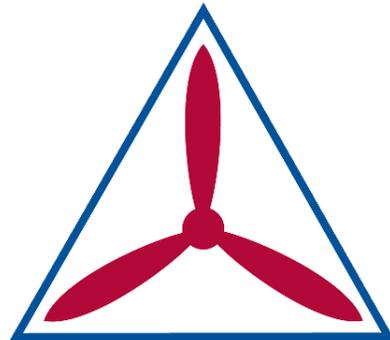


CAPP 110-1

21 July 2020



CIVIL AIR PATROL WRITTEN HISTORY GUIDE



NATIONAL HEADQUARTERS CIVIL AIR PATROL
Maxwell Air Force Base, Alabama

CAP Written History Program

Chapter 1. Monographs.

- 1.1 Monographs. A monograph is a separate narrative account of a particular issue, subject, or topic. It may cover a short or an extended period, as required to adequately cover the issue, subject, or topic.
- 1.2 Submission of Monograph Manuscripts. Draft manuscripts submitted by CAP member or others should be sent to the Research Division Head, History Staff, National Headquarters Civil Air Patrol. The Research Division Head will review draft submissions and forward edited drafts recommended for publication to the Chief Historian for final approval. Refer to eServices for contact information for the Research Division Head and Chief Historian.

Chapter 2. Special Studies

Special Studies. Special studies are projects undertaken to meet the specific requirements of an official or agency. They usually have a short suspense. Special studies may be narrative in form, a special collection of pertinent documents, or a combination of the two. If published or distributed outside the immediate headquarters of the originating historical office and subordinate units, review and approval by the CAP Chief Historian (NH) is required.

Chapter 3. Style of Monographs and Special Studies.

3.1 Format.

- 3.1.1 Narrative elements are to be written in paragraph format and may be prepared in either a chronology or in order of importance. Use simple, direct language in active voice. Explain any terms not normally known to CAP personnel.
- 3.1.1 Be an impartial observer. Report only verified facts. Include both achievements and problems, and how problems were resolved.

3.2 Style.

- 3.2.1 Dates should be provided in military style with day/month/year.
- 3.2.2 Names and titles. Give CAP or military grade, first and last name, unit of assignment, and branch of service if applicable.
- 3.2.3 Statistics should be presented in tables or charts if possible. If not, keep the statistical information provided short.
- 3.2.4 Abbreviations. Limit abbreviations to those normally used by Civil Air Patrol.
- 3.2.5 Numbers: In the narrative, spell out numbers at the beginning of a sentence and when the number is less than one hundred.
- 3.2.6 Time. Use military time (24-hour clock).
- 3.2.7 Indent quotations of five or more lines. Otherwise, use quotation marks.

3.2.8 Supporting documents. When supporting documents are available, place them in the Appropriate Appendices.

3.2.9 Size and spacing. Use letter size with 1" margins all around.

3.3 Footnotes.

3.3.1 Footnotes present the source, or proof, for a fact or statement. They may also provide additional factual information to the reader.

3.3.2 Footnotes should be placed at the bottom of the appropriate page or grouped at the end of a chapter or the end of the document.

3.3.3 Footnotes are single spaced.

3.3.4 Footnotes begin with 1 and run consecutively through a document, unless chapter footnotes are used, in which footnotes are numbered by chapter.

3.3.5 Footnotes must contain all information necessary to identify the source.

3.4 Guidance on grammar and spelling. Refer to *A Manual for Writers of Research Papers, Theses, and Dissertations, Eighth Edition: Chicago Style for Students and Researchers* (Chicago Guides to Writing, Editing, and Publishing) 8th Edition by Kate L. Turabian, for guidance.

Chapter 4. Annual histories. See CAPR 110-1 CAP National History Program guidance.