

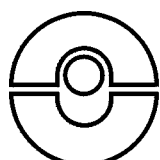
3rd edition, December 2001

Translation

Editor's and translator's guide to UIC Leaflets, Reports and Regulations

*Guide de rédaction des Fiches, Rapports et Règlements UIC à l'attention des
rédacteurs et traducteurs*

*Leitfaden für die Verfasser und Übersetzer von Merkblättern, Berichten und
Verordnungen der UIC*



*Union Internationale des Chemins de fer
Internationaler Eisenbahnverband
International Union of Railways*

UIC
Documents



Document Sharing Hub



Leaflet to be classified in Section :

0 - Statutes and Regulations

Application :

With effect from 1 April 2001

All members of the International Union of Railways

Record of updates

1st edition, March 1999	First edition
2nd edition, July 2000	Amendments to the FrameMaker application after one year in use (not published).
3rd edition, November 2001	Amendments to point 2, correction of point 1.2.3.2.2 and removal of the old appendix D "Instructions for using the Word 7 templates".

The person responsible for this leaflet is named in the UIC Code



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Summary

This guide has been drawn up for editors and translators of leaflets, reports and internal regulations, all three of which are defined in the glossary at the back.

It explains the rules needed to draft and translate documents with a view to:

- standardising presentation (layout): the document presentation has been predefined and customised using "FrameMaker SGML". Hence leaflet writers are not to alter the layout when drafting leaflets. The purpose of this guide is to explain the predefined layout to writers so that they are aware of the extent of their options as regards, say, paragraph numbering categories, different bulleting levels, etc;
- standardising content (structure): in order for documents to be input in a standard format and ultimately accessed via Internet, they must have the same structure and new sections such as the summary and glossary need to be inserted. This editor's guide details all predefined structural elements for documents, defines these elements and their hierarchical position and sets out the guidelines required to standardise drafting of UIC leaflets;
- ensuring compatibility of IT tools: one of the factors slowing down production of UIC leaflets is the frequent lack of compatibility between files sent in by leaflet writers based at member railways and the IT tools available at UIC Headquarters. The editor's guide sets out rules steering the writers towards compatible software, while allowing a certain amount of leeway in deference to the writer's customary working environment;
- formalising the production chain: one way of safeguarding the quality of UIC documents is to formalise the production sequence by implementing procedures designed to establish quality control at the various links in the sequence, e.g. checking consistency between the three language versions, proof-reading, formal authorisation to proceed with printing. This guide sets out the writers' role in the document production process.



1 - Content and layout

1.1 - General drafting principles

These general drafting principles are valid for all parts of the document.

1.1.1 - Numbers

Numbers are written differently from one country to the next. Cases in point are Britain, France and Germany, which vary in their use of the **decimal marker**, the convention in English-speaking countries being to use a full stop whereas French and German opt for the comma.

The standard to be used for numbers is *ISO 3098-5 "Technical product documentation - Lettering - Part 5: CAD lettering of the Latin alphabet, numerals and marks"*.

Point 6 of this standard states that **the comma is the decimal sign for all numerical values in all language versions**.

The ISO standard is applied for drafting CEN / CENELEC standards, as stated in the third part of the *Rules for the drafting and presentation of European Standards (PNE Rules)*. Item 4.8 "on printing digital values" specifies that the decimal sign for all language versions of European standards must be a comma and that the entire figure must be printed on the same line.

1.1.2 - Length of titles

With the exception of the actual name of the document, no title at any level (section and appendix heading, 2nd, 3rd level title, etc.) shall exceed 70-75 characters (with characters taken to refer to letters, signs or spaces).

1.1.3 - Page format

ISO Standard 216 "Writing paper and certain classes of printed matter - Trimmed sizes - A and B series" should be applied and every effort made to ensure that the format of the electronic source allows for a print-out compliant with this Standard.

ISO Standard 216 specifies that A4 format "should particularly be used as the main standard for letters and print-outs for administrative and commercial use, but also for forms and catalogues, etc." However, the Standard does allow "tables, graphs or diagrams for administrative or commercial use to be printed on A3 format if A4 is deemed too small".

1.1.4 - Pagination of the different language versions

The various language versions of a written text will not require the same number of characters nor, by extension, the same amount of space to express the same idea. German texts, for example, are often longer than the English equivalents.

Identical structure and layout (font size, spacing between paragraphs, etc.) should be given precedence over uniform pagination.

Consequently, the German version of a leaflet may commence Paragraph 2.2.3 at the top of page 2 while, in the English version, the same paragraph is found in the middle of page 1. As a result, readers



comparing different language versions must refer to the paragraph numbering and table of contents rather than the pagination.

1.1.5 - Updates

The old system of updating leaflets by inserting merely the amended pages has been abandoned in favour of complete reprinting, whereby the amended document supersedes the old version entirely and is given the edition number n+1.

In this way, it will also be possible to enhance the presentation of the print-out version as there will no longer be any need for perforated loose pages and leaflets will be bound and covered with a transparent sheet.

1.2 - General structural principles

Documents will comprise 8 (obligatory or optional) sections to be typed up and 2 (obligatory or optional) sections generated automatically.

The 8 sections to be typed up are:

1. Identification (obligatory)
2. Summary (obligatory)
3. Body (obligatory)
4. Appendices (optional)
5. List of abbreviations (optional)
6. Glossary (optional)
7. Appended drawings (optional)
8. Bibliography (optional)

The two sections generated automatically are:

1. Contents (obligatory)
2. Indexes (optional) which may be:
 - an alphabetical index of key words,
 - a list of the authors,
 - a list of the figures, drawings, etc.

These 10 sections are described below.



1.2.1 - Identification

This section contains all details required to identify the document and is a crucial element in that it contains a significant amount of data which can be used in databases such as the UIC Code or the publications catalogue.

1.2.1.1 - Category

A leaflet may contain obligatory ("O"), recommendatory ("R") and informatory ("I") provisions, with the corresponding abbreviation(s) featuring on the cover page:

- **O** : the leaflet contains obligatory provisions only;
- **R** : the leaflet contains recommendatory provisions only;
- **I** : the leaflet is solely for information purposes;
- **OR** : the leaflet contains obligatory and recommendatory provisions;
- **ORI** : the leaflet contains obligatory, recommendatory and informatory provisions;
- **RI** : the leaflet contains recommendatory and informatory provisions;
- **OI** : the leaflet contains obligatory and informatory provisions.

1.2.1.2 - Status

The document's status must be clear, i.e. is it a draft version or has it been validated, withdrawn (without being replaced) or replaced (withdrawn and replaced)?

- **D** : Draft
- **V** : Validated
- **W** : Withdrawn
- **R** : Replaced

1.2.1.3 - Type of document

It should be stated whether the document is a leaflet, report or regulation:

- **L** : Leaflet
- **R** : Report
- **G** : reGulation

1.2.1.4 - Number

Leaflets are classified according to section and sub-section and coded to three alphanumeric positions:

1. *first digit* corresponding to the section;



2. *second digit* corresponding to the sub-section;
3. *third digit* corresponding to the leaflet's position in the sub-section (sequence number).

In order to group together under a given sequence number several leaflets forming a unit or to avoid encroaching upon the numbers of the following sub-section where the number of leaflets is greater than 10, it is possible to add a dash (-) and a *fourth*, or indeed *fifth digit* (extension).

The body responsible for the leaflet decides to which section and sub-section (first and second digits) it should belong.

Where necessary, the sequence number (third digit) and extension (fourth and possibly fifth digits) will be determined by the Publications Division at UIC Headquarters.

A list of the sections and sub-sections is given below:

Table 1 : List of sections and sub-sections

S	SS	Title
0		Statutes and Regulations
1		Passenger and Baggage Traffic
1	0	International tariffs (compilation, application)
1	2	Domestic tariffs
1	3	Travel agencies
1	4	Commercial measures to be taken in order to develop passenger traffic
1	7	Commercial measures with regard to facilities to be provided in connection with passenger train services
1	8	Relations with other transport modes
2		Freight Traffic
2	0	International regulations and agreements
2	1	International tariffs (compilation, application)
2	2	Domestic tariffs
2	3	Customs
2	5	Measures to be taken to develop freight traffic
2	6	Packing and labelling of freight by the public
2	7	Relations with other transport modes - Use of containers and pallets
2	8	Private owners' wagon traffic
2	9	Combined transport
3		Finance, Accountancy, Costs, Statistics
3	0	Exchange and elementary accounts
3	1	General accounts



Table 1 : List of sections and sub-sections

S	SS	Title
3	2	Railway productivity
3	3	Standardisation measures
3	5	Financial facilities granted to users
3	6	Work organisation
3	7	Costs
3	8	Costs
3	9	Statistics
3	a	Reports
4		Operating (including RIV and RIC Regulations)
4	0	General organisation of operations
4	1	Passenger, baggage and express parcels traffic
4	2	Freight traffic
4	3	Freight rolling stock - Characteristics, use and exchange
4	4	Passenger rolling stock - Characteristics, use and exchange
4	5	Train running and safety regulations
4	6	Service facilities provided in stations and on trains
4	7	Frontier stations and line sections
4	8	Information interchange systems
4	9	Terminal cartage - Ancillary services and transhipment installations
4	a	RIC and RIV Regulations
5		Transport Stock
5	0	General provisions concerning Way and Works
5	1	Running and suspension gear
5	2	Buffing and draw gear
5	3	Underframes and vehicle bodies
5	4	Brakes
5	5	Power supply, lighting and heating
5	6	Various regulations concerning coaches and baggage vans
5	7	Various regulations concerning wagons - Types of wagons
5	8	Conventional marks and inscriptions on and in vehicles
5	9	Containers, pallets, road vehicles



Table 1 : List of sections and sub-sections

S	SS	Title
6		Traction
6	0	General regulations concerning electric traction lines
6	1	Electric traction
6	2	Diesel traction
6	3	Other modes of traction
6	4	General regulations governing various modes of traction
6	5	General regulations governing various modes of traction (continuation)
6	6	High-speed trains
7		Way and Works
7	0	General characteristics of lines
7	1	Laying and maintenance of track
7	2	Laying and maintenance of track (continuation)
7	3	Signalling and interlocking
7	4	Buildings
7	5	Telecommunications
7	6	Level crossings
7	7	Structural works
7	8	Remote control installations
7	9	Miscellaneous
7	a	Reports
8		Technical Specifications
8	0	Selective lists
8	1	Running gear
8	2	Suspension, buffing and draw gear
8	3	Brake parts
8	4	Trailing stock parts
8	5	Tractive stock parts
8	6	Permanent way
8	7	Electric traction permanent fixtures
8	9	Miscellaneous

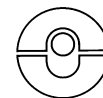


Table 1 : List of sections and sub-sections

S	SS	Title
9		Information Technology - Miscellaneous
9	0	Documentation
9	1	Remote data transmission and data processing
9	2	Coding
9	6	Staff
9	8	Supplies
9	9	Miscellaneous agreements
9	a	Reports

1.2.1.5 - Edition

The Information Management Unit at UIC Headquarters enters the edition details, i.e.:

- edition number (nth edition),
- edition date (month written out in full and four digits for the year).

1.2.1.6 - Status of language version

It should be indicated whether a given language version is the "*original text*" or a "*translation*". A leaflet may be drafted in two languages in parallel, in which case both versions have the status of "*originals*".

1.2.1.7 - Title

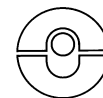
The title of the document must be worded precisely and include all terms required to identify the subject dealt with. Indeed the title is one of the key elements needed to retrieve a given document and is the first item of information for readers about the contents of the leaflet.

In so far as is possible, the title should contain the following three elements:

1. General area governed by the leaflet (section reference),
2. Main subject within the general area governed by the leaflet (sub-section reference),
3. Specific aspect of the main subject (details about the subject).

Table 2 : Example : Title of Leaflet 810-1

General area	Specific aspect	Main subject
Section 8		Sub-section 1
Technical Specifications		Running gear
Technical specification	for the supply of rough rolled non-alloy steel tyres	for tractive and trailing stock



In some cases, the general area or the main subject may be implicit:

Table 3 : Example : Title of Leaflet 805-01

General area	Main subject	Specific aspect
Section 8	Sub-section 0	
Technical Specifications	Selective lists	
	Selective list	of lubricators

Table 4 : Example : Title of Leaflet 860

General area	Main subject	Specific aspect
Section 8	Sub-section 6	
Technical Specifications	Permanent way	
Technical specification		for the supply of rails

The full reference of a document should include:

- *the main title*: title in the language of the document;
- *secondary titles*: title in the other two official UIC languages.

1.2.1.8 - Classification

The section(s) under which the leaflet is to be classified must be listed, i.e.:

- *the main section*: the principal category to which the leaflet belongs, in other words, the section referred to by the first digit of the leaflet number (obligatory);
- *secondary sections*: other sections under which the leaflet may be classified if necessary (optional).

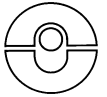
Section references include the section number in Roman numerals, a dash and then the section title. The main section is listed first, followed by any secondary sections.

Example :

Leaflet to be classified in Section(s):

IV - Operating

V - Transport Stock



1.2.1.9 - Application

Indicates the railway undertakings governed by the document's provisions and the date the document takes effect.

The scope sets out those UIC members affected by the document and generally covers **"All members of the International Union of Railways"**.

The same phrase may be varied slightly to restrict the scope further, e.g.: **"All members of the International Union of Railways with metre-gauge lines"** or **"All European members of the International Union of Railways"**.

The individual/body responsible for the leaflet decides *when it is to take effect*. This is a vital entry to avoid any ambiguity when applying the leaflet and should contain the date (1, 2, etc.), month (written out in full) and year (4 digits).

The scope of the document or the date it takes effect may be further specified by *exceptions*.

Example:

Application:

With effect from 1 January 1999

All members of the International Union of Railways

1.2.1.10 - Types of line concerned

Any restriction to the scope of the leaflet in terms of the type of line involved should be specified:

- *none*: leaflet either applies to all types of line or has no impact whatsoever on lines;
- *metre-gauge lines*: leaflet applies to all metre-gauge lines;
- *broad-gauge lines*: leaflet applies to broad-gauge lines;
- *standard-gauge lines*: leaflet applies to standard-gauge lines;
- *high-speed lines*: leaflet applies to high-speed lines.

1.2.1.11 - Amendments

Leaflets will no longer be updated by inserting the amended pages into the old version. Instead, the old version will be superseded by a complete, new edition, with the following details of the five most recent amendments listed at the start:

- *Type of amendment*: change in content or erratum,
- *Edition number*: nth edition,
- *Date of publication*: month + year,