



AUSTRALIAN RAILWAY HISTORICAL SOCIETY
VICTORIAN DIVISION INC. A0033223H

NEWSRAIL **STYLE GUIDE**

The following guide has been established by members of the *Newsrail* editorial team and sets out the adopted style, terminology and spelling for magazine.

The *Style Manual for Authors, Editors and Printers, 2002* is used as the basis for style and notation while the *Macquarie Dictionary* is used as the basis for spelling and terminology.

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Abbreviations

The first use of a title is written in full followed by the abbreviation in brackets (only if used multiple times). Example: [Regional Rail Link \(RRL\)](#). All subsequent uses of the term are abbreviated. The full names of some titles may not be recognised therefore the abbreviation (in brackets) can be used even if a second use of the name does not occur.

Example: [Public Transport Victoria \(PTV\)](#)

National and state abbreviations are capitalised with no full stops.

Examples: [AUS](#), [UK](#), [USA](#), [NSW](#), [SA](#), [NT](#), [WA](#), [ACT](#), [VIC](#), [TAS](#).

The term 'for example' can be abbreviated to [e.g.](#)

Standard gauge and broad gauge should be written in full text within articles, not capitalised unless as part of a proper name. In other sections, they may be abbreviated as [sg](#) and [bg](#)

Abbreviations have a full stop at the end.

Example: [Co.](#) or [Inc.](#) or [No.](#)

Contractions do not have a full stop. Example: [Coy](#), [Ltd](#), [St](#), [Rd](#) or [Ave](#)

Acronyms and descriptors do not have a full stop.

Example: [VR](#) or [WGR](#) or [Mr](#) or [Dr](#)

Occupational Health and Safety to be abbreviated as [OHS](#).

Ampersand

The ampersand ([&](#)) is to be used only in the following situations:

- organisational names
- tables
- observations - section headings

ARHS Credits

Material taken from the ARHS archives are referenced as follows:

[ARHS Vic. Div. Archives, slide 5764, Frank Londey Collection](#)

Compass aspects

Not hyphenated. Examples: [north east](#), [south west](#).

Currency

Pre-decimal currency (sterling) format is to be shown as [£157 12s 9d](#)

Dates

Within news, observations, works and captions, the date is shown as:

<day of the week.day.month and year (if not in the current year of publication). Days of the week are abbreviated as follows: Mon, Tues, Wed, Thurs, Fri, Sat, Sun. Examples of acceptable dates include: [Sun.28.9](#), [Tues.14.7.1964](#)

For captions, the date format is shown as:

[<Caption Text>. Sat.11.7.1964](#) *<photographer>*

Note that there is a space between the full stop at the end of the caption text and the abbreviated day in the date. There is no full stop after the date or photographer. Using the date at the end of the caption with the preposition 'on' should be avoided for consistency.

Fully text dates (only acceptable in articles) are shown as [15 October 2010](#). Not 15th October 2010 or 15 of October 2010.

Date ranges show the full years and are separated by an en dash. Example: [1908-1915](#).

Where only the year is known for a photo caption, it is to be incorporated into the caption text, not placed at the end as above.

Dates used in the Calendar feature are shown with the [th](#), [st](#) and [rd](#) as normal text (not superscript).

Default Terms

The following commonly-used terms are, by default, railway terms, unless stated otherwise: carriage, crossing, line, signal, station, track, truck, unit, van and wagon.

Distance Posts

Shown as [KP](#) [<space>](#) numeral

Government

State and Federal Government are referred to as the [Victorian and Australian Government](#). Politicians may be referred to as State or Federal. The terms Parliament and Government are capitalised when referring to specific entities, but not capitalised when using the term generically.

Italicised text

All book titles, magazines, newspapers, reports, locomotive and train names are italicised. Examples: *Newsrail, The Age, The Argus, Spirit of Progress, The Ghan, Power to the Rails, The Overland, Indian Pacific, S300 Matthew Flinders, 7002 Steve Moneghetti*.

Organisations are not italicised. Examples: *Steamrail, VicTrack*.

A number of other texts are also italicised; including websites, credits following photos, the source/reference for news items, slogans/campaign titles and railway jargon (sometimes used to replace 'single quotation marks').

Line names

Western Line and *North East Line* are recognised railway corridors, and are therefore capitalised as per any formal rail line.

Example: *Belgrave Line*

Locomotive names

Where a locomotive was officially named whilst in service, this name, italicised, is to be included after the loco number. The web site VICSIG is to be used as the formal reference for the names.

Example: *N451 City of Portland*

Further references to the same locomotive within the same section or article will only show the locomotive class and number and not the name.

Locomotive nomenclature

Steam locomotives are referred to as a locomotive or engine. Diesel and electric locomotives can be referred to as a locomotive or unit. Locomotive can be abbreviated to the colloquial loco if appropriate.

Measurements

Metric is to be used at all times unless it is historically incorrect or inappropriate to do so. For example: the specified mileage in a construction contract, imperial specifications that were the industry standard.

However, Imperial can also be used if the text is referring to units of measurement prior to 1973, in which case both measurements will be given (metric in brackets).

Measurements are abbreviated if shown with figures, with a space between the number and the abbreviation.

Examples: *170 km, 20 kg, 19,356 lb, 60 km/h*.

In-text reference to measurements should be shown as words. Example: *the carriages rolled for a 200 metres then stopped*. This is to be assessed on a case by case basis.

Numbering

All numbers between 1000 and 9999 will not have a comma. Numbers from 10,000 and above will have a comma.

Numbers 0 through 10 are shown as text (e.g. [one](#) not 1) except for measurements. All numbers over 10 are shown as figures. Example: [27](#) not twenty-seven unless the word is used to commence a sentence in an article. Numeric series use normal font size. Example: [27th](#) and not 27th.

Proper nouns

When used as a formal name to form a proper noun, the full name is capitalised. When used generically, lower case is used throughout. This applies to terms such as stations, yards, depots, banks, loops and signal boxes.

Examples of when to use capitals: [Flinders Street Station](#), [Stawell Bank](#), [Melbourne Yard](#), [Gheringhap Loop](#), [Ararat Signal Box](#), [Westvic Siding](#) and [Brunswick Depot](#).

Cases not to use capitals: [the station on Flinders Street](#), [the bank at Stawell](#), etc.

Quotations

25 words and less: Used within the text and designated by double quotation marks. Single quotation marks are used for secondary quotations within the quotation.

More than 25 words: separated from the ordinary text before and after by a single line space. Quotation text is indented, uses the same font but a smaller point size (Block Quotation). Indent from the left-hand side is to be 7 mm for two-column text, and 10 mm for single-column text.

Ranges

En Dashes are used for formal location and period ranges, with no spaces.

Example: [Ringwood-Belgrave](#), and year ranges e.g. [1956-1960](#). Alternatively, the word 'to' can be used. Example: [Ringwood to Belgrave](#)

References and citations

Authors may choose one of two methods to communicate their information sources to readers:

Method 1: Documentary-Note System

Authors using this method insert an arabic superscript number starting in the text. Superscripts start at 1. Each number is linked to the same number in the **References** section that appears at the end of the article. Each reference identifies the book, journal article, internet or other source that the author has consulted. Authors may also add a list of information sources under the heading of **Further reading**.

The following notes describe the format for citing books, journal articles and online sources.

Book citations

The first citation of a book includes these details (where appropriate) separated by a comma:

- author(s) or editor (s) with initials preceding the family name;
- book title *in italics* with upper case used for the first letter, proper names and places;
- edition number if applicable;
- publisher;
- place of publication;
- year of publication;
- page number for the citation.

Subsequent citations of a book may include the author and a different page number. The State Library of Victoria catalogue is a handy guide for citation style. The following are examples of first and subsequent citations for books:

1 G McDonald, *In praise of trains in Australia*, Rigby, Adelaide, 1978, p. 29.

2 LJ Harrigan, *Victorian Railways to '62*, Victorian Railways Public Relations and Betterment Board, Melbourne, 1962, p. 45.

3 DF Jowett & I Weickhardt, *Return to Rosstown: railways, land sales and sugar beet ventures in Caulfield*, Rosstown Historical Research Group, Mordialloc, 1978, p. 56.

4 G McDonald, p.13.

Journal citations

Citation of journal articles includes these details separate by a comma:

- author(s) with initials preceding the family name;
- article title enclosed in single quotation marks with upper case for the first letter of the first word, proper names and places;
- journal title *in italics* with most words in capitals;
- journal volume number including where applicable month and year;
- page number of the information.

Subsequent citations of a journal article include the author, year and new page number. Citations to information from sections of journals cites the journal name, section name, volume and page details. The following are examples of first and subsequent citations for journal articles:

5 D Matheson, 'The Fish: Blue Mountains iconic commuter train', *Australian Railway History*, Vol. 62, No. 885, July 2011, p. 4.

- 6 General News, *Newsrail*, Vol. 38, September 2010, p. 263.
 7 NA Cave, 'The great deception', *Newsrail*, September 2010, p. 271.
 8 D Matheson, 2011, p. 5.
 9 Victorian Railways, *Weekly Notice*, no.38, 19 September 1939, p. 1414.
 10 Victorian Railways, *Engineer-in-Chief Inwards Correspondence*, File 3882, 1902.
 11 'The Railways - Mortuary Trains', *The Argus*, 18 January 1904, p. 6.
 12 Instruction to carry out work at Burrumbeet Park, PROV, VPRS 10075/P1, Unit 17, 1906/989.

Method 2: Reference List

This method does not require use of superscript numbers in the text with corresponding notes at the end of the article. The author may instead list the books, journal articles, internet and other

sources used in writing the article. The same information is required as for the Document-Note System with two differences. The author's family name is listed first following by initials. The references are listed alphabetically by author. The following are examples of information sources listed in the Reference List:

- Australian Railway Historical Society Victorian Division*. Accessed at arhsvic.org.au
 Cave, NA, 'The great deception', *Newsrail*, September 2010, p. 271.
 General News, *Newsrail*, September 2010.
 Harrigan, LJ, *Victorian Railways to '62*, Victorian Railways Public Relations and Betterment Board, Melbourne, 1962.
 Matheson, D, 'The Fish: Blue Mountains iconic commuter train,' *Australian Railway History*, Vol. 62 No. 885, July 2011, pp. 3-20.
 McDonald, G, *In praise of trains in Australia*, Rigby, Adelaide, 1978.

Digital Media

Websites

- name of author with initial first and family name second, followed by comma.
- title of webpage in italics with the word *webpage* in brackets followed by a full stop;
- 'Accessed at' followed by the URL in italics.

Examples:

¹ R Gomerski, *Signal diagrams and photos (webpage)*. Accessed at signaldiagramsandphotos.com/mywebpages/vr/Metropolitan/13'52

Bau, M, *List of signal diagrams (webpage)*. Accessed at victorianrailways.net/signaling/completedia/stkilda1919

Email lists and Blogs

- author's full name with initial first and family name second. If only a screen name is used, use the screen name followed by a comma;
- provide the subject line or thread of the message in single quotation marks, followed by a comma;
- the forum name in italics followed by a comma;
- provide the year, month and day of the posting followed by a full stop;
- include the source starting with 'Accessed at' followed by the URL.

Example:

¹ J Bounds, 'Re: Railway Tramway Connection at St Kilda Station', *Trams Down Under Archive*, 1 February 2003. Accessed at tdu.to/5710.msg?sid=183385&p=20

Email

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- name of sender with initial first and family name second, followed by a comma;
- position of sender if applicable followed by comma;
- type of communication - email - followed by comma;
- email date followed by fullstop.

Example:

¹ I Jenkin, ARHS Archives Coordinator, email, 5 March 2016

Rolling Stock Numbers

There is no space between the class code and the loco/unit/vehicle/car number. Example: [Y112](#) not Y 112. In photo captions, two loco numbers are separated by the word {and}. Three or more loco numbers are separated with hyphens.

Locomotives: The loco number follows the class notation. Example: [K190](#). For loco classes such as [A²](#), [D³](#), and [D^{DE}](#), the second letters are superscript.

Rail motors: The unit number precedes the RM notation. Example: [32RM](#)

Tulloch DRCs: The unit number follows the DRC notation. Example: [DRC40](#)

VLocity sets: The unit number follows the VL notation. Example: [VL50](#)

Goods vehicles: The vehicle number follows the class notation. Example: [GY1234](#)

Passenger carriage stock: In general, the car number precedes the class notation. Example: [36AE](#) or [241D](#) or [470M](#). The exception is the N Class stock which was built from 1981 onwards. Example: [BN01](#).

‘s’ vs ‘z’

Australian spelling of words is to be adopted over American, therefore ‘s’ is preferable to ‘z’.
Example: [capitalise](#) not capitalize.

Time

The 24-hour clock is used, except if there is a good reason to use the 12-hour clock (context of some articles). Example: [13 00 Wodonga goods](#). The following is not acceptable 13:00, 13:00 hours.

For the 12-hour clock, the following is used: [We boarded the train at 12.30 pm](#) (not 12:30 p.m., 12 30 pm, etc). If the time is an approximation, it may be logical to abbreviate the 12-hour time. Example: [We went for lunch at around 1 pm](#).

Train direction

Up and Down are to be capitalised when referring to train direction.

Train numbers

Train numbers are to be shown without a hash prefix.

Example: [Train 9341](#)

Tram numbers

A stop to be placed between the class name and the unit number e.g. [W8.957](#). The word Class is to be capitalised if used in conjunction with a tram number. e.g. [W8 Class tram](#).

Websites

Websites are italicised. The text 'www.' or 'http://' is not included at the start of a URL.

Example: [*ptv.vic.gov.au*](#)

RAILWAY GLOSSARY

1930s (not 1930's)
A historic (not an historic)
air conditioning (noun)
air-conditioned (adjective)
bidirectional
branch line
bridgework
car park
cast-iron (adjective)
cast iron (noun)
Class (not class) when referring to specific locomotive classes
coal-fired
Commissioners' train
cross-country
dead end
DERMPAV
despatch
diesel-electric
diesel-hauled
diesel-hydraulic
double-headed
downgrade
Engineer-in-Chief
enquiry (personal process)
en route
ex-Deniliquin (not ex Deniliquin)
fit-out
focussed
gatekeeper
George Higinbotham
GrainCorp
guards van
half-cab
hand-operated
hopper wagons (not hoppers)
inquiry (formal process)
inroad
Kings Way
Koo Wee Rup
lash-up
left-hand
lineside
long end
main line
Melbourne-bound
midway
myki
nameboard
nonstop
No.1
No.2 Road
Nos 1 and 2
northbound
numberplate
off-peak
oil-fired
Opposition (parliamentary)
[Organisation name] has (not [Organisation name] have
[Organisation name] was (not [Organisation name] were
outshopped
percent

petrol-electric
photo stop
pick-up
Public Record Office Victoria
push-pull
Qube Logistics (can be abbreviated to Qube in Observations section)
railcar (capitalised if used as part of a proper noun)
railfan
rail motor
renumbered
reopen
right-hand
road-over-rail
rolling stock
Sadleirs
safeworking
second-hand
Seven-O-Seven Operations (not 7-0-7 operations)
signal box
signalling
single-car (adjective)
single car (noun)
Skyrail
southbound
Southern Hemisphere
stand-alone
Station Master
steam-hauled
Steamrail (not Steamrail Victoria)
subcontractor
substation
Swing Door
through-running
trackwork
upgrade
V/Line
VLocity
VicTrack
Walschaert
Westvic
wood-fired
World War 1
World War 2
X'Trapolis

TRAMWAY GLOSSARY

a double line
double-track line
single line
Automatic Vehicle Monitoring (AVM)
bang road (if describing main line running in the opposite to normal direction)
Bang Road (if describing a track inside a depot)
block car
Bundy clock
catchpoints
centre island platform stop
console
crossover
Depot Starter (now called an Officer, Production)
drop-centre
drop-down sides
easy access stop
Fleet Operations Centre (now known as the Operations Centre)
grand union junction (except when used with Melbourne's only example is Balaclava Junction)
high-capacity tram
intermediate shunt
kerb extension stop
low-floor
low-level platform
Paint Shop (name of shed/area in PWS)
platform stop
R10
Route 72
sandbox
short working
single-track line
single-truck tram
T-light
tram network
tram square

Depots

New Preston Depot (operational depot) and Preston Workshops (maintenance) are on the same site
Preston Workshops (the former name)
East Preston Depot (is/was in Plenty Road near Bell Street)
Thornbury Depot (the former now demolished sheds on the west side of St George's Road)