

Baltimore and Ohio Railroad Historical Society
Standard Operating Procedure
The B&O Modeler
Version 1.1 June 2011

1. Purpose

This document outlines the purpose of The B&O Modeler, an on-line digital magazine produced and maintained by appointed members of the B&O Railroad Historical Society (B&ORRHS). It also discusses the guidelines under which the magazine will be operated, and the goals and objectives established for its long-term publication.

The purpose of *The B&O Modeler*, an online magazine, is to promote the mission of the B&ORRHS, as outlined in the by-laws of the Society. The magazine was established to support model railroading as a way of preserving and interpreting history and adding to the body of B&O historical knowledge. The magazine will focus on the modeling of the equipment, structures, rights-of-way, and appurtenant features of the Baltimore and Ohio Railroad, and its affiliates.

The B&O Modeler is not intended to compete with the Society's flagship published hard copy magazine, *The Sentinel*, whose major focus is on prototype and historical information.

To ensure a modeling focus for The B&O Modeler, this guidance document will establish the role of the magazine, its constraints, and its requirement to promote historically accurate modeling.

To promote education of the importance of the B&O Railroad among modelers of other U.S. railroads, it is the intention of the Publications Committee that each issue should include information about B&O equipment that could have appeared on other railroads through leasing or interchange service.

2. Roles and Responsibilities

a. Oversight

The B&ORRHS Publications Committee will have oversight for this online publication. This oversight will include alteration to this document to meet new challenges and circumstances not foreseen at its founding. The Editor of B&O Modeler ('Editor') will be appointed by the Publications Committee, will be a member of that committee and reports to the Publication Committee chair. The Publications Committee chair serves at the discretion of the Society President and will be the senior approval authority for matters pertaining to B&O Modeler. Contentious issues will be referred to the Society President for his decision or referral to the Board of Directors for guidance.

b. Staff

The Editor will attempt to appoint an editorial staff (except for the Chair of the Modeling Committee and Editor of *The Sentinel*, who are appointed by others) to produce and co-edit the magazine. The editorial staff should consist of the following, an Associate Editor, the Chair of the Modeling Committee (or designee), the Editor of *The Sentinel* (or designee), and special topic editors, as needed. These topic editors may include New Product Review Editor, Passenger Car Editor, etc. As the magazine is an online publication, the editorial staff will communicate electronically, eliminating the need for frequent meetings.

c. Coordination

Close coordination between Society committees, especially Publication and Modeling committees is necessary for all committees to maximize their value to organizational goals. This coordination will be effected directly between committee operators. Teamwork and unity of purpose are essential to achieving a product worthy of the B&O name.

3. Publication

a. Schedule

The B&O Modeler will initially be published on a bimonthly basis. Beginning in January 2012, a quarterly schedule will begin.

b. Editorial Policy

Submissions from all members are equally welcome. Submissions from non-members will be accepted for consideration. It is not the intention of the Committee to dictate author style. However, articles containing highly opinionated material, revisionist histories, or other objectionable information, may be edited as needed.

c. Submissions

Manuscripts and photographs submitted for publication are welcome from any member of the public. Materials submitted will be considered to be gratis and no reimbursement will be made to the author or the photographer(s) or his/her representative(s). Article submissions should be in Microsoft Word, emailed to the Editor. Photographs will be submitted as digital images, preferably at 800x600 dpi, and not less than 640x480 dpi, preferably in TIFF format. In addition to the information above, it will also be stated clearly in each issue that the statements and opinions made are those of the authors and do not necessarily represent those of the Society.

d. Content

The B&O Modeler is a magazine focused on the modeling of the equipment, structures, right-of-way features, signage, and other physical aspects of the B&O Railroad and its

subsidiaries, from its founding in 1827, until its dissolution in 1987. Model submissions can be in any scale.

Each issue should contain at least one in-depth article on freight cars or modeling information about B&O equipment that could have appeared on other railroads through leasing or interchange service. The reason to do this is two-fold. One, freight cars are a popular subject in their own right for B&O modelers. Second, they will draw other modelers that model other roads but would like to model B&O equipment to the publication and the Society.

These common prototype articles should include the following:

- 1) equipment diagrams
- 2) builder's or in-service photos
- 3) timeline information about when the car were in service.

Other appropriate modeling information should include lettering info, lettering arrangements, decal availability, model kit availability, and etc. This may also assist the Modeling Committee and the Company Store in their effort to offer and facilitate accurate B&O models, decals and accessories.

e. Deviation from B&O Prototype Practices

It is recognized that a certain amount of selective compression or modeler's license may be needed to produce a working scale model. The Editor will make every effort to choose material for publication that minimizes the application of non-prototypical practices. This will be especially important when considering articles and photographs about layouts. *The B&O Modeler* will entertain specific articles on layouts if they are about specific B&O locations, and not "B&O-like" layouts. The distinction here is that the layout should reflect the best knowledge available for a real location through which the B&O operated. It is understood that everything cannot be modeled in excruciating detail on a layout. Layout articles will be looked at on a case-by-case basis. On a similar topic, track, turnouts, and other layout equipment will not be a subject of the magazine, except those that relate to specific B&O prototype, such as a discussion of modeling B&O practices in ballast application or signaling.

f. Relationship to Other Railroads

Foreign road equipment that could be found on the B&O is another topic that will not be a topic for specific modeling articles. We will allow articles on equipment the B&O participated in ownership or lease agreements on, such as Pullman or Fruit Growers Express. Discussion on type of equipment that might be appropriate for a layout or operations is appropriate, but not articles on modeling. Content discussing industry and settings for use in modeling an era or location are appropriate, at the discretion of the Editor.

To promote outreach to other modelers, each issue should have content about B&O equipment that could have appeared on any railroad in the United States.

4. Style Guide

a. Electronic Media.

B&O Modeler is an on-line magazine, published on the Society website (www.borhs.org) and intended to maximize the potential of the digital age. Sole distribution will be via the Internet or possibly on CD-ROM as PDF or other appropriate files. Material submitted for publishing should be in digital format, vice paper-based.

b. Formats

Submissions should in Microsoft Word, emailed to the Editor. Submit photos separately, preferably 800x600 DPI, not less than 640x480 DPI, preferable in TIFF format.

c. Corrections

Corrections and errata will be published in the next publication of *The B&O Modeler*, after discovery. If the statement in error is still available online, it shall be corrected as practicable with red ink, indicating the edit and when it was made.

d. Style Reference

Publication of B&O Modeler will be in conformance with the American Psychological Association (APA) Style Guide, 5th Edition (2001), <http://www.apastyle.org/>.

e. Specific Style Examples

Supplier JJJJ Supply or Part (No. XXX)
.002" thickness
.002" x .005 dimensions
2x4 framing nominal size
12 feet 10 inches wide
13 feet by 10 feet 10 inches

5. Peer Review

Prior to publishing, the Editor shall make conscientious and prudent use of peer review with other members of B&ORRHS noted for their knowledge of subject matter. Intent here is to preclude as much follow-on errata and addenda sheets as practical. Purpose of the B&ORRHS is to get it right on matters of B&O history, thus it is critical that B&ORRHS and *The B&O Modeler* publish only substantiated factual data. Society members providing Peer Review will be considered Ad Hoc members of the Publishing Committee and/or may be "chair" of various sub-committees of the Modeling

Committee. The purpose of Peer Review is to verify content for accuracy, not to make editorial judgments on style or content format.

6. Expected Outcomes

The magazine is intended to promote knowledge of, and interest in, the Baltimore and Ohio Railroad. It is hoped that the magazine will increase interest in the Society, and thus, lead to an increase in Society membership. This may also lead to increased interest in the production of accurate models of B&O equipment, structures, and publications. It is also hoped that increases in the availability of information on the B&O Railroad might increase the presence of accurate B&O equipment on layouts of other railroads.