C. (small caps – both after the year)

A.M and P.M. (small caps)

adjutant general / adjutants general (plural)

air base

aircraft carrier

antiaircraft

apostrophes (see possessives)

Army / Corps -- capitalize when the official name of the group (Army of the Potomac); when a number is in official title write the number out and capitalize both (Fifth Corps / Third Army, etc.) except when official name uses a Roman numeral — then numeral is used (IX Corps) / otherwise lowercase (the Union army fought hard / The corp commander led)

battle line

battle of -- lowercase as in battle of Gettysburg

bluecoats (Civil War. Avoid this slang term for Northern soldiers)

breechloaders (noun) / breech-loading rifles (adj.)

campaign -- lowercase as in Gettysburg campaign

casemates

cannonball

cease-fire

color-bearer

color guard

commander in chief

Confederate army / Confederates / Confederacy (Civil War)

counterattack

counteroffensive

counterthrust

court-martial

D day (noun) / D-day (adj.)

dive-bomb (verb) / dive-bomber (noun)

Division/Regiment/Infantry/Battalion/ Brigade -- when used in the name of an official unit capitalize (The Irish Brigade stormed the hill.) // when used with a number capitalize and put the number in numeric form (44th Regiment / 20th Infantry etc.) // otherwise lowercase when used alone (The regiment was ordered to charge.)

double-quick – March at the double-quick.

fallback

Federal army (Civil War)

field glass

fighter-bomber

flattops (aircraft carriers)
foot soldiers
foxhole
front line (noun) / frontline (adj)
graycoats (Civil War. Avoid this slang term for Southern)
half-track
hand-to-hand combat
head-to-head
high command
home front
Indians—This is fine. Avoid politically correct terms like “Native Americans” unless appropriate. Our preference is to designate references to Indians by their affiliation (Sioux, Apache, etc.)
initials — spaced the same as if full names were used (A. P. Hill / J. E. B. Stuart)
ironclad ship
king – lowercase when used alone (The king ordered the general to assemble the troops.) / uppercase only when used with a name – King George III
landing craft
machine gun / machine gunner
Marines
military titles (General / Colonel etc.) — capitalized when used with a name (Major General Longstreet) but lowercase when used alone (The general ordered the men to shoot.) // Spell out at the beginning of sentences or when used with just the last name. (Major General James Longstreet walked into the room; or: The officer was Major General Longstreet).
militiamen
minutemen (American Revolution)
month and year -- no comma (August 1944 / Spring 1944)
muzzleloader
navy -- lowercase in most cases (British navy / Japanese navy / Beginning his navy career. . .) // capitalize only when used with a formal name (The Royal Canadian Navy)
noncombatant
North, Northerners (Civil War) / lowercase otherwise
onboard
one-sided
panic-stricken (not a military term but seems to be used a lot!)
panzer division
possessives – Proper nouns that end in an s are given possessive case with an apostrophe and s (Jefferson Davis 's home; Humphreys's regiment) Common nouns that end in s are given possessive case with just an apostrophe (The soldiers' tent)
postwar
president — lower case when used alone (The soldiers saluted the president as he passed.) // Capitalize only when used with a name (The soldiers saluted President Lincoln as he passed.)
prewar
quick time (to march quick time)
rear guard
Rebels (Civil War) / otherwise lowercase
redcoats (American Revolution)
Regulars (British)(American Revolution) // otherwise lowercase — regular in the army / regular army
repeating rifles
rifled musket
sharpshooters (capitalize only if in the name of a unit -- Berdan's Sharpshooters)
shell shock (noun); shell-shocked (adj)
shoot-out
single-shot musket
smoothbore musket

South, Southerners (Civil War) / lowercase otherwise

Stars and Stripes

storm trooper

strike force

submachine gun

titles (president, captain, admiral, king, etc.) should be lowercase unless used with a proper name – (The generals met with the admiral. / Yesterday, General Grant met with Admiral Howe.)

titles should all be spelled out (General Grant as opposed to Gen. Grant)

trench line

U-boat

war -- lowercase when used alone (The war was hard fought.) / capitalized when used as a name of a particular war (the Civil War / World War II / the Revolutionary War / Napoleonic Wars)

winter quarters

Yankees (Civil War)