**Step one: Follow these formatting tips to begin:**

1. Use only one space after a period
2. Do not indent the first sentences of your paragraphs
3. Combine all references into a single footnote at the end of a sentence as needed
4. Use control + alt + f to add footnotes as needed. Do not use endnotes.
5. Use this character for dashes: —

**Step two: Insert title here**

Begin introduction HERE—consider an engaging sentence that hooks the reader. Include thesis at the end of first, or second at the very latest, paragraph.[[1]](#footnote-1)

**Step three: Use section headers as preferred or delete**

**Step four: Follow directions in right margin note for images**

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**Section header (as required or delete)**

**Section header (as required or delete)**

**Conclusion (as required or delete)**

**Step five: Insert biography below and then delete this step description.**

*Type your name currently… This review essay reflects [his/her/their] own views and not necessarily those of the U.S. government or the Department of Defense.*

**Step six: Include word count (without footnotes):**

**Step seven: before submitting:**

1. **Remove all acronyms; spell out the entire phrase**
2. **Control + f to search for two spaces after periods; remember there should only be one space**
3. **Include footnotes; include hyperlinks in footnotes where appropriate according to Chicago Style**
4. **Use U.S. not US**
5. **Avoid parentheses: if it’s important enough to write just fold it into the sentence**
6. **Use quotation marks only when citing directly; avoid using them for emphasis or to indicate anything other than a direct quotation**
7. **Avoid contractions; ex. use “do not” instead of “don’t”**
8. **Avoid terms like “ours” or “we;” use more specific terms such as “U.S. interests”**
9. **More AP style highlights can be found here:** [**https://sites.utexas.edu/moodywriting/files/2019/04/Top-AP-Style-Rules.pdf**](https://sites.utexas.edu/moodywriting/files/2019/04/Top-AP-Style-Rules.pdf)
10. **Reminder: For images, tables, charts, and the like, please include the highest-quality JPEG or PowerPoint image you have available in an email with your submission and include images where appropriate in this document as a placeholder.**
11. **Delete comments on right margins by pressing the checkmark**
1. Use Chicago formatting.This example does not use hyperlinks, but some citations do require hyperlinks: Barry Posen,*Restraint: A New Foundation for U.S. Grand Strategy* (Ithaca, NY: Cornell University Press, 2015). [↑](#footnote-ref-1)