National Defence Défense nationale

Canadian Forces College

Collège des Forces Canadiennes

CFC Guide for Academic Writing

6th Edition – August 2015

Canada

TABLE OF CONTENTS

FOREWORD

This sixth edition of the *CFC Guide for Academic Writing* provides guidance to members of the Canadian Forces College on the mechanics of documenting references in footnotes and bibliographies. In addition, this edition provides guidance on the basic formatting requirements for research papers and written assignments completed while at the College. For all academic writing, the College standard is *The Chicago Manual of Style* (*CMS*) 16th Edition for English writers, and le *Guide du rédacteur* for French writers. Consequently, French writers must refer to the French version of this guide. Military and operational writing will continue to be completed in accordance with A-AD-121-C01/FP-000, *Staff and Writing Procedures for the Department of National Defence and the Canadian Forces*.

The material and examples provided in the guide demonstrate the expected requirements for citation in CFC academic writing exercises. The guide provides examples of the more common types of citations that members of the College will likely come across in their research and writing for CFC assignments. Should members require an example for a type of source not listed in the guide, they should consult the actual *CMS* (IRC CALL # 808.02 C44 2010) or the online version of the CMS. As well, individuals should be aware that RefWorks, the Online Research Management, Writing and Collaboration Tool available on the IRC web page, will not always provide the same format as that found in either the printed *CMS* or this guide. This is primarily due to how an individual inputs citation data. What matters is consistent and correct entry of the information into RefWorks. If RefWorks is used it should be used for all entries. Annex D of this guide provides the RefWorks entries for the examples used in this guide. One must also note that in the case of inconsistencies between RefWorks and *CMS*, the format promulgated in the latter shall prevail.

This guide does not provide guidance for grammar and general writing matters. It is intended to highlight some of the key writing conventions for academic writing at CFC. Members who need to improve this aspect of their writing or who want information on advanced writing mechanics should use the reference book *Academic Writing for Military Personnel — The Little, Brown Handbook,* or its French version, the *Manuel de rédaction à l'usage des militaires —* Grevisse's *Le bon usage*.

The updating of this sixth edition includes a number of improvements recommended and inserted by Mr Jeff Josselyn-Creighton, the College Electronic Resources Librarian, based on feedback and discussions with the student body over the past three years. In addition, Annex D of the guide, examples of RefWorks entries for the examples contained in Part II of the guide, was done entirely by Mr Josselyn-Creighton.

Dr J.C. Stone, Ph.D.
Director of Academics

PART I — CFC WRITING MECHANICS

1.   Cover Page

The standard CFC Title Page can be found at Annex A of this guide and must be used for all written deliverables. As outlined in the template, the overall cover page must be bilingual with the exception of the title, which should appear only in the language in which the text is written. The title is to appear both on the title page and at the top of the first page of the main body, centre justified.

2.   Headings

Long research papers can be divided into parts, chapters, or other types of divisions. The decision on method lies with the author but should be consistent throughout the paper. For most research papers undertaken at the College, it is unlikely that both parts and chapters would be required. The preferred method of division is sections using headings.

Regardless of how a paper is divided (chapters or parts), it is quite likely that headings will be required to indicate changes in topic or just to guide the reader through a sequence of argumentation. Headings should be short, meaningful and, like chapters, parallel in structure and tone. Headings are set on a separate line, placed in accordance with the level of subhead, and never more than one line in length. The exception to this is the lowest level of subhead, which is run in at the beginning of the paragraph. It is usually set in italics and followed by a period. *NOTE to students writing a Directed Research Project: Be advised that the first-level heading as shown below will be a chapter heading and will be centred on the page.* Examples of heading levels, including their format, are provided below:

FIRST-LEVEL HEADING

Second-Level Heading

Third-Level Heading

Fourth-Level Heading (Paragraph title). Note that the paragraph text commences after one space.

3.   Font, Justification and Spelling

Text of the main body is Times New Roman, 12 point, left justified. Footnotes are Times New Roman 10 point, left justified. Page numbering is Times New Roman, 12 point, set in the upper right corner of the page. Epigraphs are Times New Roman 10 point, left justified and in italics. Spelling for both academic and military deliverables is at the author's discretion as long as it remains uniform throughout the text; i.e., Canadian, US, UK, etc. for English, and Canadian, French, Belgian, etc. for French.

4.   Emphasis

Underlining should not be used to emphasize words. The appropriate method to provide

emphasis is to use *italics*.

Italics should be used to distinguish or emphasize certain words or to distinguish unfamiliar foreign words and phrases as well as ships' names (HMCS *Preserver*) and military deployments (Operation *Apollo*) in academic papers. While the national designator (HMCS in this case) may be dropped thereafter, the actual ship's name (*Preserver*) is not to be abbreviated. Military writing conventions apply for briefing notes and service papers (HMCS PRESERVER (PRE), OP APOLLO). Italics should be used sparingly; otherwise they lose their force. Italics should not be used to distinguish words or phrases that have a technical or specific meaning contrary to the generic meaning. This should be done using quotation marks. For example, "Military Ethos" (the specific dimension as presented in CAF doctrine) and military ethos (the concept recognized in the general literature).

5.   **Bullets and Numbering**

- Paragraphs for academic papers are not numbered but indented while those in briefing notes and service papers are numbered;

- Bullets (as seen here) or letters (lower case) are acceptable; and

- Page numbering for academic papers is entered as a header in the top right corner of the page with the single page number. Page numbering for briefing notes and service papers is at the bottom left as a footer in accordance with military writing convention — e.g., 1/2, 4/4, etc. Page numbering does not appear on the cover page, and the cover page is not to be included in the total number of pages for either academic or military deliverables.

6.   **Margins**

- Left edge — 3.8 cm (1.5″);

- Right Edge — 2.5 cm (1″);

- Top Edge — 2.5 cm (1″);

- Bottom Edge — 2.5 cm (1″);

- Block Quotes and Epigraphs — 5 cm (2″) from the left edge and 3.8 cm (1.5″) from the right edge;

- Bullets and para starts — 5 cm (2″) from left edge;

- Footnotes — 3.8 cm (1.5″); and

- Note Entry — Microsoft Word's default setting for footnotes is 10-point Times New Roman, with superscript for the footnote number and with its first line of text indented by .6 cm. (.25″) from the left margin.

7.   **Spacing**

- Main text for academic papers should be double-spaced but single-spaced for briefing notes and service papers;

- An extra line is not required between double-spaced paragraphs in academic papers but it is expected in single-spaced briefing notes and service papers;

- An extra line is not required between headings and paragraphs for double-spaced academic papers but it is expected in single-spaced briefing notes and service papers;

- Block quotes, epigraphs and footnotes are single-spaced; and

- One space is required after a period between sentences.

8.   **Word Count**

All papers will be assigned a word count. Submissions may be +/- 10% (for English) and +15% plus +/- 10% (for French). Word counts do not include the cover page, epigraphs, all headings, indented quotes, footnotes, the bibliography in academic and service papers, or the references in briefing notes. Examples are:

Language	3,000-Word Paper	800-Word Briefing Note
English	2,700-3,300	720-880
French	3,000 + 15% = 3,450 3,450 +/- 10% = 3,105-3,795	800 + 15% = 920 920 +/- 10% = 828-1,012

9.   **Table of Contents**

A table of contents is not required for papers of 5,000 words or less but is necessary for longer works such as Directed Research Projects. The table of contents should list all the material that follows it but not anything that precedes it. A table of contents should include the title and beginning page number of each major section or part of a paper, including the appendices and bibliography. An example of a table of contents is provided below:

TABLE OF CONTENTS

10.   Lists of Figures and Tables

Providing a list of figures and/or tables is a personal decision. If there are a large number of either figures or tables within the paper it is useful to provide a list. Should a list be provided, it begins on a separate page after the Table of Contents and follows the same formatting as the Table of Contents. The figure/table number is listed prior to the title of the figure/table in the sequence of appearance within the paper. If the paper is long with chapters, then the numerical designator of the figure/table takes on the chapter number first, followed by a decimal point then the actual number of the figure/table within that chapter. If a list of figures and a list of tables are both necessary, a tables list follows the figures list on a separate page. An example of how to list figures and tables is provided below for a paper with two chapters or more:

List of Figures

List of Tables

11. Abstract

Abstracts are not required for papers of 5,000 words or less but necessary for longer works such as Directed Research Projects. An abstract is a summary of the arguments and main conclusions of the paper. It should be no longer than one page and should leave the reader with a clear understanding of what the paper covers, including the key findings and the conclusion.

12. Briefing Note

A briefing note is used to present material in a condensed fashion, usually 800 words at CFC. The purpose, audience, etc. of BNs will be promulgated in the relevant Learning Outcome Guide (LOG) for any given course. A template is found at Annex B.

13. Service Papers

Service papers are subject to the conventions of military writing as amended in this guide for the purpose of meeting the required Learning Objectives. The purpose, audience, length, etc. of service papers will be promulgated in the relevant LOG for any given course. A template is found at Annex C.

14. Abbreviations

The *Chicago Manual of Style* 10.43 provides a list of abbreviations that may be used in scholarly text and in notes. In addition, the same chapter of the *CMS* provides the rules and examples of abbreviations for names, geographic locations, the Bible, measurements, etc. However, students should, in general, keep abbreviations out of running text except for technical matters; confine abbreviations such as etc., e.g., and i.e. to parenthetical references; and use purely scholarly abbreviations such as *ibid*., cf., and trans. in notes. Some of the more common scholarly forms students may come across or wish to use are provided below:

 (1) ann.   annex

 (2) app.   appendix

 (3) art.   article

 (4) c. or ca. *(circa)*   about

 (5) cf. (*confer)*   compare; refer to

(6)	chap.	chapter
(7)	col.	column
(8)	comp.	compiler; compiled by
(9)	ed.	edition; editor; edited by
(10)	e.g. *(exempli gratia)*	for example
(11)	*et al. (et alia/alii)*	and others
(12)	etc. (*et cetera*)	and so forth
(13)	*ibid. (ibidem)*	in the same place
(14)	i.e. (*id est*)	that is
(15)	no.	number
(16)	trans.	translator; translated by
(17)	vs. *(versus)*	against

15.   Quotations

If you use a quote *less than three lines long*, incorporate it into the text in quotation marks. If it is *three lines or longer*, it is to be set apart from the text, single-spaced, and with margins of a further 1.2 cm (0.5″) on each end. This is called a block quote. Do not use quotation marks. Block quotes must be separated from the paragraph of the main body above and below by a single-spaced line. For example:

The planning was very good, but as Douglas and Greenhous noted in their book *Out of the Shadows*:

. . . because a Canadian officer with a copy of the plan accidentally drove into their lines (where he was killed) the night before the attack, the Germans not only expected it but also knew precisely how it would develop and adjusted their defences accordingly.[32]

If you *add content to a quotation*, you must enclose your content in square brackets [ ]. For example "yet in matters most vital to the NPAM we neither are listened to nor have their [NDHQ's] support." Block quotes are not included in the paper's word count while shorter quotes imbedded in paragraphs are.

16.   Ellipsis

When material is omitted from a quotation, the omission is marked by three spaced periods, known as ellipsis points. There should be a space before each dot, unless the first dot intro-

duces its line of type or is a period of an abbreviation or sentence, and a space after the last dot if a word follows. An example: "He recalled the discussion with . . . the Defence Council, wherein the problems . . . were discussed." If the omission ends a sentence, four periods must be used.

17.   Errors in the Original Text Quoted

To assure the reader that any faulty logic, error in fact, incorrect usage or spelling, unusual term or the like is not that of the paper's author but appears exactly that way in the original source, the Latin word *sic* ("so" or "thus") may be placed after the error in square brackets ([ ]). For example:

"When the fog lifted, they were delighted to see that the country was heavily timbered and emmence [*sic*] numbers of fowl were flying in every direction."

18.   Inserting Your Own Comments or Changes in Original Quotes

If you need to explain, clarify, change tense or capitalization of the words of the writer you quote, place your changes in a pair of square brackets. You may also wish to emphasize a certain word or phrase in a quote. To show this emphasis, use square brackets to inform the reader. For example:

Subsequent investigations would eventually reveal that "[a] complex interplay of many *psychological factors* [emphasis added] and command insufficiencies . . . [had established] a pervasive [*sic*] atmosphere" that allowed for their occurrence.

19.   Epigraphs

An epigraph is a quotation set at the beginning of a paper or one of its sections to suggest its theme. It is formatted in the same way as a block quote. It is set apart from the text, single-spaced, and with margins of a further 1.2 cm. The epigraph is in italics, font size 10, and does not use quotation marks. The source of the epigraph (author's name and title of the work the quote is taken from) is given on a separate line beneath (separated from the text of the epigraph by a single space line font size 10), preceded by a dash and aligned right, also in font size 10. Epigraphs do not necessitate footnotes. Writers must then leave one single-spaced line font size 12 before the next paragraph. For example:

> *Never tell people how to do things. Tell them what to do, and they will surprise you with their ingenuity.*
>
> — Lieutenant General George S. Patton, *War as I Knew It*

20.   Dates

For academic papers, dates are to be formatted as day/month/year in full (26 March 2015). The abbreviated form can be used for briefing notes and service papers (26 Mar 15). It should be noted that *CMS* allows either day/month/year (26 March 2015) or month/day/year with a comma (March 26, 2015) (see *CMS* 4.65). The citation examples in *CMS*, however, consistently use month/day/year. In this guide, citation examples give dates in day/month/year format.

21.   Numbers

In both academic and military deliverables, single-digit numbers (i.e. zero to nine) shall be spelt out and numerals used for all others (i.e. 10 and more). In English, a comma is placed between hundreds and thousands, thousands and millions, etc (1,000; 1,000,000 — *CMS* 9.3) while in French a space is used (1 000; 1 000 000). To express fractional quantities in the millions or more, a mixture of numerals and spelled-out numbers is used (two billion; 2.3 million; 14 billion — *CMS* 9.8).

22.   Figures

In written work a figure should appear as soon as possible after the first text reference to it. Figures should be numbered and all text references to them should be by the number: "as Figure 2 shows" or "if one compares Figures 2.3 and 3.4". In addition to a title, figures must also have an acknowledgement of their source unless the figure is a creation of the author. Figure titles are set after the figure with the source following the title as shown below. This negates the need for a footnote.

The numbering of figures for a simple paper should follow a simple 1, 2, 3 format. For larger research papers and projects, the figure number should be preceded by a chapter number. Figure 3 in chapter 3 should be reflected as Figure 3.3. The example given below represents Figure 1 of Chapter 2. Note that it is centred on the page.
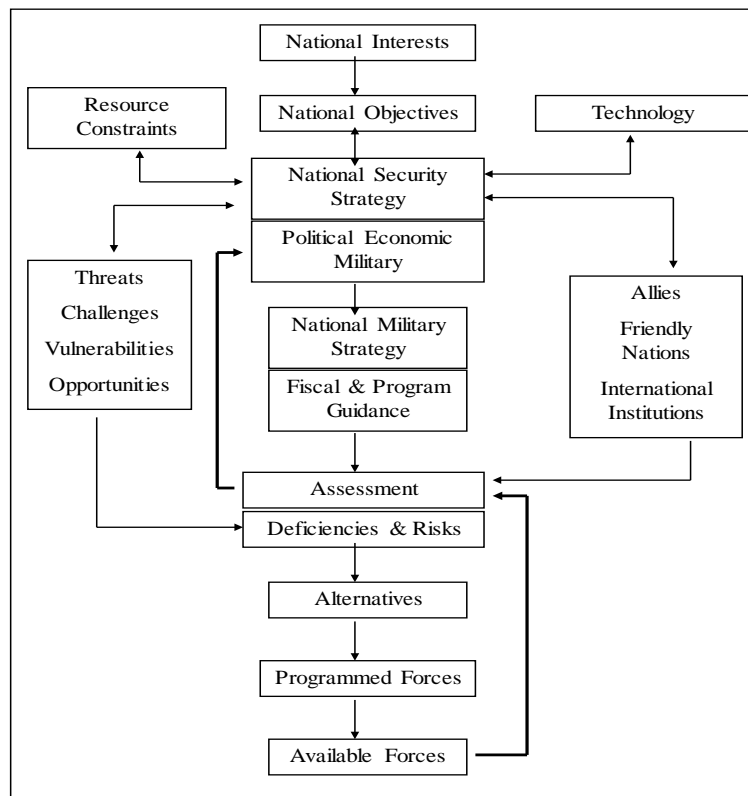
Figure 2.1 -- Strategy and Force Planning Framework

Source: Lloyd, *Strategy and Force Planning Framework*, 3.

23. Tables

Tables should appear as soon as possible after the first text reference to them, they should be numbered, and all text references to them should be by the number. Unlike figures, the title of a table is set before the table and the source is set after the table (thus negating the requirement for a footnote) as shown below:

Table 2.1 — Alternative Approaches to Force Planning

Approaches	Drivers	Strengths	Pitfalls
Top-Down	• Interests • Objectives • Strategies	• Systematic focus on ends • Integrates tools of power • Descriptors lend focus	• Constraints considered later • Possibly inflexible • Lack of detail about executability
Bottom-Up	• Existing capability	• Practical current focus • Emphasizes real world • Improves existing forces	• Present emphasized over future • Neglects long-term creativity • Neglects integrated global view
Scenario	• Specific situations	• Tangible focus • Encourages priorities • Dynamic — treats time well	• World unpredictable • May take on "a life of its own"
Threat and Vulnerability	• Risk • Adversaries • Own weak points	• Focus on potential adversaries • Both broad and specific focus • Emphasizes force capabilities	• Identification contentious • Reactive • Biased toward quantitative data
Technology	• Dominant systems	• Stresses knowledge • Encourages creativity • Creates military leverage	• Risks high cost for small gain • May undervalue human factors
Fiscal	• Budget	• Defense linked to the economy • Requires priority setting • Fosters fiscal discipline	• May lead to underfunded needs • Tends to create cyclic spending • Leads to "fair sharing"

Source: Bartlett, Holman and Somes, "The Art of Strategy and Force Planning", 24.

PART II — EXAMPLES OF ATTRIBUTION IN CFC ACADEMIC WRITING

1.   Notes and Footnotes

Notes. Notes are numbered consecutively throughout the whole of the essay. The number is in superscript, i.e., in a smaller point size and placed one-half space above, and immediately following, the last word of the text to which the note refers. The note reference follows any punctuation mark except a dash. Note references go outside a closing parenthesis and, if possible, should be at the end of a sentence rather than elsewhere in the sentence.

Footnotes. The traditional location of footnotes is at the bottom of the page to which they apply, placed in numerical order and separated from the text by a solid line or separator, which runs from the left-hand margin of type for approximately 7 cm. The line is separated from the text by a blank line space. The footnotes are single-spaced and there are no blank lines between footnotes. Each footnote begins on a new line, indented by the same proportional amount (allowing for the smaller point size) as are the paragraphs in the text, i.e., approximately .6 cm (0.25″). Second and subsequent lines are not indented. There is a vertical space of 3 cm from the last line of the last footnote to the page number if any, or to the bottom of the page. Note, however, that attribution of illustrations, figures and tables are to be placed immediately below the item rather than at the bottom of the page.

At CFC, the style is to use superscript numerals, as in the footnote reference within the text, without punctuation (example below). Superscript is the default setting in Microsoft Word software:

[3]James Eayrs, *In Defence of Canada: Growing Up Allied* (Toronto: University of Toronto Press, 1980), 146.

2.   Formatting Conventions

First Reference

The first time a reference is used it is written out in full. For example:

[5]Matthew Evangelista, *Innovation and the Arms Race: How the United States and the Soviet Union Develop New Military Technologies* (Ithaca: Cornell University Press, 1988), 10.

Short Forms (*CMS* 14.24-31)

Now it is discovered that the next note is to be from Evangelista as well; then one would use *Ibid.* This word is an abbreviation of the Latin *ibidem* (in the same place) and is used when one makes two or more *consecutive* references to the same work. For example:

[6]*Ibid.*, 36.

The use of *op. cit.* and *loc. cit.*, formerly common in scholarly references, is discouraged.

If the next note is again from Evangelista and the page has not changed, then one would use *Ibid.* again with no page number. For example:

[7]*Ibid.*

Now let us say that five intervening notes have been used and then there is cause to cite Evangelista once more; then one would use the short form. Use either the full title or an abbreviation, but ensure that the reader is clear about the reference and that you are consistent. Note the use of the ellipsis (set of three periods) to indicate a shortened title. For example:

[13]Evangelista, *Innovation and the Arms Race . . .*, 12.

Two citations in one note (*CMS* 14.23, 14.52)

Although more than one footnote reference should never appear at a single location (such as [5, 6]), a single footnote may contain more than one citation. These are separated by a semi-colon:

[1]Paul Rivard and Joe Faragone, "Privacy and Retention Issues of Defence Intelligence." *Canadian Military Journal* (Spring 2007): 86; David Wright, Serge Gutwirth, and Michael Friedewald, "Shining Light on the Dark Side of Ambient Intelligence." *Foresight* 9, no. 2 (2007): 57.

Citations Plus Commentary (*CMS* 14.32)

When a note contains both a citation and substantive material, the citation comes first and a period separates the two:

[1]T.C. Greenwood and T.X. Hammes, "War Planning for Wicked Problems." *Armed Forces Journal* 147, no. 5 (Dec 2009): 18-37. Wicked problems are those that defy easy quantification and, because of rapidly changing variables and unpredictable consequences, tend to introduce more problems as they are tackled.

Quotations within a Note (*CMS* 14.33)

When a note includes a quotation and its source, the citation follows the terminal punctuation of the quotation:

[1]"The temptation to explain military failure in terms of human error is a characteristic feature of much of the literature of defeat in battle." Eliot A. Cohen and John Gooch, *Military Misfortunes: The Anatomy of Failure in War* (New York: Free Press, 2006), 6.

3.   Bibliographies (*CMS* 14.56-14.67)

There are a variety of ways to compile a bibliography. For the College, a full bibliography is expected for academic papers of any length and service papers but not for briefing notes, wherein supporting documents are listed as references. In accordance with the *CMS*, a full bibliography includes all works cited in the text and notes, except for sources which do not require a bibliographic entry. These are noted below in this guide, and in *CMS*. In addition, bibliographies may include particularly relevant works that may have been consulted but not used. For ease of reference, it may be useful to separate the bibliography into categories such as Primary and Secondary Sources or perhaps Books, Journals and Electronic Sources. General guidance for arranging bibliographies is as follows:

- by author, where an author is stated;

- if no author, by the title of the publication; and

- if a government publication, by the name of the country of origin.

Entries of Works Cited (Bibliographies)

Bibliographies identify the works cited in the research. Specifics for their presentation include:

- They do not begin with a number;

- The first line is justified left;

- Subsequent lines are indented (0.5″);

- They begin with the author's last name;

- For successive entries by the same author, a 3-em dash (represented on most keyboards by CTL+Alt+top right corner character on the numeric keyboard), followed by a period, is used for all entries but the first.

- Periods are used between elements, followed by one space;

- Publication information is preceded by a period; parentheses are not used;

- Although the title "Bibliography" is considered a level one subhead, it should be justified centre, in capital letters and in bold at the top of the page following the end of the main text; and

- Page numbers are omitted except for parts of books or articles in periodicals, where the entire page range is given.

Examples:

Pellisier, Pierre. *La bataille d'Alger*. Paris : Perrin, 1995.

Bartlett, Henry C., G. Paul Holman, and Timothy E. Somes. "The Art of Strategy and Force Planning." *Naval War College Review* 48, no. 2 (Spring 1995): 114–126.

4.   Citations

The material and examples provided below demonstrate the more common types of citations that members of the College will likely come across in CFC academic writing exercises. If members are unsure they should consult the actual *CMS*.

5.   Data Missing from Facts of Publication

When data are missing from the facts of publication the following notations can be used in place of the missing data:

- "n.d." to indicate no date of publication (*CMS* 14.152); or

- "n.p." to indicate no place of publication (*CMS* 14.138).

If the publisher is unknown, use place and date only (*CMS* 14.143). If the work is unpaginated, you may use a chapter or section heading to assist the reader in locating the reference (*CMS* 14.17).

6.   Books (*CMS* 14.68-14.71)

The order of information, as applicable, is Author, Title, Editor (Compiler or Translator), Edition, Volumes/volume number, Title of volume, Series Title, Publication facts (city, publisher, date), Page numbers and URL for Internet sources or an indication of the medium if electronic (DVD, CD-ROM, database, etc.). Please also note that titles in English are capitalized in "headline style" (i.e., first and all other major words of the title and subtitle are capitalized). For detailed guidance, consult *CMS* 8.157. Titles in French are not capitalized, except for the first word and any proper noun found in the title. For instance,

Note Entry

[1]Pierre Pellisier, *La bataille d'Alger* (Paris : Perrin, 1995), 275.

Bibliographic Entry

Pellisier, Pierre. *La bataille d'Alger*. Paris : Perrin, 1995.

One Author (*CMS* 14.75)

Note Entry

[1]Donald J. Savoie, *Governing from the Centre: The Concentration of Power in Canadian Politics* (Toronto: University of Toronto Press, 1999), 155.

Bibliographic Entry

Savoie, Donald J. *Governing from the Centre: The Concentration of Power in Canadian Politics*. Toronto: University of Toronto Press, 1999.

Two Authors (*CMS* 14.76)

Note Entry

[2]Norman Hillmer and J.L. Granatstein, *Empire to Umpire: Canada and the World to the 1990s* (Toronto: Copp Clark Longman, 1994), 123.

Bibliographic Entry

Hillmer, Norman, and J.L. Granatstein. *Empire to Umpire: Canada and the World to the 1990s.* Toronto: Copp Clark Longman, 1994.

Three Authors (*CMS* 14.76)

Note Entry

[3]Robert Bothwell, Ian Drummond, and John English, *Canada Since 1945: Power, Politics and Provincialism* (Toronto: University of Toronto Press, 1981), 59.

Bibliographic Entry

Bothwell, Robert, Ian Drummond, and John English. *Canada Since 1945: Power, Politics and Provincialism.* Toronto: University of Toronto Press, 1981.

More Than Three Authors (*CMS* 14.76)

Note Entry

[4]G. Vézina *et al, Parallel Spatial Analysis and Interactive Visualisation: C^2 and SAR Passport Project Requirements* (Quebec City: Defence Research Establishment Valcartier, 1997), 9.

Bibliographic Entry

Vézina, G., R. Wolfe, D. Demers, G. Ratzer, V. Van Dongen, and M. Parenteau. *Parallel Spatial Analysis and Interactive Visualisation: C^2 and SAR Passport Project Requirements.* Quebec City: Defence Research Establishment Valcartier, 1997.

Multiple Page Reference (*CMS* 14.155)

Note Entry

[5]Daniel G. Dancocks*, Welcome to Flanders Fields — The First Canadian Battle of the Great War: Ypres, 1915* (Toronto: McClelland & Stewart, 1988), 50, 55–62.

Bibliographic Entry

Bibliographic entry is not affected.

Association, Institution, or Organization as "Author" (*CMS* 14.92)

Note Entry

[6]The International Institute for Strategic Studies, *The Military Balance 2000/2001* (London: Oxford University Press, 2001), 65.

Bibliographic Entry

The International Institute for Strategic Studies. *The Military Balance 2000/2001*. London: Oxford University Press, 2001.

Author's Work Translated or Edited by Another (*CMS* 14.88)

Note Entry

[7]Carl von Clausewitz, *On War*, ed. and trans. Michael Howard and Peter Paret (Princeton: Princeton University Press, 1976), 209.

Bibliographic Entry

Clausewitz, Carl von. *On War*. Edited and translated by Michael Howard and Peter Paret. Princeton: Princeton University Press, 1976.

Component Part by One Author in a Work Edited by Another (*CMS* 14.112)

Note Entry

[8]John M. Treddenick, "The Defence Budget," in *Canada's International Security Policy*, ed. David B. Dewitt and David Leyton-Brown (Scarborough: Prentice-Hall Canada Inc., 1995), 414.

Bibliographic Entry

Treddenick, John M. "The Defence Budget." In *Canada's International Security Policy*, edited by David B. Dewitt and David Leyton-Brown, 413–454. Scarborough: Prentice-Hall Canada Inc., 1995.

Chapter or Part of a Book (*CMS* 14.111)

Note Entry

[9]Douglas L. Bland and Sean M. Maloney, "Budgeting for National Defence in the 1990s", in *Campaigns for International Security: Canada's Defence Policy at the Turn of the Century* (Montreal: McGill-Queen's University Press, 2004), 156.

Bibliographic Entry

Bland, Douglas L., and Sean M. Maloney. "Budgeting for National Defence in the 1990s." In *Campaigns for International Security: Canada's Defence Policy at the Turn of the Century,* 155-190. Montreal: McGill-Queen's University Press, 2004.

Legal Citations (*CMS* 14.305-308, 14.316-317)

Note Entry

[10]Office of the Judge Advocate General, "Charter of the United Nations — 1945, Chapter 1 — Purposes and Principles, Article 2 (4)," in *Collection of Documents on the Law of Armed Conflict*, 2005 ed., ed. Directorate of Law Training (Ottawa: DND, 2005), 63.

Bibliographic Entry

Canada. Office of the Judge Advocate General. "Charter of the United Nations — 1945, Chapter 1 — Purposes and Principles, Article 2 (4)." In *Collection of Documents on the Law of Armed Conflict*, 62-72. 2005 ed. Edited by Directorate of Law Training. Ottawa: DND, 2005.

Note Entry

[11]Office of the Judge Advocate General, "Hague Convention (V) Respecting the Rights and Duties of Neutral Powers and Persons in Case of War on Land — 1907, Chapter III — Neutral Persons, Article 16," in *Collection of Documents on the Law of Armed Conflict*, 2005 ed., ed. Directorate of Law Training (Ottawa: DND, 2005), 20.

Bibliographic Entry

Canada. Office of the Judge Advocate General. "Hague Convention (V) Respecting the Rights and Duties of Neutral Powers and Persons in Case of War on Land — 1907, Chapter III — Neutral Persons, Article 16." In *Collection of Documents on the Law of Armed Conflict*, 2005 ed. Edited by Directorate of Law Training, 19–20. Ottawa: DND, 2005.

Canadian Court Martial Decisions (*CMS* 14.306)

Note Entry

[1]R. v. Semrau, [2010] C.M. 4010

Canadian Court Martial Appeal Court Decisions (*CMS* 14.306)

Note Entry

[1]Watts v. Canada, [2014] C.M.A.C. 9

Canadian Federal Court Decisions (*CMS* 14.306)

Note Entry

[1]Tovar v. Canada (Public Safety and Emergency Preparedness), [2015] F.C. 490.

Bibliographic Entry

A Bibliographic Entry is not necessary for court decisions.

Canadian Statute (*CMS* 14.307)

Note Entry

[12]National Defence Act, R.S.C., c. N-5, s. 158 (1985).

Bibliographic Entry

A Bibliographic Entry is not necessary for laws and statutes.

Part of a Series (*CMS* 14.128)

Note Entry

[13]Lawrence Freedman, *The Revolution in Strategic Affairs*, Adelphi Paper 318 (New York: Oxford University Press for the International Institute for Strategic Studies, 1998), 45.

Bibliographic Entry

Freedman, Lawrence. *The Revolution in Strategic Affairs*. Adelphi Paper 318. New York: Oxford University Press for the International Institute for Strategic Studies, 1998.

Editions Other Than the First (*CMS* 14.118)

Note Entry

[14]J.M. Bumsted, *Interpreting Canada's Past, Volume Two: Post-Confederation*, 2nd ed. (Toronto: Oxford University Press, 1993), 46.

Bibliographic Entry

Bumsted, J.M. *Interpreting Canada's Past, Volume Two: Post-Confederation*. 2nd ed. Toronto: Oxford University Press, 1993.

Illustrations and Tables (*CMS* 14.165)

For an unnumbered illustration or table from a numbered page of a book, the page is cited. For a numbered illustration on an unnumbered page, the illustration number is cited, preceded by *fig., table, map, plate,* etc. When both are present, the page number precedes the illustration number.

Note Entry

[1]Jonathan Clements, *Admiral Togo: Nelson of the East* (London: Haus, 2010), 148.

[1]Chaz Bowyer, *Bomber Barons* (Barnsley, UK: Leo Cooper, 2001), plate 1.

[1]Geoffrey Parker, ed, *The Cambridge History of Warfare* (Cambridge: Cambridge University Press, 2005), 264, map 9.

To acknowledge the source of an illustration included in a paper, see Part I, "Figures" and "Tables".

7.   Periodicals

Article in a Journal (Print Format) (*CMS* 14.175-198)

Note Entry

[1]Henry C. Bartlett, G. Paul Holman, and Timothy E. Somes, "The Art of Strategy and Force Planning," *Naval*

War College Review 48, no. 2 (Spring 1995): 115.

Bibliographic Entry

Bartlett, Henry C., G. Paul Holman, and Timothy E. Somes. "The Art of Strategy and Force Plan-
ning." *Naval War College Review* 48, no. 2 (Spring 1995): 114–126.

Article in a Journal (Electronic) [ProQuest, JSTOR, EBSCOhost]

Note Entry

[1]Paul T. Mitchell, "Small Navies and Network Centric Warfare," *Naval War College Review* 56, no. 2 (Spring
2003): 92, http://search.ebscohost.com/login.aspx?direct=true&db=mth&AN=9619692&site=ehost-live.

Bibliographic Entry

Mitchell, Paul T. "Small Navies and Network Centric Warfare." *Naval War College Review* 56,
no. 2 (Spring 2003): 83–99. http://search.ebscohost.com/login.aspx?direct=true&db=
mth&AN=9619692&site=ehost-live.

Note Entry

[2]Arnold Wolfers, "'National Security' as an Ambiguous Symbol," *Political Science Quarterly* 67, no. 4 (De-
cember 1952): 482–502, http://www.jstor.org.

Bibliographic Entry

Wolfers, Arnold. "'National Security' as an Ambiguous Symbol." *Political Science Quarterly*
67, no. 4 (December 1952): 481–502. http://www.jstor.org.

Article in a Magazine

Note Entry

[2]Michael Snider, "Firefight at the Medak Pocket," *Maclean's*, 2 September 2002, 45.

Bibliographic Entry

Snider, Michael. "Firefight at the Medak Pocket," *Maclean's*, 2 September 2002, 44–46.

8.   Encyclopedia (*CMS* 14.247-248)

Note that well-known reference books are generally not listed in the bibliography. In notes,
the facts of publication are generally omitted, but the edition, if not the first, must be specified.

Signed Article

Note Entry

[1]Ronald Hazen, "Aircraft Design," in *McGraw-Hill Encyclopedia of Science and Technology*, 8th ed.

Bibliographic Entry

Hazen, Ronald. "Aircraft Design." In *McGraw-Hill Encyclopedia of Science and Technology*. 8th ed.

Unsigned Article

Note Entry

^{2}*The New Encyclopaedia Britannica*, 15th ed., s.v. "Islam."

Bibliographic Entry

Well-known reference works are normally cited only in notes, not in the bibliography.

9.   Article in a Newspaper (*CMS* 14.203-213)

Signed Article

Note Entry

^{1}Paul Koring, "Powell Exposes Split over Iraq Invasion," *Globe and Mail*, 2 September 2002.

Editorial

Note Entry

^{2}Editorial, *Toronto Star*, 5 May 2003.

Bibliographic Entry

A Bibliographic Entry is not necessary for newspaper articles.

10.   Book Review in a Journal (*CMS* 14.214-217)

Note Entry

^{1}J.C. Stone, review of *Arming the Future: A Defense Industry for the 21st Century*, by Ann R. Markusen and Sean S. Costigan, *Canadian Military Journal* 2, no. 2 (Summer 2001): 74.

Bibliographic Entry

Stone, J.C. Review of *Arming the Future: A Defense Industry for the 21st Century*, by Ann R. Markusen and Sean S. Costigan. *Canadian Military Journal* 2, no. 2 (Summer 2001): 74–75.

11.   Unpublished Materials (*CMS* 14.224-231)

Thesis or Dissertation

Note Entry

[1]Vernon J. Kronenberg, "All Together Now: Canadian Defence Organization 1964–1971" (master's thesis, Carleton University, 1971), 14.

Bibliographic Entry

Kronenberg, Vernon J. "All Together Now: Canadian Defence Organization 1964–1971," Master's thesis, Carleton University, 1971.

CFC Student Paper (*CMS* 14.224-226)

These are similar to unpublished documents and should follow the same format as the Thesis or Dissertation example above. This also applies to student papers from other Staff and War Colleges.

Note Entry

[1]J.G.J.C. Barabé, "The Security Council Reform: The Effectiveness–Democracy Tug-of-War" (National Security Studies Course Paper, Canadian Forces College, 2000), 14.

Bibliographic Entry

Barabé, J.G.J.C. "The Security Council Reform: The Effectiveness–Democracy Tug-of-War." National Security Studies Course Paper, Canadian Forces College, 2000.

Note Entry

[2]D.A. Cooper, "Formulating a New Defence White Paper" (Command and Staff Course New Horizons Paper, Canadian Forces College, 1997), 14.

Bibliographic Entry

Cooper, D.A. "Formulating a New Defence White Paper." College Command and Staff Course New Horizons Paper, Canadian Forces, 1997.

CFC Activity Package

Note Entry

[1]Canadian Forces College. "The Effectiveness of the Canadian Forces" (National Security Studies Course 6 Activity Package N/SS/CNS 433/SM-3, 2004), 1/14.

Bibliographic Entry

Canadian Forces College. "The Effectiveness of the Canadian Forces." National Security Studies Course 6 Activity Package N/SS/CNS 433/SM-3, 2004.

Correspondence (Letters, Memoranda, CANFORGEN and Messages) (*CMS* 14.232-242)

Note Entry

[2]John D. Wiggins, *Cancellation of Canadian Forces Aesthetics Training — Predicted Impact on Recruiting* (Canadian Forces Base Borden: file 4599–1 (CFSXX), message number (if applicable), 15 May 95 (or date time group, if applicable).

Bibliographic Entry

Wiggins, John D. *Cancellation of Canadian Forces Aesthetics Training — Predicted Impact on Recruiting*. Canadian Forces Base Borden: file 4599–1 (CFSXX), message number (if applicable), 15 May 95 (or date time group, if applicable).

Access to Information Request

Note Entry

[1]Department of National Defence, "Preliminary Record of Decisions, PMB 03/00 — Maritime Helicopter Project: Program Management Board Decision Support Package, 22 Feb 01," Access to Information Request Number (A) 2001-00432 — Records Dealing with the Senior Management Oversight Committee for the Maritime Helicopter Project (January 2001).

Bibliographic Entry

Canada. Department of National Defence. "Preliminary Record of Decisions, PMB 03/00 — Maritime Helicopter Project: Program Management Board Decision Support Package, 22 Feb 01." Access to Information Request Number (A) 2001-00432 — Records Dealing with the Senior Management Oversight Committee for the Maritime Helicopter Project. January 2001.

12.   Electronic Sources

The Chicago Manual of Style highlights the importance that electronic content and online media are now having for academic work. Nevertheless, the nature of the electronic media requires authors to remain cognizant of some of the pitfalls associated with electronic media and the impermanence that can be associated with this type of source. For example, the location of a source may change or become unavailable. As well, some sources may be available in both print and electronic forms but the potential for differences requires that the actual source consulted be cited. Listed below are some of the more common forms of electronic sources that members of the College may come across in their research.

CD-ROMs (*CMS* 14.168)

Note Entry

[2]"Order of Production of Documents to the Department of National Defence and Canadian Forces," in *Information Legacy: A Compendium of Source Material* (Ottawa: Commission of Inquiry into the Deployment of the Canadian Forces to Somalia, 1997). CD-ROM.

Bibliographic Entry

"Order of Production of Documents to the Department of National Defence and Canadian Forces." In *Information Legacy: A Compendium of Source Material*. Ottawa: Commission of

Inquiry into the Deployment of the Canadian Forces to Somalia, 1997. CD-ROM.

A Website (*CMS* 14.245)

When citing a website, a Wiki, or other Internet content subject to change, include the date on which the page was last modified if this can be determined. If it cannot, include the date on which you accessed the page. See *CMS* 14.7-8.

Note Entry

[3]Industrial College of the Armed Forces, "Economics of National Security Strategy and Resource Allocation," last modified [or accessed] 22 June 2004, http://www.ndv.edu/icaf/departments/econ/semester/les-son/. htm.

Bibliographic Entry

Industrial College of the Armed Forces. "Economics of National Security Strategy and Resource Allocation." Last modified [or accessed] 22 June 2004. http://www.ndv.edu/icaf/depart-ments/econ/semester/lesson/.htm.

A Blog (*CMS* 14.246)

Note Entry

[3]Travis, "Being a Good Recruit", *Canadian Forces* (blog), 3 August 2006, http://canadian-forces.blogspot.ca/2006/08/being-good-recruit.html.

[4]Dawnie (6:40 p.m.), comment on Travis, "Being a Good Recruit", *Canadian Forces* (blog), 3 August 2006, http://canadian-forces.blogspot.ca/2006/08/being-good-recruit.html.

Bibliographic Entry

Bibliographic entries are not normally necessary for blog citations.

A Podcast (*CMS* 14.221)

Note Entry

[2]"Deployments are being cut down to nine months beginning Jan. 1, 2012," *Soldiers Radio News*, 11 August 2011, http://www.army.mil/media/amp/.

Bibliographic Entry

"Deployments are being cut down to nine months beginning Jan. 1, 2012." *Soldiers Radio News*, 11 August 2011. http://www.army.mil/media/amp/.

DVDs (*CMS* 14.279)

Note Entry

[1]*Battle of Algiers*, directed by Gillo Pontecorvo (New York: Criterion Collection, 2004), DVD.

Note Entry for an Indexed Scene

[2]"Witness to an Execution," *Battle of Algiers*, directed by Gillo Pontecorvo (New York: Criterion Collection, 2004), DVD.

Bibliographic Entry

Battle of Algiers. Directed by Gillo Pontecorvo. New York: Criterion Collection, 2004. DVD.

Online videos (*CMS* 14.280)

Note Entry

[1]"Top 10 Military Mishaps," YouTube video, 8:05, posted by "WatchMojo," 12 June 2014, https://www.youtube.com/watch?v=cc6i9Bc2O54.

Bibliographic Entry

"Top 10 Military Mishaps." YouTube video, 8:05. Posted by "WatchMojo," 12 June 2014. https://www.youtube.com/watch?v=cc6i9Bc2O54.

Social media (*CMS* 14.246)

Note Entry

[1]Jason Kenney's Facebook page, 18 April 2015, accessed 23 April 2015, https://www.facebook.com/JasonKenneymp.

[2]Anne Juneau, comment on Jason Kenney's Facebook page, 18 April 2015, accessed 23 April 2015, https://www.facebook.com/JasonKenneymp.

[1]Justin Trudeau, Twitter post, 30 March 2015, 3:32 p.m., accessed 14 April 2015, https://twitter.com/justintrudeau.

[2]Allan Wood, comment on Justin Trudeau, Twitter post, 30 March 2015, 3:32 p.m., accessed 14 April 2015, https://twitter.com/justintrudeau.

Bibliographic Entry

A Bibliographic Entry is not necessary for social media comments.

An IRC Database Search Engine (EBSCOhost, JSTOR, ProQuest)

See page II-8/18 — Periodicals.

13.   Speeches (CMS 14.226)

The relevant elements for citing a speech are: author, title in quotation marks (if the speech has a formal title), sponsoring body, location and date.

Note Entry

[3]Stephen Harper (speech, World Economic Forum, Davos, Switzerland, 26 January 2012.

Bibliographic Entry

Harper, Stephen. Speech, World Economic Forum, Davos, Switzerland, 26 January 2012.

14.   Interviews (*CMS* 14.218-223)

References to conversations conducted in person or by phone, or to letters received by the author, may be included in the text or in a note. There is no need to include such references in the bibliography since personal communications are seldom available to the public.

Note Entry

[3]Ronald G. Haycock, telephone conversation with author, 3 September 2002.

More formal types of interviews should follow a format that includes the name of the individual interviewed, the title of the interview (if available), the word *interview by* followed by the interviewer's name, the medium in which the interviewed person appeared (book, journal, radio, etc.), identity of editor, translator or director (as applicable), facts of publication, and repository.

Note Entry

[2]Kameto Kuroshima, interview by Gordon W. Prange, 28 November 1964, box 25, transcript, Gordon W. Prange papers, Special Collections, University of Maryland Libraries, College Park, MD.

15.   Attribution with Permission from a College Lecturer or Other Unpublished Speech (*CMS* 14.226)

Note Entry

[4]Paul Mitchell, "Canadian Foreign Policy" (lecture, Canadian Forces College, Toronto, ON, 5 October 2003), with permission.

Bibliographic Entry

Mitchell, Paul. "Canadian Foreign Policy." Lecture, Canadian Forces College, Toronto, ON, 5 October 2003, with permission.

16.   Citations Taken from Secondary Sources (*CMS* 14.273)

Citing a source from a secondary source is generally discouraged in scholarly writing. Students are expected to examine the works that they cite. However, if the original source is not available, writers may find themselves wanting to use a quotation written by one author and quoted in another author's work. In this case, both sources must be cited in the footnote.

Note Entry

[1]James Eayrs, *In Defence of Canada, vol 2, Appeasement and Rearmament* (Toronto: University of Toronto Press, 1965): 183, quoted in D.W. Middlemiss and J.J. Sokolsky*, Canadian Defence: Decisions and Determinants* (Toronto: Harcourt Brace Jovanovich Canada Inc., 1989), 14.

Bibliographic Entry

Middlemiss, D.W., and J.J. Sokolsky. *Canadian Defence: Decisions and Determinants.* Toronto: Harcourt Brace Jovanovich Canada Inc., 1989.

17.   Public Documents

Recently the *CMS* has made a change from previous editions in the treatment of public documents. Essentially, *CMS* has given up maintaining any independent standard for citing public documents and recommends the use of an appropriate legal style guide instead (*Bluebook* or *ALWD Citation Manual* for the U.S., *Canadian Guide to Uniform Legal Citation* for Canada, etc.). See *CMS* 14.281. The implication of this is that footnotes for legal documents would no longer follow traditional *Chicago* format, and there would be no bibliographic entries for such publications either, since the use of bibliographic entries is not common in legal citation.

However, a small exception is allowed at 14.303, whereby writers may use a more "normal" *Chicago* format in specific cases. At CFC most of the public documents that students use for their research fall into the category of doctrine manuals, government reports, government policy documents, or proceedings of committees. In essence, all of these documents can be treated as books following the rules articulated earlier in the document. Some commonly used examples are provided below.

Note Entry

[1]Department of Foreign Affairs and International Trade, *Canada in the World* (Ottawa: Canada Communication Group, 1995), 4.

Bibliographic Entry

Canada. Department of Foreign Affairs and International Trade. *Canada in the World*. Ottawa: Canada Communication Group, 1995.

Note Entry

[2]Department of National Defence, *1994 Defence White Paper* (Ottawa: Canada Communications Group, 1994), 21.

Bibliographic Entry

Canada. Department of National Defence. *1994 Defence White Paper*. Ottawa: Canada Communications Group, 1994.

Note Entry

[5]House of Commons, Standing Committee on National Defence and Veterans' Affairs, *Minutes of Proceedings and Evidence*, no. 1, Tuesday, 21 October 1986, 1:41.

Bibliographic Entry

Canada. House of Commons. Standing Committee on National Defence and Veterans' Affairs. *Minutes of Proceedings and Evidence*, no. 1, Tuesday, 21 October 1986, 1:41.

DND Doctrine Manuals and Publications

This applies to all publications and other documents controlled by National Defence Index of Documentation (NDID) numbers: e.g., A-AD-121-FO1/JX-000.

Note Entry

[1]Department of National Defence, A-AD-121-FO1/JX-000, *Canadian Forces Manual of Abbreviations* (Ottawa: DND Canada, 1995), 6.

Bibliographic Entry

Canada. Department of National Defence. A-AD-121-FO1/JX-000, *Canadian Forces Manual of Abbreviations*. Ottawa: DND Canada, 1995.

Public Archives (*CMS* 14.232-242)

Footnotes should cite a specific document within a collection. Bibliographic entries need cite only the collection, unless only one item is cited in the notes.

Note Entry

[1]War Diary of 6 Canadian Armoured Regiment (1H) from 1 April 44 to 30 April 44, Department of National Defence Fonds, RG 24, C-3, vol. 14213, file 3, microfilm reel T-12567, Library and Archives Canada.

Bibliographic Entry

War Diaries. Department of National Defence Fonds. Library and Archives Canada.

US Government Publications

US government publications are issued by both Houses of Congress (Senate and House of Representatives) and by the executive departments and agencies. Printing of most government publications is done by the Government Printing Office in Washington, DC. Citations can use "Washington, DC:" followed by U.S. Government Printing Office, Government Printing Office, GPO or just the date, but the same method must be used consistently. In addition there are forms for a variety of other types of US public documents such as Hearings, State Legislative documents, Presidential Reports, etc.

In the same vein, students should use the formats presented in this section for other national governments.

Note Entry

[1]Executive Office of the President of the United States Office of Management and Budget, *Budget of the United States Government, Historical Tables Fiscal Year 2002* (Washington, DC: U.S. Government Printing Office, 2001), 121.

Bibliographic Entry

United States. Executive Office of the President of the United States Office of Management and Budget. *Budget of the United States Government, Historical Tables Fiscal Year 2002*. Washington, DC: U.S. Government Printing Office, 2001.

Note Entry

[2]Department of Defense, *Quadrennial Defense Review Report* (Washington, DC: U.S. Government Printing Office, September 30, 2001), 23.

Bibliographic Entry

United States. Department of Defense. *Quadrennial Defense Review Report*. Washington, DC: U.S. Government Printing Office, September 30, 2001.

US Doctrine Manuals or DoD Publications

Note Entry

[1]Joint Chiefs of Staff, *Doctrine for the Armed Forces of the United States*, JP 1, Vol. 1 (Washington, D.C.: Joint Chiefs of Staff, 2013), I-7.

Bibliographic Entry

United States. Joint Chiefs of Staff. *Doctrine for the Armed Forces of the United States*. JP 1. Vol. 1. Washington, D.C.: Joint Chiefs of Staff, 2013.

Others

Note Entry

[1]United Nations General Assembly, *Convention on the Privileges and Immunities of the United Nations* (New York: UN, 1946), 5.

Bibliographic Entry

United Nations General Assembly. *Convention on the Privileges and Immunities of the United Nations*. New York: UN, 1946.

Yearbooks

Note Entry

[1]Stockholm International Peace Research Institute (SIPRI), *SIPRI Yearbook 2000: Armaments, Disarmament and International Security* (New York: Oxford University Press, 2000), 12.

Bibliographic Entry

Stockholm International Peace Research Institute (SIPRI). *SIPRI Yearbook 2000: Armaments, Disarmament and International Security*. New York: Oxford University Press, 2000.

CFC COVER PAGE

CANADIAN FORCES COLLEGE/COLLÈGE DES FORCES CANADIENNES
JCSP or NSP X/PCEMI ou PSN X
SUBMISSION DATE/DATE DE REMISE

COURSE NUMBER AND TITLE/NUMÉRO ET TITRE DU COURS

TITLE or/ou TITRE

By Major first and last name
Par le major prénom et nom de famille

Word Count: X,XXX   Nombre de mots : X XXX

BRIEFING NOTE (BN) TEMPLATE

BRIEFING NOTE FOR …

SUBJECT OF THE BRIEFING NOTE

REFERENCES:

A.

ISSUE

1.   The issue paragraph (2-3 lines) introduces the issue and provides a clear statement of the intent of the Briefing Note (BN). Any time sensitivity of the BN should be indicated here. The last sentence could start with: This briefing note will discuss...

BACKGROUND

2.   This section explains why the BN was written. It can include a description of past events or chronological facts related to the topic at hand.

3.   It is best to keep the Background within only one or two paragraph(s) to focus on the Discussion portion of the BN.

DISCUSSION

4.   The discussion is an examination by argument with essential information. BNs should usually run two pages at the most. Drafters should assume a third party voice so as to provide the information in a clear and objective manner. The text is to be written in accordance with the principles of military writing, i.e., accuracy, brevity and clarity. One way to approach this is to cover one idea per paragraph.

5.   In the interest of clarity, acronyms and abbreviations should be limited. Although there is no need to explain commonly used acronyms, such as RCAF, RCN, ISR, more complex or technical acronyms that will be used in the document are to be spelled out in full in the first instance followed by the acronym listed in parenthesis. The acronym can be used thereafter.

6.   All paragraphs are numbered in sequential order through the entire document. A half-inch indent is used after each paragraph number. Page numbering is contained in the footer, is left justified, is formatted as page number/number of pages (e.g., 1/2), and does not include the cover page. The word count includes paragraph numbers and text; it does not include the cover page, headings, signature blocks, footnotes (if used) or annexes. The word count for this template is 468.

7.   BNs are used to provide the intended senior leader with a concise summary on a given topic, for their information or for seeking a decision or approval. At CFC, BNs use the informative approach only, thus negating the requirement for a formal recommendation by the drafter.

8.   BNs must contain relevant information culled from a variety of sources, but not to the extent of a research paper; a brief description of all of the references used should be included under the References banner, and in sufficient detail to enable the reader to be able to source them. For CFC purposes, all information from external references must be noted within the text (in the form "Ref A, p. 23").

CONCLUSION

9.   This section summarizes and focuses the issue at hand and should be kept brief. The conclusion should remain entirely objective and should not make recommendations on courses of action. For the purpose of CFC written assignments, there is no requirement to include a "Reviewed by" block.

Prepared by: Maj A.B.C. Tremblay

Date prepared: 13 November 2014

Annex(es): If included, annexes are to be listed at the bottom of the BN.

SERVICE PAPER TEMPLATE

TITLE

AIM

1.   The aim of the service paper should be presented here in a short and concise paragraph, including one sentence stating *explicitly* the purpose of the paper. There must be only one fundamental issue being addressed therein but the writer should also use this paragraph to elaborate on one's intent in terms of writing a reflection and/or an information piece, suggesting areas of further study, providing a specific recommendation for a course of action, etc. Any such amplification is to reflect the instructions found in the relevant Learning Outcome Guide (LOG) for this specific course.

INTRODUCTION

2.   This section explains why the service paper was written by providing the necessary context and initial background information that will not need repeating in the main body. The writer must include a selected approach or method for treating the question at hand as well as a brief outline of the discussion's structure. The introduction section should be no more than two paragraphs.

DISCUSSION

3.   The discussion is an examination by argument with essential information. The writer should assume a third party voice so as to provide the information in a clear and objective manner. The text must be persuasive in a manner similar to that of an academic paper, using techniques discussed in the reference book *Academic Writing for Military Personnel*. The use of quotes (three lines or less within a paragraph or block quotes when more than three lines in length) is authorized.

4.   All acronyms and abbreviations, including common military ones such as RCN, must be spelt out in full in the first instance followed by the acronym listed in parentheses — e.g., the Royal Canadian Navy (RCN). The acronym can be used thereafter.

5.   Subheadings within the discussion section may be used for clarity but are not mandatory.

6.   All paragraphs are numbered in sequential order through the entire document. A half-inch indent is used after each paragraph number. Page numbering is contained in the footer, is left justified, is formatted as page number/number of pages (e.g., 1/2), and does not include the cover page. The word count includes paragraph numbers, original text and quotes within paragraphs; it does not include the cover page, headings, block quotes, footnotes, or annexes (if used). The word count for this template is 460.

7.   Service papers must contain relevant information culled from a variety of sources as would be required for a persuasive paper. Footnotes and a bibliography are to be included using the conventions published in the *CFC Guide for Academic Writing*.

CONCLUSION

8.   This section provides the summation of the argument, summarizing the previous discussion before listing conclusions as required by the LOG. The conclusion should closely reflect the problematic as laid out in the aim and introduction sections.

RECOMMENDATION

9.   This section is not always necessary depending on the nature of the service paper. The requirement for a recommendation section will be specified in the relevant LOG.

Annex(es): A. If included, annexes are to be listed here.

REFWORKS ENTRIES FOR PART II

Citations generated by RefWorks

The citations below, based on the examples provided in this guide, were generated from RefWorks. While RefWorks can handle the sources most commonly used for student papers (such as books and journal articles) without difficulty, some of the less common sources may cause problems for students. For each example below, we have provided a Reference Type (i.e., the document format that you should select when entering the item into RefWorks) and some notes on which fields to use for entering various types of information, or other problems which may need to be corrected manually to insure that the citation is displayed in accordance with the rules found in the *Chicago Manual of Style*.

Books

Pellisier, Pierre. *La Bataille d'Alger*. Paris : Perrin, 1995.
     Reference Type: Book, Whole
     Note: Non-English titles may not capitalize correctly; correct manually.

One Author

Savoie, Donald J. *Governing from the Centre: The Concentration of Power in Canadian Politics*.
     Toronto: University of Toronto Press, 1999.
     Reference Type: Book, Whole

Two Authors

Hillmer, Norman, and J.L. Granatstein. *Empire to Umpire: Canada and the World to the 1990s*.
     Toronto: Copp Clark Longman, 1994.
     Reference Type: Book, Whole
     Note: Authors' names must be entered with surname first (Hillmer, Norman; Granatstein, J.L.); RefWorks will correct output to display as above.

Three Authors

Bothwell, Robert, Ian Drummond, and John English. *Canada since 1945: Power, Politics and Provincialism*. Toronto: University of Toronto Press, 1981.
     Reference Type: Book, Whole
     Note: See above under Two Authors.

More than Three Authors

Vézina, G., R. Wolfe, D. Demers, G. Ratzer, V. Van Dongen, and M. Parenteau. *Parallel Spatial Analysis and Interactive Visualisation: C^2 and SAR Passport Project Requirements*. Quebec City: Defence Research Establishment Valcartier, 1997.
     Reference Type: Book, Whole
     Note: See above under Two Authors

Association, Institution or Organization as "Author"

International Institute for Strategic Studies. *The Military Balance 2000/2001*. London: Oxford University Press, 2001.
>   Reference Type: Book, Whole
>   Note: RefWorks will display message: "This author name was not entered in the recommended format"; click OK to proceed.

Author's Work Translated or Edited by Another

Clausewitz, Carl von. *On War*. Translated by Michael Howard and Peter Paret, edited by Michael Howard and Peter Paret. Princeton: Princeton University Press, 1976.
>   Reference Type: Book, Whole
>   Note: Enter translators' and editors' names in direct order (Michael Howard and Peter Paret). RefWorks will display message: "This author name was not entered in the recommended format"; click OK to proceed.

Component Part by One Author in a Work Edited by Another

Treddenick, John M. "The Defence Budget." In *Canada's International Security Policy*, edited by David B. Dewitt and David Leyton-Brown, 413-454. Scarborough: Prentice-Hall Canada Inc., 1995.
>   Reference Type: Book, Section
>   Note: Enter editors' names in direct order (David B. Dewitt and David Leyton-Brown). RefWorks will display message: "This author name was not entered in the recommended format"; click OK to proceed.

Chapter or Part of a Book

Bland, Douglas L., and Sean M. Maloney. "Budgeting for National Defence in the 1990s." In *Campaigns for International Security: Canada's Defence Policy at the Turn of the Century*. Montreal: McGill-Queen's University Press, 2004.
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>   Reference Type: Book, Section
>   Note: RefWorks will display messages for author and editor: "This author name was not entered in the recommended format"; click OK to proceed.

Canadian Court Martial Decisions (*CMS* 14.306)

   [1]R. v. Semrau, [2010] C.M. 4010.

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Freedman, Lawrence. *The Revolution in Strategic Affairs*. Adelphi Paper 318. New York: Oxford
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Bartlett, Henry C., G. Paul Holman, and Timothy E. Somes. "The Art of Strategy and Force
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      Reference Type: Journal Article
      Notes: For multiple authors, enter authors' names in inverted order (Bartlett, Henry C.;
      Holman, G. Paul); RefWorks will correct output to display as above. Enter entire page
      range in Start Page field.

Article in a Journal (Electronic) (ProQuest, JSTOR, EBSCOhost)

Mitchell, Paul T. "Small Navies and Network Centric Warfare." *Naval War College Review* 56,
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Wolfers, Arnold. " 'National Security' as an Ambiguous Symbol." *Political Science Quarterly*
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    Note: Place all information other than Author and Title in Type of Work field.

<u>Correspondence (Letters, Memoranda, CANFORGEN and Messages)</u>

Wiggins, John D. *Cancellation of Canadian Forces Aesthetics Training — Predicted Impact on
    Recruiting*. Canadian Forces Base Borden: file 4599-1 (CFSXX), 15 May 95.
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<u>Access to Information Request</u>

Canada. Department of National Defence. "Preliminary Record of Decisions, PMB 03/00 —
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Electronic Sources

<u>CD-ROMs</u>

"Order of Production of Documents to the Department of National Defence and Canadian Forces."
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    will cause title to alphabetize incorrectly; correct manually.

<u>A Website</u>

Industrial College of the Armed Forces. "Economics of National Security Strategy and Resource

Allocation", accessed 22 June 2004.
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Battle of Algiers. Directed by Gillo Pontecorvo. [New York]: Criterion Collection, 2004. DVD.
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