Review Indexing   **Aide-Memoire**

Type	Theme	Years	Author	Title	Precis
Book Review	Y	Y	Reviewer (reverse format),	", by " <Book Author> at end (normal format) Or ", by <name> (Editor)" Include (Video), (CD), (DVD) as needed	Publisher, ISBN, pages; <semicolon> and brief description. Include series name between ISBN No and pages. ISBN Number any format but comma following it. Don't include hard/soft cover
Diary events	N	N	normally blank	As Printed	include special events, lecture title/speakers, no dates needed
Editorial	N	N	normally blank	As Printed	Significant items not covered elsewhere
Feature articles	Y	Y	Always needed (reverser format)	As given inc part numbers, or sub-heading	Use abbreviations, theme topics, locomotive types/numbers
Group news	N	N	Only if given	As Printed , but ensure appropriate group name included	Non-routine events, lecture title/speaker reports, no dates needed
Letters to editor	P	P	As printed	As printed above letter. Leave blank if not given unless one of a sequence on same topic	Inc ref to previous article/letter or "'@#" If significant info given, use themes and years
Museum news	P	P	As printed	As Printed or blank	Major exhibits, moves of exhibits, staff moves For specific articles, describe as per feature article, but classify as Museum News and use themes/years
Notice for members	N	N	Only if given	As Printed	Focus on reason for the notice
Obituary notices	N	N	Only if given	As Printed	Just add in any nickname and date of death
Picture gallery	Y	Y	Photographer, if given (reverse format), If not given or NRM or not a person, leave blank	Use "Picture Gallery", unless title given	Extract from caption, include location, company (abbreviation) locomotive class/wheel-arrangement/name and date. Use region "C" theme code Put image reference in lowercase
Quiz	N	P	As given or blank. If pseudonym do not put in reverse format	As Printed	Type of quiz. For "What,Where, When" use "Previous issue solution" and brief description including period years

All articles must have page number & use illustration flags as needed   Abbreviations (more is better); and Themes (max 4):-cut & paste from PDF reference

OTHER TIPS

Abbreviations: new = "description" (Abbrv) Abbrv at least 1st char upper case Do not use abbreviations for foreign railways (Irish are included)	**Exclude:** List of contents and FNRM team; Editorial leader if it is just a summary of what is in the issue; "Retrospectives" of issues 10/25 years ago
Cover page picture: Review - allocate to Page 1 and Picture Gallery, Newsletter – treat as a Picture Gallery. Use "On the Cover" if no title given	**Dates** – use DD <month in full> YYYY ; **Times** 24hour with colon HH:MM For book reviews, photo gallery & feature articles, use best guess for period years
NRM Volunteer News: minimal precis – just sub-headings/exceptional news	

02/05/2021