

1. GENERAL. The Combat Studies Institute (CSI) at Fort Leavenworth, Kansas, publishes original, interpretive research on historical topics pertinent to the current doctrinal concerns of the US Army. CSI publishes command directed works, suitable unsolicited manuscripts from a variety of sources, and internally generated manuscripts. CSI does not usually publish materials already published. For information about these publications, contact 913-684-2138, DSN 552-2138, fax 913-684-4861, or visit the CSI website: <http://usacac.army.mil/CAC/csi/>

2. TARGET AUDIENCE. The goal of CSI Press publications is to provide historical accounts of battles, campaigns, analytical studies from which leaders of today's Army can educate and inform themselves to become better decision makers.

3. WRITING STYLE AND MANUSCRIPT LENGTH.

a. The CSI Press prefers monographs written in the active voice. Active voice emphasizes the doer of the action and shows who or what does the action in the sentence. The standard English sentence order, subject-verb-object, works best. It speeds communication and helps the reader understand the point.

b. The CSI Press publishes monographs and books in the general categories listed below. Final determination will be made by CSI. Refer to paragraph 9, Submitting Material, for font, size, and spacing requirements.

(1) Leavenworth Paper: Used for monograph-length projects of special significance; 50 to 200 pages when printed; content is based on at least 50-percent primary source material.

(2) CSI Special Studies: Monograph or book-length projects of special significance; 100 to 350 pages when printed; content can be based solely on secondary sources; primary-source use is encouraged.

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Chief, Research and Publications Team (RPT) will recommend to the Director, CSI how these projects will be laid out and printed.

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6. **SECURITY AND POLICY REVIEW.** CSI does not publish classified material.

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8. **SUBMITTING MATERIAL.**

a. Submit manuscript in hard copy and electronic MS Word format on a CD labeled with your last name, manuscript title, and date. Make sure that the electronic file submitted on disk matches exactly the hard copy printout submitted. Label each disk with name, title of the work, and the contents of the disk. Send to:

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Truesdell Hall, 290 Stimson, Unit 1 (ATTN: RPT)
Fort Leavenworth, KS 66027

And email: usarmy.leavenworth.tradoc.mbx.csi-rp@mail.mil

b. Use the following text formatting in submitting documents:

- Use Microsoft Word software.
- Set all parts of the manuscript in double-spaced 11-point Times New Roman.
- Set all margins (top, bottom, left, and right) to 1 inch.
- Use left justification, not full justification.

- Use .25-inch paragraph indent.
- Use "normal" style throughout the text.
- Number the pages of the manuscript consecutively starting with the title page.
- Make different subhead levels easy to distinguish from one another (e.g., first level centered, second level flush left). Use title-style capitalization, not full caps, for subheadings.
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DO NOT:

- Use hyperlinks of any kind anywhere in the document. Right click and remove them prior to submission.
- Use the automatic hyphenation feature.
- Use the automatic bulleting/numbering feature.
- Use special fonts or combinations of fonts and type sizes, special color-coding or spacing, templates, embedded styles for the table of contents or index, or similar desktop-publishing features.
- Use numbered subheadings.
- Embed illustrations in the text. Instead, include them as separate electronic files (see "Illustrations," below).
- Use headers to insert chapter names, numbers, or dates.
- Use roman numerals for introductory matter page numbers.
- Add extra lines between paragraphs.

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(1) Submit images as individual files only, do not import images into the manuscript. Instead, suggest placement for figures, tables, maps, and other illustrations, using call-outs in the text.

(2) Number your illustrations and tables consecutively throughout the manuscript (e.g., Figure 1, Figure 2, etc.; Table 1, Table 2, etc.).

(3) Prepare and format all maps, tables, and graphs to fit directly on to a book page. Graphics requiring reduction often renders the author's work unreadable. Graphics requiring a vertical offset/broadside will not be accepted.

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(5) Scan all images (color and grayscale) at a resolution between 266 and 300 pixels per inch, based on an input-to-output (I/O) size ratio of one-to-one. For example, a 3-by-5-inch original photograph to be printed at 3-by-5 inches (I/O ratio of one-to-one) should be scanned at 266 to 300 pixels per inch. The same size photo to be printed at 6-by-10 inches (I/O ratio of one-to-two) should be scanned at 532 to 600 pixels per inch. All other enlargements and reductions are similarly proportional. Please note that images scanned at lower resolutions and then forced or pushed to a higher resolution to meet printing standards become blurry. This happens, for example, if you change an image at 150 pixels per inch to 300 pixels per inch in your image-editing program. Instead, you should rescan the image at the target resolution of 300 pixels per inch. Although you can reduce digital images to a desired resolution, you should never try to increase them to a higher resolution to meet printing standards.

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e. Reference Material. CSI editors use the following references.

1) The Chicago Manual of Style, 16th Edition is the current primary writing guide for CSI.

2) US Government Printing Office (GPO) Style Manual is the overall guide for editing CSI products. It has specific sections on formatting (paragraph 2.3.), capitalization rules (chapter 3) and examples (chapter 4), compounding rules (chapter 6) and examples (chapter 7), and numbers (chapter 12). Website: <http://www.gpoaccess.gov/stylemanual/browse.html>.

(3) Webster's New World College Dictionary (most recent edition). When there is more than one "acceptable" spelling for a word, always use the preferred spelling. Website: <http://www.m-w.com/netdict.htm>.

(4) Webster's Biographical Dictionary and Webster's Geographical Dictionary to confirm and complete names and places.

(5) The Gregg Reference Manual to reconcile questions on grammar, punctuation, and English use.

(6) Manual for Writers of Term Papers, Theses, and Dissertations, Sixth Edition, Kate L. Turabian, to format endnotes and bibliographies.

(7) Acronyms. Websites: <http://www2.arims.army.mil/abbreviation/MainMenu.asp> or <http://www.acronymfinder.com/>.

(8) DOD Dictionary of Military Terms: <http://www.dtic.mil/doctrine/jel/doddict/>

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