

SAVAS BEATIE

Military History Style Sheet

Introduction

Thank you for your interest in writing for Savas Beatie.

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.

References

When in doubt, and if the style sheet does not handle a particular point, consult:

- *The Chicago Manual of Style* (hereafter *CMS*), most recent edition
- *Webster's New Collegiate Dictionary*, most recent edition
- *Webster's Geographical Dictionary*
- Strunk and White, *The Elements of Style*

It is often helpful to pick up and carefully peruse a published Savas Beatie title before you turn in your first manuscript draft.

General Writing Advice

Impact/drive:

- Imagine your audience, be sympathetic to your readers.
- Try to anticipate what will maintain their interest!

Hooks:

- Begin each chapter with an opening hook/observation/comment that will keep people reading.
- Try to end every chapter (or section of a chapter) with a transition hook that will keep readers turning pages.

Introducing characters:

- Major and minor characters that play any significant role require some level of biographical detail.
- The best approach may be to flesh out these characters at the time they mount the main stage for their first or most prominent role.

Narrative:

- Keep in mind what material drives the story forward—and make sure that is what constitutes your main text.
- What should be further explained or will supply additional interest can go in a footnote—and we encourage useful explanatory footnotes.

Appendix/appendices:

- Consider what information might be suitable for moving out of the main text.
- Examples of possibilities:
 - Order(s) of battle;
 - A sidebar, in-depth discussion on a particular controversy too lengthy for the text or a footnote;
 - A previously unpublished report or especially important letter;
 - Other relevant material that furthers the reader's understanding of the overall subject matter.

Assumptions:

- Keep in mind that you know more than a reader does; do not assume he/she knows where all the places are, or which armies or pieces of armies are fighting in relation to one another.
- When you move back and forth in your narrative, carry the reader with you by providing him/her with reminders. (“While General Smith’s men were battling along the turnpike to the north, Colonel Turner’s cavalymen were fighting five miles south at Ashby’s Gap . . .”).

Clarity/redundancy:

- Write clearly (avoid awkward phrasing) and economically (avoid using five words when one or two will suffice).
- Go through your writing with a critical eye and strike out as much “fat” as possible.
- Example: instead of “the enemy force” something simple like “the enemy” will usually suffice.

Avoid the passive voice:

- Use active verbs and direct constructions whenever possible.
- When revising, look for “by _____” phrases and “was/were” verb constructions.
- Examples:
 - **Passive:** Ten rounds must have been fired by Colonel Johnston. [Ten rounds (subject) were fired (verb).]
 - **Active:** Colonel Johnston must have fired ten rounds. [Colonel Johnston (subject) did the firing (verb).]
 - **Passive:** The rifle was fired by Private Smith. [The rifle (subject) was being fired (verb).]
 - **Active:** Private Smith fired his rifle. [Private Smith (subject) did the firing (verb).]
 - **Passive:** On the ridge the artillery pieces were deployed. [The artillery pieces [subject] were being deployed (verb).]
 - **Active:** The artillerists deployed their pieces on the ridge. [Artillerists (subject) performed the alignment/deployment (verb).]

Repetition:

- Avoid writing:
 - Private Foard remarked, Private Foard got up, Private Foard left . . . (subject)
 - Private Foard remarked, Major Toon remarked, Captain Smith remarked . . . (verb)
- Shake this up with:
 - Private Foard [the private] [the infantryman] [the soldier] [the North Carolinian] [the Tar Heel] (subject)
 - Private Foard [commented] [wrote] [explained] [observed] [penned] [complained] [grumbled] [recalled] [reminisced] (verb)

Use of [sic]:

- Avoid using [sic], at least in period material; this is a history book, and most people know that not all soldiers were literate.
- If you decide as a matter of policy to not use [sic], note that up front.

Common Problems ■ General Reminders

Please pay particular attention to details of style, spelling, punctuation, sentence structure, tense agreement, and repetitive use of words and/or phrases.

Spelling: use Webster’s first option when two alternatives are listed (“judgment,” not “judgement”).

Compound words:

- Watch carefully for words that should, or should not, be hyphenated, closed, or open.
- See lists of particular words later in this sheet for some general guidance.
- If not listed here or in *Webster’s*, use *CMS* guidelines.

Numbers:

- Use *CMS* guidelines.
- Write out numbers one to nine (one, four, nine).
- All others should be in numerical form (10, 99, 1,300).

- Exception: such clear terms as one million.

Time and date format:

- Be consistent: directly quoted material may vary, but all other occurrences should be in format.
- Use the American format (month, day, year date), punctuated as follows: March 12, 1994.
- When just month or season and year: no comma (August 1944 / Spring 1944).
- When necessary, use A.D. and B.C. (both after the year).
- Use the twelve-hour clock time format, i.e., a.m./p.m., lower case, with periods but no space (6:23 a.m.).

Particular words/phrases:

- “Further” is qualitative (“to further his education”); “farther” refers to distance (“the line advanced farther”).
- “Over” means physically above (“he climbed over the fence”); use “more than” when appropriate (“The unit lost more than 50 men”).
- Use “about” instead of “at about.” (“He deployed his men about 5:00 p.m.”).
- “Old” refers to age, not a former status; when referring to a former command, former love, former whatever, never use “old” (“General Lee’s former cavalry unit”).

Punctuation details:

- **Ellipsis marks (. . .):**
 - Use ellipsis marks when omitting a word, phrase, line, paragraph, or more from a quoted passage.
 - Look up how to use them properly. Here is a good, simple link, with examples: <http://www.grammarbook.com/punctuation/ellipses.asp>
- **Commas:**
 - Use serial commas (“They took with them their rifles, backpacks, and uniforms”).
- **Apostrophes/possessives:**
 - Officially:
 - 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)
 - However: if you are consistent (Jefferson Davis’ home), we will accept that.

Referring to Human Beings

- **Introduction:**
 - The first time a person is named, always provide his/her full name, including middle initial (General Ulysses S. Grant). (This helps not only the reader but the indexer).
 - If he/she has not been mentioned in the text for a long time, use his/her rank or title again to jog the reader’s memory.
- **Initials:** When using initials, space as if the full names were used, i.e., with a space in between (D. H. Hill, not D.H. Hill).
- **Pronoun:** Normally use “who/whom” instead of “that” or “which”
- **Titles** (captain, admiral, king, etc.):
 - Do not abbreviate governor, president, senator, etc.
 - The title should generally be in lower case (The generals met with the admiral)
 - When used with a proper name, use upper case (“Yesterday, General Grant met with Admiral Howe”)
 - King/president
 - Lower case when used alone (“The king ordered the general to assemble the troops”/“The soldiers saluted the president as he passed”).

- Upper case only when used with a name (“King George III reigned a long time”/“The soldiers saluted President Lincoln as he passed”).

- **Ranks:**

- Spell out rank (Major instead of Maj.):
 - At the beginning of a sentence.
 - When using just the last name (“Whenever Major Smith went riding . . .”)
- Otherwise abbreviate (Maj. Samuel P. Johnson).
- Use standard abbreviations (Pvt., Cpl., Sgt., Lt., Capt., Maj., Lt. Col., Col., Brig. Gen., Maj. Gen., Lt. Gen., Gen.).

Capitalization (upper/lower case):

- Army / Corps:
 - Capitalize:
 - When it is the official name of the unit (Army of the Potomac; Army of Tennessee)
 - A number is in the official title; in that case, write the number out and capitalize both (Third Army)
 - Exception: When the official name uses a Roman numeral, use the numeral (II Corps, IX Corps)
 - Otherwise, use lower case (“the Union army fought hard”; “The corps commander led . . .”)
 - We PREFER I Corps, II Corps, etc., for Union armies and Names/Corps for Confederate, as given above
 - Note: when stringing together multiple corps or commands, the word “corps” is not capitalized (“The I, II, and XI corps marched down the road”).
- battle of ____—lower case (battle of Gettysburg).
- ____ campaign—lowercase (Gettysburg campaign).
- commander in chief.
- Confederate army / Confederates / Confederacy (Civil War).
- D day (noun) / D-day (adj.).
- Division/Regiment/Infantry/Battalion/ Brigade
 - Capitalize when used in the name of an official unit or well-known designation (“The Irish Brigade [The Iron Brigade, the Stonewall Brigade] stormed the hill”)
 - When used with a number, capitalize and put the number in numeric form (44th Regiment / 20th Infantry)
 - Otherwise, lower case when used alone (“The regiment [brigade, division] was ordered to charge”)

***RECENT CHANGE: Civil War unit designations: It has been common to use capital letters for brigades and divisions with Confederate names because that was the formal name for the units (Thomas Drayton’s Brigade, Jackson’s Division) while Union units have always used lower case (John Gibbon’s brigade, Joe Hooker’s division). Henceforth we will use lower case for both sides (Thomas Drayton’s brigade)

- Federal army (Civil War)
- Marines
- minutemen (American Revolution)
- navy
 - Lower case in most cases (British navy / Japanese navy / “Beginning his navy career . . .”)
 - Capitalize only when used with a formal name (The Royal Canadian Navy)
- North, Northerners
 - Upper case for Civil War
 - Otherwise lower case
- panzer division
- Rebels
 - Upper case for Civil War
 - Otherwise lower case
- redcoats (American Revolution)
- Regulars
 - Upper case for British in American Revolution

- Otherwise lower case (regular in the army / regular army)
- sharpshooters: capitalize only if in the name of a unit (Berdan's Sharpshooters)
- South, Southerners
 - Upper case for Civil War
 - Otherwise lower case
- Stars and Stripes
- U-boat
- War
 - Upper case when used as a name of a particular war (the Civil War / World War II / the Revolutionary War / Napoleonic Wars)
 - Lower case when used alone ("The war was hard fought")
- Yankees (Civil War)

Compound words/Hyphenation (open compound, hyphenated compound, or closed compound):

- adjutant general / adjutants general (plural)
- air base
- aircraft carrier
- antiaircraft
- battle line
- bluecoats (Civil War; avoid this slang term for Northern soldiers)
- breechloaders (noun) / breech-loading rifles (adj.)
- casemates
- cannonball
- cease-fire
- color-bearer
- color guard
- commander in chief
- counterattack
- counteroffensive
- counterthrust
- court-martial
- D day (noun) / D-day (adj.)
- dive-bomb (verb) / dive-bomber (noun)
- double-quick ("March at the double-quick")
- fallback (adj.)
- field glass
- fighter-bomber
- flattops (aircraft carriers)
- foot soldiers
- foxhole
- front line (noun) / frontline (adj)
- graycoats (Civil War; avoid this slang term for Southern soldiers)
- half-track
- hand-to-hand combat
- head-to-head
- high command
- home front
- ironclad ship
- landing craft
- machine gun / machine gunner
- militiamen
- muzzleloader
- noncombatant
- onboard
- one-sided
- panic-stricken (not a military term, but seems to be used a lot!)

- postwar
- prewar
- quick time (to march quick time)
- rear guard
- redcoats (American Revolution)
- repeating rifles
- rifled musket
- sharpshooters
- shell shock (noun); shell-shocked (adj)
- shoot-out
- single-shot musket
- smoothbore musket
- storm trooper
- strike force
- submachine gun
- trench line
- U-boat
- winter quarters

Citations/Documentation: General Guidance

- *Importance:* The formats for note citation are laid out below. Please read them and understand what we need from you. Please follow this style sheet as exactly as possible. Doing it right the first time makes it easier for everyone. Otherwise, we will send your manuscript back and have you fix the citations.
- *General guidance:* Provide both in-text (footnote/endnote) and summary (bibliography) documentary support
- *In-text citations:*
 - SB normally uses footnotes; use endnotes only if approved by Managing Director Ted Savas.
 - On first citation, include the full title of the work, regardless of how long it is. Make sure you have the complete and correct full title.
 - Use of *Ibid.*: Use *ibid* when referring to the last previous citation [but we no longer put *ibid* in italics], followed by the page differentiation, if any. (*Ibid.*, 56). It is always followed by a period and a comma, and then the page number unless you are referring to the exact immediately preceding reference and the page number is also the same. However, it is advisable to hold off on putting all your *ibids* in place until you are finished moving chunks of text around. (Note that *ibid* is not capitalized unless it appears at the beginning of a sentence.)
 - In cases of multiple sources supporting one note (i.e., strings of citations), separate entries with semicolons (Freeman, *Lee's Lieutenants*, vol. 3, 512-514; Trudeau, *Bloody Roads South*, 341; *OR* 42, 3, 1,134.) Note we use commas in pages numbers higher than 999.
 - Although most book examples below happen to be American Civil War titles, please follow this citation format for all genres.
 - Note: in our style for notes, you do NOT need to include the name of the publisher. (See below.)

Particular Endnote and Footnote Citation Styles

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), vol. 1, 394-420.

Subsequent references: Welcher, *The Union Army*, vol. 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*, vol. 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, DC, 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, pt. 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.

Bibliographic References:

- See *CMS* for how to reference sources in a proper bibliography.
- And/or see a recent Savas Beatie title to use as a template. Ask for an example if you would like one.

Submission preparation/process:

Manuscript: Prepare your final manuscript as follows:

- We prefer Microsoft Word, although Word Perfect will work.
- Make each chapter a separate file.
- Begin footnotes again for each chapter, with the Arabic number 1.

Images, captions

- **Purpose:** All of what is laid out below is intended to make it easy for the designer to quickly find and use your materials. Do not hesitate to email us with any questions about this process.
- **Size/format:** All images should be **at least** 300 dots per inch (dpi) in grayscale, and preferably .tif format. Save them on a disk **AT THE SIZE** they will be reproduced in the book, or **LARGER**. Most of our books are 6 x 9 inches (page size), with printable page margins of 4.6 inches (widest) by 7.5 inches (tallest). Most images are at least 2.25 inches wide to as wide as the margin (4.6) and however tall that turns out to be, within the limits set forth above.
- **Example:** If you submit a 1.00 x 1.5 inch image at 300 dpi, it will not be usable because when it is expanded to fit our needs, the resolution will drop and it will not be printable via offset (book) printing. Even though it may copy and print fine on your printer at home (and look good on screen), that is just toner **ON** the paper; in book printing, the ink goes **INTO** the paper, and there is a bit of micro-bleed. That is why the dots per inch (dpi) has to be so high. Otherwise, you end up with a pixelated, low-resolution image. If the image you submit is wider than the margin width at 300 dpi, that is fine. We can size it here, and as we shrink or crop the dpi will increase or remain about the same.
- **Organization:** Once we clear an image or two and know you are sending usable art, you must name the files and organize them properly (before we get them), and then prepare a separate Word caption file you will send at the same time as the images and art.
- **Naming images:**
 - Name the images by chapter and their order of appearance within that chapter:
 - Examples:
 - You have an image of General Patton for Chapter 1, and it is the first image in that chapter. You would name that image C1-Patton-01, which means to our designer: Chapter 1, Patton, and it is the first picture in that chapter).
 - C7-Rommel-06 means Chapter 7, an image of Rommel, and the sixth in order of appearance in that chapter.
- **Word caption file:**
 - Prepare a Word file with captions/credits for each image, and a short string of text to match the image with the location within the chapter you wish the image to go.
 - Example:

Chapter 1

C1-Patton-01

Caption: General Patton in North Africa

Credit: National Archives

Text String: "General Patton got out of his jeep and surveyed the terrain with his staff."

[This tells our designer that in Chapter 1, the first image is named C1-Patton-01. He will search that string of text and find the general location for the image; size and place it accordingly; and, finally, add the caption and credit.]

- **How to Submit Images and Art**

While you can use a CD-Rom (and we always stress it is important to back up your work), we now use and strongly prefer DROPBOX, a fast, easy, and free web service. When you are ready, let us know and we will create a folder for you and send you an email invitation to join by clicking “accept.” Then just follow the prompts and copy and paste your images into the folder. We will get them within minutes. It is that easy. Your mapmaker can and should do the same thing.