RAILPACE 101:
06: Writing Style and Format for Railpace Newsmagazine

We suggest the following guidelines for manuscripts, news items, and photo captions submitted to Railpace Newsmagazine:

You may submit text in a WORD document, as a TEXT file, or simply typed into the body of an e-mail.
Information is best submitted via e-mail, so we can "cut-and-paste" rather than re-type from paper manuscripts.

Photo caption information is best submitted **at the time you Upload your images on the Railpace Upload FTP site**;
Please **type your caption information directly onto the FTP Upload page**,
this keeps your image, caption information, and your name and address, all together in one place. Neat!

For consistency, please use the following conventions and styles:

• **State names** should use the US Postal Service two-letter abbreviations, i.e., PA, NY, DE, QC (Quebec, Canada) etc.

• **Dates** should be written out fully, **February 24, 2009**, not abbreviated such as Feb. 24 09 or 24 Feb. 09

• **Times** should be written out in conventional hours, with **lower case a.m. or p.m.,** i.e. 5:30 p.m.,
not 1730 hours, or 5:30PM, etc. Noon means noon, it is not necessary to type " 12:00 Noon "

• **Numbers**: **Don't use the "pound" sign** < # > to precede a number, such as CSX GP40-2 #4400.
The # sign is redundant, it essentially says "number number!" Write **CSX GP40-2 4400**.

• **Apostrophes: Don't use the apostrophe to form a plural** following a locomotive model type, such as: the GP40-2's.
Write **the GP40-2s.** The apostrophe should be reserved to show *possession* (**Norfolk Southern's…** or **the GP40-2's turbocharger failed)** and for *contractions* **(…. It isn't….)**

• **Spacing: Don't type an extra blank space after a period** when continuing with a new sentence. That was an old style left over from typewriter days— so 1970s. Save a tree! With modern typesetting and proportional spacing, typing extra blank spaces can produce undesired "rivers" of white space.

• **Capitalization: Don't type text or photo captions in ALL CAPS.** THIS DRIVES US ABSOLUTELY CRAZY and we have to completely re-type what you have already typed once. Your e-mail may be ripped to shreds…..
Kindly use normal upper and lower case type. Much appreciated.

• **Quotation Marks:** Don't use quotation marks around engine numbers, such as: the '8614'
Just type the number, **the 8614**.

• **Conjunctions:** When a railroad name includes the conjunction "and" use the ampersand < & >
this not only saves space, but also provides better readability when several railroads are mentioned in series,
such as .....**the Baltimore & Ohio, Chesapeake & Ohio and the Norfolk & Western**.
That certainly looks better than .....the Baltimore and Ohio, Chesapeake and Ohio and the Norfolk and Western.

• **Vary** the lead-in to your photo captions by starting with something other than the date.
Instead of: On February 6, 2009, NJ Transit announced that it will....
Instead, consider writing: **NJ Transit announced February 6, 2009, that it will....**
Note that **a comma follows the year** when a date is written out this way.

• **Courtesy:** When you communicate with us, kindly provide your name. It's common courtesy, plus we have absolutely no idea who "CSX6709@aol.com" or "GTObob@gmail.com" is.

Thanks for your support of Railpace Newsmagazine.
If you have questions or suggestions, kindly e-mail us at: railpace@ptd.net