



## AL&T Style Quick Reference

Army AL&T follows AP Style. Here are some quick tips to get you started:

- We always capitalize the S in Soldier when referencing U.S. Army Soldiers.
  - We only use title case (initial capital letter) for proper nouns—the proper names of people, places and things. When in doubt, don't capitalize (no matter what your Army instincts tell you).
  - Job titles (not position descriptions) before the individual's name get title case, per AP; those after the name do not.
  - Under AP Style, rank is never in all capitals. Use Maj. Gen.; Lt. Col.; 1st Sgt.; Pvt., etc.
- We use Humvee, based on AP style, instead of High Mobility Multipurpose Wheeled Vehicle (HMMWV).
- Use acronyms and initialisms only if there is no other option. If the acronym or initialism appears only once or twice, don't use it.
  - Acronyms and initialisms should be fully capitalized unless in a trademark. (DoD? No. DOD.)
- Do not use footnotes or endnotes. Introduce sources in a sentence to cite them. For example, “In Sun Tzu’s ‘The Art of War,’ we learn that...”
  - Note: If you cite monetary figures, peer-reviewed studies or published material of any kind, it is helpful to include a link to your source’s webpage or PDF.
- At the end of your article include:
  - A sentence beginning “For more information...” that directs readers to a point of contact, website or other resource for further details or questions.
  - A *brief* biography—about 100 words—for each author listed in the byline.
- Submit high-resolution photos and graphics (images that are about 1MB in file size, or 300DPI) that support your article. Do not embed them in the article—submit them as separate files.
  - At the end of the article, or in a separate Word document, provide a brief caption for each photo that includes naming those in the picture, describing what is going on in the picture and an approximate date for the picture.
  - Are you submitting a chart or graphic? Make sure to tell us what all the acronyms stand for in the caption. If you have information or an idea for a chart or graphic, we'll help you make it!
  - Don't have any pictures? Search for free images here: <https://www.defense.gov/observe/photo-gallery/> and <https://www.dvidshub.net/>.

For more detailed style guidelines, go to <https://asc.army.mil/web/writers-guidelines/#title> or email the editors at: [armyalt@mail.mil](mailto:armyalt@mail.mil).