JOINT TEST AND EVALUATION PROGRAM

STYLE GUIDE

**Supplement to the
Joint Test and Evaluation Program
Handbook**

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CHAPTER 1 INTRODUCTION

1.0 Introduction

The Joint Test and Evaluation (JT&E) Program Style Guide is designed to ensure the consistency of all JT&E Program documentation. This guide is for use by the JT&E Program Office (JPO); JT&E-Suffolk, and all JT&E projects, including joint feasibility studies (JFS), joint tests (JT), and quick reaction tests (QRT).

1.1 JT&E Program Documentation

All documentation developed and revised under the JT&E Program must adhere to the guidelines provided in this style guide, the rules of common English practices (which the guidelines cited herein supersede), and any special requirements of the customer (for example, the unique format of a JT-developed product such as tactics, techniques, and procedures).

1.2 Standard Software

The standard software required by the JPO for developing documents is Microsoft Word. JT&E projects must show continuous line numbers (that is, reports, plans, procedures and so forth) and convert all draft documents for JPO review to .PDF format before submission. After final review, JT&E projects must remove all line numbering and forward the document for final approval and signature in Word format. After approval (signature), the JT&E project will convert the document to .PDF format so the JT&E library can preserve the signature copy as an historic electronic file.

1.3 Contact Information

For clarification on any of the guidance provided in this style guide, to obtain a decision regarding writing or editing issues not addressed herein, or to suggest a change to this guide, contact:

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CHAPTER 2 DOCUMENT APPEARANCE

2.0 Introduction

The JT&E Handbook provides document outlines as general guidelines in the development of common test plans, reports, and other documents. These templates include built-in styles, numbering, and other aspects of formatting. When properly utilized, much of the formatting discussed in this section will automatically be set.

Any cutting and pasting from other documents and each author's personal Microsoft Word settings can alter these templates. Be certain to double-check each document with the following guidelines to ensure compliance. JT&E projects can also use the following guidelines for creating a new document without using an outline.[1]

2.1 General Formatting Guidelines

The following general guidelines apply to most JT&E project documents:

- Always use 1-inch margins for top, bottom, left, and right of page unless absolutely necessary to change the margins in order to allow a special graphic to fit on the page without losing its integrity. If possible, resizing the graphic is preferred.
- The normal font used for most documents is Times New Roman, 12-point.
- Headers and footers should be set at 0.5 inch.
- The default indent and tab should be set at 0.25 inch.
- Paragraphs should consist of two or more sentences.
- Never leave one line of text at the top or bottom of a page.

2.2 Microsoft Word Styles

Microsoft Word styles are located under 'Format/Styles and Formatting'. This function will save time if used properly to assign styles to sections of text, especially headings. The following sections apply to different styles a JT&E project may use in the course of writing a document.

2.2.1 Normal Text

Normal text is Times New Roman 12-point, not bold, not underlined, and not otherwise emphasized. Left align paragraphs with 1-inch margins on all sides. Include one 12-point line space (one return) between all paragraphs, and do not include a space between headings and paragraph text.

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[1] NOTE: Most JT&E project documents contain many sections (that is, front matter, chapters, and annexes) that different developers often worked separately and then later combined into a single document. This process can generate many different styles that conflict with each other when merging the individual sections. Therefore, document developers may choose to format a document manually, keeping in mind the appearance of the document must comply with the associated outline. However, actual paragraph titles and content may vary slightly as required for each individual JT&E project.

2.2.2 Text Emphasis (Italics and Bold Fonts)

Use italics for text emphasis; foreign words; titles of publications; names of aircraft, vessels, and spacecraft; scientific names; and symbols and scientific or mathematical formulas. Reserve bold text for headers and footers, headings, and captions, and in figures and tables.

2.2.3 Headers

If required, a header is located at the top section of each page. Standard placement in a document with 1-inch margins is at the 0.5-inch position. In Microsoft Word, create or view a header via 'View/Header and Footer'. The header should be Times New Roman, 12-point, bold, all capital letters, and centered. The document should have a header only if:

- A heading is required for security classification. In such cases, the header should read, "**SECRET**" or **"SECRET/RELxxx,"** as appropriate. While not a security classification, JT&E projects may use "**FOR OFFICIAL USE ONLY (FOUO)**" as a header if the document contains FOUO information. This header should appear only on the page that contains FOUO information and the front cover page.
- A heading is required to indicate it is only a draft version of the document. In this case, the header should read, "**DRAFT - NOT FOR DISTRIBUTION**."

2.2.4 Footers

Footers are located at the bottom of the page and can be created or viewed via 'View/Header and Footer'. The footer should be Times New Roman, 12-point, not bold, italicized, and left justified. The footer should include the acronym for the name of the JT&E project and the full name of the document. The footer must be consistent on all pages in the document. The footer must also contain the page number, if applicable, centered but not italicized, on the same line as the test name and document title. A sample of a typical footer is as follows: (Borders are not included in actual document footer.)

JTEM Program Test Plan	1

If a security classification is required for the document, it must appear in the header as described in section 2.1.3 and centered in the footer as follows:

JTEM Program Test Plan	1
	SECRET

2.2.5 Captions

JT&E projects will place captions above tables and below figures and other graphics. Caption text is Times New Roman, 12-point, bold, title case, and centered. Captions will be numbered sequentially (but separately for figures and tables) according to the chapter and figure or table number. Separate the chapter and figure or table numbers by a hyphen, followed by a period, two spaces, and title of the figure or table. For example, if a table is the third table to appear in chapter 2, number the table as "**Table 2-3**." The same system applies to figures. Typical figure and table captions are as follows:

Table 1-2. Table Title
Figure 6-5. Figure Title

All documents that have tables and figures must also contain a List of Figures, a List of Tables, or both, as applicable, in the table of contents.

2.2.6 Headings (Chapter and Paragraph Titles)

Consecutively number headings by level as shown in this section. Include as many levels as required, but only include the first three heading levels in the table of contents. That is, do not list headings beyond the 1.2.3 level in the table of contents.

Text will begin on the line directly under the heading (that is, at one hard return following the heading) unless there is no text following the heading. If a standalone heading is followed directly by a sub-heading, the sub-heading will be located following a 12-point line space after the heading (that is, at two hard returns following the heading). Use the setting 'Keep with Next' via 'Format/Paragraph/Line and Page Breaks/Paragraph' on all headings so that a heading is not the last line on a page.

Sequentially number headings as "1", "2", and "3" for each level. Follow heading numbers with one space and the heading title. Do not include a period following the heading number.

HEADING 1 style is Times New Roman, 12-point, all caps, bold, and centered. Use this heading level for titles of chapters and annexes.

Heading 2 style is Times New Roman, 12-point, title case (except words like "is", "of", "in", and so forth), bold, and left justified. Begin text on the next line. Align all paragraphs at this level to the left 1-inch margin. Number this heading as second level (for example, 1.0, 1.1, and 1.2).

Heading 3 style is Times New Roman, 12-point, title case (except words like "is", "of", "in", and so forth), and bold. Align the heading and the text that follows at 0.25 inch. Do not indent each paragraph. Instead, insert one hard return between paragraphs and align all paragraphs. Number this heading as third level (for example, 1.1.1, 1.2.1, and 1.3.1).

Heading 4 style is Times New Roman, 12-point, title case (except words like "is", "of", "in", and so forth), and bold. Align the heading and the text that follows at 0.5 inch. Do not indent each paragraph. Instead, insert one hard return between paragraphs and align all paragraphs. Number this heading as fourth level (for example, 1.2.1.1, 1.2.1.2, and 1.2.1.3).

2.2.7 Lists

Introduce bulleted and numbered lists in document text with at least one sentence, and adhere to the following guidelines:

- Begin each item in a list with a capital letter.
- Add a period at the end of an item only if the item forms a full sentence or if deemed necessary for ease-of-reading.
- Do not include a space between the introductory sentence(s) and a list.

- Consider the end of a list as the end of a paragraph and insert one line return at the end of the list.
- There should be no spaces between the items.

2.2.7.1 Bulleted Lists

The following applies to bulleted lists:

- Do not use bulleted lists in place of a properly structured paragraph or paragraphs. That is, do not list long items that can be put together logically in a paragraph or paragraphs in an effort to avoid writing the information out in the text.
- Use bulleted lists for fewer than 10 items not ranked hierarchically or lists that do not enumerate a procedure. One exception is the inclusion of 2 or more lists of fewer than 10 items in a single section (paragraph) that are separated by text that is not part of the lists. That is, it is not acceptable to have a numbered list followed by a separate paragraph containing another list. In this case, use bullets for both lists even if they contain more than 10 items each.
- Use Microsoft Word's bullet function (Format/Bullets and Numbering) instead of manually inserting symbols or objects in front of each item.
- First-level bullets are 10-point, solid black dots, left aligned with the corresponding paragraph, text position left aligned at 0.25 inch from the bullet. For example, if the first-level bulleted list is included in a fourth level paragraph (such as 2.1.7.1), align the bullet at 0.5 inch from the left margin, and align the text at 0.75 inch from the left margin. There should be no space between the introductory text and the bulleted list and no space between items of a bulleted list.
  - o Second-level bullets are hollow black dots (bullet holes), 10-point font, left aligned under the preceding first-level bullet text, text left aligned at 0.25 inch from the second-level bullet. For example, if the second-level bulleted list is included in a fourth level paragraph (such as 2.1.7.1), align the bullet at 0.75 inch from the left margin, and align the text at 1 inch from the left margin.
  - o There should be no space before the list or between each item, a hard return is required following the last item of the list.

2.2.7.2 Numbered Lists

The following applies to numbered lists:

1. First-level numbered lists that contain more than 10 items or that are inherently hierarchical should be numbered using ordinal numbers. Numbered list items shall be Times New Roman, 12-point, left aligned under the corresponding paragraph, text position left aligned at 0.25 inch from the first-level number. That is, if the first-level designations 1., 2., 3., and so forth are left aligned under paragraph 2.1.7.2 at 0.5 inch, then the text shall be left aligned at 0.75 inch from the left margin.
   a. Second-level "numbered" lists shall be designated by lowercase letters followed by periods, Times New Roman, 12-point, letter position left-aligned with the first-level numbered item text, text position left-aligned at 0.25 inch from the second-level item designation. That is, if left aligning the second-level designations a., b., c., and so forth under the first-level text in paragraph 2.1.7.2 at 0.75 inch, then left align the second-level text at 1 inch from the left margin.

(1) Third-level numbered lists use ordinal numbers within parentheses and are Times New Roman, 12-point, left-aligned with the second-level numbered item text, text position left-aligned at 0.25 inch from the third-level item designation. That is, if left aligning the second-level designations (1), (2), (3), and so forth under the second-level text at 1 inch, then left align the third-level text at 1.25 inch from the left margin.

If required, use subsequent levels to list additional items. The spacing guidelines are the same as specified above in that numbering and text alignment shall be in 0.25-inch increments and all designations shall be Times New Roman, 12-point font. Use the following designations for numbered lists:

1. Text…
   a. Text…
      (1) Text…
         (a) Text…
            -1- Text…
               -a- Text…

2.2.8 Footnotes

Create footnote references, if necessary, using the Microsoft Word footnote function ('Insert/Reference/Footnote'). If a footnote reference falls at the end of a sentence in the body of text, the footnote designation shall appear directly after the period. Footnote text shall appear at the bottom of each page containing the referenced material. Footnotes, if they are used, should be Times New Roman 10-point, not bold, not underlined, and not otherwise emphasized. Number footnotes consecutively throughout the entire document. That is, do not start with "1" at the beginning of each section, but continue numbering from the previous section.

2.2.9 Hyperlinks

Hyperlinks are not required; however, if they are used, they should be Times New Roman, 12-point, underlined, blue font. Hyperlinks that have been visited, or clicked on, are Times New Roman, 12-point, underlined, and purple font.

2.2.10 Page Numbering

In most documents, the page number shall be centered in the footer of each page and include a section designation and a sequential number for that section. Exceptions include:

- Do not page number the cover (signature) page and reverse.
- Do not page number the Defense Technical Information Center (DTIC) form and reverse.
- Number the table of contents with sequential lowercase Roman numerals (that is, "i", "ii", "iii", and so forth).

Page numbering for the remainder of a document shall include a section designation and sequential page numbers for that section as follows:

- Executive Summary as ES-1, ES-2, ES-3, ES-4
- Chapters as 1-1, 1-2, 1-3, 1-4
- Annexes as D-1, D-2, D-3, D-4

- Appendices as D-1-1, D-1-2, D-1-3, D-1-4
- Subsequent Appendices (for example, to Annex D) as D-2-1, D-2-2, D-2-3, D-2-4

For the purpose of printing hard copies, when required, all documents must contain an even number of pages (for double-sided printing) in each separate section. That is, if there is only enough text for three pages in chapter 1, a fourth page (page 1-4) shall be included as the reverse side of page 1-3. At line 4.6 inches, all "blank" even pages shall include the statement, "This page intentionally left blank" in normal font.

For the best results in properly numbering a document with multiple sections, insert an odd page break at the end of each section by selecting "Insert/Break/Odd Page."

2.3 Format

2.3.1 Color and Shading
Only use colors in logos, hyperlinks, or in illustrations or photographs where the color is helpful to understanding. Ensure that color in illustrations reproduce as intended in black and white before publishing, since many users of the document will most frequently print the document in black and white.

2.3.2 Borders
Only use borders on tables and figures and do not frame problem statements or other emphasized text. Borders should be solid black lines, ½-point thick, and placed around the entire figure or table.

2.3.3 Indenting Block Quotes
Only indent body text that is a block quote. Block quotes should be Times New Roman, 12-point font, left justified, and indented 0.25 inch from the preceding (introductory) text. Use the block quote when a quote is more than two lines long or needs to stand out because it is especially significant to the subject matter. A block quote is italicized, does not begin or end with quotation marks, and is single-spaced.

2.3.4 Keeping Text Together
Do not insert manual line or page breaks within bodies of text unless necessary. First, use paragraph and table formatting commands to begin and end material. For paragraphs, use the 'Format/Paragraph/Keep with Next' option and the 'Widow/Orphan Control' option. For tables, use the 'Table/Table Properties/Row' menu and de-select 'Allow rows to break across pages'.

2.3.5 Splitting Text

Only use a hyphen only when the dictionary hyphenates the word. Never use a hyphen to force a manual word break to split a word from one line to the next. If hyphenation is required, allow Microsoft Word to select the hyphenation point and insert this break.

2.3.6 Non-Text Information

Non-text information refers to charts, illustrations, pictures, photographs, and other image files. These graphics must not be hand-drawn, but created using professional graphics tools such as Visio, PaintShop, PowerPoint, Photoshop, and so forth. If working in color, test images on a black and white printer to ensure the graphics print clearly.

2.3.6.1 Figures

- All figures should be clear and not contain illegible components or text.
- All figures should be contained in a box, single line, black, and ½-pitch. To add a box around a figure, select the figure, and then select 'Format/Borders and Shading/Borders/Box'.

2.3.6.2 Tables

- Force tables to fit the width of the page unless the columns contain very little text and would contain too much white space if widened. To fit a table to the width of a page, select the table, and then select 'Table/Auto Fit/Auto Fit to Window'.
- Lines in tables should be visible. To ensure lines are visible in the electronic version of the document and in print, select the table, and then select 'Table/Show Gridlines'.
- Color in tables should be limited unless required to distinguish between elements. However, headers on tables may be shaded at 12.5 percent with bold text.

2.3.7 Mathematical and Scientific Formulas

Place mathematical and scientific formulas on separate lines of text with one 12-point space before and one 12-point space after. Italicize all scientific and mathematical notations.

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CHAPTER 3 DOCUMENT WRITING STYLE

3.0 Introduction
This chapter provides guidance on the writing style recommended for JT&E documents.

3.1 Tone and Style
JT&E documents must be neutral and professional in tone. The purpose of JT&E documents is not to persuade, but to inform. It is acceptable to be conversational but not informal. Authors much strive to avoid the use of slang terms, clichés, overt humor, and sarcasm.

3.2 Voice
Write JT&E documents in active voice. Active voice reflects the subject performing an action. An example is, "The woman checked the mail." Passive voice reflects the action followed by the subject. An example is, "The mail was checked by the woman." Avoid passive voice whenever possible.

3.3 Person
Use the third person whenever possible (for example, "managers" and "warfighters") rather than the first person (for example, "I" and "we") or the second person (for example, "you").

3.4 Tense
Write JT&E documents in the present tense, except when describing specific past occurrences or future actions. Use tense consistently. If authors use past tense to speak about a past event in one sentence, they should ensure they use the same tense throughout the sentence.

3.5 Word Choice
Documents should be as simple and concise as possible to convey meaning accurately. Use words such as "now" instead of "at present" and "if" instead of "in the event of." In addition, do not use the same word repeatedly in a sentence or paragraph. Instead, use synonyms or rephrase the sentence or paragraph.

Also, be consistent with some word choices throughout the entirety of the document. For example, if the author primarily uses "shall" in the document, use "shall" instead of "will" throughout the document.

3.6 Contractions
- Never use contractions in written documentation. For example, use "do not" instead of "don't" and "cannot" (not "can not") instead of "can't."
- The word "it's" is a contraction for "it is" or "it has." The word "its" is a possessive term meaning "it" owns something. In accordance with the guidance not to use contractions, "it's" should not be used. Instead, use "it is" or "it has" as applicable.

3.7 Gender

If the author is not referring to a specific person, use the pronouns "he", "she", or "he and/or she" (author's choice) as long as it is used consistently throughout document. Whichever one chosen, use the appropriate pronoun to refer back to it. For example, if "he" is used, the author must use the correct pronoun "his" to refer back to this person. Choosing "he" or "she" does not imply gender bias, but must be the most readable choice for each document.

3.8 Abbreviations and Acronyms

The following guidance refers to acronyms and abbreviations[2]:

- Before using an acronym or abbreviation alone in the text, write out the full phrase and place the acronym or abbreviation directly following the phrase in parentheses. From that point until the end of the chapter, annex, or appendix the author is free to use the acronym or abbreviation alone. The author must rewrite the phrase for the acronym or abbreviation upon first use in each chapter, annex, or appendix. However, for shorter documents (approximately 75 pages or fewer), only spell out the acronym or abbreviation upon first use in the document.
- Be aware of readability. If the abbreviation or acronym is complex in nature, or if there are many acronyms or abbreviations in one short section, the author may spell out a phrase again as long as the author provides the acronym or abbreviation directly following the phrase in parentheses. Ensure that use of an acronym or abbreviation makes reading easier and faster instead of more confusing.
- When writing out an acronym or abbreviation, it is not necessary to capitalize the words unless they are part of a title or other proper noun. For example, do not capitalize "subject matter expert" even though abbreviated as "SME" because it is not a proper noun or title.
- To pluralize singular acronyms, add a lowercase "s" to the acronym or abbreviation when used alone in the text. However, do not add the "s" upon first use of the acronym or abbreviation for a plural phrase. An exception is "tactics, techniques, and procedures", which is already considered plural as "TTP" and should be used as such at all times.
- When an acronym or abbreviation is possessive when used alone in the text, an apostrophe and the "s" can be added to the acronym or abbreviation (for example, a "JT's program test plan"). However, when first providing the acronym or abbreviation for a possessive phrase, do not include the apostrophe plus the "s" (for example, "Joint Test Director's [JTD] guidance).
- Never use the same acronym or abbreviation to represent more than one phrase in the document. For example, Joint Test Force (JTF) and Joint Task Force (JTF) are different phrases that have the same abbreviation. Choose only one phrase (usually the one most used in the document) for use with the acronym and consistently spell out the other phrase in the document.
- United States should be abbreviated as "US" with no periods.
- In joint writing, the abbreviation for the Department of Defense is "DOD" vice "DoD."
- Always spell out the following in the text, but use the abbreviated form in figures and tables to save space:

---

[2] NOTE: Acronyms and abbreviations are both shortened versions of a phrase. The difference is that an acronym itself forms a word. For example, in quick reaction test (QRT), "QRT" is an abbreviation, whereas special operations liaison element (SOLE) is an acronym because it forms a word.

- o "for example" vice "e.g."
- o "that is" vice "i.e."
- o "and so forth" vice "etc."

3.9 Other Related Guidance
- Do not use a forward or backward slash between words in lieu of the conjunctions "and" and "or." Either choose the conjunction that works best or use the "and/or" combination when necessary. Use quotation marks and slashes between words when indicating functions within applications and other computing directions.
- The word "data" is always plural. For example, "Data are collected from many sources."
- Do not use the ampersand ("&") in the text. The ampersand can, however, be used in acronyms and abbreviations (for example, "Joint Test and Evaluation [JT&E]") or in figures and tables where space is extremely limited.
- When referencing other text, figures, or tables, do not use the terms "above" or "below." Instead, choose phrases such as "as previously specified" or "as follows."

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CHAPTER 4 PUNCTUATION, SPELLING, AND NUMBER USAGE

4.0 Introduction
This chapter provides guidance on the proper use of punctuation and numbers, as well as on spelling rules for JT&E documents.

4.1 Punctuation

4.1.1 Capitalization
Use lowercase letters unless a specific reason to capitalize is required. Some common reasons to capitalize include:
- First word of a sentence
- Proper nouns
- Titles of books, magazines, and newspapers
- Some job titles
- First letter of bulleted or numbered entry or quote
- Capitalize report names, test names, and event names, but only in titles or when referring to actual reports, tests, or events. For example:
    o   Joint Battle Damage Assessment (JBDA) Joint Test (JT) Final Report (FR)
    o   Risk Reduction Plan (RRP)
    o   Mini-Test 1 (MT-1) Detailed Test Plan (DTP)
    o   Field Test 1 (FT-1) Test Event Report (TER)
- Do not capitalize "joint" unless it is part of a proper title. For example:
    o   Joint Test Director (job title)
    o   Joint Unmanned Aerial Vehicle JT (test name)
    o   A joint test
    o   A joint exercise
- Always capitalize "Service" and "multi-Service" when referring to the Army, Navy, Marine Corps, and/or Air Force.
- "Warfighter" is one word and not capitalized unless it is the first word of a sentence or is part of a proper title such as when referencing the previous JT&E project Joint Warfighter (JWF).
- Do not capitalize the first letter of words simply because they form an acronym or abbreviation unless they make up a title. That is, do not capitalize common nouns in text. For example:
    o   tactics, techniques, and procedures (TTP)
    o   close air support (CAS)
    o   subject matter experts (SME)
- Do not capitalize words such as chapter, figure, table, section, annex, or phase even when a number is included, unless the title is also included. For example, "See figure 1-1," but "Refer to Annex A, Acronyms and Abbreviations."
- If a hyphenated word is part of a title, then capitalize both parts of the word (for example, "Sub-Issues" vice "Sub-issues"). However, at the beginning of a sentence, only capitalize the first part of the hyphenated words.

4.1.2 Commas, Colons, and Semicolons

The following guidelines apply to all JT&E documents:

- Separate all items of a series by commas, and include a comma before a conjunction. For example, "…tanks, ships, and jets."
- Use a comma before "such as" and "including."
- Use a semicolon before joining two complete sentences with a word like "however", "therefore", or "accordingly." The semicolon goes before the word and a comma follows.
- Use semicolons to separate words in a series when any of the elements contain commas.
- Use a colon to set off lists. If a list is not bulleted or numbered, there should be two spaces space after the colon, before the list. For example, "…applies to the following: ships, tanks, and jets."

4.1.3 Quotation Marks

The following guidelines apply to quotation marks:

- With Times New Roman, the preferred font, use curly quotation marks consistently throughout the document.
- Periods and commas at the end of a quotation always go inside the quotation marks.
- Question marks and exclamation points go inside quotation marks if the punctuation mark applies only to the quoted material. If the punctuation applies to the whole sentence, the punctuation marks go outside of the quotes.

4.1.4 Periods

The following guidelines apply to periods:

- Always include two spaces after periods at the end of sentences.
- If an abbreviation with a period ends the sentence, use only one period.
- If a sentence ends with an ellipse (…) include a space and a period (four periods), then two spaces if additional text follows.

4.1.5 Apostrophes

- Use an apostrophe for possessives (for example, "the JT's schedule").
- Do not use an apostrophe to indicate plural acronyms or abbreviations in text (for example, "the MLM's" should be "the MLMs").

4.1.6 Parentheses and Brackets

The following guidelines apply to parentheses:

- Place a period outside of a closing parenthesis if the material inside is not a complete sentence. If the material inside is a complete sentence, the period goes inside the closing parenthesis.
- When a phrase placed inside parentheses is a complete sentence, but is dependent on the surrounding material, do not capitalize the first word, or end with a period.
- For text that must be included to clarify parenthetical information, use the parenthesis symbols on the outside and brackets on the inside. In this case, an example would be "…(that is, a quick reaction test [QRT])."

4.2 Spelling

Always run a spellchecker before submitting a document. Ensure consistency throughout a document with regard to making compound words one word, two separate words, or hyphenated (for example, "warfighter" vice "war fighter" or war-fighter").

4.3 Number Usage

The following guidelines apply to numbers:

- Spell out all numbers from one through nine when used as part of a sentence. Use numerals for all numbers 10 and higher.
- Spell out ordinal numbers such as "fifth" and "tenth" unless the number is part of a name (for example, "10th Fleet").
- Spell out the number if a sentence begins with a number. Subsequent numbers in the sentence must comply with previous rules.
- Use numerals for all measurements, even if below 10 (for example, "a 3-inch board"). This guidance includes time, age, dates, and mathematical and scientific formulas.
- Do not use the percent sign (%) in text, but it is acceptable for use in a figure or table.
- Do not use ordinal numbers (for example, "1st" and "23rd") when denoting a date.
- Use the civilian date format unless sending a military form. Civilian format is, for example, "March 3, 2004." The whole date should always fall on the same line. Do not use a comma (for example, "March 2004") when using month and year only.

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CHAPTER 5 SOURCES AND TRADEMARKS

5.1 Sources

When referencing sources in footnotes or in a bibliography, the following guidelines apply:

Websites in general:
Site name (www.sitename.com), date accessed.

Online articles or briefs:
Last name of author, first name of author (if given; if not given, use organization or company name), "name of article", and date written (if given). Located at: www.sitename.com/extension, date accessed.

Newspaper article:
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