

Canadian Forces Support Unit (Ottawa)
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Ottawa, ON Canada K1A 0K2



Unité de soutien des Forces canadiennes (Ottawa)
Édifice Major-général George R. Pearkes
101 promenade Colonel By
Ottawa, ON Canada K1A 0K2

ANNEX B/ANNEXE B

Style Guide | Guide de rédaction

The Guard | Le Gardien

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1. SYTLE

1.0 Titles

Articles titles will be written in an uppercase format, following proper grammar rules.

Ex. Central Band Hosts Most Festive Holiday Concert Yet with Guest Star Patsy Gallant

French:

This does not apply to French, where article titles are to be capitalized as per grammar rules for regular sentences.

1.1 Bylines

All articles should have a byline indicating the author's rank (if applicable), full name and unit. The author's position title is not required. For articles submitted by units or organizations, this must be used as the byline.

Ex. LT DOUG MILLER, CFMWS

1.2 Captions

Photo captions are written in present tense. They should be informative and interesting in order to draw the reader into the story. When listing a series of names and ranks/titles, use a semi-colon to avoid confusion.

Ex: CWO Kevin West, Canadian Forces Chief Warrant Officer (left); John Forster, Deputy Minister of National Defence; and Gen Jonathan Vance, Chief of the Defence Staff, serve food in the cafeteria of NDHQ (Pearkes) in Ottawa on Tuesday, Jan. 21, 2018. The NDWCC is in full swing with \$50,000 raised in the month of January. CFSU(O) IMAGING SERVICES/Cpl Michael J. MacIsaac

1.3 Photo credits

Photos must have a credit indicating the rank (if applicable), full name, and unit of the photographer.

Ex. CFSU(O) IMAGING SERVICES/Cpl Lisa Fenton

If a photograph is submitted without a credit, the person who provided the photo is indicated.

Ex. PHOTO COURTESY OF ...or PHOTO SUBMITTED BY
PHOTO GRACIEUSETÉ DU ...or PHOTO FOURNIE PAR

If a photograph is provided by an organization/unit without individual credit, the name of the organization/unit is indicated.

Ex. CANADIAN WAR MUSEUM / MUSÉE CANADIEN DE LA GUERRE

1.4 Dates

For months used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov., and Dec.

Present dates in the order of month-day-year and separate the day and year by a comma. If you are stating only the month and the year, do **not** insert a comma. The year should not be followed by a comma when placed within the body of the text.

Ex. Jan. 25, 2011. April 13, 2006. October 2010.

Note: When referring to an event that occurred in the same year of publication, the author does not need to specify the year when stating the date of the event. The year only needs to be stated when referring to an event that happened in past years.

Ex: The last visit by the Army Commander was on Feb. 12, 2009.

To indicate that an event has taken place over the course of several days, separate the days by “to”.

Ex: The annual CAFSAC was held at the Connaught Ranges and Primary Training Centre from Sept. 9 to 21, 2017.

French:

Dates in French are written in the order of day-month-year. Do not separate the day from the month or the month from the year with a comma:

Ex. le 13 février 2013

To indicate the year of an event that took place this year, replace the year by “dernier”:

Ex. le 21 mars dernier

To indicate an event has taken place over the course of several days, use the following formulation: “du (start date) au (end date) (month).”

Ex. La Concentration de tir aux armes légères des FAC a eu lieu au Polygone de Connaught du 9 au 21 septembre 2017.

1.5 Time

Time is expressed in military time, always using the 24-hour clock.

Ex: The ceremony will take place from 1130 to 1300 hrs.

French:

Ex. La cérémonie aura lieu de 11 h 30 à 13 h 00.

1.6 Numbers

Separate four-digit numbers or higher with a comma, but do not include a space. Apply this rule to monetary units.

Ex: 1,000 soldiers. \$10,000

Note: With sums of money, the dollar sign appears before the monetary unit.

French:

Separate four-digit numbers or higher with a space, but do not include a comma. Apply this rule to monetary units.

Ex: 1 000 soldats. 10 000 \$

Note: With sums of money, the dollar sign appears after the monetary unit, with a space.

1.7 Phone numbers

Telephone numbers appear in this form: 613-233-4610.

Ex: To sign up, contact Joe at the RCAF Officers' Mess by phone at 613-233-4610 ext. 10 or by email at joseph.dorego@forces.gc.ca.

French:

Apply the same rule.

Ex. Pour s'inscrire, communiquez avec Joe par téléphone au 613-233-4610, poste 10 ou par courriel à joseph.dorego@forces.gc.ca.

1.8 Web links

Web addresses are not introduced by the word "website" or any punctuation. Web addresses must appear in full so that hyperlinks functions in the e-edition.

Ex: For more information, visit www.armyrun.ca.

French:

Apply the same rules.

Ex. Pour en savoir plus, consultez le www.armyrun.ca.

**site Web avec majuscule. (Le mot Web prend la majuscule initiale lorsqu'il est employé seul, en tant que nom. Le mot Web prend également la majuscule initiale lorsqu'il est employé après un nom qu'il qualifie. Il est toujours invariable. Remarque : Nous recommandons l'emploi de la majuscule dans les cas qui précèdent, mais on rencontre aussi la minuscule dans l'usage :*

•le web

•des sites web efficaces

Le mot web peut aussi être utilisé comme préfixe pour former des termes dérivés. Ces termes prennent la minuscule initiale, s'écrivent sans trait d'union et prennent la marque du pluriel. Lorsqu'ils sont employés à la manière d'un adjectif, ils s'accordent avec le nom qu'ils qualifient.)

1.9 Locations

Refer to the National Capital Region (NCR). For specific locations, refer to Ottawa or Gatineau (do not indicate the province).

Note: Do not specify well-known locations as being in Ottawa.

Wrong: The ceremony was held on Parliament Hill in Ottawa.

Right: The ceremony was held on Parliament Hill.

1.10 Punctuation

a) Do not use periods for abbreviations or acronyms consisting exclusively of upper-case letters or ending in an upper-case letter.

Ex. NATO, NDHQ, CFSU(O)

French:

Apply these same rules of punctuation.

Ex. OTAN, QGDN, USFC(O)

b) Use hyphens for adjectival syntax.

Ex: 55-calibre weapon, 21-km race, 12-week operation, etc.

French:

Hyphens are not used in French syntax. Use the following syntax instead:

Ex. Un pistolet de 9 mm, une course de 21 km, une opération de 12 semaines, etc.

1.11 Acronyms

In articles, spell out the names of organizations, locations, titles, etc., on first mention (with the acronym in parentheses). The acronym is used in subsequent mentions.

Ex: Members of the Canadian Armed Forces (CAF) participated in the Canadian Forces Small Arms Concentration (CFSAC).

In captions and headlines, use the acronym.

Note: If there is no subsequent mention of the organization or location, do not provide the acronym in parentheses.

French:

Apply the same rules as above.

Ex. Des membres des Forces armées canadiennes (FAC) ont participé à la Concentration de tir aux armes légères des Forces armées canadiennes (CTALFAC) du 9 au 21 septembre.

2. TITLES

2.0 Capitalization & punctuation

Formal titles – those that are an integral part of a person’s identity – should be capitalized when they directly precede the name. Titles that are abbreviated should also be capitalized.

Ex. Prime Minister Justin Trudeau, General Jonathan Vance, Governor General Julie Payette, Colonel Angela Banville

Do not capitalize titles that do not immediately precede a name.

Ex: The major completed the race in record-breaking time.

A title of more than two words long should be set off from the name with commas.

Ex. Colonel Richard Goodyear, Commandant of Canadian Forces Support Unit (Ottawa); General Jonathan Vance, Chief of the Defence Staff

French:

Apply the same rules, as described above, in French.

Ex : Le premier ministre Justin Trudeau, le Général Jonathan Vance, le Colonel Angela Banville*

**(Deux minuscules si le titre désigne la personne dont on parle : Il appartient au premier ministre de choisir les membres du cabinet. Le premier ministre Justin Trudeau. Deux majuscules si l'on s'adresse à la personne, dans une formule d'appel ou de salutation d'une lettre par exemple : Veuillez agréer, Monsieur le Premier Ministre, ...) selon la BTB – Termium Plus.*

La même règle s'applique à tous les titres de fonctions.

Note: “gouverneur général” is never capitalized in French (see below).

Ex : Le major a parcouru la course sans arrêt.

Ex : Le Colonel Angela Banville, commandant de l'Unité de soutien des Forces canadiennes (Ottawa) ; la gouverneure générale Julie Payette, commandant en chef du Canada ; le Général Jonathan Vance, chef d'état-major de la Défense, l'Adjudant-chef Alain Guimond, adjuc FAC.

2.1 Governor General of Canada

The official title is **His/Her Excellency the Right Honourable First Name Last Name, Governor General and Commander-in-Chief of Canada.**

In articles, use the official title in full on first reference. In subsequent references, use **Governor General Payette** or simply **the Governor General** when referring to her civilian role and **the Commander-in-Chief** is used when referring to her military role (particularly when wearing military uniform).

In captions, use **Governor General Julie Payette** when referring to her civilian role and **Governor General and Commander-in-Chief Julie Payette** when referring to her military role.

In headlines, use **Governor General** when referring to her civilian role and **Commander-in-Chief** when referring to her military role.

Note: Refer to the spouse of the Governor General as **His Excellency First Name Last Name**. When referring to both the Governor General and her spouse, use the formulation **Their Excellencies the Right Honourable First Name Last Name, Governor General of Canada, and Mr. First Name Last Name**.

French :

The official title is *Son Excellence la très honorable Julie Payette, gouverneure générale et commandant en chef du Canada*.

In articles, use the official title in full on first reference. In subsequent references, use *la gouverneure générale Julie Payette* or simply *la gouverneure générale* when referring to her civilian role and *la commandant en chef* when referring to her military role (particularly when wearing military uniform).

In captions, use *gouverneure générale Julie Payette* when referring to her civilian role and *gouverneure générale et commandant en chef Julie Payette* when referring to her military role.

In headlines, use *gouverneure générale* when referring to her civilian role and *commandant en chef* when referring to her military role.

Note: Refer to the spouse of the Governor General as *Son Excellence Last Name*. When referring to both the Governor General and her spouse, use the formulation *Leurs Excellences la très honorable Julie Payette gouverneure générale du Canada, et M Prénom Nom*.

2.2 Minister of National Defence

The official title is **The Honourable Harjit Sajjan, Minister of National Defence**.

In articles, use the official title in full on first reference. In subsequent references, use **Defence Minister Sajjan** or simply **Minister Sajjan**.

In captions, use **Harjit Sajjan, Minister of National Defence**.

In headlines, the abbreviation MND is preferred.

Note: For former Defence ministers, use **Jason Kenney, former Minister of National Defence**.

French:

The official title is *L'honorable Harjit Sajjan, ministre de la Défense nationale*.

In articles, use the official title in full on first reference. In subsequent references, use *le ministre de la Défense nationale, M. Sajjan*.

In captions, *Harjit Sajjan, ministre de la Défense nationale* is used.

In headlines, the abbreviation MDN is preferred.

Note: For former Defence ministers, use *Jason Kenney, ancien ministre de la Défense nationale*.

2.3 Chief of the Defence Staff

In articles, use **the Chief of the Defence Staff, General Jonathan Vance** or **General Jonathan Vance, Chief of the Defence Staff** on first reference. In subsequent references, use **the CDS** or **Gen Vance**.

In captions, use **Gen Jonathan Vance, CDS**.

In headlines, use **Gen Vance** or **CDS**.

Note: For former Chiefs of the Defence Staff, use **General (ret'd) Walt Natynczyk, former Chief of the Defence Staff**.

French:

In articles, use *le chef d'état-major de la défense, le Général Jonathan Vance* or *le Général Jonathan Vance, chef d'état-major de la défense* on first reference. In subsequent references, use *le CEMD* or *le Gén Vance*.

In captions, use *le Gén Jonathan Vance, CEMD*.

In headlines, use *le Gén Vance* or *le CEMD*.

Note: For former Chiefs of the Defence Staff, use **le Général (ret'd) Walt Natynczyk, ancien chef d'état-major de la défense**.

2.4 Commandant of Canadian Forces Support Unit (Ottawa)

In articles, use **Colonel Angela Banville, Commandant of Canadian Forces Support Unit (Ottawa)** on first reference. In subsequent references, use **Col Angela Banville** or **the Commandant**.

In captions and signature, use **Col Angela Banville, Cmdt CFSU(O)**.

French:

In articles, use *le Colonel Angela Banville, commandant de l'Unité de soutien des Forces canadiennes (Ottawa)* on first reference. In subsequent references, use *le Col Angela Banville* or *le commandant*.

In captions and signature, use *le Col Angela Banville, cmdt USFC(O)*.

2.5 Prime Minister of Canada

In articles and captions, use **Prime Minister Justin Trudeau** on first reference. Use **PM Trudeau** in subsequent references.

French:

In articles and captions, use *le premier ministre Justin Trudeau* on first reference. Use **M. Trudeau** in subsequent references.

2.6 Foreign Prime Ministers and Presidents

In articles and captions, use **Full Name, Prime Minister/President of (country)**.

French:

In articles and captions, use *Full Name, première ministre/président(e) du/de la (country)*.

2.7 Defence Attachés

In articles, use **Rank Full Name, (Name of country) Defence Attaché**.

Ex. Col Greg Paulk, U.S. Defence Attaché, participated in the ceremony.

French:

In articles, use **Rank Full Name, attaché militaire du (pays)**,

Ex. Le Col Greg Paulk, Attaché militaire des États-Unis a participé à la cérémonie.

2.8 Ranks

In articles, ranks are spelled out in first reference (without rank abbreviation in parenthesis). Rank abbreviations are used in all subsequent references.

Ex. **Captain** Jane Watson of Ottawa participated in the ceremony. **Capt** Watson has been a member of the Ceremonial Guard since 2009.

Note: An exception should be made when listing large numbers of persons consecutively. In these instances, the abbreviated rank before the name is appropriate for simplicity and stylistic purposes.

Wrong: Including Major Leveille, the team consisted of Lieutenant Robert Gilpin, Lt Ryan Kennedy, Captain John Dixon, Corporal Lebront Matthew, Capt Pierre-Vicent Daigle and Cpl Dominique Poulin.

Right: Including Maj Leveille, the team consisted of Lt Robert Gilpin, Lt Ryan Kennedy, Capt John Dixon, Cpl Lebront Matthew, Capt Pierre-Vincent Daigle and Cpl Dominique Poulin.

In captions, ranks are abbreviated on all references.

Note: Canadian Forces abbreviations are used instead of Canadian Press abbreviations (see appendix 1).

French:

Apply the same rules, as described above, in French. Note that ranks do not reflect gender (always employ the masculine form).

Ex. Le Capitaine Jane Watson a participé dans la cérémonie. Le Capt Watson est membre de la Garde de Cérémonie depuis 2009.

Ex. Le Lcol Mike Jeffrey, l'Adjuc Mitchell Hepburn, le Lcol Robert Foster et le Lgén Stuart Beare ont coupé le ruban à l'occasion de l'inauguration officielle du manège militaire Morrison.

3. Military (activities, formations, ceremonial occasions)

3.0 Operations & Exercises

In articles, spell out the full name of the operation (note that the name of the operation is always written in upper case). Use the abbreviation (**Op**) or **the Operation** in subsequent references.

Ex. **Operation MOBILE** officially ended last week. More than 650 CAF members participated in **Op MOBILE**.

The same guideline should be used when referring to exercises (note that the names of exercises are written in lower case).

Ex. **Exercise Trillium Response** officially ended last week. More than 650 CAF members participated in **Ex Trillium Response**.

French: Opérations et Exercices

The names of operations are spelled out in full on first reference. The abbreviation (Op) is used in subsequent references. The names of operations are written in lower case.

Ex. L'Opération Renaissance est l'intervention du gouvernement du Canada aux Philippines à la suite du typhon qui a frappé le pays le 8 novembre 2013. L'Op Renaissance compte plus de 315 militaires possédant une vaste gamme de spécialisations.

The same guideline should be used when referring to exercises (note that the names of exercises are written in lower case).

E. : Quelques 1,000 soldats de la Première réserve ont participé à l'Exercice Western Defender du 24 au 29 août 2013.

3.1 Ships

In articles, do not use “Her Majesty’s Canadian Ship”. Instead, use the familiar abbreviation, HMCS, in all references. Italicize the name of the ship.

Ex: HMCS *Charlottetown*

In captions, do not italicize the name of the ship.

French: Les navires

In articles, use the acronym NCSM and italicize the name of the ship.

Ex: NCSM *Edmonton*

3.2 Guard of honour

A **guard of honour** is a ceremonial practice conducted for special occasions, such as Remembrance Day, or during visits from commanding officers or dignitaries. Typically 50- and 100-soldier guards of honour are used. The commanding officer or dignitary inspects the guard of honour by passing in front of the formation.

Note: The term does not need to be capitalized when referred to in an article or a photo caption.

Usage: Members who make up the guard of honour *stand on guard*. A dignitary *inspects* a guard of honour.

French: Garde d'honneur

Ex : Les membres de la garde sont au garde-à-vous. Un dignitaire inspecte la garde d'honneur.

3.3 Change of Command

A **Change of Command ceremony** is a military tradition that represents a formal transfer of authority from one commanding officer to another. The ceremony features the signing of official **Change of Command certificates** by the **outgoing commanding officer**, the **incoming commanding officer** and the **reviewing officer**.

Always capitalize the term.

Ex: A **Change of Command ceremony** to welcome the new Commander of the Royal Canadian Air Force (RCAF) was held this past week.

Do not capitalize the term when referring to the event in passing.

Ex: The Royal Canadian Air Force (RCAF), which underwent a change of command last month, will participate in the Operation.

It is important to mention each the outgoing commanding officer, the reviewing or presiding officer and the incoming commanding officer. It is the outgoing commanding officer who *hands over command* to the incoming commanding officer.

Ex. Lieutenant-Colonel Larry Aitken, **outgoing commandant**, handed over command of Task Force 3-09 to Lieutenant-Colonel David Jenson, **incoming commandant**, on Aug. 26. Colonel Dianne Fraser was the **reviewing officer** for the ceremony.

French: Passation de commandement

Use the terms *cérémonie de passation de commandement, les certificats de la passation de commandement, nouveau commandant, commandant sortant, and officier de la revue.*

Ex. Le PM a prononcé un discours à la cérémonie de passation de commandement du Chef d'état-major de la Défense.

Ex. Le commandant sortant a cédé ses responsabilités au nouveau commandant lors d'une cérémonie de passation de commandement.

3.4 Changing of the Guard

The **Changing of the Guard ceremony** takes place in July and August on Parliament Hill (group formation) as well as at the National War Memorial and at Rideau Hall (individual sentries).

Changing of the Guard ceremonies are conducted by members of the **Ceremonial Guard** unit, which comprises members of the **Governor General's Foot Guards** and the **Canadian Grenadier Guards**.

Ex: After a busy, hot summer, the final Changing of the Guard ceremony took place on Aug. 24.

Usage: The sentries march in a *parade*. The new batch of sentries is referred to as the *new guard*, while the sentries they replace are referred to as the *old guard*. The new guard *relieves* the old guard of *duty*.

French: La relève de la garde

Note: Capitalize only the word *Garde* when referring to the term in articles and photo captions.

Ex: *La relève de la Garde a lieu tous les jours à 10 h sur la colline du Parlement de la fin juin à la fin août.*

3.5 Wreath-laying ceremony

A **wreath-laying ceremony** usually takes place during memorial services such as Remembrance Day. They may also take place during visits by foreign dignitaries or other persons of importance.

Note: The term does not need to be capitalized in articles or photo captions.

Ex. Wreaths were laid to pay tribute to veterans and fallen soldiers.

French: Cérémonie de dépôt de couronne

Note: The term does not need to be capitalized in articles or photo captions.

Ex. *Des couronnes ont été déposées pour rendre hommage aux anciens combattants et soldats tombés au champ d'honneur.*

3.6 Fly-past / flypast

A **fly-past (or flypast)** is an honorific flight done at low altitude during a ceremony or special event, such as the Battle of Britain ceremony and the Remembrance Day ceremony.

Ex. The ceremony featured several fly-pasts by CAF aircraft.

French: Défilé aérien

Ex. *Deux chasseurs CF-18 ont effectué un défilé aérien lors de la cérémonie.*

3.7 Remembrance Day

The national **Remembrance Day ceremony** takes place every year at 11 a.m. on Nov. 11 at the National War Memorial.

Key Terms:

Remembrance Day / *jour du Souvenir*

Remembrance Day ceremony / *Cérémonie du jour du Souvenir*

National War Memorial / *Monument commémoratif de guerre du Canada*

The Silver Cross Mother / *La mère décorée de la Croix d'argent*

Tomb of the Unknown Soldier / *Tombe du Soldat inconnu*

Veteran / *Ancien combattant*

Poppies / *Coquelicots*

Wreaths / *Couronnes*

Flypast / *Défilé aérien*

21-gun salute / *Salve de 21 coups de canon*

4. Events

4.0 Canada Army Run

The annual Canada Army Run began in 2008 and is held every September. Participants run, walk or roll in the 5K and half-marathon (21K) events to raise funds for Soldier On and the Military Families Fund.

Solider On / *Sans limites*: Supports ill and injured personnel with a permanent or chronic disability, both serving and retired, and their families to attain an active and healthy lifestyle.

Military Families Fund / *Fonds pour les familles de militaires*: Provides emergency financial assistance to military families with unforeseen needs that have resulted due to conditions of service.

Key terms:

Canada Army Run / *Course de l'Armée du Canada*

Canada Army Run Race Director / *Directeur de la Course de l'Armée du Canada*

Canada Army Run Shadow Runs / *Courses parallèles de la Course de l'Armée du Canada*

Ill and injured soldiers / *Militaires malades et blessés*

4.1 CAF Small Arms Concentration

The Canadian Armed Forces Small Arms Concentration (CAFSAC) is held annually at the Connaught Ranges and Primary Training Centre. Participants include CAF members from all environments as well as RCMP personnel, and

In articles, spell out Canadian Armed Forces Small Arms Concentration in full on first reference. Use **the Small Arms Concentration** or **the competition** in subsequent references.

Key terms:

CAF Small Arms Concentration / *Compétition de tir aux armes légères des FAC*

Queen's Medal Competition / *Compétition pour la Médaille de la Reine*

Queen's Medal for Champion Shot / *Médaille de la Reine pour tireur d'élite*

4.2 Other events

Walk/Run in Red / *Marche/Course en rouge*

Defence Community Family Appreciation Days / *Journées de reconnaissance des familles de la communauté de la Défense*