United Service Institution of India
New Delhi

Estd 1870

Writing & Publication Policy
2021

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USI – WRITING & PUBLICATION POLICY

Editorial Team

1.   The USI publications carry papers and articles covering various aspects of national security (to include internal security and social issues), international relations, military doctrine and strategy, military history, professional military education and military administration.

2.   The Editorial Team at the USI supervises, edits, oversees and facilitates the process of publishing the flagship 150 years old USI Journal and all other written output in print and electronic media. The Editorial Team is responsible for recommending and implementing procedures and guidelines that ensure the quality of output. A professional book editor may be employed for a specific project if required. Besides the regular USI publications listed at para 5 below the Centre for Strategic Studies and Simulation (CS3) and Centre for Military History and (CMHCS) have contractual/project-based output of their own. This is not required to pass through the Editorial Team. Responsibility of ensuring quality of output of projects undertaken by the Centres is of the Centres themselves.

3. The Editorial Team consists of the following:

  ❖ Deputy Director & Editor

  ❖ Assistant Director Editorial

  ❖ Assistant Editor (Digital and Social Media).

USI Writing & Publication Categories

4. **Solicited and Unsolicited Writings.** Solicited manuscripts are those where the USI has asked a writer/ acknowledged expert to write or research and write on a subject. Unsolicited manuscripts are those where a writer sends his paper/article for consideration of publication by the USI.

5. **USI Publication Categories:**

   (i)   **Books.** Books are written as part of Chairs of Excellence awarded by the USI through the CS3 and CMHCS. They are also written by serving officers on study leave with the USI (CS3) as part of the project assigned by the Service HQs—if the study is of an unclassified nature. All such researchers and scholars must present their progress at specified intervals. Selected Council members and subject matter experts will be requested to be present to provide critique and advice to the author. Books should include primary research. Review and editing of the book is undertaken jointly by the publisher, the Centre concerned and the author. Some books / seminar proceedings / project publications may be published in-house if the Director so decides or if such publication forms part of a

funded project and is provided for in the budget of the project. Unsolicited books are not published by the USI. Unsolicited books are not published by the USI. However, the USI can undertake to assist USI members who approach it to help them find a publisher. At times, these books can be published as USI-assisted publications if the subject and quality of the work warrant it and with the permission of the Director. This can be with/without royalty payment to the USI.

(ii) **Monographs.** These are to be of 10000-15000 words. Monographs are research papers that result from original academic research. The manuscript will be appropriately chaptered, footnoted and will have an index. A monograph will generally deal with one, narrowly focused research question. A monograph will be solicited. In exceptional cases a writer wishing to write an unsolicited monograph will need to present his proposal at the USI. All monographs will be accepted only with the approval of the Director USI. Monographs are published in print form. The publisher may also release it e-book form.

(iii) **Occasional Papers.** These are to be of 4500-5000 words. These can be Solicited or Unsolicited. Unsolicited Occasional Papers will need approval by the Director USI prior to being assigned. They are both in print and digital form. These would be like longer journal articles. They should be of high academic quality though they might be based on secondary materials and published works, rather than primary basic research. These will have citations. Occasional Papers would be directed towards a wider audience of policymakers, opinion shapers and research institutions. Occasional papers should provide a succinct analytical account of an issue impacting national security. The paper should be written in a manner to be comprehensible to the general reader. Occasional papers could also be written as a policy brief. In case on a classified subject, they will not be published. If written as a policy brief, they must succinctly (i) pose the problem; (ii) summarise the facts; (iii) spell out the policy options and their implications; and (iv) offer a specific recommendation.

(iv) **Journal Articles.** Articles are to be of 2500-3000 words. The USI Journal is a quarterly, peer reviewed research periodical published by the United Service Institution of India, New Delhi. Its aim is to provide a platform for both established and budding researchers and writers whose writings aid the aim of furtherance of interest and knowledge in the art, science and literature of national security in general and of the defense services in particular. The journal is both in print and digital form. Details of writing guidelines and stylesheet are also available in past issues.

(v) **Strategic Perspectives.** Articles are to be of 1000-1200 words. These are only in digital form. Citations are desired but not compulsory. Articles with citations have greater credibility. Hyperlink citations can be used. Strategic Perspectives are

also written by research scholars and interns as part of their study leave/ internship assignments and submitted to the CS3. Such submissions will be edited and formatted as per USI norms by CS3 and sent for uploading directly to librarian@usiofindia.org . No honorarium will be paid for such articles. The CS3 will be responsible for the standard and content of such articles and to ensure that aspects at para11 below have been adhered to.

❖ **USI Blog**. This is to be of 500-600 words in digital form. USI blogs, represent a researcher's personal and immediate take on current events. Blogs can be without citations or hyperlink citations. No honorarium is paid for blogs. Reports of events and discussions hosted by USI which are put on the blog for information can be longer. CS3 and CMHCS will edit reports for events conducted   by them following the norms given in the policy and get them uploaded directly on the blog through librarian@usiofindia.org Blogs are also written by research scholars and interns as part of their study leave/ internship assignments and submitted to the CS3. Such submissions will be edited and formatted as per USI norms by CS3 and sent for uploading directly to librarian@usiofindia.org . The CS3 will be responsible for the standard and content of such articles and to ensure that aspects at para11 below have been adhered to. The Assistant Editor (Digital and Social Media) is the administrator for the blog. He will reject comments which violate norms at para 11 below.

Writing Guidelines

6.   The following are the guidelines:

(i)   Mention proper references as endnotes or footnotes.

(ii)   Actual quotes, factual statements, maps, and charts (unless original) and statistical data must be cited. Responsible writers have an ethical responsibility to credit those from whom they borrow, and to use their own words when paraphrasing.

(iii)   Those authors writing books under the aegis of the USI must be familiar with basic elements of copyright law. Authors must avoid inclusion of references of questionable relevance for manipulating any written works impact as this is ethically incorrect.

(iv)   Use Arial font 12. With line spacing of 1.5.

(v)   British English should be used as a default language for all USI writing. The only exception will be quotations or extracts from authors who have originally used a different spelling system.

(vi) Acronyms should always be explained in brackets in the first instance, as in Daulat Beg Oldi (DBO) and only the acronym used in subsequent references. Common acronyms e.g, UN or IAF need not be explained in this manner.

(vii) In a full-length non-fiction book (not essays or an anthology), the writer can use acronyms in the main text, and provide a list of acronyms in front of the book.

(viii) The USI reserves the right to make alterations in the manuscripts either to correct factual inaccuracies or delete objectionable content. In case of major changes, the Editorial Team will apprise the author to get his concurrence.

Citations

7. The USI prefers the Chicago Manual of Style (CMoS) citations in the 'Notes and Bibliography Style'. Format of references can be seen in the guidelines inside the USI Journal which are also applicable for all USI publications. A CMoS Quick Guide may be referred at https://www.chicagomanualofstyle.org/tools_citationguide.html. A Quick Guide for the 'Notes and Bibliography Style' from above site is at Appendix. The following should be kept in mind for citations:

(i) The first time a source is cited, the corresponding note should include all relevant source information. However, to reduce the overall bulk of publications which use footnotes or endnotes, subsequent usage of that source only requires you to use a shortened version of that citation.

(ii) Short form information should include the author's last name, a shortened version of the title (if longer than four words), and any other directing information, such as page numbers.

(iii) Use of "ibid', "op cit" and "loc cit" are given below in succeeding paras.

(aa) One widely used Latin term in academic referencing is "ibid." This is short for ibidem, which means "in the same place." It is therefore used for repeat citations. Below for example, we have three footnotes that all cite the same source. We give the full source information in the first footnote. After that, we use "ibid." in the next two footnotes to show that we are citing the same source without having to write the publication information out again. In the second footnote, we use "ibid." by itself to cite the exact same page as the previous citation. But in the third, we also give page numbers to show that we are citing a different part of the same text.

- [1] Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.
- [2] Ibid.
- [3] Ibid., p. 39-41.

(bb) The Latin terms "loc. cit." and "op. cit." are also used for repeat citations, but each one has a specific function. "Loc. cit." is an abbreviation of loco citato, which means "in the place cited." It is used when citing the exact same part of

a source as in a previous citation. Since it is only used for the same part of a text, you never need to give a page number with "loc. cit." Examples:

- [1] Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.
- [2] Loc. cit.

(cc) "op. cit." is short for opere citato, which translates as "in the work cited." This is used when referring to a different part of the cited text:

- [1] Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.
- [2] Op. cit., 102.

Review Process

8.   All written work other than Strategic Perspectives and Blogs will be peer reviewed. In case of books the CS3 and CMHCS will decide whether to have an open, single anonymous or double anonymous peer review. The review will be carried out in house or by designated reviewers who will comment upon the following:

❖ What is the main point addressed by the research? Is it relevant and interesting?

❖ How original is the topic? What does it add to the subject area compared with other published material?

❖ Is the paper well-written? Is the text clear and easy to read?

❖ Are the conclusions consistent with the development of the paper/article?

❖ Where required are evidence and arguments presented? Do they address the main issue being addressed?

❖ If the author is disagreeing significantly with the current consensus, do they make or have a substantial case? If not, what would be required to make their case credible?

❖ If the paper includes tables or figures, what do they add to the paper? Do they aid understanding or are they superfluous?

9.   The reviewer will give recommendation for correcting flaws if they emerge from the above comments.

10.   A list of possible in house and outside reviewers is available with the USI Editors and will be updated and amended from time to time. Persons figuring in this list are expected to possess a high degree of domain

expertise and a familiarity with research publications and processes.

Rejection Criteria

11. The Editorial team will reserve the right to reject an article or recommend rejecting an article if it violates ethical norms, has derogatory/inflammatory content, or is found to be plagiarised. No explanation can be demanded of the USI for not accepting/rejecting an article.

12. The Editorial Team will not consider manuscripts that do not conform to the writing guidelines and will either reject them or return them for rectification.

13. In case an author does not wish to accept changes as mentioned at para 7 above, the manuscript will be rejected.

14. Plagiarism is unacknowledged copying or an attempt to misattribute original authorship, whether of ideas or text. Plagiarism can be said to have clearly occurred when large chunks of text have been cut-and-pasted without appropriate and unambiguous attribution.

15. Papers/articles can be rejected if duplicate publication is seen. This occurs when an author re-uses substantial parts of his or her own published work without providing the appropriate references. This can range from getting an identical paper published in multiple journals, to 'salami-slicing', where authors add small amounts of new data to a previous paper.

Honorariums

16. Honorariums will be paid for solicited articles and may be paid for unsolicited articles depending upon the requirement by the USI of that article for its publications. Amount for honorariums will be entirely at management discretion and will depend upon the quality of the manuscript.

17. External reviewers may be compensated. Such compensation will be decided on a case-to-case basis. Rates for external reviews are with the Editorial Team and may be revised from time to time. The Head Editorial Team will advise the Director in this regard.

18. Honorariums are not paid for articles written by unpaid research scholars or interns.

Copyright

19. The USI reserves "all rights" over all its published works. These rights are all rights provided by copyright law. As such, another organization or person cannot reproduce, distribute and/or adapt any part of the published works of the USI whether in print or digital format without permission.

20.   The copyright for all essays submitted for the essay competitions held by the USI of India also rests with the USI of India.

Design

21.   Designs for Monographs, Occasional Papers, Strategic Perspectives and Blog will be standardised. These must thereafter not be altered except for any publications emanating from joint projects or for specific sponsors. All printed publications should preferably carry USI Logo and a short profile of the USI.

22.   All regular written formats and books published by the USI should carry a disclaimer statement which states "The views expressed are those of the author and do not necessarily represent the views of the organisation that he belongs to or of the USI of India."

Pricing

23.   The USI Journal will be in digital and print format with the print version priced by the USI. Strategic Perspectives and Blog articles are in digital form only and free to download. Books, Monographs and Occasional papers will be priced by the publishers on commercial consideration. Some Occasional papers will be available in digital form and free to download.

Submissions

24.   All submissions will be made on the email address dde@usiofindia.org in the form of an MS Word document.

Clearance by Serving officers

25.   Serving officers will obtain and submit to the USI a 'No Objection Certificate' for their books and articles from the authorities as specified in the orders of their respective Service or office. The USI will not be responsible for getting the clearance.

Chicago Manual of Style
Quick Guide- Notes and Bibliography Style

Introduction

The following examples illustrate the notes and bibliography system. Sample notes show full citations followed by shortened citations for the same sources. Sample bibliography entries follow the notes. (Taken from Chapter 14 of *The Chicago Manual of Style*).

Book

Notes

    1. Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.

    2. Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

Shortened notes

    3. Smith, *Swing Time*, 320.

    4. Grazer and Fishman, *Curious Mind*, 37.

Bibliography entries (in alphabetical order)

Grazer, Brian, and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life.* New York: Simon & Schuster, 2015.

Smith, Zadie. *Swing Time.* New York: Penguin Press, 2016.

For many more examples, covering virtually every type of book, see 14.100–163 in *The Chicago Manual of Style*.

Chapter or other part of an edited book

In a note, cite specific pages. In the bibliography, include the page range for the chapter or part.

Note

    1. Henry David Thoreau, "Walking," in *The Making of the American Essay*, ed. John D'Agata (Minneapolis: Graywolf Press, 2016), 177–78.

Shortened note

    2. Thoreau, "Walking," 182.

Bibliography entry

Thoreau, Henry David. "Walking." In *The Making of the American Essay*, edited by
    John D'Agata, 167–95. Minneapolis: Graywolf Press, 2016.

In some cases, you may want to cite the collection as a whole instead.

Note

    1. John D'Agata, ed., *The Making of the American Essay* (Minneapolis: Graywolf
Press, 2016), 177–78.

Shortened note

    2. D'Agata, *American Essay*, 182.

Bibliography entry

D'Agata, John, ed. *The Making of the American Essay*. Minneapolis: Graywolf Press,
    2016.

For more examples, see 14.103–5 and 14.106–12 in *The Chicago Manual of Style*.

Translated book

Note

    1. Jhumpa Lahiri, *In Other Words*, trans. Ann Goldstein (New York: Alfred A.
Knopf, 2016), 146.

Shortened note

    2. Lahiri, *In Other Words*, 184.

Bibliography entry

Lahiri, Jhumpa. *In Other Words.* Translated by Ann Goldstein. New York: Alfred A.
    Knopf, 2016.

 E-book

For books consulted online, include a URL or the name of the database. For other
types of e-books, name the format. If no fixed page numbers are available, cite a
section title or a chapter or other number in the notes, if any (or simply omit).

Notes

   1. Herman Melville, *Moby-Dick; or, The Whale* (New York: Harper & Brothers,
1851), 627, http://mel.hofstra.edu/moby-dick-the-whale-proofs.html.

   2. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago:
University of Chicago Press, 1987), chap. 10, doc. 19, http://press-
pubs.uchicago.edu/founders/.

   3. Brooke Borel, *The Chicago Guide to Fact-Checking* (Chicago: University of
Chicago Press, 2016), 92, ProQuest Ebrary.

   4. Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), chap. 3,
Kindle.

Shortened notes

   5. Melville, *Moby-Dick*, 722–23.

   6. Kurland and Lerner, *Founders' Constitution*, chap. 4, doc. 29.

   7. Borel, *Fact-Checking*, 104–5.

   8. Austen, *Pride and Prejudice*, chap. 14.

Bibliography entries (in alphabetical order)

Austen, Jane. *Pride and Prejudice.* New York: Penguin Classics, 2007. Kindle.

Borel, Brooke. *The Chicago Guide to Fact-Checking.* Chicago: University of Chicago
    Press, 2016. ProQuest Ebrary.

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution.* Chicago:
    University of Chicago Press, 1987. http://press-pubs.uchicago.edu/founders/.

Melville, Herman. *Moby-Dick; or, The Whale*. New York: Harper & Brothers, 1851.
    http://mel.hofstra.edu/moby-dick-the-whale-proofs.html.

For more examples, see 14.1<u>59</u>–63 in *The Chicago Manual of Style*.

Journal article

In a note, cite specific page numbers. In the bibliography, include the page range for the whole article. For articles consulted online, include a URL or the name of the database. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that begins https://doi.org/. This URL is preferable to the URL that appears in your browser's address bar.

Notes

    1. Susan Satterfield, "Livy and the *Pax Deum*," *Classical Philology* 111, no. 2 (April 2016): 170.

    2. Shao-Hsun Keng, Chun-Hung Lin, and Peter F. Orazem, "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality," *Journal of Human Capital* 11, no. 1 (Spring 2017): 9–10, https://doi.org/10.1086/690235.

    3. Peter LaSalle, "Conundrum: A Story about Reading," *New England Review* 38, no. 1 (2017): 95, Project MUSE.

Shortened notes

    4. Satterfield, "Livy," 172–73.

    5. Keng, Lin, and Orazem, "Expanding College Access," 23.

    6. LaSalle, "Conundrum," 101.

Bibliography entries (in alphabetical order)

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. "Expanding College
    Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income
    Inequality." *Journal of Human Capital* 11, no. 1 (Spring 2017): 1–34.
    https://doi.org/10.1086/690235.

LaSalle, Peter. "Conundrum: A Story about Reading." *New England Review* 38, no. 1
    (2017): 95–109. Project MUSE.

Satterfield, Susan. "Livy and the *Pax Deum*." *Classical Philology* 111, no. 2 (April 2016): 165–76.

Journal articles often list many authors, especially in the sciences. If there are four or more authors, list up to ten in the bibliography; in a note, list only the first, followed by *et al.* ("and others"). For more than ten authors (not shown here), list the first seven in the bibliography, followed by *et al*.

Note

    7. Rachel A. Bay et al., "Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures," *American Naturalist* 189, no. 5 (May 2017): 465, https://doi.org/10.1086/691233.

Shortened note

    8. Bay et al., "Predicting Responses," 466.

Bibliography entry

Bay, Rachael A., Noah Rose, Rowan Barrett, Louis Bernatchez, Cameron K. Ghalambor, Jesse R. Lasky, Rachel B. Brem, Stephen R. Palumbi, and Peter Ralph. "Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures." *American Naturalist* 189, no. 5 (May 2017): 463–73. https://doi.org/10.1086/691233.

For more examples, see 14.168–87 in *The Chicago Manual of Style*.

News or magazine article

Articles from newspapers or news sites, magazines, blogs, and the like are cited similarly. Page numbers, if any, can be cited in a note but are omitted from a bibliography entry. If you consulted the article online, include a URL or the name of the database.

Notes

    1. Rebecca Mead, "The Prophet of Dystopia," *New Yorker*, April 17, 2017, 43.

    2. Farhad Manjoo, "Snap Makes a Bet on the Cultural Supremacy of the Camera," *New York Times*, March 8, 2017,

https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html.

    3. Rob Pegoraro, "Apple's iPhone Is Sleek, Smart and Simple," *Washington Post*, July 5, 2007, LexisNexis Academic.

    4. Tanya Pai, "The Squishy, Sugary History of Peeps," *Vox*, April 11, 2017, http://www.vox.com/culture/2017/4/11/15209084/peeps-easter.

Shortened notes

    5. Mead, "Dystopia," 47.

    6. Manjoo, "Snap."

    7. Pegoraro, "Apple's iPhone."

    8. Pai, "History of Peeps."

Bibliography entries (in alphabetical order)

Manjoo, Farhad. "Snap Makes a Bet on the Cultural Supremacy of the Camera." *New York Times*, March 8, 2017. https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html.

Mead, Rebecca. "The Prophet of Dystopia." *New Yorker*, April 17, 2017.

Pai, Tanya. "The Squishy, Sugary History of Peeps." *Vox*, April 11, 2017. http://www.vox.com/culture/2017/4/11/15209084/peeps-easter.

Pegoraro, Rob. "Apple's iPhone Is Sleek, Smart and Simple." *Washington Post*, July 5, 2007. LexisNexis Academic.

Readers' comments are cited in the text or in a note but omitted from a bibliography.

Note

    9. Eduardo B (Los Angeles), March 9, 2017, comment on Manjoo, "Snap."

For more examples, see 14.188–90 (magazines), 14.191–200 (newspapers), and 14.208 (blogs) in *The Chicago Manual of Style*.

Book review

Note

1. Michiko Kakutani, "Friendship Takes a Path That Diverges," review of *Swing Time*, by Zadie Smith, *New York Times*, November 7, 2016.

Shortened note

2. Kakutani, "Friendship."

Bibliography entry

Kakutani, Michiko. "Friendship Takes a Path That Diverges." Review of *Swing Time*, by Zadie Smith. *New York Times*, November 7, 2016.

Interview

Note

1. Kory Stamper, "From 'F-Bomb' to 'Photobomb,' How the Dictionary Keeps Up with English," interview by Terry Gross, *Fresh Air*, NPR, April 19, 2017, audio, 35:25, http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english.

Shortened note

2. Stamper, interview.

Bibliography entry

Stamper, Kory. "From 'F-Bomb' to 'Photobomb,' How the Dictionary Keeps Up with English." Interview by Terry Gross. *Fresh Air*, NPR, April 19, 2017. Audio, 35:25. http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english.

Thesis or dissertation

Note

1. Cynthia Lillian Rutz, "*King Lear* and Its Folktale Analogues" (PhD diss., University of Chicago, 2013), 99–100.

Shortened note

2. Rutz, "*King Lear*," 158.

Bibliography entry

Rutz, Cynthia Lillian. "*King Lear* and Its Folktale Analogues." PhD diss., University of
    Chicago, 2013.

Website content

It is often sufficient simply to describe web pages and other website content in the
text ("As of May 1, 2017, Yale's home page listed . . ."). If a more formal citation is
needed, it may be styled like the examples below. For a source that does not list a
date of publication or revision, include an access date (as in example note 2).

Notes

    1. "Privacy Policy," Privacy & Terms, Google, last modified April 17, 2017,
https://www.google.com/policies/privacy/.

    2. "About Yale: Yale Facts," Yale University, accessed May 1, 2017,
https://www.yale.edu/about-yale/yale-facts.

    3. Katie Bouman, "How to Take a Picture of a Black Hole," filmed November 2016
at TEDxBeaconStreet, Brookline, MA, video, 12:51,
https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like.

Shortened notes

    4. Google, "Privacy Policy."

    5. "Yale Facts."

    6. Bouman, "Black Hole."

Bibliography entries (in alphabetical order)

Bouman, Katie. "How to Take a Picture of a Black Hole." Filmed November 2016 at
    TEDxBeaconStreet, Brookline, MA. Video, 12:51.
    https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like.

Google. "Privacy Policy." Privacy & Terms. Last modified April 17, 2017.
    https://www.google.com/policies/privacy/.

Yale University. "About Yale: Yale Facts." Accessed May 1, 2017.
    https://www.yale.edu/about-yale/yale-facts.

For more examples, see 14.205–10 in *The Chicago Manual of Style*. For multimedia, including live performances, see 14.261–68.

Social media content

Citations of content shared through social media can usually be limited to the text (as in the first example below). A note may be added if a more formal citation is needed. In rare cases, a bibliography entry may also be appropriate. In place of a title, quote up to the first 160 characters of the post. Comments are cited in reference to the original post.

Text

Conan O'Brien's tweet was characteristically deadpan: "In honor of Earth Day, I'm recycling my tweets" (@ConanOBrien, April 22, 2015).

Notes

1. Pete Souza (@petesouza), "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit," Instagram photo, April 1, 2016, https://www.instagram.com/p/BDrmfXTtNCt/.

2. Chicago Manual of Style, "Is the world ready for singular they? We thought so back in 1993," Facebook, April 17, 2015, https://www.facebook.com/ChicagoManual/posts/10152906193679151.

Shortened notes

3. Souza, "President Obama."

4. Michele Truty, April 17, 2015, 1:09 p.m., comment on Chicago Manual of Style, "singular they."

Bibliography entry

Chicago Manual of Style. "Is the world ready for singular they? We thought so back in 1993." Facebook, April 17, 2015. https://www.facebook.com/ChicagoManual/posts/10152906193679151.

Personal communication

Personal communications, including email and text messages and direct messages sent through social media, are usually cited in the text or in a note only; they are rarely included in a bibliography.

Note

1. Sam Gomez, Facebook message to author, August 1, 2017.