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27 February 1970

MEMORANDUM FOR: Historical Officers and Writers in the
CIA Historical Program

SUBJECT : Style Manual

DATE : 27 February 1970

1. The attached Style Manual has been prepared by the CIA Historical Staff to establish a common format for histories of the Agency and its components.

2. I recognize the fact that there will always be some variation in style among the many histories being written in the Agency program -- a reflection of the great diversity among the components themselves. I am sure you will agree, however, that it is desirable that Agency histories employ a common format to the extent possible. New covers in the official Agency format have been printed and are now available for use. Standardization in presentation -- documentation, footnoting, and page layout -- will further enhance the final product of our efforts.

3. Histories that are near completion need not, of course, be revised to conform to the new format; histories in draft form should be reviewed to assess the feasibility of adopting the new format; and histories in the early stages of preparation should conform with the Style Manual. Any problems that arise in this connection should be referred to the Senior Editor of the Historical Staff [REDACTED]

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[REDACTED] Key Building, Extension [REDACTED] I hope that you will find this guide helpful in your work.

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Howard M. Ehrmann
Chief, CIA Historical Staff

DEC 1971 04 #81 to c/PS (Cathie)

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