

WHITERIVER PRODUCTIONS INC

Style Guide

This style Guide has been prepared by WRP staff, including Kevin EuDaly, Mike Schafer, and Dale Sanders for use by magazine authors and editors during preparation of articles, photo captions, and columns. It should be adhered to strictly so that each editor's writing fits in with the flow of the magazines. Following this style guide will also produce material that can be read and understood by even the most novice of readers. If you have any questions, suggestions, or additions, please contact Kevin EuDaly.

Our magazines are primarily news and hobby magazines and do not pretend to be the pronouncer of all that is good and bad in the world. Please resist the temptation to point out that whoever you're writing about is stupid, short-sighted, or whatever, and especially avoid political statements that clearly indicate your position. It's ludicrous to blame things on President Clinton or President Bush, or even the parties they represent — odds are they have very little to do with anything we're writing about (including Amtrak). Please allow our readers to be smart enough to figure it out for themselves. Also, remember that our magazines are subscribed to by numerous people in railroad management and unions, as well as everyday railroaders, modelers, and rail enthusiasts. If you bash a political party, odds are you're bashing half our readership. If you bash a railroad or its management, you're likely bashing a number of our readers. At the end of the day it's not worth it.

Submitting text, photos, columns, etc., is covered in detail in the Submittal Guide that appears at whiteriverproductions.com.

Word usage etc.:

Abbreviations: Try to limit the use of abbreviations. Too many abbreviations make the text choppy and difficult to read. Follow these guidelines:

- Cities: Do not abbreviate cities such as L.A. or S.F. Spell them out. Avoid nicknames such as "the Windy City," etc.
- Days of the week: Do not abbreviate days of the week.
- Months: Do not abbreviate months of the year.
- Nations: Generally, avoid use of periods in USA, USSR, etc., but "U.S." is fine when not including the "A."
- Organizations: DOT, FRA, ICC, PUC do not require periods.
- Railroads: UP, BN, SP, CSX, D&H, NS, etc. No periods but use ampersands (&). Always spell out Conrail, Guilford, Southern, Alaska, and other one-word railroads.
- Railroad names: avoid use of "the" in front of the railroad's name. Example: The D&H is looking for ways to speed up schedules (incorrect). SP will combine power with Rio Grande (correct). One exception: "The Milwaukee Road" is the name of the railroad, so "The" should always precede "Milwaukee Road." It is proper to use "the" when the railroad name is used as a modifier. Example: The SP system is power-short. Since many lines have been absorbed, merged, etc., it's

helpful to refer to the line's previous owner. Examples: Conrail trains have been using this former NYC line since September. UP's former MoPac line to Pueblo has little local traffic. Always use former, instead of "ex-" when referring to a railroad or line; "ex-" is used when referring to the former owner of a locomotive. Example:

ex-BN SD45.

- States: Do not abbreviate states or provinces except in addresses. When abbreviating before a zip code, use the standard USPS two letter abbreviation (both letters capitalized and no period).

- Other abbreviations:

horsepower: hp
miles per hour: mph
pound(s): lb. lbs.

Acronyms: Acronyms such as RAMAC car facility and TEBU should not be used without first identifying the compound term from which it is derived. Example: "Southern Pacific's Tractive Effort Booster Units (TEBU) will be assigned to the Pyramid Lake line next month. This latest batch of TEBUs will be mated with SP's new DDA40Xs..." Once an acronym has been defined it may be used throughout the same story without its definition. Always define these acronyms no matter how commonplace they may seem.

among or amongst: always "among" — "amongst" is British.

as vs. because: As is not a substitute for because. Example: "As weed control was done in the spring, the winter months..." should be "Because weed control was done in the spring, the winter months..."

Builders: EMD, GE, BLW, FM, Lima, and Alco (not ALCO or ALCo)

Colons/Commas/Semicolons:

- Colons: Use a colon at the end of a sentence to introduce lists or tabulations. Example: Guilford's roster includes: MEC U23Bs, ST SD26s, etc. The next word after a colon is not capitalized
- Commas: Use commas to separate elements in a series or set off phrases. The word "and" should be preceded by a comma when it's the last item of a list. Example: "Damaged in the wreck were three GP40s, two GP39s, and one GP9."
- Semicolons: 1) to avoid confusion and divide separate elements in a series when individual elements contain commas or 2) to link independent clauses when a coordinating conjunction (and, but) is not present. Example: Johnson stole second base; he was called out on the ensuing play.

Crediting photographers: The rule is the credit should stand out from the text and should be italicized. The word "collection" designating that it's a photo in a person's collection and not one he took, should always be lower case. It's best to put "photo"

after the name so the credit is obvious, and this also distinguishes “collection” photos from ones that have been taken by the person in the credit. Example:

- Example: in the end. — *Dale Sanders photo*

Dates:

- Exact dates: spell out, set year off with commas. Example: “December 7, 1941.” When in the middle of the sentence, set of the year with commas: “On August 29, 2006, White River Productions agreed to acquire RRI from Hundman Publishing.”
- Month/year: no commas. Example: June 1938 (never use “of” i.e. June of 1938).
- Plural, no apostrophe. Example: 1940s.
- Centuries: capitalize. Example: 20th Century.
- the Depression, or the Great Depression (capitalized)

Directions: Do not capitalize north, south, east or west except when it appears as part of a proper name. Example: East Sibley (correct) East of Sibley (incorrect). Capitalize when indicating a specific region of the country. Example: The Southeast was hit hard by storms, as was the Midwest.

Divisions and subdivisions: when specific, capitalize, otherwise, don’t. Example: C&O’s Cheviot Subdivision was part of the Chicago Division. He worked his way down the subdivision to the yard. Capitalize routes such as the Sunset Route, Moffat Road, Bee Line, St. Charles Air Line, etc.

Evening/morning Lower case in small caps: 7:15AM, 7:15PM

Ellipses: these are not three periods, they are a specific character used to start a quote in the middle of a sentence, and don’t need any spaces: “Give me liberty...or give me death!” — *Patrick Henry*

etc.: Substitutes include “and so forth” or “and so on” which avoids using an abbreviation at the end of the sentence. It never needs “and” preceding it, as the Latin includes “and” in the meaning of the two words “et cetera.”

Feet/inches measurements: 26-ft., 3-in.,

Hyphenation: Use hyphens to connect two or more words to convey a single idea. The following list includes some of the most common hyphenated words used by staff editors: 100-ton, Auto-Train, bad-order, bi-level, dead-in-tow, double-stack, ex-Conrail, first-generation, low-cost, hours-of-service, maintenance-of-way, mid-December, on-line, pick-ups, push-pull, re-engined, right-of-way, run-through, Sea-Land, set-offs, start-up, time-freight, trade-in, two-man, way-freight. There are some terms that are written as one word, including: autorack, boxcar, branchline, deadhead, hotbox, mainline (except when used as a noun, i.e. “...on the main line.”).

- Three lengths of dashes:
 - dash - used for hyphenating words and diesel designations
 - en dash – used to span series such as locations (with no spaces): Lee–Hart, or numbers including dates: 1938–1944; locomotives numbered 2300–2399
 - em dash — as a spacer between phrases, with spaces: “...is perhaps its only real claim to fame — and that, like”

it’s or its: Simple rule: “It’s” is the contraction of “it is” so if you can substitute “it is” in the sentence use “it’s” — otherwise, use its for the possessive: Example: “The SD40-2 blew its turbo-charger. It had to be rebuilt before its horses could be fully used.”

Locomotive consists, etc.: Consists can be listed with slashes, using the railroad initials only for offline railroads. Examples: (WP consists) 3559/2262/3015 (GP40-2/U23B/GP35) ...3559/UP-3265/BN-6516 (GP40-2/SD40-2/SD45)...3559/3558/3557 (three GP40-2s). When listing a group of locomotives that are not lashed up as a consist, such as units going to scrap, use commas to divide rather than slashes. Also, identify all model numbers either in parentheses after the engine number or before listing. Example: Burlington Northern SD45s 6516, 6542, 6550, and 6551 will be placed in long-term storage. Units awaiting sale include 830, 831, 832, and 834 (F9s).

- Apostrophes: Do not use apostrophes after locomotive model numbers. Apostrophes are used to show possession only. Example: The westbound train had three SD40-2s (correct). The new SD60’s arrived last month (incorrect). The SD40-2’s prime mover is a 16-cylinder diesel (correct, shows possession).

Locomotives at end of a line: never break the locomotive designation: i.e. “SD40-2” must stay together

Main line Adjective: mainline “...the mainline train.” Noun: main line “...set out the cars on the main line”

Mileposts and Locations: When referring to obscure railroad locations or sidetracks, try to identify their location by associating with a larger, well-known city or town. Example: SP’s Shasta Route has been plagued with a rash of derailments at Hotlum, 31 miles north of Dunsmuir. Remember, station sites we deal with all the time and take for granted are unknown to readers on the other side of the country. Always list the state after every location, town or siding, unless it is a huge city like Chicago, Houston, or New York, or has previously been identified in the article. Write so that people unfamiliar with the region can understand it.

- Mileposts: When referring to mileposts (always one word, not capitalized), don’t use the word “milepost” unless it’s an integer, such as milepost 184. Mileposts don’t exist at 104.4. When referring to locations by mile use the word “mile” (mile 23.7).

Numbers: spell out ten and below. Use commas in numbers over 999 (1,101). Spell out percent instead of using the % sign except in tables; percent is one word. Other examples: a six-year-old girl, a five-to-four court decision, \$1.05, \$655,000, \$2.45 million, six GP40s and 27 U25Bs.

off: always “off” never “off of.” Example: “President McGinnis fell off his chair.” (correct). “Kevin is off of his rocker.” (incorrect).

OK: This is fine to use in all but the most formal writing, and comes from “orl korrekct” a colloquial usage invented in Boston in 1839, and meaning “all correct.” It’s OK to use it like this, with no periods, something can be OK’d, or someone can be OK’ing something.

Parentheses: Use parentheses and em-hyphens sparingly; most phrases should be set off with commas.

Quotes: Use quotation marks to set off names of television shows and movies. Words used that are jargon or slang and not the normal or proper usage should also be placed in quotes. Example: The C&NW “Belt Line” through Cedar Rapids...

Quotes and punctuation: punctuation always goes inside the quote marks: i.e. He would ride in the “railfan seat,” and would...

Quotes within quotes: are single apostrophe: “...he would ride in the ‘railfan seat,’ and would...” At the end of a sentence: “...he would ride in the ‘railfan seat.’”

Scales: caps with no dashes: O scale, HO scale, and N scale

Seasons: no caps: winter, spring, summer, and fall (or autumn)

that or which?: “That” is by far the most common word, and almost usually can be substituted for “who(m)” or “which.” “Which” generally implies a choice between two or more things. Examples: “He had to decide which way to go.”

toward or towards: Always “toward”

Titles of people: high-up titles are capitalized only when preceding a name, otherwise lower case: “There was a time when the New Haven’s President McGinnis met with Robert Young, president of the C&O.”

Titles of our publications: use small caps and italics: *NORTH WESTERN LINES*. Our magazines names should always be referred to as the title without “the” in front of it: *RAILROADS ILLUSTRATED*, *PASSENGER TRAIN JOURNAL*, not “the Railroads Illustrated.” Exceptions include where the magazine title starts with “The” as in *THE MILWAUKEE RAILROADER* and *THE DIAMOND*.

Train Symbols/Numbers/Names: Always list origin-destination-train type after the symbol or number. Example: LABRT (Los Angeles-Brooklyn Trailers), No. 170 (Bieber-Spokane manifest). Do not leave numbers or symbols without these descriptions. Not all of our readers know these symbols as well as we do. If you don’t know or can’t list the details of a train symbol or number don’t use it, simply state that the train was an eastbound, westbound, etc. When listing trains by their direction, capitalize as follows: Extra 3557 West, Extra East 703, etc. Use No. or Nos. in front of train numbers; not in front of locomotive numbers. Example: No. 76, the *Lark* (correct); engine 3051 (correct). All train names should be in italics. Example: “The *Humming Bird* was L&N’s...”

United States: abbreviated with no spaces: U.S. For USA, no periods.

utilized: most of the time “used” is better. Some linguists indicate that “used” can always be substituted for “utilized.” However, “utilized” carries a connotation of putting something to practical use as opposed to simply operating something. Thus the sentence “The publishers were unable to use the new computers” might mean only that we were unable to operate the computers, whereas “The publishers were unable to utilize the new computers” suggests that we could not find ways to employ the computers in publishing.

Yards/trestles/bridges: Generally avoid capitalization: Neff yard, Limesdale bridge, Wooded Hills trestle.

Diesel and Electric Model Designations: We follow the *Second Diesel Spotter's Guide* and subsequent publications (this list is up through the *Contemporary Diesel Spotter's Guide*):

Alco and MLW: Dashes on everything except early models and a few oddballs (no dashes on M-series):

0900	C-628	DL-535	FPB-4	M420B	PA-1	RS-3	RSC-3	RSD-15	S-7
60-ton	C-630	DL535E	HH600	M420R	PA-2	RS-11	RSC-13	RSD-17	S-11
100-ton	C-636	FA-1	HH900	M420TR	PA-3	RS-18	RSC-24	S-1	S-12
C-415	C-855	FA-2	HH660	M424W	PB-1	RS-23	RSD-1	S-2	S-13
C-420	C-855B	FB-1	HH1000	M630	PB-2	RS-27	RSD-4	S-3	SSB-9
C-424	DH-643	FB-2	HR412	M636	PB-3	RS-32	RSD-5	S-4	T-6
C-425	DL-109	FPA-2	HR616	M640	RS-1	RS-36	RSD-7	S-5	
C-430	DL-110	FPA-4	M420	MRS-1	RS-2	RSC-2	RSD-12	S-6	

BLW: Generally, Baldwin-went-dash-crazy:

AS-16	DR-4-4-15B	DR-6-4-20B	DRS-6-6-15	DT-6-6-20	S-8
AS-416	DR-6-2-10	DR-12-8-1500/2	DRS-6-6-15B	RF-16	S-12
AS-616	DR-6-4-15	DRS-4-4-10	DS-4-4-6	RF-16B	VO 660
AS-616B	DR-6-4-15B	DRS-4-4-15	DS-4-4-7.5	RS-12	VO 1000
DR-4-4-15	DR-6-4-20	DRS-6-4-15	DS-4-4-10	RT-624	

EMD: No dashes in model designations (except the "-2" series and selected models):

85-110 ton	E6A	F40C	GP9	GP40P	NW3	SD40A	SW600
125-144 ton	E6B	F40PH	GP9B	GP40P-2	NW4	SD40F	SW900
AEM7	E7A	F40PHR	GP15-1	GP40TC	NW5	SD40T-2	SW1000
BL1	E7B	F40PH-2	GP15AC	GP40X	RS1325	SDP40	SW1001
BL2	E8A	F40PH-2C	GP15T	GP49	SC	SD45	SW1200
DDA35	E8B	F40PH-2M	GP18	GP50	SD7	SD45-2	SW1200MG
DD35	E9A	F45	GP20	GP59	SD9	SD45T-2	SW1500
DDA40X	E9B	F59PH	GP28	GP60	SD18	SD45X	SW1504
DH1	FTA	FP45	GP30	LWT12	SD24	SD50	T
EA	FTB	G8	GP30B	Model 40	SD24B	SD50F	TA
EB	F2A	G12	GP35	MP15DC	SD28	SD50S	TR1
E1A	F2B	G16	GP38	MP15AC	SD35	SD60	TR3
E1B	F3A	GA8	GP38-2	MP15T	SDP35	SD60F	
E2A	F3B	GF6C	GP38AC	NC	SD38	SDP40F	
E2B	F7A	GM6	GP38P-2	NC1	SD38-2	SDP45	
E3A	F7B	GM10	GP39	NC2	SD38AC	SD60M	
E3B	F9A	GMD1	GP39-2	NF210	SD39	SW	
E4A	F9B	GMDH-1	GP39DC	NW	SDL39	SW1	
E4B	FP7	GMDH-3	GP39X	NW1	SD40	SW7	
E5A	FP9	GP7	GP40	NW1A	SD40-2	SW8	
E5B	FL9	GP7B	GP40-2	NW2	SD40-2SS	SW9	

FM: As dash-crazy as BLW:

A Erie	CFB-16-4	CPA-16-4	CPA-24-5	CPB-20-5	H-12-44TS	H-16-44	H-24-66
B Erie	CFA-20-4	CPA-16-5	CPB-16-4	H-10-44	H-12-46	H-16-66	P-12-42
CFA-16-4	CFB-20-4	CPA-20-5	CPB-16-5	H-12-44	H-15-44	H-20-44	

GE: No dashes in early model designations (except in a few selected models, particularly the "tonners," and the "-7" and "-8" series):

25-ton	70-ton	B30-7	C36-7	E60C	SL144	U28CG	U36C
25-ton	80-ton	B30-7A	C39-8	E60CP	U18B	U30B	U36CG
43-ton	95-ton	B30-7A1	DASH 8-40B	E60CH	U23B	U30C	U50
44-ton	100-ton	B30-7A(B)	DASH 8-40C	EP-5	U23C	U30CG	U50C
45-ton	110-ton	B32-8	E25B	GG1	U25B	U33B	U6E
50-ton	125-ton	B36-7	E33	P30CH	U25C	U33C	UD18
60-ton	B23-7	B36-8	E44	SL80	U28B	U34CH	
65-ton	BQ23-7	C30-7	E50C	SL110	U28C	U36B	