

# CASEMATE

## Military History Style Sheet

Thank you for your interest in writing for Casemate.

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.

Please pay particular attention to details of style, spelling, punctuation, sentence structure, tense agreement, and repetitive use of words and/or phrases. It is often helpful to pick up and carefully peruse a Casemate-published book before you turn in your first draft.

**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* 8.3-8.10).
- ? 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.).

**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  
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)

## END NOTE AND FOOT NOTE CITATION STYLES.

Although all or most books below are on the American Civil War, please follow this citation suggestion all genres.

### BOOKS

#### Single Author:

Jeffry D. Wert, *From Winchester to Cedar Creek* (Carlisle, PA., 1987), 22.

**Subsequent references:** Wert, *From Winchester to Cedar Creek*, 22

#### Multi-volume Work, Single Author:

Frank J. Welcher, *The Union Army 1861-1865: Organization and Operations*, 2 vols. (Bloomington, IN., 1989), Volume 1, 394-420.

**Subsequent references:** Welcher, *The Union Army*, 1, 420.

Douglas S. Freeman, *R. E. Lee: A Biography*, 4 vols. (New York, NY., 1934-1935), vol. 3, 452-453.

**Subsequent references:** Freeman, Lee, 3, 452.

#### More Than One Author:

John W. Busey and David G. Martin, *Regimental Strengths and Losses at Gettysburg* (Hightstown, NJ., 1986), 220.

**Subsequent references:** Busey and Martin, *Regimental Strengths and Losses at Gettysburg*, 221.

#### Edited Book, Single Volume:

Robert Hunt Rhodes, ed., *All for the Union: The Civil War Diary and Letters of Elisha Hunt Rhodes* (New York, NY., 1985), 198-200.

**Subsequent references:** Rhodes, *All for the Union*, 200

#### Edited Book, With Individual Contributors:

A. Wilson Greene, "Union Generalship in the 1864 Valley Campaign," in Gary Gallagher, ed., *Struggle for the Shenandoah* (Kent, OH., 1991), 42.

**Subsequent references:** Greene, "Union Generalship in the 1864 Valley Campaign," 42.

#### Edited Book, Multi-Volume, With Individual Contributors:

Richard McMurry, "John Bell Hood," in William C. Davis, ed., *The Confederate General*, 6 vols. (Harrisburg, PA., 1990), Vol. 3, 123.

**Subsequent references:** McMurry, "John Bell Hood," 123.

### ARTICLES

#### Authored in Periodical:

Alan T. Nolan, "Three Flags at Gettysburg," in *Gettysburg Magazine* (July 1989), Issue 1, 27.

**Subsequent references:** Nolan, "Three Flags at Gettysburg," 27.

#### In Multi-Volume Sets:

John Ellsworth, "The Second Rhode Island Volunteers at the Siege of Petersburg, Virginia," in *Personal Narratives of Events in the War of the Rebellion, Being Papers Read Before the Rhode Island Soldiers and Sailors Historical Society*, 100 vols. (Providence, RI., 1878-1915), Vol. 10, 434-436.

**Subsequent references:** Ellsworth, "The Second Rhode Island Volunteers," 436.

**OFFICIAL RECORDS:**

**First Citation:**

U.S. Grant to Major General Henry W. Halleck, August 1, 1864, in *The War of the Rebellion: A Compilation of the Official Records of the Union and Confederate Armies*, 128 vols. (Washington, D.C., 1880-1901), Series 1, vol. 40, pt. 1, 17. Hereafter cited as *OR*. All references are to Series 1 unless otherwise noted.

**Subsequent references:** *OR* 40, 1, 17.

**MANUSCRIPT CITATIONS**

These listings will vary considerably from collection to collection. Primarily, your mission as author is to clearly set forth exactly what you are citing, the collection it can be found in, the repository, and a page number if you have one. There is no need to cite the collection name or repository again in subsequent citations. A few common listings that you might run across are as follows:

[MEMOIR] Cadmus M. Wilcox, "Autobiography," in Cadmus Wilcox Papers, Library of Congress, 8-12;

**Subsequent references:** Wilcox, "Autobiography," 10.

[DIARY OR JOURNAL] Joseph Mullen, Jr., Diary, September 30-October 2, 1864, Museum of the Confederacy;

**Subsequent references:** Mullen, Diary. September 30.

[LETTER] William A. Templeton to Sarah B. Templeton, October 3, 1864, in Templeton Family Papers, National Archives.

**Subsequent references:** William A. Templeton to Sarah B. Templeton, October 3, 1864.

**STRINGS OF CITATIONS [SEPARATE WITH SEMI-COLONS].**

Freeman, *Lee's Lieutenants*, 3, 512-514; Trudeau, *Bloody Roads South*, 341; *OR* 42, 3, 1134.