AUSTRALIAN RAILWAY HISTORICAL SOCIETY (NSW)

A GUIDE TO RESEARCHING, WRITING AND SUBMITTING MATERIAL
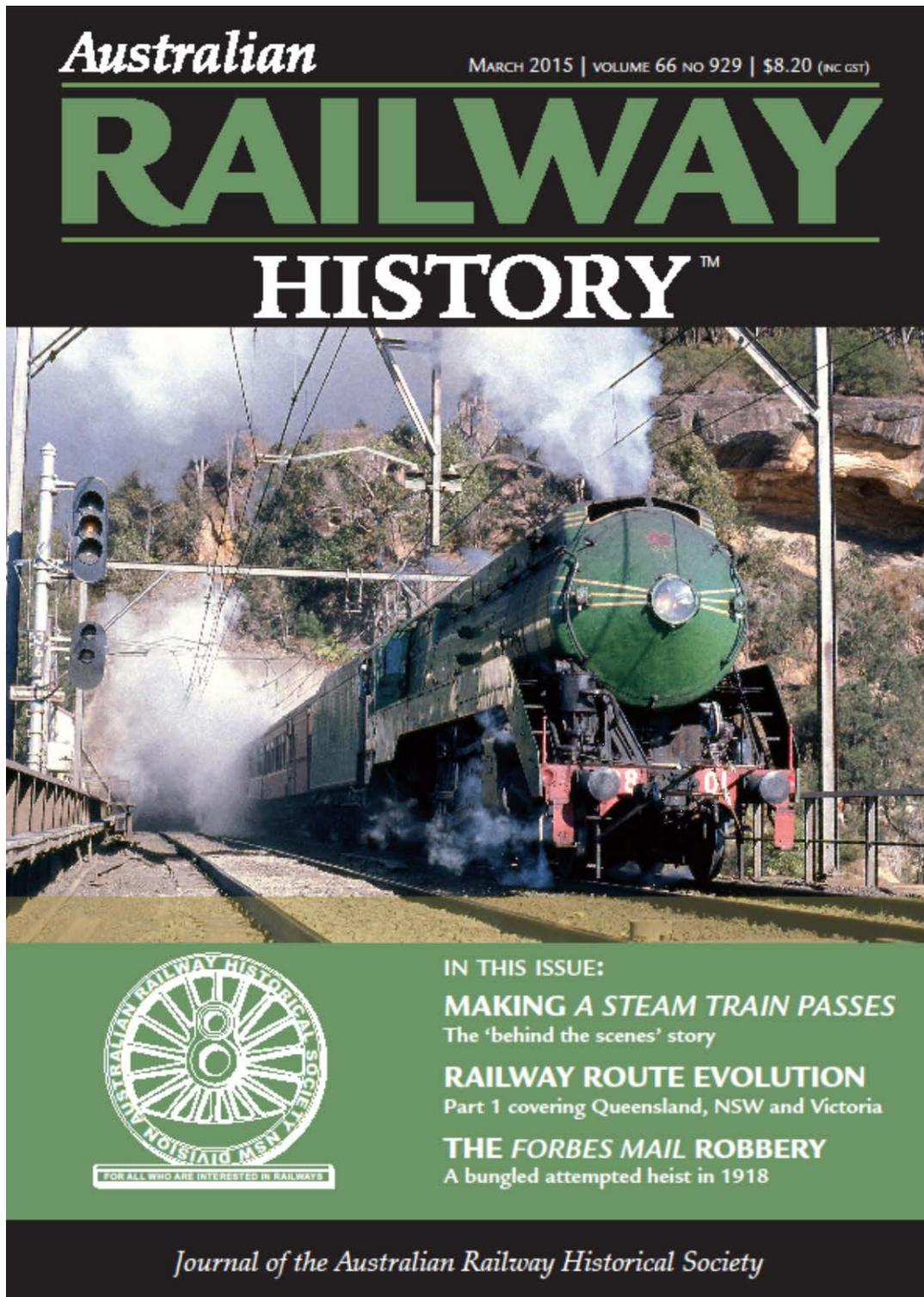

Australian

RAILWAY HISTORY™

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The 'behind the scenes' story

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1. INTRODUCTION

The Australian Railway Historical Society (ARHS) traces its origins to October 1937, when the then Australasian Railway & Locomotive Society produced its first 'Monthly Bulletin'. This was essentially as a members' newsletter (known as the 'Bulletin') run off on a Gestetner machine until May 1950 when it was updated to a letterpress periodical.

The ARHS has since grown into a national organisation with divisions in each state devoted to researching and recording the history of Australia's railways. Its original 'Bulletin' evolved into Australia's oldest specialist magazine covering the history of our colonial railway systems and their evolution into a national network. The society formally changed its name to the Australian Railway Historical Society in January 1952.

The ARHS *Bulletin* continued largely in this format until the 1980s, by which time many state divisions of the ARHS were producing their own news magazines and the *Bulletin* was left with a declining audience and a dearth of material for publication. Efforts to enhance its audience appeal included an increase in page size to A4 from January 1989, the use of colour photos from December 1993 and the engagement of a professional layout designer to enhance the appearance of the magazine in mid-1999.

In January 2004 the former *Bulletin* was relaunched as *Australian Railway History* (*ARH*), which focused specifically on historical railway subjects, with contemporary matters being handled by the ARHS's *Railway Digest* magazine team. The intention was to enhance *ARH* as a truly national magazine presenting coverage of history topics that appealed to a wider audience. The upgrade involved both magazines being sold through newsagents and selected hobby shops in addition to regular subscribers, while digital versions of both *ARH* and *Railway Digest* have been available since July 2014.

The Australian Railway Historical Society, though its state and territory divisions, is also a major publisher of books on the history and operations of our railways. This 'Author's Guide' seeks to assist you as an author to research railway history topics, write appealing articles for *Australian Railway History* or manuscripts for possible publication, and submit them in a manner that facilitates the transition of your material into a publishable article in the magazine or as a publication.

The style presented in this Guide updated those in former ARHS (NSW Division) Style Guides and are to be consistent across our magazines (*Australian Railway History* and *Railway Digest*) and for books published by the Society.

2. HISTORICAL RESEARCH

This section presents a brief overview of the themes/topics that we are seeking to promote in *Australian Railway History* (*ARH*) and our historical publications, together with a brief discussion on sources of information and tips for interpreting this material to create sound and appealing stories of our railway history.

Key themes in our railway history

Core themes underlying the history of Australian railways are the political context in which they evolved and the economic rationale for their construction and operation. While the focus of articles published in *ARH* has generally been on the technical aspects of railway operations, more material that focuses on the human side of railway construction and operations is favoured as this is central to their history.

A second issue to keep in mind is that our railway systems have largely evolved from a narrow state focus into national network that is no longer limited by 'state borders'. Thus, the magazine needs to present a balance of topics in geographic terms as well as railway themes.

Given that we seek a focus on railway people rather than things, the following list sets out some themes/topics that we are keen to see covered in *ARH*:

- How did the politics of the day influence the routes and standards of railway construction?
- Who and what industries did a particular railway serve? Political influences and specific interest groups are also key factor here.
- What were the influences of the railway on settlement patterns? Note the differences between rural and urban railways. In the latter case, the response in terms of commercial, industrial and residential development needs to be explored; while the former may be a story of rural decline and decay.
- Who were key individuals within the railway administration that shaped its response to changing technology, economic and social factors, and environmental issues? Such responses may focus on railway commissioners, senior engineers or administrators, and their responses to 'political masters'.
- Who were the people who built the railways and what were their working conditions like? This field can cover individual railway contractors and/or the 'navvies' who undertook the physical work.
- What were the key tasks of railway workers over the years and how did they change in response to technological, economic and managerial changes? There are a wide range of specialist roles in railway organisations and most of the articles published in *ARH* have focused on male-dominated fields, so more is needed on the role of women in the railways. Note: Care needs to be taken here to present a balanced approach in terms of how change is managed within organisations, rather than just nostalgia for "the good old days".
- Personal experiences of railway journeys by men, women and children in different eras.

Sources for research

Historical research distinguishes between primary and secondary sources:

Primary sources are those that provide direct evidence of the time and place you are studying. They comprise any material that was produced by eyewitnesses to or participants in an event or historical moment under investigation. Sound historical research needs to be based on primary sources as far as is practical. For railway history, key primary sources include:

- Personal journals and letters;
- Autobiographies by individuals related to your subject;
- Memos and letters written by relevant railway officials;
- Minutes of meetings held by relevant organisations or groups;
- Annual Reports of Railway Commissioners, section heads, etc;
- Contract documents;
- Weekly notices and timetables;
- Staff records;
- Track & Signal diagrams;
- Railway rule books and local appendixes;
- Publicity documents prepared by or for railway administrations;
- Design drawings for locomotives, rolling stock, bridges, stations, etc.

Secondary sources are documents or objects that relate to or discuss information originally presented elsewhere. They involve generalisation, analysis, synthesis or evaluation of the original information. As such, they assist a researcher interpret the original primary course from alternative perspectives. Nevertheless, care needs to be taken in judging the credibility of secondary sources by undertaking an assessment of the intention of the person who wrote the document, the quality of the research behind the interpretation and their standing with their peers as objective contributors. Some key secondary sources for railway history are:

- Newspaper reports on specific events;
- History journal articles and books;
- Books on key historical events by professional historians; and
- Biographies on individuals associated with the topic being researched.

A note on oral history. A challenge in researching history is to assess and interpret the activities and perspectives of those who do not appear in formal historical records. Thus, it serves as a means of documenting the stories of the ordinary men and women who worked on the railways or were influenced by them. Their perspectives can be valuable in adding personal perspectives to history, but considerable care is required, however, in recording and interpreting oral history. Key issues to address are:

- Oral history is based on interviews that result in formal reviews of the past. These recollections are highly selective and details, such as dates, can be wide of the mark regarding actual events.
- The events being recalled have been reinterpreted to fit the values and perspectives of the interviewee.

- The value of oral histories are highly dependent on the knowledge and skill of the interviewer regarding the particular subject under review, thereby enabling errors to be identified and particular matters to be probed in depth.
- Oral histories should also be cross-checked with primary and secondary documents.

Useful sources

Retaining and storing primary sources of historical material in today's digital and political climate is a key challenge. Archives are constantly subjected to budgetary constraints and storage space is a valuable commodity. Nevertheless, there remains an impressive range of sources of research material ranging from national institutions, to state and regional organisations to useful local repositories in towns and similar centres across the country.

1. **National Library of Australia:** The NLA's TROVE is a discovery service that helps you find information about Australia and its people. It includes books, diaries, manuscripts and archives; maps, photos, artworks and objects; while its most valuable resource for your purposes is likely to be the digitised newspapers facility that allows users to search hundreds of newspapers on-line from any home computer. It holds the extensive John Buckland collection of railway photographs. The NLA encourages users to sign up as a user and join the TROVE community of individuals who assist by tagging articles on specific subjects and correcting the OCR-generated downloadable text against the original scan of the newspaper being accessed. Currently TROVE incorporates an extensive range of regional newspapers in each state and territory, but it is understood that these titles may be relocated to state and regional libraries. TROVE also provides links to a wide range of reference materials, personal records, reports, maps **Link:** http://trove.nla.gov.au
2. **National Archives of Australia:** The NAA is the repository for the records of Australian Government departments and agencies, such as the Commonwealth Railways. The NAA also has detailed listing of the SAR and Tasmanian Railways records, although the actual records may have been transferred to the relevant state archives. In addition, Commonwealth agencies had specialist photographers documenting Australian communities, industries, transport and daily life and the results of their efforts are held by the NAA. **Link:** www.naa.gov.au
3. **State Archives:** The records generated by the various state government institutions, including railway and tramway constructing and operating authorities, are held is their respective state archives facility. In most cases, they provide catalogues on-line of the material they hold.
4. **Australian Railway Historical Society:** The state divisions of the ARHS generally have extensive archives with primary records and extensive photographic collections. Increasingly the Railway Resource Centre operated by the NSW Division at Redfern is developing a national archive of railway photographs and primary source material. The photographic collection, now approaching 500,000 images, covers railways across Australia, although New South Wales subjects dominate. **Link:** http://www.arhsnsw.com.au/resource.htm

5. **State & Regional Libraries:** Your state library generally holds important archival material relating to the construction and operation of railways in the state. This includes primary documents and photographs on railway topics and the men and women who built and operated the railways.

6. **University Libraries:** The libraries of the major universities in our capital and regional cities often contain important archival material relating to archives. The Noel Butlin Archives at the Australian National University holds extensive business and labour records from Australian companies, trade unions, industry bodies and professional associations. It supports historical research on topics such as industrial relations, immigration, working women, indigenous employment, architecture, economic history, family history, social history in Australia and the Pacific, and on particular industries such as agriculture (including the Colonial Sugar & Refining Company), timber, shipping, mining, brewing, advertising and finance. **Link:** www.**archives**.**anu**.edu.au/collections As documented in the August 2014 issue of *ARH*, the University of Newcastle Library Archives holds extensive archival material relating to Newcastle and the Hunter Region, together with the remarkable glass plate negatives of the Ralph Snowball collection and general railway topics donated by the ARHSnsw. **Link:** www.newcastle.edu.au/library The University of Melbourne Archives has detailed records of the Mt Lyell Mining & Railway Company.

7. **Local Libraries:** Many local libraries and libraries in regional networks have Local Studies sections that contain important archives relating to the history of the district, including copies of local newspapers, documents from family collections and extensive collections of historical photographs. Usually these units have a wealth of local knowledge and they are staffed by dedicated local people.

8. **Museum archives:** As with libraries, there is a hierarchical structure of museums in each state from major history and technological museums in the capital cities, through regional museums to local level museums and historical societies. While information in some of the publications produced by local history groups needs to be carefully checked against primary sources, the archives at your local museum can yield important documents, while they are often a great source of images to support articles on specific railway lines, infrastructure or railway operations.

9. **Private collections:** These collections can be a goldmine of both primary and secondary sources as the compiler may have devoted a great deal of time and energy in development of a collection and recording the history of the collection.

It is important that you provide the correct attribution regarding the documents you use for your research and maps, artwork and/or images used to illustrate the published work. Most archives will have guidelines on how they require their material to be acknowledged, so please follow their requirements.

Maintaining an archive is demanding on resources—covering storage space, climate control equipment and human resources—so many of the archives require payment for the use of their images in a published document. Please keep the details of the required attribution and include this in your article and/or list of captions. The ARHSnsw can assist with the cost of images to a reasonable level, so please contact the editor regarding such use during your research and the writing-up of your material.

3. WRITING YOUR STORY

The magazine that goes onto the bookshops and newsagent stands; and now direct to those using electronic media is a product of the many authors who contribute articles to the *ARH* editorial team, the work of this team reviewing the material in accordance with these guidelines and the editor in setting out the material using Adobe InDesign software. The work of those 'down the line' will be greatly facilitated if the material submitted by you the authors is presented in such a manner that meets the criteria outlined in the following sections.

The following sections are presented in an abbreviated form. Potential authors are encouraged to read the Commonwealth of Australian *Style Manual*, which provides detailed information on structuring, writing and contemporary style issues. The sixth edition was published in 2002 by John Wiles & Sons Australia and there have been several reprints since that date.

3.1 The *ARH* audience

Australian Railway History (and the ARHS *Bulletin* prior to 2004) has traditionally been read by an ageing group of male railway enthusiasts. Its ongoing viability and survival depends on appealing to a wider audience—young and old; male and female—with a broader range of historical interests that our traditional enthusiast base.

Accordingly, those of you who write for the magazine need to keep in mind how readers will respond to your story. This relates to the relevance of the topic to their interests, the logic of its presentation and the clarity of the English expression. Good photographs and other visual material also play and important role in attracting readers' attention. Key issues to address include:

1. Topics

Traditionally articles in ARH and its predecessors have focused on descriptions of individual railway lines, locomotives, rolling stock and safeworking procedures with a focus on the technical aspects of railway operations. While there is ongoing scope for some articles in these fields, we also need to publish articles with a wider appeal to potential readers. Topics that are encouraged include:

- Railway transport policy and performance in terms of urban functions, the environment and economic efficiency;
- The transition from state to national railway systems;
- The political context of railway policy;
- Railway workers in specific fields (a labour history context), particularly personal recollections of former workers in various fields and the working cultures of the groups within which they worked;
- The evolution of railway image and style through uniforms, colour schemes, station styles, etc;
- The contribution of key individuals to advances in railway technology, operations and efficiency;

- Railways and community (for example, the impact of railway closures on rural communities and local governments);
- The role of railway in shaping particular industries; and
- Railways and the environment.

2. Check-out your proposed topic

Before you go into detailed preparation of an article, please take time to check out what has been published on this topic to date. *Australian Railway History* (and its predecessors) is now in its 66th year, so there is a high probability that your topic has previously been covered in some way in our magazines, other Australian historical journals or in history books. Now that the web makes searches for such material so much easier, searching for published material on the internet is a logical starting point. If you are uncertain regarding what has been published in previous issues of *ARH* or the ARHS *Bulletin*, please contact the editor at: editorarh@arhsnsw.com.au

Of course, the fact that something has previously been written relating to your field does not mean there is not scope for approaching the topic from a different perspective, but you need to check out what has already been published to avoid repetition

3. Writing for your audience

In order to engage with your audience, your writing needs to be clear, precise and straightforward, with a minimum of jargon. In short, you should seek to use plain English that will be understood by readers across a wide range of backgrounds and interests. Keep in mind the following:

- Present your material in an organised way that presents your story (or purpose) in an organised way, with the most important information up-front.
- Use familiar everyday words that will be understood by a range of readers.
- Be precise with just enough words to tell your story, while avoiding unnecessary words that may detract from your message.
- Sentence length needs to be varied, but try to keep to an average length of around 20-25 words. Don't try to put too many ideas into a single sentence.
- Beware of making verbs into cumbersome nouns. For instance, 'explain' is better than 'provide an explanation' or 'applied' rather than 'made an application'.

Remember, you are writing to an unknown, but potentially diverse audience. Accordingly, 'discriminatory', 'sexist' or 'exclusive' language needs to be recognised and excluded. Historically, railway cultures have been male dominated organisations and the everyday language in use tends make women invisible, dependent on males or portrayed in a trivialised or stereotyped manner. Similar challenges exist in the language applied to ethnic groups.

Care is needed to ensure that you write in an inclusive manner. In short, you need to ensure that your language includes everyone by avoiding unnecessary or irrelevant reference to a person's gender, age, race, religion or other such attributes. Some useful rules are:

- Treat people in an equal or parallel way. For example, 'Susan and James'; 'husband and wife', not 'man and wife'. Be careful of false parallels such as 'white' and 'non-white'. In this case, 'white' is specific, while 'non-white' lumps everyone else together.
- Do not use 'feminine' suffixes. Thus use actor, not actress; waiter not waitress, unless this is a formal title that is appropriate to the historical context of the article. For example, a waitress in a railway refreshment room.
- Do not use the pronouns 'he/his/him' to mean 'he and she/his and hers/him and her'. Such sentences can be rewritten in plural, in the first or second person, by replacing the pronoun with an article or a noun, omitting the pronoun or replacing the pronoun with words such as 'someone, anyone or the one'.
- Revise traditional terms to inclusive terms. Thus, man/men becomes people, person, human or men and women; mankind becomes humanity, humankind or people; man-made becomes synthetic, artificial, manufactured, machine-made, handmade or handcrafted; craftsman becomes artisan, craft-worker, craft, skilled worker; enginemen becomes drivers, engine crew, etc.

3.2 Spelling

In ARHSnsw publications we use the latest edition of *The Macquarie Dictionary*. Where the dictionary gives alternative spellings, use the version given first. Check that you have changed the 'Language' in your MS Word or similar word processing software to 'English – Australian'.

Where you are using a direct quote from a US or UK publication, the spelling should be retained as per the original, but only in these instances.

1. **Catch Points**

Several issues need to be kept in mind when writing for ARHS publications. Some key ones are:

1. **Its and it's:**
   a) The possessive of the pronoun 'it' does NOT have an apostrophe (eg, its back was broken);
   b) 'It's' is the shortened form of 'it is' or 'it has' (e.g., 'It's painted blue' or 'it's gone), but 'it has gone' is preferable.
2. **Use of –ise, and –ize:** Use -ise rather than -ize, except when the -ize is part of an official title. For example, use organisation, recognise and realise, but the World Health Organization and many other international organisations use -ize.
3. **Use of –se, and –ce:** In words such as licence/license' and practice/practise, the noun form ends in -ce. Thus, she has a legal practice or the driver lost his licence. The verb form ends in 'se. Thus, 'he is practising law' or 'the trainee guard is practising her safeworking tasks'.
4. **Use of Disc and disk:**
   a) Use 'disc' to describe flat circular objects, such as compact disc, disc brakes etc;

    b) Use 'disk' when referring to computer terms, such as floppy disk, hard disk, diskette, disk drive.

5. **Australian suburbs and towns:** The spelling is as defined by the relevant Geographic Names Board. In general, follow the spelling of place names used in the Australia Post postcode listings, but if a railway station has historically used a different spelling, use this. NOTE: In most instance there are no apostrophes in formal geographic names, but there are some rare exceptions (for example, D'aguila and O'connell in Queensland or O'Connor and O'Malley in the ACT. Where you are quoting text from old newspapers or other historic documents, however, the text should be as it appeared in the quote. In some instances, the railway administration may have used a name that differs from the formal geographic name, so a check of its official documents may be required.

6. **Plurals:** The *Macquarie Dictionary* provides plural forms of most nouns.

    a) Decades DO NOT HAVE an apostrophe before the 's'. Thus 1860s or 1940s is the correct version. Decades can be abbreviated (e.g., '40s, ''50s, BUT be careful of generating confusion regarding which century this pertains to.

    b) Ages are written in the following forms: She is in her thirties, or it's for the over 60s.

    c) Plural forms of capital abbreviations and capital letters are written with a lower case 's'; thus MPs, ASMs or CMEs.

    d) Do not use an apostrophe in plural forms. [See also 3.4.4 below].

3.3 Capitals

A key principle is to minimise the use of capitals. In short, capital letters are used to identify the beginning of a sentence, or to identify proper nouns. If in doubt whether capitals should be used, don't use them. General guidelines are:

1) People, Nationalities, etc

    a) The names of people, both real and fictitious, are capitalised. For example Neil McCusker, William Alfred Webb. Where a personal name has become a word used in general language (eg, furphy, diesel or sandwich) it loses its capital.

    b) Initial capitals are used to identify:

i) Nationalities	Armenian
ii) Races	Malay
iii) Societies/tribes	Cammeraygal
iv) Inhabitants of places	Novocastrian or Melbournian
v) Language groups	Mandarin, Armenian
vi) Religious groups	Roman Catholic, Buddhist

    c) Where a national or geographic name is used in an expression that has a specialised meaning, it should be lowercased. Examples include 'to go dutch', 'roman type', 'venetian glass'.

2) Organisations

When the full official names on an organisation or institution is cited, all words except articles, prepositions and conjunctions are given initial capitals. For example, the

Victorian Railways, the Department of Railways, the Department of Prime Minister and Cabinet, the Phoenix Foundry or the Midland Railway Company of Western Australia.

When the names are referred to only by their generic names, they are lowercased. For instance, the railways, the department or the station staff.

3) Object names

The names given to individual **locomotives, trains, ships**, etc, are given initial capitals and italicised. For example, HMAS *Melbourne*, the *Spirit of Progress*, the *Indian-Pacific*, the *Bundaberg Mail* or locomotive NR75 *Steve Irwin*. Note: the locomotive name is not used to describe the unit without the locomotive number also being used and the name comes after the number.

Models, brands and classes of vehicles are given initial capitals, but are not italicised. Locomotive, carriage or wagons classes, for instance, are presented thus:

- **Locomotives:** C32 Class, BB18¼ Class, Standard Goods locomotive; W Class, Y Class, EL Class, 1450 Class or 442 Class;
- **Railcars & emu trains:** NDH Class railcars, 1800 Class railcars, CPH rail motor, 600/610 Class railcars, Velocity railcars, Harris trains or Tangara train;
- **Carriages:** R-type carriage, HUB Set, Mann Boudoir sleeping car or the Norman car;
- **Wagons:** S open wagons, GY FWB open wagon, MHG brake van, F Class wagons, KKB cattle wagons (with apartments for guards and drovers), H bogie open wagon, MLV louvre van or BCH coal hopper wagon. **Note:** wagons for bulk coal, minerals, grain or other dry goods are to be referred to as hopper wagons (not hoppers). Particular types of wagons, for example S and K trucks in New South Wales, have traditionally been referred to as 'trucks' and this term is appropriate in articles for *ARH*.

4) Formal titles/status designations

When a title designates a senior position in government, the judiciary or church is given in full, the key words (except articles, prepositions and conjunctions) are given initial capitals. For example, the Premier of Tasmania, the Archbishop of Brisbane, the Chief Justice of the High Court, the Minister for Public Works, the Lord Mayor of Perth or John Wells was Station Master Grade 3.

When titles are abbreviated, however, the titles are given in lower case. Thus:

- The lord mayor arrived; the archbishop went to Dalby; the minister, the commissioner or the station master.

Note, when significant titles are used as a prefix to a name, they may be capitalised. For example: Prime Minister Gillard or Premier Lawrence.

When reference is made to the office or to someone who no longer holds the position, however, the initial letter is lowercased. Thus, the appropriate version is: 'when Keating was prime minister'. Less significant titles should be in lower case, as with 'driver Smith and fireman Williams'. Plural references are also lowercased, for instance, 'the state premiers'.

Further guidance on the use of capitals for specific railway positions and/or terms is provided in Section 4.

5) Honours

All civil, military, professional distinctions, academic degrees, awards and prizes are capitalised, whether set in full or abbreviated. Examples include, Mary Smith, Order of Australia Medal (or OAM); John Bickford Victoria Cross (or VC); Dr William MacDonald PhD; Maria De Bortoli, Imperial Service Order (ISO); or an ARIA Award.

6) Geographical names

Capitals are used for continents, countries, states or provinces, regions and cities, towns, suburbs and villages. For example, Asia, Australia, South Australia, Tasmania, Canterbury or the Flinders Ranges, the Western Plains, the Southern Highlands, Orana Region, Hobart, Emerald or Millthorpe. Political regions are also capitalised as in South-East Asia, Eastern Europe, the East or the West.

Lowercase is used for geographic descriptions. Examples include central Australia, central business district, Perth metropolitan area, western suburbs or eastern goldfields.

Upper case is used for main roads, streets and topographical names (as defined by the Geographic Names Board in each state). For example, the Blue Mountains, the Swan River, Lake Eyre or Mount Lofty.

When the name is abbreviated (in subsequent use for instance), the generic element is lowercased. Examples include the river or the valley.

7) Buildings and infrastructure

Buildings or infrastructure features that carry a particular name are capitalised. For example, Mile End Locomotive Depot, the Big Pineapple, Sydney Harbour Bridge, Spencer Street Railway Station, Albury Transhipment Shed or Hobart Town Hall.

When they are abbreviated the generic element is lower cased. Thus, at the railway station; to the goods shed; or in the locomotive depot.

When buildings or other infrastructure are pluralised, the generic element is lower cased. For example: the Storey and Sydney Harbour bridges both involved J J C Bradfield in their design.

8) Compass directions

Ordinary compass directions are set in lowercase. Abbreviations for the points of the compass are set in capitals. Thus:

- north, south-west; or
- N or SW (Note: the former version is used, except in tables, where the abbreviated version may suffice).

9) Computer terms

Many hardware and software names are printed in uppercase, often with full capitals. Examples include BASIC, MS-DOS, Pascal, Microsoft Word, Apple IIC, IBM PC, Apple iPhone, Apple iPad, Adobe Acrobat and Adobe InDesign.

Other computer terms are lowercase. For example, database, log in, software, hardware, on-line, hard disk or disk drive.

10)   Publications and other media

Book titles are written in sentence style (initial capitals only on proper nouns) and italicised. For example, *A concise history of Australia*. The definite article is omitted if it results in awkward reading. Thus, the above might become: 'in his *Concise History of Australia*, McIntyre ...'

The first word in the subtitle of a book or article is lower cased. **Note:** the title and the subtitle are always separated by a colon, even if the original uses a dash. For example, *Climax: a locomotive resurrected*.

Note: When citing books as end notes or in a list of references, the author is listed with the surname first, followed by their initials, the year of publication and the book title as it appears on the cover, followed by details of the publisher (in the first citation) and the relevant page numbers if applicable. [See page 16 under 'Methods of Citation']

11) Newspapers, magazines and journals:

Where these titles are registered trade names, words in the title should be capitalised as they appear on the masthead and italicised. For example, *The Argus*, *The West Australian*, or *The Newcastle Herald & Miner's Advocate* for newspapers; the ARHS *Bulletin*, *Australian Railway History* or the *Journal of Economic History*; *Catchpoint* or *The Bulletin* for magazines. Note, these titles may change over the years, so check that you have the correct one for the era you are describing.

Film, television programs and DVD titles: Initial titles are used on proper nouns only and the title is set in italics. For example, the correct citations are: *A steam train passes*, *Northern exposure* or *Midsummer murders*.

12)   Artwork

Titles given to individual works are set in italics with the first word and proper nouns capitalised. For example: Sydney Nolan's *Ned Kelly* series; Phil Belbin's *Into the night*; or Turner's *Rain, steam and speed: the Great Western Railway*.

3.4 Punctuation

As with other magazines, those published by ARHSnsw (note the format used for the NSW Division of the Society) follow a minimal or open punctuation style. The following guidelines apply.

1.   Full stops

Use a full stop to mark the end of a sentence.

Do not use full stops after initials. Thus officials are shown thus: J J Bradfield or H W Clapp

In general, do not use full stops within or after abbreviations, contractions, etc. [Note: further discussion under 3.6.1 below).

2. Colons

Use a colon to:

- Introduce a list, either run into the sentence, or set off in paragraphs. For example: The committee recommended that:
  - o The line should only be built once local councils and other interested parties agreed build a road bridge over the Edwards River to facilitate farmers to transport their produce to the terminus; and
  - o A trust is to be established by the supporting councils to secure the land required for the railway line.
- Introduce a word or words that explain, enlarge or summarise.

3. Semicolons

Use a semicolon to:

- Separate parts of a sentence that require a stronger break than a comma, but are too closely related to be broken into two sentences.
- Separate phrases or commas that already contain commas. For instance:
  - o The relief train, headed by S316 with TAM, TAM, TAM, TAM, TAM, BS, BS, SFX, FS, FS, FS carriages and an LHO van; departed at 9.25pm.
- At the end of each item on a list (as under 'Colons' above. If, however, the list contains items expressed in a few words, the semicolon may be dispensed with.

4. Apostrophes

Use an apostrophe to:

- Indicate possession. For example:
  - o The ganger's shed.
  - o The railways' right-of-way. **Note:** the possessive 's' is usually omitted in plural names ending in 's'. For example: The Jones' house. Plural names not ending in 's' take the apostrophe 's'; as in 'employees' exams'.
- For personal names ending in any letter other than 's' take a simple apostrophe; for example Doug's brother, Webb's work in South Australia. For personal names ending in s are less defined, although names ending in s with only one syllable use the s (such as Burns's), while this of more than one use the apostrophe only (eg, Dickens'). On the other hand, certain biblical of classical names take only the apostrophe whatever the length of the pronunciation (eg, Jesus' and Herodotus').
- To mark the omission of letters. For example:
  - o Don't (do not)
  - o I'll (I will)
  - o It's (it is/has). **Note:** Using the correct words rather than an apostrophe is preferred.

Do not use an apostrophe for:

- Terms that are adjectival, as opposed to possessive. For example:
  - o 1890s architecture
  - o Ladies waiting room
- Plurals, such as:

- o Over 65s
- o Under eights
- Names of institutions. The apostrophe is disappearing from institutional names containing a plural noun ending in s that identifies its function. Examples include the Securities Commission, Association of Railway Professional Officers of Australia or the Australian Railways Union.
- The possessive form of its. For example: its counter was always kept clean.
- Geographic names, but see Section 3.2.5, 1 (p13) above regarding exceptions.

3.5 Quotations

The selection of short, but relevant quotations that amplify and enhance the story you are telling is an important, but often abused element of writing history. The practice of inserting long quotes without any cuts is not encouraged! You need to cut out text that is irrelevant or peripheral to your story to ensure that what is presented has direct relevance to the point your wish to make.

The ARHS and other historical publishers encourage referencing of historical research in their publications to provide readers with an accurate and verifiable information about the source of the information given in an article or publication. We encourage authors to use the **'documentary note'** citation method in their manuscripts. Detailed coverage of this issue is given in Part 5.2 of this Guide.

1. Direct quotes

Single quotation marks are used to designate direct speech. For example: The supervisor declared 'That's a bloody disgrace'.

2. Short quotations

Short primary quotations (less than 25 words) are generally included within the relevant paragraph and are and designated by single quotation marks. NOTE: The previous ARHS Style Guide specified that quotes are to be presented in italics, which is more difficult to read. This is not the style of the AGPS *Style manual*, and is to be discontinued in *ARH* from the January 2015 issue.

Double quotation marks are used for secondary quotations or speech quotes within quotations. For example: According to court records, 'Guard Lambie was disorientated after the accident and asked "I don't know, where are we?"'

3. Long quotations

Quotations more than 25 words in length are indented and presented in a smaller font size than the main text. Where parts of the quote are not relevant to your specific story, For example:

The Wellington Times newspaper was particularly sceptical of the commission's role:

> The appointment of a Royal Commission as a means of getting rid of a troublesome question at election time is too ancient a bluff to deceive anyone, but a novice in the methods of politicians, and as the Decentralisation Commission continued its rumblings about the country it became evident that it was one of the greatest farces ever imposed on a

long-suffering community. … Every town visited gathered the idea that at last something was being done towards carrying out its pet railway scheme, and so the farce went on.

NOTE: in this example, ellipsis points (three full stops) are used to show omission of a section of the original quote from the presentation to be used. As a general principle, keep quotes short, cutting any irrelevant material and using ellipsis points to show where this has been done.

3.6 Abbreviations, numbers, date and currency

The ARHS Style Guide has several deviations from the AGPS Style Manual, which are derived from traditions within railway institutions. These are covered briefly here and in more detail on Part 4 of this Guide.

1 Abbreviations

- Abbreviations use the first letter of a word and one or more other letters; contractions have the first letter and at least the last letter. Do not use full stops after or within abbreviations, or acronyms. For example:
    - Abbreviations generally have a full stop at the end, for example: Co. (for company), Inc. (for incorporated) or No. (from the Latin *numero* for number), as in Train No. W86.
    - For contractions, there is no full stop, such as: Coy or Ltd
    - For acronyms there is no full stop. Examples are: etc, BA, BE, BESc, ASTC, MIEAust, PhD, WAGR or QGR;
    - An exception is the plural for numbers, which is the contraction 'Nos', as in: VR's R Class 4-6-4 locomotives Nos 700–769 went into service between August 1951 and October 1953.
- Do not place full stops after pre-nominal descriptors such as Mr, Messrs, Mrs, Mesdames, Ms, Dr, Prof or Assoc Prof
- Leave a space between the initials of people or company, but do not use a full stop. See Section 3.4 point 1 above. For example: Mr J R Smith of Clyde Ltd; Hon E O O'Sullivan, Minister for Public Works.
- Do not use '&' in a text unless it is a registered company's name, eg; J & A Brown & Abermain Seaham Collieries. Elsewhere write 'and' in full.

Note: While the AGPS Style Guide calls for a space between a number and an abbreviation, ARH uses the following notations for page numbers in foot notes or end notes: p85 or pp186–193. An en-dash is used to denote from/to.

2 Numbers

Numbers zero to ten (0 to 10) are spelt out in full (eg, zero, one, two, … ten); numbers over ten are written in numeral form (e.g., 15 wagons not fifteen wagons). Numbers less than 10,000 are written without any commas, numbers over 10,000 are written with commas. Hence 1000; 2000; 10,000; 1,000,000; etc are set out as such. Commas are placed at each third place from the decimal point.

- Figures should always be used, however, when accompanied by a symbol or unit of measurement. For example: 10.30 am, $2.50 or 23c, 45^0C.

- As a general principle, avoid using roman numerals.
- Compound numbers are hyphenated; for example: sixty-seven.
- If you are presenting a direct quote from an old document, then the format of numbers in that document is retained in the quote.

Notes: Recent practice has been to use a control space to separate more than four numerals rather than a comma. ARH retains commas for ease of working. An en dash should be used for linking spans of numerals, for example, 1998–2000. You will find en dash and em dash symbols under your 'Insert' icon.

3 Dates

Dates are to be written as either of the following formats:

- Tuesday 23 December 1975; 23 December 1975, or 23 Dec 1975

Note: all dates in running text are to be written in full eg: 23 December 1975 or Tuesday 23 December 1975. The form 23 Dec 1975 should be used in tables, etc to distinguish the particular century.

Decades are to be written as **1960s**—note there is no apostrophe as there is no grammatical reason for its use.

Centuries are to be written as **19th Century.** Do not use the term 'at the turn of the century'. Instead use 'at the beginning of the 20th Century'. [Please ensure that the Microsoft superscripted 'th' is corrected as above.]

4 Currency

As a historical magazine, *ARH* regularly uses pre-decimal currency. These currency units under a pound are to be written in full, for example: 10 shillings (not 10/ or 10s) or 3 pence not 3d. Shillings and pence amounts, however, are to be written as 2s 11d.

Whole pounds can be written as 15 pounds or £15; while amounts in pounds, shillings and pence are to be written as £15 12s 6d.

Decimal currency amounts use the symbols $ (note, one through-stroke) and c. Thus, in text use $2.75 or $0.75 (not $.75).

Note: It is often of assistance to readers if you convert historic currency amounts to their equivalent value in today's terms to give them a better understanding of the significance of the amounts being quoted. To do this, you need to access a conversion table that accounts for ongoing monetary inflation. There are several programs available on the web that enable calculation of historical monetary values in today's (ie recent years) terms based on the ABS Retain Price Index, Current Value for Money or 'Measuring worth'. Two that may be of assistance to authors for *Australian Railway History* are:

- http://www.thomblake.com.au/secondary/hisdata/calculate.php which provides for calculating the value of money from the year 1850 to its equivalent in recent years (up to 2012); and
- http://www.rba.gov.au/calculator/annualPreDecimal.html for the Reserve Bank of Australia's pre-decimal inflation calculator (you can also switch to the decimal era inflation calculator from this site if your reference date is post-1966). Unfortunately, this calculator now only accepts dates from 1901. It calculates monetary equivalents up to the previous June.

3.7 Measurement

In *ARH* articles, measurement will commonly be expressed in Imperial units. Thus, articles referring to items created in the pre-metric era should be written using pre-metric measurements. Metric equivalents in SQUARE BRACKETS should FOLLOW Imperial units. For example: 4feet 8½ inches [1435mm]. Note, 6ft is followed by [180cm] when referring to a person's height], or [1.8m] when referring to a length. If the same measurement appears repeatedly in a short (eg, one to two paragraphs) section, the conversion is given for the first occasion. Where the measurement was originally in decimal units, do not convert metric measurements to imperial under any circumstances.

Note: Where a number of measurements are given in a paragraph, the metric equivalents in brackets may be dispensed with as excessive duplication of information detracts from easy reading of the text.

Imperial units should generally be written in full; eg, 4 feet 8½ inches, not as 4'8½" or 4 ft 8½ in; gallons, not gals or gall. However, **speeds** in miles per hour, and **pressure** in pounds per square inch are abbreviated to mph and psi, respectively.

For imperial measurements leave a space between the amount and the unit. For metric measurements if abbreviated do not leave a space.

Stresses in materials (tensile, compressive, etc); are written as lb/sq inch or tons/sq inch. Tons force should always be written as 16 tons force or pull (as by a dynamometer). For temperature (in Fahrenheit), use °F (with no word space) or degrees F.

Metric SI units: these are abbreviated. Unlike the rule for writing Imperial units, do not leave a space between the figure and unit.

- For millimetres, metres and kilometres; use mm, m and km, respectively. Do not use centimetres for technical measurements in your text. Convert these to millimetres (mm), but note the convention of using cm for people's height.
- For hectares   Use ha
- For kilometres per hour   Use km/h. Never use kph
- For litres   Use L (uppercase)
- For Watts, Newtons, Joules and Pascals Use W, N, J and Pa respectively
- For kilo, mega and giga   Use k, M and G respectively
- For temperature (Celsius)   Use °C (with no word space) or degrees C.

Within text, use a combination of figures and text. For example: use 4 feet 8½ inches or 1435mm (Note: no space between the figure and the metric unit).

Diagrams and **drawings** adopt the SAA Drawing Practice Code, for example: as 4'-8½" or 1435mm.

The use of km/h to describe speed in metric terms gives commonality with imperial units, such as mph for Miles per Hour. Thus:

- Miles per hour use **mph**. as in: 60 mph.
- Kilometres per hour use **km/h**. as in: 60km/h

Power: The standard metric notation is kW for kilowatts. Imperial usage is hp for horsepower (eg, 3000 hp).

Force: Standard metric notation is kN for kilo Newton. Imperial usage: Tons force (eg: 16 t). There is much confusion over force, especially with axle force as in the imperial system the difference between pound or ton mass and pound or ton force was not clear.

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Good quality maps can help to lift the presentation of your articles in *Australian Railway History*. If you need assistance with the preparation of a suitable map please contact the Editor of the magazine as per the details on page 25.

4. PARTICULAR ARHS STYLE ISSUES

Given the particular focus of *Australian Railway History* on our railway systems, there is a wide range of particular style issues that are specific to our field of interest. This section sets out additional guidelines for authors in this area. The style issues cover *ARH*, *Railway Digest* and books published by the ARHS.

4.1 Time

Railway officials (and enthusiasts) have been rather particular about time over the centuries. In most instances, articles for *Australian Railway History* will be set in a period when the railway in question operated to a 12-hour clock in formulating its time tables and similar documents.

When time is expressed using a 12-hour clock, *ARH* uses the following format, **nn.nn am** (10.15 am), or **nn.nn pm** (12.45 pm). Travel times and measurements of time are expressed in text as given numbers of hours, minutes and seconds for correct use of number formatting). When used in tabular format and expressing time numerically, the format **hh.mm.ss** (hours, minutes and seconds) may be used, eg: 2.23.17. For specific instances:

Noon is to be written as **12.00 noon**;

Midnight is to be written as **12.00 midnight**; and

One minute past midnight is to be written as **12.01 am**.

Some articles will, however, be set in circumstances where time is expressed using the 24-hour clock. In these instances, the following format is sued: **hhmm** (1015 or 1405). **Note** the use of a colon between hours and minutes. Travel times and measurements of time are expressed in text as given numbers of hours, minutes and seconds (see below for correct use of number formatting). When used in tabular format and expressing time numerically, the format **hh:mm:ss** (hours, minutes and seconds) may be used. In this usage, colons are used as separators, eg: 02:23:17.

Noon is to be written as **1200**

Midnight is to be written as **2400**

One minute past midnight is to be written as **0001**.

4.2 Australian States and Territories

The following notation is used:

New South Wales	NSW
Victoria	Vic
South Australia	SA
Western Australia	WA
Northern Territory	NT
Queensland	Qld
Australian Capital Territory	ACT
Tasmania	Tas

But, spell out the name in full when first used with the abbreviation following in brackets.

4.3 Train directions

Train directions follow the Australian convention of 'Up' and 'Down' trains, where Down denotes a train heading AWAY from the capital city, with Up denoting a train heading TOWARD a capital city.

Down and **Up** are to be capitalised where used. Please check which way is Up and which way is Down on cross-country lines—especially in NSW, but this also applies to other states. The use of Up and Down trains is more complex in Queensland on account of the evolution of various rail networks there. Appendix I (p29) presents the QR Weekly Notice, 1/73, which sets out the Up direction of travel on various lines in that state.

Given the merging of former state-based railway systems into a national system, the use of the terms Up and Down is generally irrelevant when presenting more recent railway history. Alternatives to Up and Down should be used where it will make the meaning clearer, with usage of northbound/southbound, eastbound/westbound preferred in the first instance. Thus, if your history is referring to more recent times, a description such as: ''A Brisbane–Perth freight train via Muswellbrook' may be more suitable. Take care to ensure these terms are used correctly and in a manner which is clear to all readers.

4.4 Train and locomotive descriptions

Train numbers: When referring to train numbers used in the past they may be written as No. 24 (with the full stop after the 'o' in the shortened form of number). The use of train numbers and names together is: Train 24 *Newcastle Express.* Given the frequency with which train numbers for specific trains changed on most systems, however, other descriptions of particular trains are generally preferred; for example, the InterCapital Daylight, the Mount Gambier goods or the Dirranbandi Mail.

Note: Given the frequency that various railway administrations changed train numbers over the years, excessive quoting of these numbers is not encouraged. Descriptions (names) for these trains that are better stood by the general public (as per the following section) are preferred.

Named trains and locomotives: Named passenger trains, such as the *Indian Pacific, Australind, Sunlander, Ghan*, are all expressed in an italicised format. Other 'brand name' passenger train names can be expressed with initialised roman capitals, such as the 'Canberra Xplorer'(the various Xplorer and XPT trains do not have an actual name), or QR's 'Electric Tilt Train' and 'Diesel Tilt Train'. Other passenger rolling stock names are also expressed in roman characters, denoting their name covering their entire class (eg: Sprinter, Endeavour, Xplorer, Millenium, Xtrapolis). Freight train brand names are described in roman format with an initial capital, such as 'Superfreighter', 'Trailerail', 'SeaTrain' and 'Steelink'.

Where locomotives are named (for example, S301 *Sir Thomas Mitchell*), the name (which should come after the number) is italicised. The locomotive name is not used to describe the unit without the locomotive number also being used.

Locomotive Classes: Various railway systems categorise their locomotives by classes using letters or numbers to designate a particular class. A capital 'C' is always used for each Class. Examples include:

Commonwealth Railways: G/GA Class, K/KA Class, C Class, GM1 Class, GM12 Class and EL Class

New South Wales Railways: Class E 17, Class C79/Z12 Class, A 93 Class/Z19 Class, P Class/C32 Class, C38 Class, D57 Class, AD60 Class, 40 Class, 44 Class and 90 Class.

Queensland Railways: Baldwin Passenger/ A12 Class (large), B15 Passenger/PB 15 Class, C17 Class, BB18¼ Class, 1250 Class, 1460 Class and 2800 Class

South Australian Railways: Rx Class, S Class, Y Class, 500 Class, 720 Class, 930 Class

Tasmanian Government Railways: C Class, M Class, Q Class, R Class, X Class, Y Class

Victorian Railways: U Class, Y Class, X Class, D^1, D^2 and D^3 Class, A^2 Class, S Class, R Class, B Class—Note the superscript for the D sub-classes[3] and A^2 Classes.

Western Australian Government Railways: G Class, F/Fs Class, Ms and Msa Classes, Pmr Class, V Class, X Class and L Class.

'Alpha' locomotive classes, such as Y, S, W, AN, BL, CLF, DL or EL Classes are all capitalised in the singular. The corresponding locomotive numbers are added without a space, for instance:. '… solo NR30 took the westbound *Indian Pacific* out of Adelaide Station at…' In the plural form, locomotives are described as the class name followed by a small's', with no apostrophe. For example, '…Double-headed Ss departed Spencer Street Station on Train No. 21, *Southern Aurora* …'

'Numeric' loco classes, such as 44, 48, 600, 700, 830 or 1800 Classes are described as their locomotive number indicates, for example: '4821 was the first branch-line unit allocated to Goulburn on …'

When listing multiple locomotives of the same class, use the plural form of the class, separating class members by a 'slash', for example: NRs 23/78; 48s 44/47/144/152. When different classes of locomotives are working the same train, they are described as follows: 'ALF21/602/607/ALF23 teamed up to work 1U12 Grain train from Port Adelaide to Gladstone …'

4.5 Railway equipment

Certain types of railway equipment must be described in a specific manner, due to brand names, trademarks, etc. Other terms are merely correct spelling. Examples of correct names of railway equipment include:

- Rail motor (note there were examples of steam-powered rail motors in Australia)
- CargoSprinter
- Railcar
- Brake van
- Kellogg key
- rolling stock (as per Macquarie Dictionary)
- firebox
- smokebox
- main line

Note: The DP Class power units built for the *Silver City Comet* train were listed as power cars by the NSWGR, while the WAGR referred to its *Wildflower* power units as multiple unit stock or diesel trains.

In general, freight rolling stock should be referred to as 'wagons', with the following exceptions:

- Louvre vans
- Covered vans
- Refrigerator vans
- Newsprint vans
- Explosive vans
- Guards vans
- Brake vans
- S trucks
- K trucks
- Automobile Carrier

Grain or other dry goods carrying wagons should NOT be called 'hoppers', as this term also refers to the loading system used. The correct terminology is 'hopper wagons'.

An engine is a supplier of tractive effort and is an internal combustion engine. A motor is also a supplier of tractive effort by the interaction of electric fields. A diesel-electric locomotive has an engine, an alternator suppling AC (or on older locomotives a generator suppling DC) which is fed to electric motors driving the axles. A diesel-hydraulic or hydrostatic locomotive has in place of the electric transmission a hydraulic transmission system. An electric multiple-unit (EMU) car therefore is a motor car. A Railcar or DMU has an engine and can have either electric or hydraulic transmission and is therefore a power car.

5. PREPARING AND SUBMITTING YOUR MATERIAL

This section provides background to the processes followed by the ARHSnsw editorial team in receiving, preparing and laying out articles for publishing in *Australian Railway History*. Its purpose is to assist you to prepare and submit material for possible publication in the magazine in formats that will facilitate the handling of your material by the editorial office and minimise the follow-up actions required.

5.1 Preparation and review

As discussed in Section 3.1/2 (p9), an initial step in writing on a particular topic is to identify and review what has been published to date in this particular area. This gives you an appreciation of where current historical knowledge relating to this field, location or event stands and provides the basis for developing a fresh and interesting story that will appeal to a wide audience.

You also need to identify individuals who may have first-hand knowledge of the locality, field or event that provides the focus for your story. An interview of a more thorough recording of their oral history may offer you important new insights and memories that will add interest to the story. Your local history society or the local studies group at your local library may also have important documents, maps, photographs and other material that relates to your topic.

Also please feel free to contact the *ARH* Editor at an early stage of your preparation to discuss your project. Contact details are:

Email: editorarh@arhsnsw.com.au   Phone: 02 8394 9017

1.   Your products

The task of the ARH editor is much facilitated if you follow the following steps in preparing your material for submission to ARHSnsw for publication:

a. **Manuscript:** This needs to be prepared in MS Word following the *ARH Style Guide* set out in the above sections. The font and its size do not matter as these are automatically converted when the file is placed into the magazine layout using InDesign. Formatting within the text as per the above Style Guide do, however, carry over into the InDesign layout, so please follow the following guidelines:

- **Headings / sub-headings:** Use MS Title for the title of your story and 'Heading 1' for your name under the title. Break up the story with sub-headings, which can be at two levels—use Heading 1 and 2, or Heading 2 and 3.
- **Paragraphs:** Do NOT indent the first line of paragraphs (this will be done automatically by InDesign. Please DO NOT leave two spaces after sentences or a space after paragraphs.
- **Quotes:** Note the Style Guide above
- **Tables:** Please keep tables to a minimum and if they are necessary, keep the layout simple. The InDesign program use to layout *ARH* does not handle complex tables well and large tables are a challenge to layout. The preferred method for

complex tables is to send the table as a separate file in Word or Excel and this will be placed on the ARHS website with a hyper-link to it from the article.

b. **Images, drawings and maps:** DO NOT insert image files into your manuscript. It is quite difficult (and often impossible) to extract these from a Word file or a PDF. These should be numbered in the order you wish them to appear, with your proposed captions prepared as a separate Word file, and, if in electronic form, saved to a CD or DVD to be sent to us at Redfern. If you require us to scan photo prints, negatives or slides, please send these to our office by a secure means. Our ARHSnsw Railway Resource Centre has an extensive collection of photographs, maps, drawings and signal diagrams covering most Australian railway systems, so a check of its database will help you to enhance your manuscript with good illustrations. In this instance, you only need to specify the reference number of the image, map or plan and we can pick up the required file and prepare it for publication. You may find key images for your article in some of the archives referenced above. If you need to purchase these from these archives, we can reimburse your costs.

c. **Captions:** As noted above, we recommend that the photos, maps and/or drawings you wish to include in your published article be numbered and you use these numbers in documenting your captions in a separate Word file. It assists the editing process if you include a notation in the manuscript that indicates where you feel particular photos, maps and/or drawings should be placed. For instance: [image 12 here] or [map 3 here].

2. Review and polishing

Review is a key task in historical research and writing. It is always a good idea to put a draft text aside for a while before coming back to it for a detailed review. If you have a colleague who has technical or practical experience in the field you are covering, then getting such people to review your drafts will be valuable. You probably also have a family member who can serve as a critical reviewer of your writing style and presentation.

5.2 Methods of Citation

The selection of short, but relevant quotations that amplify and enhance the story you are telling is an important, but often abused element of writing history. The practice of inserting long quotes without any cuts is not encouraged (see p16)! You should cut out text that is irrelevant or peripheral to your story to ensure that what is presented has direct relevance to the point your wish to make.

The ARHS and other historical publishers encourage referencing of historical research in their publications to provide readers with an accurate and verifiable information about the source of the information given in an article or publication. We encourage authors to use the **'documentary note'** (or 'Oxford style') citation system in their manuscripts. This compiles a reference list at the end of the article or manuscript that gives the complete details of the sources cited in the text in the order the material is presented.

Some authors use explanatory footnotes (which appear at the end of each page) to elaborate points that do not need to be in the body of the text as well as end notes to present their citations of references. This creates major challenges at the layout stage of

magazines or publications and, accordingly, you should include any explanatory text as end notes.

A second challenge is that some authors present a number of citations relating to a particular topic as separate end notes. This can result in an excessive list of end notes to an article. The documentary style of referencing requires only one end note number for all the references relating to the statement in the text. The end note number should be inserted at the end of the paragraph dealing with the particular subject to which the cited reference or references relate, and the end note should separate the individual citations by a full stop.

The following referencing styles are used for the Documentary-note system:

1 Books: Author first (initials and then surname), full title of book (in italics), publisher, place of publication, year of publication and page number(s). If there have been several editions of the book, then it is customary to also note the edition being cited. For example:

- L J Harrington, *Victorian Railways to '62*, Victoria Railways, Melbourne, 1962, pp 213–216.

2 Periodicals: Author first (initials and then surname), title of article, full title of periodical (italics), volume or issue number, date of publication, page number(s).

- W H Callaghan, Railways Rather than Roads*, Australian Railway History*, Vol 57:830, December 2006, pp468–473.

3 Archival material: All Australian and State archives give extensive advice on how to cite archival material via their respective websites. Usually a citation from archives should identify the name of the archive institution holding the record, the agency that created the record, the record series in which the record is part of and the name of the record item itself.

4 Newspapers: Author (where given), 'title of article', full title of the newspaper (in italic s) date (day/month/year) and page number. For example:

- 'The opening of the railway to Silverton', *The Sydney Morning Herald*, 17 September 1887, p9

5 Secondary Sources: Where it is not practical to access the original document, a secondary reference to the original finding may be references from a subsequent publication. In this case, the citation should take the form of: 'Citation of original work', giving details of the reference from which you sources the material and the page number.

6 Internet sources: Increasingly historical research draws historical references from internet sources. Useful credible sources include the National Library of Australia's *TROVE* elements and the *Australian Dictionary of Biography*. In this case, citation should be structured: Author (if known), Title of article or webpage, Title of website (if applicable), the URL, and date accessed (eg, accessed 20 February 2015). The date accessed is important for sites that are regularly updated.

It is most helpful to the editors involved that you prepare your manuscript using the 'References' facilities of Word

5.3 The *ARH* editing process

When you are satisfied that you have a polished product that you feel is worthy of publication, please prepare a package of the above documents and files and forward it to the ARH Editor as follows:

Email: editorarh@arhsnsw.com.au

Post: Editor ARH, 67 Renwick Street, Redfern NSW 2016

On receipt, the material will be reviewed by the editor and accepted for further processing or returned if deemed unsuitable for the magazine. Selected articles will be edited in accordance with the principles outlined in this manual and a hard copy of the updated file is reviewed by our Style Reviewer. Any changes to this stage are sent back to the author for their advice and comment.

Once an article is scheduled into the forward publishing program for the year, supporting material, such as maps or track diagrams, may be required, while images are selected and prepared for publication in *Photoshop.* An edited Word file of the article is usually sent to selected reviewers who have expertise in the subject matter of the article for their comment, and any suggestions from them will be shared with the author.

Once the article is laid out in InDesign with photographs, maps, diagrams, etc, it is again sent to the author and selected reviewers for a final review. Particular attention is given to correcting and enhancing image captions at this stage. We usually have articles for issues of *ARH* being laid out around three months ahead, with back-end items—letters, Explorer Pages, advertisements, etc—being finalised closer to the deadline for the printer. The final task for each issue is proof-reading by three or four individuals. High-resolution printer definition files (PDFs) are uploaded to our printer around the middle of the month before the issue is distributed.

Once an issue is uploaded to the printer, any pages showing pre-flight errors need to be closely checked and, if necessary, corrected pages are prepared and uploaded. The editors (of *ARH* and *Railway Digest*) then sign off on their respective issues. We then prepare PDFs of each page of the issue in a two-stage process that provides the basis for our respective 'apps', which are then uploaded to the Gordon & Gotch website, from where the various digital 'apps' of the magazines are prepared.

5.4 Overview of future directions

An *ARH* production schedule for each year is prepared by the previous December. The objective is to present a national magazine with articles across a range of topics that will appeal to a wide audience. One challenge is that we currently have a high backlog of articles relating to NSW subjects, relative to those available for other states and the development of a National Railway System. Accordingly, interesting articles relating to other states and national railway issues will receive priority over the next few years, although well-written articles that tackle new themes are always welcome.

Potential authors are referred back to Part 1, Section 1 of this Manual for guidance of the themes and subjects that are likely to receive priority in assessing articles for publication in *Australian Railway History*.

APPENDIX 1

Direction of Travel for Up trains in Queensland

Line	From	To
	Brisbane District	
Main	Roma Street	Toowoomba
Redbank Loop	Redbank	1m 40c
Bundamba Loop	Bundamba	3m 8c
Former Fassifern	Ipswich	Churchill
Brisbane Valley	Wulkuraka	Yarraman
Former Marburg	Rosewood	Kunkala
North Coast	Gympie	Roma Street
Exhibition	Mayne	Roma Street (via Normanby)
Newstead	Newstead	Bowen Hills
Ferny Grove	Ferny Grove	Mayne
Pinkenba	Pinkenba	Eagle Junction
Shorncliffe	Shorncliffe	Northgate
(Former) South Coast	South Brisbane	Beenleigh *(now Robina)*
(Former) Cleveland	Park Road	Lota *(now Cleveland)*
Corinda	Yeerongpilly	Corinda
Beaudesert	Bethania	Beaudesert
	Maryborough District	
North Coast	Avondale	Gympie
Mary Valley	Monkland	Brooloo
Kingaroy	Theebine	Kingaroy (was reversed at dieselization)
Proston	Murgon	Proston
Gayndah-Monto	Mungar	Monto
Urangan	Urangan	Colton
(Former) Mount Perry	Tirroan	North Bundaberg
	Central Division	
North Coast	Bloomsbury	Avondale
Gladstone / Monto	Monto	Gladstone
Moura 'Short' Line	Moura Mine	Gladstone
Port Alma	Bajool	Port Alma
Yeppoon	Yeppoon	Rockhampton
Central	Rockhampton	Winton
Dawson-Callide Valley	Kabra	Thangool / Theodore
Springsure	Springsure	Emerald
Blair Athol	Emerald	Blair Athol
Blackall-Yaraka	Jericho	Yaraka
	Mackay District	
Mackay Harbour	Outer Harbour	Mackay
Netherdale	Mackay	Netherdale
	Northern Division	
North Coast	Cairns	Bloomsbury
Great Northern	Stuart	Mount Isa
Winton	Hughenden	Winton
Kajabbi	Cloncurry	Kajabbi
	Cairns District	
Cairns Railway	Cairns	Mareeba
Cairns Railway	Mareeba	Almaden
Chillagoe	Almaden	Mungana

Line	From	To
Etheridge	Almaden	Forsyth
Ravenshoe	Mareeba	Ravenshoe
South Western Division		
Western	Toowoomba	Cunnamulla
Great Western	Westgate	Quilpie
Cecil Plains	Oakey	Cecil Plains
(Former) Cooyar	Oakey	Acland
Bell	Dalby	Bell
Jandowae	Dalby	Jandowae
Tara-Glenmorgan	Dalby	Glenmorgan
Barakula	Chinchilla	Barakula
Wandoan	Miles	Wandoan
Southern	Toowoomba	Wallangarra
Pittsworth-Millmerran	Wyreema	Millmerran
Allora	Hendon	Allora
Amiens	Cotton Vale	Amiens
South Western	Warwick	Dirranbandi
Texas	Inglewood	Texas

Some "Up" trains used to travel in the "Down" direction for part of their journeys.

A few suburban 'trip' goods trains did several direction changes but retained the same train number throughout eg. 15Dn, 35Dn & 100Up

Most Branch line directions were arranged to align the 'main line' portion of the journey with main line traffic. This was the reason for the change for Kingaroy Branch trains in 1968. Originally, some of those branch trains commenced from Maryborough, although in later years these were only rail motors. All rail motor services had been withdrawn by 1968 and the only trains on the branch commenced from Gympie.

Source: Queensland Rail, WN 1/1973

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