



Locomotive and rolling stock numbers should always be stated without commas or breaks. For example:

46238, 66201, M79602

Where stock numbers are to be used frequently, the use of the abbreviation 'No.' can be curtailed, such as:

For its visit to the United States in 1939, Princess Coronation Class No. 46229 *Duchess of Hamilton* was renumbered and renamed 46220 *Coronation*. On return to the UK in 1946, its original name and number were restored. In 1937, the 'real' 46220 achieved a speed of 114 mph.

### Units of measurement

Generally, numerals are used, as in:

The four-compartment carriage had a wheelbase of 14 feet.  
The 10-ton wagon had a tare weight of 6 tons 5 cwt 2 qtr.  
The distant signal was sited 2 miles 1,050 yards from the signal box.

Where many instances of linear measure are used, the usual abbreviations for feet (ft) and inches (in) may be used (but 'yards' always in full), in the style of:

. . . 28ft 6in long, 8ft 5in wide and 6ft 10in high . . .  
The fence was 5ft 3in high and stretched for 16 yards.

### Fractions

The default fractions in most word processing packages should be used and are in the form:

4ft 8½in gauge                      12ft ¾in                      7¼ miles

Where non-standard fractions are needed, it's best to use the notation: numerator solidus denominator, thus:

1/16in                      6ft 6 3/8in                      1 7/8in

Note that there is a space between a unit and the fraction.

There are ways of making these non-standard fractions appear as the default forms (the preferred style) but that is outside the scope of this document.

## 5. Money

Where pre-decimal currency is mentioned, it should be followed by a conversion to the current decimal equivalent.

The two systems should be expressed as:

Pre-decimal:	£21 4s 1d (£21.20)	2s 10d (14p)	10d (4p)	£1 3s 2½d (£1.16)
Decimal:	£25.94	27p	£1,308.39	£106.07

[Note: in decimal work, the suffix p is not used in entries with pounds and there must always be two figures after the decimal point.]

When displaying in tables with columns headed ‘£’ ‘s’ ‘d’ or ‘£’ ‘p’, the descriptors and intermediate stop can be dispensed with, but, with decimal system, there should always be two figures in the ‘p’ column, eg 29 68, 106 00, 57 09, etc.

## 6. Times

Generally, the 12-hour clock should be quoted for all periods up until the adoption of the 24-hour clock by British Rail in the 1960s. However, on occasions it might be necessary to convert one system to the other to help with comparisons — such conversions should be made clear:

### Text — 12-hour clock

8-05 am 11-23 am 8-48 pm 12-15 am (ie 15 minutes past midnight — not 0-15 am)

### Text — 24-hour clock

08-05 11-23 20-48 00-15

### Timetables

Quotations from timetables in timetable format should be expressed with a space between hours and minutes. With the 12-hour clock, it should be clear whether the hour quoted is am or pm — this can be as shown here or by column head:

<b>12-hour clock</b>	8 05 am	11 23 am	8 48 pm	12 15 am
<b>24-hour clock</b>	08 05	11 23	20 48	00 15

### Periods of time

For preference, periods of time should be quoted in full but there may be circumstances where an abbreviated form would be acceptable for ease of reading or use in tabular form:

In full:	3 hours 43 minutes	5 minutes 38 seconds
Abbreviated:	3h 43m	5m 38s

## 7 ABBREVIATIONS

### Company names

The first reference in any one article should normally give the name in full followed by its abbreviation in brackets. Thereafter the abbreviated form may be given. Note that, in the abbreviation, full stops are not used between successive initial letters. For example:

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

In railway company names, the same principle applies but, for abbreviations, ampersands are not used and a standard style is used, thus:

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

### Other cases

In general text, standard abbreviations may be used as listed in most well-known dictionaries (eg Chambers, Oxford English, etc). It should be noted that stops are rarely used in these abbreviations, eg:

cu ft	cubic feet
lbs/sq in	pounds per square inch, can also be abbreviated to: psi
mph	miles per hour

km/h            kilometres per hour  
rpm             revolutions per minute

Some of the more frequently used and railway-related cases are listed in Appendix 2.

## 8 CAPITAL LETTERS

The use of capital letters should be limited to initial letters of the first word in a sentence and proper nouns.

Some railway-related terms are considered as proper nouns or names, for example, features on a railway with geographical identity, such as:

Kent Viaduct            Dalton Tunnel            Bog Junction

The word 'station' is not a proper name and its initial letter remains in lower case, unless it is part of the established name, eg: Carlisle Citadel Station Committee (CSSC).

Names of houses, including public houses, are considered as proper names and should have capital initial letters, as in:

Instead of meeting at the usual venue of Newtown Scout Hut, the club met in the Red Lion.

## 9 LOCOMOTIVE, CLASS AND TRAIN NAMES

Locomotive names are always put in italics. Official Class and train names are proper names and should have capital initial letters. However, where a Class of locomotive acquires an unofficial name, single quotation marks should be used. For example:

LNWR Class A3 4472 *Flying Scotsman* headed the Flying Scotsman service to Edinburgh.

Princess Coronation Class No. 46238 *City of Carlisle* was on The Lakes Express.

The train engine was an LNWR Precedent Class 2-4-0 No. 860 *Merrie Carlisle*. The Precedent Class gained the peculiar colloquial name 'Jumbos'. Of the 'Jumbos', No. 2186 was named *Lowther* and 2187 *Penrith Beacon*.

V2 Class 2-6-2 60807	a Class 5MT 4-6-0	Crewe-built LMS 'Crab' 2-6-0
'Jinty' Class 0-6-0	LNWR A1 Pacific 60114	ex-LYR 'pug'
a 'Black Five'	Class 220 Voyager 220004	<i>New Dawn</i>

Note that the comma used in numbers with four or more digits is not used here.

## 10 WORDS USED IN A RAILWAY CONTEXT

Some railway-related words or terms need special treatment. For example:

The signal was pulled 'off' to allow the train to proceed.

The Down train was diverted onto the Up line.

The main line, but for signalling, the Up Main.

See Appendix 1 for more such cases.

## 11 REFERENCES

Titles of books and journals should be quoted in italics; the titles of articles should be put within single quotation marks, as in:

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

'Lowca's First Locomotive' by Russell Wear, *Cumbrian Railways* Vol 7, No. 2, pp28–29, May 2001.

References will be scheduled at the end of the article.

If numerical references to the entry are included within the text, in the form of [Ref 1], [Ref 2], etc, they should be inserted at full size after the appropriate text. References in superscript should be avoided as they tend to be difficult to see. The reference list at the end of the article should be numbered (in the same style), eg:

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

2 'Lowca's First Locomotive' by Russell Wear, *Cumbrian Railways* Vol 7, No. 2, pp28–29, May 2001.

## 12 QUOTATIONS

In general, a quotation should be quoted in its original form and be bound by single quotation marks. If more than one paragraph is involved, the opening quotation mark appears at the start of each paragraph, but the closing mark only appears after the final paragraph (but see below). A quotation within the quotation is identified by double quotation marks. For example:

He said, 'Why does he use the word "poison"?''

In a quotation, comments by the author (or Editor), should be within square brackets, eg:

He said, 'Why does he [Mr Bloggs] use the word "poison"?''

Where the extent of quote is more than five lines, the quoted text can be set alone either in a smaller font or in italics. In these cases, the beginning and ending quotation marks are not used, and where there is a quote within this text, single quotation marks are used. In italic text, where italics would be used in normal text, it reverts to normal text. For example:

Normal text: Nock wrote: ' . . . on the trial run with *Ralph Brocklebank* in 1913 . . . '

Italic text: *Nock wrote: ' . . . on the trial run with Ralph Brocklebank in 1913 . . . '*

Where an article is a reproduction of an article published elsewhere, opening and closing quotation marks are not required, and it should be quoted verbatim. Comments by the author should be contained within square brackets. The author should give an introductory explanation of the source of the original article. If there is doubt about the copyright, the author should consult the Editor.

## 13 CREDITS

Photographs, drawings and maps need to have the source acknowledged. In CRA-produced matter, the methods used are:

### Journal and CRA books

Photo: F Bloggs, courtesy J Smith

Photo: J Smith Collection

Photo: CRA Bloggins Collection Ref XYZ0000

Note that, if the last type of credit is to accompany a photograph destined to appear in a non-CRA publication, the full name of the Association should be given, ie:

Photo: Cumbrian Railway Association Bloggins Collection Ref XYZ0000

## **OS maps**

Map, Edition, Scale, Date, Crown Copyright Reserved

## **14 SUNDRY ITEMS**

Stock diagram numbers should be quoted as they appear on those diagrams (assuming consistency thereon), For example: Wagon/carriage diagram numbers Dxxx

The two world wars should be referred to as: The Great War and the Second World War.

Words ending '...ise' or '...ize' — the preference is to use the '...ise' spelling.

Be cautious in the use of carriage codes, e.g., BSOT, as many are quite obscure, and they varied between companies. On first use in an article it is advisable to give the name of the carriage type in full followed by the code in brackets. The code can be used on its own thereafter.

## **15 GUIDANCE ON PUNCTUATION**

Modern practice is to use less punctuation, but there are limits! Avoid long sentences. Do not link sentences together with commas and no conjunction. Where the sense is closely related you can insert a semi-colon or a dash, but they are disruptive and it will usually be better to put in a full stop and start a new sentence. It is general practice to comma off non-defining relative clauses, but the commas can be omitted where there is no risk of confusion or awkwardness. Be sparing in the use of capitals and inverted commas.

## **16. GENERAL TYPING STYLE**

When typing up material for publication, please use two spaces between sentences after the full stop. Doing this improves the overall appearance of the finished text in books and Journals.

## APPENDIX 1 PREFERRED FORM FOR RAILWAY-RELATED TERMS

Common railway-related terms are listed below in the form that we prefer. It is assumed that readers will have some knowledge of railway terms. Note that the use of hyphens can vary with form of the sentence e.g., 'The engine ran tender first' but 'it was a tender-first working'.

3-cylinderead  
23-lever tumbler frame  
5MT  
12A  
1960s meaning 1960-1969, but 'the 1960's style'  
'A' road, but A66  
air-braked  
axlebox  
Atlantic  
'B' road, but B5299  
block post  
BR-funded service  
brake van  
buffer beam  
chaldron wagon, or waggon [chaldron and waggon usually refer to early types of vehicles]  
chimney first  
Class 40s as in 'six Class 40s'  
colour-light signal  
'consist'  
distant, as in 'a distant signal', but the 'Southwaite Outer Distant'  
double-headed  
Down as in 'the Down line'  
driving wheel  
ex-LMS  
firebox  
fitted  
goods depot  
goods line  
head shunt  
home, as in 'a home signal'  
intermediate block post  
Lake Side, not 'Lakeside' when referring to the original railway but use Lakeside when referring to the Lakeside & Haverthwaite Railway (after preservation).  
Lavatory Composite  
LMS-built  
main line but 'mainline duties' and 'mainline-liveried Class 37s'  
Metrovick  
Mogul  
Pacific  
platform but 'Platform 2'  
pick-up goods  
pull-down blinds  
roller-bearings  
run-round loop  
saddle tank  
side tanks  
signal box  
smokebox  
Sundays Only

station  
stationmaster but 'Stationmaster Joe Bloggs'  
switched out  
tender first but 'it was a tender-first working'  
train shed  
trip working  
trip as in 'to trip them to London Road'  
unfitted  
Up as in 'the Up line'  
valve-gear  
wrong line

## APPENDIX 2 PREFERRED ABBREVIATIONS

BoT	Board of Trade (in full on first appearance in an article)
c&w	carriage and wagon
CCTV	closed circuit television
CRA	Cumbrian Railways Association
CWR	continuous welded rail (in full on first appearance in an article)
Dia	diameter
DfT	Department for Transport (in full on first appearance in an article)
DMU	diesel multiple unit
ECML	East Coast main line
ECS	empty coaching stock
EMU	electric multiple unit
FPL	facing point lock (in full on first appearance in an article)
GF	ground frame
HST	high-speed train
IB	intermediate block (in full on first appearance in an article)
IBS	intermediate block signals (in full on first appearance in an article)
Jcn	junction, as in 'Stainton Junction' (always in full in an article)
kv	kilovolt
L/C	level crossing
MO	Mondays Only, also: SO, MWFO etc.
MPD	motive power depot
NCB	National Coal Board
No.	number, as in 'Carlisle No. 3' and No. 46432
Nos.	numbers, as in Nos. 46233 and 46238
OLE	overhead line equipment
OS	Ordnance Survey
PO	private owner, as in 'private owner wagons'
PTE	Public Transport Executives (in full on first appearance in an article)
pw	permanent way
Ref	Reference, as in '[Ref 17]'
ref.	as in 'CRA Miscellaneous Collection ref. M00027'
PSB	power signal box
SB	signal box [not signalbox]
ST	suffix meaning 'saddle tank'
T&T	top and tailed
TMD	traction maintenance depot
TOC	train operating company (in full on first appearance in an article)
TPO	travelling post office
UK	United Kingdom
US	United States of America, as in 'US-built'
USA	United States of America
WCML	West Coast main line
WiFi	wireless internet access
WT	suffix meaning 'well tank'
WTT	working timetable