

Cumbrian Railways Association

A Style guidance for contributors to Cumbrian Railways

1. INTRODUCTION

A certain standardisation of style in certain forms of text presentation is important for the consistency, appearance and readability of the Journal. This is not in any way proposed to affect the writing style of contributors (though the Editor must retain the right to edit and amend where appropriate), but to work towards the use of an agreed set of forms for names, dates, figures, times, abbreviations, etc.

2. NAMES

Names should be expressed without stops after title, initials or qualifications, for example:

Mr AG Smith BA	James Brunlees MICE
Rev Michael Cooper DL	Dr Thomas F Little

3. DATES

To be stated as in text as

23rd September 1908,	Thursday, 5th August 1923
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but in lists or tables as

23 September 1908	23 Sept 1908	or 23-09-1908
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4. FIGURES AND NUMBERS

All figures appearing in text up to and including the value of twelve to be written as text, with all larger numbers to be stated as numerals as in

Eleven, 15, 125, 3523 except if starting a sentence,
in which case "Fifteen wagons"

but 23,428 using commas only where there are more than four digits.

It may however be appropriate to quote mileages in numerals: 4 miles

Within the constraints of computer technology fractions will be expressed using superscript and subscript as in $\frac{1}{2}$, $\frac{3}{16}$

Locomotive and rolling stock numbers must always be stated without commas or breaks

46238, 66201, M79602

Weights or wagon descriptions should be expressed as in "60 x 8-ton wagons"

5. MONEY

Pre-decimal - £21.4s.1d (£21.20p) – always include nearest decimal equivalent.

Decimal - £21.20p

6. TIMES

Times quoted in text are quite different from when they are included in timetables. The following is proposed:

11-23	20-48	00-15	for use of the 24-hour clock, but
11-23 am,	8-48 pm		where the 12-hour clock applies
with	12-15 am,	not	0-15 am

Generally the 12-hour clock should be quoted for all timings pre-British Rail and for early BR up to the adoption of the 24-hour clock in the 1960s. However, there are occasions where conversion may be desirable as when drawing comparisons over time. Such conversions should be made clear.

Quotations from timetables in table format should be stated with a space between hours and minutes. Sub-headings for am and pm should be used as necessary when referring to the period before the prevalence of the 24 hour clock.

11 23	20 48	00 15
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Periods of time should be quoted in full as

3 hours 43 minutes, or abbreviated as 3h 43m or 43m 23s

7. COMPANY NAMES AS INITIALS

Many varieties of abbreviations can appear in general usage, but differing styles could suggest different organisations to a reader unfamiliar with the subject. A standard style without ampersands is proposed:

LNWR, LMS, LNER, MCR, CWJR, FR, etc.

First reference in any one article should normally give the railway company name in full, but following initials are not necessary where the name is well-known locally.

8. OTHER INITIALS AND ABBREVIATIONS

Where the initials of any other types of organisation are used, the first reference should be spelt out in full with the initials following in brackets, as in

Railway Clearing House (RCH)
United Steel Companies (USC)

All initials should be stated without stops as in lbs/sq in (pounds per square inch), mph (but km/h). A list of standard abbreviations will be developed over time and with usage but will include

CRA	Cumbrian Railways Association		
sae	stamped addressed envelope		
diam	diameter		
No	number or Number	Nos	Numbers or numbers
Jcn	Junction	SB	signal box

9. CAPITAL LETTERS

Capital letters should be used for all proper names. The use of capitals should also be extended to major features which proper names describe as in

Kent Viaduct Dalton Tunnel Bog Junction

but not in

Carlisle Citadel station (except in Carlisle Citadel Station Committee (CCSC))
Maryport station

10. LOCOMOTIVE, CLASS AND TRAIN NAMES

Locomotive names to be in italics as in

46238 *City of Carlisle* 860 *Merrie Carlisle* 62734 *Cumberland*

Class names to be in double inverted commas where they include a name as in “Royal Scot” Class or “Voyager”, but in ordinary type where they are purely alphanumeric as in V2, Class 5MT, Class 220.

Train names should also be in double inverted commas as in “The Royal Scot” or “Cumbrian Mountain Express”.

11. REFERENCES

Titles of books and journals to be quoted in italics, but with article titles in quotation marks as in

“Lowca’s First Locomotive” by Russell Wear, *Cumbrian Railways* Vol 7 No. 2
pp 28-29, May 2001

Rail Centres: Carlisle by Peter W Robinson, Ian Allan 1986

References will be scheduled at the end of the article to which it refers, and the point of reference within the article will be denoted thus: [Ref 1]. Superscript numbers will no longer be used

12. QUOTATIONS

Short quotations should be started with standard double quotation marks and generally be held within the paragraph with other text. Major quotations should be introduced as such, and start with a new paragraph, all quoted text being in italics but without quotation marks.

Quotations within quotations should be marked by single quotation marks ‘...’

The text of quotations from other documents should be quoted in its original form, without application of the rules as outlined in this document, except where necessary for clarification. If a piece is being quoted on its own, as in a reprint of an article from a magazine on its own, any comments should be in italics, with a note making it clear that the extract is quoted as in the original, but then without the use of quotation marks. In italicised text, names specified in these rules to be quoted in italics, should be non-italic .

13. MEASUREMENTS

feet – ft. use in full if on own e.g. 9 feet, but 9ft. 6in
inches – in but only when used with ft, otherwise in full
yards – always in full

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