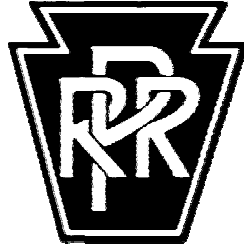


Pennsylvania Railroad Technical and Historical Society



Publications Style Manual

Revised July 8, 2006

This manual serves as a guide for authors regarding grammatical conventions chosen for *The Keystone* and other PRRT&HS publications.

Chuck Blardone, Editor

Please contact the editor to propose any revisions by email to cblardone@comcast.net

Table of Contents

Table of Contents	2
Names of Companies and Organizations	3
Names of Various Parts of the Railroad	3
Names and Numbers of Trains and Cars	3
Names of Services; Other Names	4
Locomotives – General	4
Locomotive Classes – General	5
Locomotive Classes – Details	5
Locomotive Classes – Comments on specific classes	6
Locomotives – Other	6
Cars.....	6
Maintenance-of-Way Equipment	7
Other Railroad Stuff.....	8
Directions, Regions of the Country, Places	8
Time	8
People, Job Titles, Etc.....	9
Numbers.....	9
Units of Measurement- Abbreviations and Symbols.....	9
Measurements	10
Railroad Abbreviations	10
Preferred spellings	10
Special Rules for Charts.....	11
Miscellaneous	12
General Writing Style	12
References.....	13

Names of Companies and Organizations

1. Use: the Pennsylvania Railroad (but The Pullman Company)
2. Railroad name abbreviations shall be all capitals, close-coupled, without periods. Use an ampersand or hyphen where appropriate. Examples: PRR, P-RSL, NYC, EL, ACL, DL&W, CMSt.P&P
3. Railroad names shall contain ampersands instead of the word “and,” as in Denver & Rio Grande Western, not Denver and Rio Grande Western
4. Pennsy is a nickname and would normally be enclosed in quotations, except for the fact that the PRR did not use quotations
5. Builders: American Car & Foundry, ACF, Budd, Pullman, Pullman-Standard, PS, American Locomotive Company, ALCo, Baldwin Locomotive Works, BLW
6. Organizations: similar rules apply as to railroads: USRA, ICC, FRA, AAR, PRRT&HS

Names of Various Parts of the Railroad

1. Renovo Division, Buckeye Region, Chestnut Hill Branch
2. The Philadelphia-to-Pittsburgh (original) line is the Main Line. All other trackage is the main line
3. Track 1; No.1 Track
4. Kobuta Industrial Track, #1 Storage Track, Georgetown Secondary Track, Cadiz Secondary.
5. Refer to routes as the “Water Level Route” and the “Golden State Route.” Also the “Overland Route,” but Pennsylvania’s route
6. Pennsy’s Altoona Shops, Pullman’s Calumet Shops
7. “PG” tower; “PG” block and interlocking station; “PG” block-limit station; Houston tower.
8. A 22-stall roundhouse, a 25-track classification yard; but: Sunnyside yards, Ivy City yards, 30th Street yards

Names and Numbers of Trains and Cars

1. Train numbers: Train #66, Train #49, Train #221.
2. Spell out Train, as in Train #59 (do not abbreviate).

3. Train names: the Philadelphia “Clockers” or the “Clockers.” The NYC's premier train was the *20th Century Limited* or the *Century*.
4. *Broadway Limited*, *The American*, “*Spirit of St. Louis*,” as the timetable of the relevant period shows. (Train names sometimes varied from year to year; sometimes a “the” was included, other times not.) Note that the “*Spirit of St. Louis*” is a special case, having quotation marks and being italicized.
5. Wheeling-to-Pittsburgh train, New York-Wheeling sleeping car line.
6. Names of specific cars (and boats) shall be in italics: *Andrew Carnegie*, *Herald Square*, *Octagon House*, *Mask And Wig Club*, *Cheriton*, *Chicago II* (second tug of that name).
7. Names of classes of cars shall be in lower case: parlor cars, diners.
8. Names of cars owned by companies thus: Pullman cars.
9. Class names shall likewise be italicized: *Imperials*, the *Pennsy Clubs*, the *PRR Creeks*.

Names of Services; Other Names

1. New York-Wheeling sleeping car line.
2. Army-Navy Special (but: Army-Navy game).
3. Restaurant Car Service.
4. Accommodations; not accommodation.
5. Crockery: PRR “Keystone,” NYC “De Witt Clinton,” Pullman “Indian Tree.”
6. The PRR publication is italicized (the *Pennsy*).

Locomotives – General

1. Steam locomotive, not steam engine (unless referring to one gear arrangement on a single steam locomotive).
2. The PRR also called an electric locomotive a motor.
3. An engine converts energy into mechanical motion; a motor converts electric current into mechanical power. Thus, stoker engine, not stoker motor.
4. A locomotive is referred to as an “it.” It is sexless.
5. Walschaert gear is correct; Walschaerts gear is not (unless it is used in the possessive case, with an apostrophe: Walschaerts’ design). His name was Walschaerts, but the design was patented under the name Walschaert for political reasons.

Locomotive Classes – General

1. Do not use hyphens in locomotive (or tender or car) classes, e.g., K4s, not K-4s and EFS17ms, not EFS-17ms.
2. No capital letter in “class,” and class always leads, not trails: class K4S; class GG1
3. Locomotive (and car) subclasses shall be in 2/3-height capitals (small caps): class GSD, H21A, K4SA, 70P55A.
4. The nickname of a locomotive class shall be capitalized: I1s Decapods, H9s Consolidation, but in the case of nicknames, it shall also be italicized, such as NYC *Mohawk*.
5. Avoid using plurals for classes of locomotives and cars (which can confuse the true class), i.e., no P70s, H21s, K4S (as a plural). If necessary to have plurals, separate the class with an apostrophe and “s,” such as K4s’s, P70R’s
6. If an abbreviated form of a locomotive’s class is written, such as “K4” (for K4s) or “G” (for GG1), the abbreviated form should be enclosed in quotations, as these classes never existed (i.e., “K4,” “G”).
7. The PRR adopted reclassification of steam locomotives on various dates:
 - PRR Lines East 9/1/1897 (including subsidiary lines)
 - Southwest System 10/1/1897
 - Northwest System 1/1/1898

When both classes of a locomotive are given, the former or latter should be in parenthesis, depending on the date in discussion or for a photo. In other words, a photo of a class D locomotive taken before the new classification should read D(G1). If the photo is after the new classification, it should read (D)G1.

Locomotive Classes – Details

1. Officially, locomotives without standard classes were known as “odd.” These can be designated H-odd or odd-H. Narrow-gauge “odd” locomotives could be H-odd(NG) or odd-H(NG).
2. For very early power (including the PRR and subsidiary lines), before any form of classification was used, the wheel arrangement is appropriate. In the case of tank engines, a suffix is needed, such as 0-4-0T. The suffix “T” is generally construed to mean “saddletank,” but could also denote “sidetank.” A supplemental clarification is justified in this latter case, such as 0-4-0T*, with the * footnote noting the tank was mounted above the drivers rather than atop the boiler.
3. Where a classification was used by the railroad a second time, a prefix is required. One example was class B29. This was used by the Northwest System for a couple of years, then abolished. Shortly afterward, class B29, an entirely new

design, appeared on the Pennsylvania Lines. This would be properly written as 1/B29 and 2/B29, respectively.

4. There are not many cases where abbreviations in parentheses are required in correctly distinguishing locomotive classes. Important ones are: (PV) piston valves, (NG) narrow-gauge, (SH) superheater, (RV) rotary valves, (HF) hand-fired, (B) booster, (U) underfeed stoker, (S) stoker (after 1924), (O) overfeed stoker, (SHU) superheater and underfeed stoker, (OF) oil-fired, (ST) saddle tank (if side tank, that should be spelled out), (MOD) modified, (MM) modified mallet. Distinctions in parenthesis can be upper or lower case. Often the stoker distinction is unneeded. All M1 had stokers when built, except for the first one, which was hand-fired and should be designated M1 (HF). All I1S had stokers as built, although a few were made hand-fired for hump service in the mid-1920s and should be shown I1S(HF). While all N1S were built with stokers, those with the Crawford type should be noted N1S(U), the remainder simply N1S (the overfeed stoker being assumed).

Locomotive Classes – Comments on specific classes

1. If the designation K4s(s) is used, the proper interpretation is that this is a K4s with overfeed stoker (as opposed to hand-fired). Up until 1924, the use of (O) and (U) as a suffix of the locomotive class denotes overfeed or underfeed stokers, respectively.
2. P5A motors, if steeple cabs (not box cabs) are P5A(mod).

Locomotives – Other

1. The term Brunswick green, was used by the PRR on some diesel-electric locomotive drawings, so it *may* be acceptable in such cases. Otherwise use dark green locomotive enamel.

Cars

1. There are stainless-steel cars and 10-roomette, 6-double bedroom Pullmans.
2. Some cars are made of stainless steel and contain 10 roomettes and 6 double bedrooms.
3. There are Tuscan-red cars; but some cars are Tuscan red.
4. The Pennsy didn't have cabooses; it had cabin cars.
5. Pullman plan #s have capitalized suffixes: #3989A, #4019B, #3997A.
6. Car accommodations (compound adjective): 7-drawing room car, 22-roomette car. But in a sentence: This car has seven drawing rooms, while this one contains 22

roomettes.

Maintenance-of-Way Equipment

Many people loosely applied the term “maintenance-of-way” to all equipment used in company service. Although the MW Department did have a lot of work equipment, it was not the only department that did. The PRR “work equipment” used in company service was in fact assigned to other departments that shared equal stature with the MW Department, to wit, the Material and Stores Department and the Mechanical Department. The following may be used as a general guideline:

1. Most wreck derricks and wreck trains were assigned to the Mechanical Department, as they were used to right and re-rail equipment, and the mechanical folks were responsible for clearing wrecks. However, most cranes (locomotive, Burro and crawler) were assigned to the MW Department, as they were used to perform track maintenance work.
2. Most camp cars (class XL and passenger) were assigned to the MW Department, as they were used to house the roving maintenance gangs. However, these same style cars used in wreck trains were assigned to the Mechanical Department. The camp cars in the MW Department were further assigned to Bridge & Building (B&B) gangs, Communication & Signal (C&S) gangs or track gangs. However, these further distributions are usually difficult to discern. Equipment used in wire trains and the motor cars converted to tower cars were assigned to the Electric Traction (ET) Department.
3. Company service box cars (gray or yellow) were typically found in MW service, as tool and supply or material and supply cars. However, some gray cars were assigned to the material and stores folks. The freight car red box cars (“S cars”) were typically assigned to the Material & Stores department for the transport of supplies.
4. Company service flat cars were typically assigned to the MW Department, except the wheel cars, which were in the Stores Department, transporting wheel sets for the mechanical guys. Gondolas were also mostly with the MW folks.
5. Company service hoppers were typically assigned to the MW Department, for ballast service (although some were used to haul ashes).
6. Flangers, snowplows and Jordan spreaders were in the MW Department.
7. Tank cars used for the movement of new and used petroleum, oil and lubricants products and covered hoppers used for sand service were assigned to the Stores Department.
8. Company service cabins were assigned to either the MW Department for work train use or the Mechanical Department for wreck train use.
9. The poling cars were probably assigned to the Chief of Transportation, for use in yard shifting.

Other Railroad Stuff

1. Employees Timetable No. 10; employees timetable (note no apostrophes).
2. Spell “employees,” even though the PRR typically used the spelling “employes.”

Directions, Regions of the Country, Places

1. Regions of the country: the North, the South, the East, the West, the Midwest. Example: *The Broadway Limited* connected the East with the Midwest.
2. Directions: north, south, east, west. Example: Train #29 went west and Train #28 went east.
3. Only a few major and well-known cities need not have states accompanying them: Philadelphia, New York, Chicago, Los Angeles, etc.
4. Lesser-known places should have states abbreviated: Dillsburg, Pa., Springfield, Ill., Jacksonville, Fla. Washington, D.C. is always accompanied by D.C.
5. If giving a mailing address (such as in a product review or advertisement), use post office convention: Lancaster, PA 17601.

Time

1. Numbered periods of time are generally in lowercase: twentieth century, nineteenth century; Named periods of time capitalized: the Great Depression.
2. Note apostrophe usage: the mid-'50s, the 1960s, the roaring '20s
3. Seasons:
 - a. Generally: spring, summer, autumn, winter. Do not use fall in place of autumn.
 - b. When personified: Spring, Summer, Autumn, Winter. Example: Spring's warm touch, Winter's icy blast.
4. Full dates should be presented in sequence: month, day, year.
 - a. In text, write out: June 15, 1938;
 - b. In text, in reference to a timetable, may be shortened: 6/15/1938.
 - c. In a chart and caption: always use short form: 6/15/1938.
5. If only the month and year are known:
 - a. In text, spell out, without comma: September 1947, October 1956 and February 1968. Do not abbreviate months.
 - b. In headings, captions, charts, use numerals: 9/1947, 10/1956 and 2/1968.

6. There is no comma between the month and the year. Use a comma between season and year.
7. Times may be presented either in the a.m./p.m., system (i.e., 3:08 a.m., 3 p.m.) or the 24-hour system (i.e. 0308 hours, 1500 hours).
8. Time zones should be capitalized, with no periods: EDT, EST, CST.

People, Job Titles, Etc.

1. Use a person's full given name unless he/she is commonly known otherwise: Arthur D. Dubin, Robert J. Wayner, William W. Kratville, but Don Wood instead of Walter Don Wood.
2. Engineman Cody, Superintendent Gratz, but the engineman of the train

Numbers

1. Numbers: one through ten shall be spelled out; 11 and above are numerals. Spell out the number when it starts a sentence.
2. Use discretion and favor numbers as in a series: 17 for NYC, 9 for C&O, and 2 for PRR.
3. 3,420; 15,200; 1,320,000 (commas for thousands, millions).
4. Always use the # sign preceding numbers: plan #3523C, car #7001, diagram #56.
5. In immediate series, use the # sign once: PRR Train #s 30 and 31 were the top New York-to-St. Louis flyers. Use the # sign twice if the numbers referred to are more distantly related: PRR Trains #30 and #66 served St. Louis.

Units of Measurement- Abbreviations and Symbols

- | | | | |
|---------|-----------------------------|----------|----------------------------|
| 1. A.C. | alternating current | 9. p.m. | post meridiem (after noon) |
| 2. a.m. | ante meridiem (before noon) | 10. V/kV | volt(s)/kilovolt(s) |
| 3. amps | amperes | 11. ' | feet |
| 4. D.C. | direct current | 12. " | inches |
| 5. hp | horsepower | 13. ø | diameter |
| 6. Hz. | Hertz | 14. ° | degrees |
| 7. kW | kilowatt | 15. φ | phase (power) |
| 8. mph | miles per hour | 16. # | number |

Measurements

1. If writing about tenths of a mile: 0.4 mile; 0.25 mile, 0.5 mile.
2. 0.5 mile may be written a “half mile;” 0.25 mile may be written “a quarter mile.”
3. Feet and inches: Spell out if only feet or inches: four feet.
4. Compound adjectives: six-foot platform, three-inch sill, ten-inch, 13-inch, 85-foot car, etc.
5. Dimensions under two feet shall be expressed in inches: 14-1/2", 23-3/4"; in excess of two feet, dimensions to be expressed in feet and inches: 2' - 1-1/2", 12' - 0-3/4."
6. 25¢ or 7¢ (not seven cents); \$1 million (not one million dollars)
7. 6% (not six percent)
8. Do not use # for weight; abbreviate lb. or lbs.

Railroad Abbreviations

- | | | |
|----|--------|---------------------------------------|
| 1. | B&B | Bridge and Buildings (Department) |
| 2. | c/n | construction number |
| 3. | C&S | Communications & Signals (Department) |
| 4. | ET | Electric Traction (Department) |
| 5. | M.P. | milepost |
| 6. | m-of-w | maintenance of way (activity) |
| 7. | M-of-W | Maintenance of Way (Department) |
| 8. | T&S | Telegraph & Signals (Department) |

Preferred spellings

1. gray (not grey)
2. gauge (not gage)
3. Commonly used words: one word? Two words? Hyphenated?

ashpan	b&w photo	boiler feed
backhead	block-limit station	box car
bell crank	blowdown	brake shoe
black-and-white photo	blowoff	brakewheel

branch line	four-wheel truck	re-rail
bypass	freight car	return crank
carbody	grab iron	right-of-way
coach yard	handrail	roofwalk
Conrail	hand-operated	round-trip
crank pin	head-end equipment	sand box
cross-compound	head-end-power	scrap yard
crosshead	horsepower	short line
crown sheet	hot box	smokebox
cutoff	ice box	smokestack
daily-except-Sunday	journal box	snacktime
daytime	letterboard	standard-gauge
diesel-electric	longtime	locomotive
locomotive	main line	staybolt
dinner time	main rod	steam line
drawbar	maintenance-of-way	streamline
drypipe	milepost	sun room
end-of-track	mud drum	trailing-point
enginehouse	mud ring	crossover
facing-point crossover	nighttime	trainmaster
feedwater	peacetime	trainphone
firebox	pipe-connected	washbasin
firebrick	Pittsburgh-to-New	watertube
firedoor	York (train)	wheel base
fireman	postwar	wrist pin
firetube	prewar	
firecar	railcar	
flat car		
floor plan		
flywheel		

Special Rules for Charts

<u>Type</u>	<u>Text (including captions)</u>	<u>Charts</u>
Cars	diner, coach, baggage car, mail car Lounge car, Pullman parlor	Diner, Coach, Baggage Car, Mail Car, Lounge Car, Pullman Parlor
Car Class	car class D78C	Car Class D78C

Car Type	10-roomette, 6-double bedroom car; 4-compartment, 4-double bedroom, 2-drawing room car	10R-6DB Car, 4C-4DB-2DR Car
Colors	Tuscan red, Wabash blue, Union Pacific gray	Tuscan Red, Wabash Blue, Union Pacific Gray
Photos	photo #20	Photo #20
Plans	PRR drawing #, Pullman line #, Pullman plan #	PRR Drawing #, Pullman Line #, Pullman Plan #
Pools	the Pullman pool	The Pullman Pool
Quotes	“Broadway Limited,” “Futura,” Kabel,” “Fleet of Modernism”	same, but without quotes

Miscellaneous

1. Minimize complexity of footnotes.
2. Long, scholarly bibliographies are not necessary.
3. Publication names to be in italics

General Writing Style

The purpose of writing is to communicate ideas and information. If the reader doesn't understand as you intended or abandons the effort, you have not met that objective. Follow these tips for effective written communication:

1. Keep sentences and paragraphs relatively short. Give your reader breaks.
2. Be concise.
3. Use a conversational style. Write as if you were explaining your topic to a friend over coffee. Read your article out loud to yourself before you send it in writing to us.
4. Use common words. Your audience won't run to the dictionary. Newspapers typically write to a 9th grade reading level. Maybe you should, too.
5. Use an *active* instead of a *passive* voice – “he started the K4s” instead of “the K4s was started by him”.
6. Explain technical concepts so the unfamiliar can understand – educate the reader.

References

The Chicago Manual of Style, University of Chicago Press, 1982.

Railway Age's Comprehensive Railroad Dictionary, Simmons-Boardman, 1984.

Webster's Secretarial Handbook, 2d ed. Merriam-Webster.