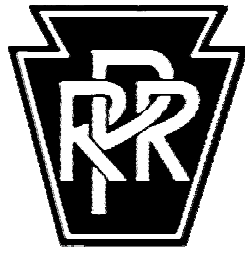


Pennsylvania Railroad Technical and Historical Society



Authors' Guide for Publications

Preparing Articles for Publication
in *The Keystone*

Revised July 8, 2006

Chuck Blardone, Editor

We want and need your contributions

You do not need to be a professional historian to contribute to *The Keystone* or any of the other Society publications. The information we publish comes from members like you who are extremely curious about some aspect of the PRR and are eager to share what they have discovered with their fellow members.

We often receive letters requesting articles on a specific subject or complaining that we are presenting too much of this or not enough of that. Unfortunately, we do not have staff writers to whom we can give assignments. Therefore, although we can aim at publishing issues with varied content, *The Keystone* is dependent upon what you, our authors, are interested in writing about. We truly need and appreciate your efforts.

Articles on any aspect of PRR history and its predecessor companies are welcome. The list of topics below is by no means complete, but it may give you some ideas. There are unlimited article possibilities within each subject:

Accidents	Freight trains	Public relations
Advertising	Labor relations	Ratemaking
Biography	Landscaping	Rolling stock
Books and literature	Livestock	Safety
Bridges	Line relocations	Scheduling
Civil engineering	Maintenance of	Shops
Communications	equipment	Signaling
Communities	Maintenance-of-way	Snow removal
Competition	Motive power	Structures
Contractors	Passenger trains	Testing
Customers	Patents	Track and switches
Dispatching	Personal experiences	Tunnels
Events	Personnel procedures	Yards and terminals
Floods	Politics	Wreck trains
	Preservation	

It is also acceptable to revisit a topic covered in a previous issue if you have new information or insights to contribute.

Preparation of Manuscripts

Before you submit completed work, we urge you to review your manuscript for clarity of expression, details of grammar, and typographical accuracy. Define uncommon acronyms and abbreviations you use. Please conform to the standards in *The PRRT&HS Publications Style Manual*. This will minimize subsequent editing and ensure uniformity of presentation. A printed or e-mail copy of this manual is yours for the asking.

All accepted manuscripts are subject to copyediting. Manuscripts may be of any length - whatever it takes you to cover the subject. One-page articles or long manuscripts that necessitate serialization are equally welcome. Occasionally, we will find it necessary to reject a manuscript. Whenever this occurs, we will return it promptly to the author with an explanation from the Editor.

Statements

Responsibility for accuracy lies with the author. If *The Keystone* has reason to question any statements, the Editor will privately discuss this with the author before publication. Statements of opinion must be in good taste.

Formatting Your Article

We prefer that you supply manuscripts as electronic (computer) files. Please note that electronic submission is preferred, but not required. We will work with your manuscript if it is typed or legibly hand-written.

If you have a spell-checker, use it. Tables or any other material that requires special formatting can be included on diskette (plus a hard copy) or on camera-ready hard copy. Label disks/diskettes with the title, author's name, and file names. Please identify the word processing system used, as well as any graphics and/or spreadsheet programs you used. Your disk/diskette(s) will be returned to you shortly after submission *if you so request*. Please keep the original and send a copy.

Please do not imbed charts or illustrations in your article, but keep each as a separate file.

Do not assign fonts, type styles or any special commands to your text, as this is for editing purposes only. When typing locomotive classes, use lower case letters for the suffixes, such as X32a and K4sa, and highlight the suffix (only) in red. (For editing purposes, I use 12 pt. Times New Roman font.)

Please comply with the formatting we request herein as much as possible, because if you do not format in this way, we will have to edit and amend, resulting in delay in publishing your work.

References

Literature citations (if any) in the text should be numbered consecutively, in order of appearance and indicated by Arabic numbers in parentheses. Number each reference separately.

Group cited references (if any) at the end of the manuscript and type them in order of their appearance in the text.

The following information should be included in references:

- (1) Names of all authors
- (2) Complete title of the article (or book)
- (3) Name of publication, publisher and publisher's location (if book)
- (4) Issue number
- (5) Year of publication
- (6) First and last page numbers of the article cited. (For example, pp.3-11)

Copyright

We review manuscripts with the understanding that they are not under consideration for publication elsewhere, nor have they been previously published. Accepted manuscripts may not be published elsewhere without the written permission of *The Keystone*. If any illustrations or photos in a manuscript have been previously published elsewhere and/or require the owner's permission to publish, the author is responsible.

Illustrations

Photographs, slides, line drawings and other illustrations may be in color or black-and-white. Refer to charts that are to be keyed to specific locations in the article by Arabic numerals, in consecutive order: Figure 1, Figure 2, etc. We can use color illustrations, transparencies or color prints (of any size) if they are clear and well defined. For black-and-white illustrations, glossy prints (of any size up to 8" x 10") are preferred, but transparencies, matte-finish prints, Xeroxes, or even newspaper illustrations may be used if they are clear and well defined. **In all cases, original slides, photos or originals of other material provide the best reproduction.**

We publish photos and other illustrations from digital copy. However, we still prefer to scan conventional photos and/or drawings. We will return your photos and other original illustrations promptly! If there's no other alternative, supply illustrations to us in digital format on CDs or DVDs. **If you do supply electronic images, files should be tif format, 300 dpi for black-and-white or color, with a minimum size not less than what you would expect the published image to be, but at least 3-1/2" x 5".**

Line drawings, graphs and charts should preferably be submitted camera-ready or in 300 dpi tif electronic format. Remember we must reduce the size of oversize drawings to fit within *The Keystone*. If lines and/or lettering of your original are light and it must be reduced substantially, the illustration will not be legible! Lines and lettering must be clean. Identify all illustrative material with the figure number and credit written in pencil on the back.

Tables

In the text, refer to tables by Roman numerals in consecutive order: Table I, Table II, etc. Each table should have an appropriate heading. We prefer Excel format for complex tables.

Captions

Please provide a separate, thorough list of photo and illustration captions, including all pertinent and interesting commentary, in your desired sequence of presentation in your manuscript. Please identify all sources, such as "collection of," "courtesy of," "photo by," etc. Please refer to any recent issue of *The Keystone* to see the preferred format.

Procedures for Submitting Materials to *The Keystone*

You may electronically submit files by email to the Editor at cblardone@comcast.net or through the mail. **Please do not send photo or other large files to the Editor via e-mail without his approval, due to the lengthy download time. Send large files on CD or DVD.**

If you send by mail, please supply one hard copy, all photos and illustrations for us to scan, and electronic files on 3½" diskettes, CDs, or DVDs. Documents may be either Mac (preferred) or PC-compatible (Microsoft Word 2004 [Mac] or Word 2000 [PC] and Microsoft Office Excel). If you send files by email, do not assign security codes to your documents, as this hinders editing. We will return copies of photos and illustrations promptly.

Mail or ship all material for publication not sent by email to the Editor:

Chuck Blardone
2886 Wimbledon Lane
Lancaster, PA 17601-1454

Timing

We make every effort to publish manuscripts in a timely manner, but many factors influence publication date. We typically publish articles within six months to two years after submission. Let us know if you have any concerns or special requests.

Please be aware that the more complete and finished your submission is, the sooner we are likely to publish it.

There will be (in some cases, substantial) delays in publishing your article if we need to perform extensive editing, have to locate photos, attempt to write captions, retype your article to Word format (all articles going to the printer must be digitized), draw maps, etc.

Handling of Material

Please take all possible reasonable precautions in sending manuscripts and illustrations to the Editor. Use protective cardboard to armor photos, slides and diskettes. Send via registered mail if the shipment warrants you doing so. We do prefer to work with original slides. If you send them, we suggest you make yourself a duplicate *just in case* there's a problem with the carrier. *Be assured* that *The Keystone* makes every effort for safe handling and return of **all** material submitted, usually within a few weeks of its receipt. We no longer need to split slide mounts prior to scanning for publication.

Remuneration

Our budget does not allow us to pay for manuscripts. We do offer provide a close working relationship with our authors to ensure that they are totally satisfied with their work's presentation in our quarterly. We often provide proof copies for the author's review/comment/amendment during the issue's development. This is rarely the case with other publications. We also provide multiple complimentary copies of the issue in which the author's manuscript appears. We determine quantity by article length, specific requests, etc.

Questions?

Don't hesitate to contact me with any other concerns or questions. Thank you for considering *The Keystone*.