

# Front Range Passenger Rail District Writing Style Guide

**FRPR**

FRONT RANGE  
PASSENGER  
RAIL

August 2024



## Format/Grammar Guidelines

- Follow the Associated Press (AP) Stylebook’s guidelines for grammar and mechanics.
- Below are six key AP style guidelines; reference the [OWL Purdue Online Writing Lab](#) for other rules.

Grammar Pillar	Rule	Example
Dates	<ul style="list-style-type: none"> <li>• Use numerals for days without st, nd, rd or th</li> </ul>	<ul style="list-style-type: none"> <li>• August 9, not August 9<sup>th</sup></li> </ul>
	<ul style="list-style-type: none"> <li>• Abbreviate the months August through February when used with a date; do not abbreviate the months March through July</li> <li>• Always spell out months with no dates</li> </ul>	<ul style="list-style-type: none"> <li>• The passenger rail will start running on Feb. 18</li> <li>• The passenger rail will start running in February</li> </ul>
	<ul style="list-style-type: none"> <li>• <u>Do not</u> separate months and years with a comma</li> <li>• Do set off years with commas when there is a specific date</li> </ul>	<ul style="list-style-type: none"> <li>• We anticipate the rail service will begin September 2029</li> <li>• We anticipate the rail service will begin September 1, 2029</li> </ul>
Time	<ul style="list-style-type: none"> <li>• Use lowercase a.m. and p.m., with periods</li> <li>• Always use figures, with a space between the time and the a.m. or p.m.               <ul style="list-style-type: none"> <li>◦ If it’s an exact hour, no “:00” is required</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The train will leave at 6:30 p.m. and arrive at 6:49 p.m.</li> <li>• The train will leave at 6 p.m. and arrive at 6:12 p.m.</li> </ul>
	<ul style="list-style-type: none"> <li>• If a time range is entirely in the morning or evening, use a.m. or p.m. only once</li> <li>• If it goes from the morning into the evening (or vice versa), you need both</li> </ul>	<ul style="list-style-type: none"> <li>• From 10 – 11 a.m.</li> <li>• From 10 a.m. – 2 p.m.</li> </ul>
Commas	<ul style="list-style-type: none"> <li>• In lists of three or more items, do not use a comma before the conjunction</li> <li>• Exceptions are made if the elements in the series are complex phrases or if the series includes an element with a conjunction</li> </ul>	<ul style="list-style-type: none"> <li>• The intercity rail will feature drinks, snacks and wifi.</li> <li>• The intercity rail food cart will serve sandwiches; salads; and mac and cheese.</li> </ul>

Grammar Pillar	Rule	Example
Capitalization	<ul style="list-style-type: none"> <li>• Words are all lowercase unless a specific rule says to capitalize them, such as proper nouns</li> <li>• Seasons and directional indicators (such as east and west) should only be capitalized when used in a proper name or to refer to specific geographic regions</li> <li>• Job descriptions (include elected officials) should not be capitalized, unless it's a formal title used directly before a name</li> </ul>	<ul style="list-style-type: none"> <li>• There are 32 directors serving on the Front Range Passenger Rail District Board of Directors</li> <li>• The passenger rail would run north-south along the Front Range, down to Southern Colorado.</li> <li>• Claire Levy serves as a director on the board; Director Claire Levy said...</li> <li>• General Manager Andy Karsian spoke during the meeting; Andy Karsian serves as general manager for the Front Range Passenger Rail District <ul style="list-style-type: none"> <li>◦ GM is an acceptable abbreviation on second reference</li> </ul> </li> </ul>
Numbers	<ul style="list-style-type: none"> <li>• Use numerals for numbers 10 and above, spell out numbers under 10</li> <li>• Use figures for percentages and the percent symbol</li> <li>• Ridership forecasts should be rounded for public distribution; recommend retaining no more than the first two figures</li> </ul>	<ul style="list-style-type: none"> <li>• There will be eight roundtrips per day; There will be 18 round-trips per day</li> <li>• The intercity rail is running at 80% capacity</li> <li>• Annual ridership is forecast at 2.6 million</li> </ul>
Directions	<ul style="list-style-type: none"> <li>• Always list stations/corridor description from north to south</li> </ul>	<ul style="list-style-type: none"> <li>• FRPR will operate from Fort Collins to Pueblo</li> <li>• Stations are planned for Fort Collins, Loveland, Longmont, Boulder, etc.</li> </ul>

## District Specifics and Standard Industry Terms

District and Project Terms			
First Reference	Second Reference	Not Acceptable References	Notes
(the) Front Range Passenger Rail District	the District, the passenger rail district	front range passenger rail district, the district, FRPR District	FRPRD can be used as a moniker for instances akin to CDOT, RTD, CDPHE
Front Range Passenger Rail		front range passenger rail	In informal references, can use passenger rail project or passenger rail service
Front Range		front range	
Passenger rail		Light rail, commuter rail	
Front Range Passenger Rail District Board of Directors	the Board	Dir	Akin to the <u>D</u> istrict, capitalize the <u>B</u> oard. If director is used with a proper name, then capitalize
Southwest Chief and Front Range Passenger Rail Commission	Rail Commission	SWC&FRPR Commission	
Southwest Chief Thru-Car Service Study	Southwest Chief Service Study, Southwest Chief Thru-Car Study		
Long-term		Long term	
Northwest Rail	NWR	NW Rail Line; NWRL	It's sometimes referred to as the B-Line, but only when RTD is involved
Northwest Rail Peak Service Study		Peak Period Study	
North segment area			<ul style="list-style-type: none"> <li><i>Geographic area: Fort Collins to Longmont</i></li> </ul>

District and Project Terms			
First Reference	Second Reference	Not Acceptable References	Notes
			(Larimer, Boulder Counties) <ul style="list-style-type: none"> <li>• <i>Stations:</i> Fort Collins, Loveland, Longmont</li> </ul>
Central segment area			<ul style="list-style-type: none"> <li>• <i>Geographic area:</i> Boulder to Castle Rock (Adams, Arapahoe, Boulder, Broomfield, Denver and Douglas Counties)</li> <li>• <i>Stations:</i> Boulder, Denver, Littleton, Castle Rock</li> </ul>
South segment area			<ul style="list-style-type: none"> <li>• <i>Geographic area:</i> Monument to Pueblo (El Paso, Pueblo Counties)</li> <li>• <i>Stations:</i> Colorado Springs, Pueblo</li> </ul>
Community members		Residents, citizens	

Industry Terms			
First Reference	Second Reference	Not Acceptable References	Notes
Intercity rail		Inter-city rail	
Positive train control	PTC		Use lowercase, consistent with AP style
Intermodal			One word
Multimodal			One word
Citywide			One word
Footprint		Impact area, area of affect	
Trackway			Describes existing track and any new track
Milepost	MP		Differs from CDOT style of using "mile point"
At-grade crossings			Refers to roadway or other crossings of the passenger rail alignment and track that are not grade separated, that is, no overpass or underpass
Train service frequency			Use "train service every 30 minutes in the a.m." versus "an AM peak headway of 30 minutes"
Study limits		Study area	
Service Development Plan	SDP		When spelled out, Service Development Plan should always be capitalized
National Environmental Policy Act	NEPA		When spelled out, National Environmental Policy Act should always be capitalized

Industry Terms			
First Reference	Second Reference	Not Acceptable References	Notes
Bipartisan Infrastructure Law	BIL		Can use BIL or IJJA interchangeably, given the context and audience
Infrastructure Investment and Jobs Act	IJJA		Can use BIL or IJJA interchangeably, given the context and audience
Taxpayer's Bill of Rights	TABOR		
Public Private Partnership	P3		

State, Federal and Industry Organizations and Legislation			
First Reference	Second Reference	Not Acceptable References	Notes
Americans with Disabilities Act of 1990	ADA		
Amtrak		AMTRAK (all uppercase)	
Association of American Railroads	AAR		
Air Quality Control Commission	AQCC		Part of CDPHE
BNSF Railway	BNSF	BN, BNSF Railroad	
Colorado Department of Public Health and Environment	CDPHE		
Colorado Department of Transportation	CDOT		Using the acronym is permissible in headlines and after the first full reference in content
Corridor Identification Development Program	CIDP or Corridor ID Program		
Clean Transit Enterprise	CTE		

**State, Federal and Industry Organizations and Legislation**

<b>First Reference</b>	<b>Second Reference</b>	<b>Not Acceptable References</b>	<b>Notes</b>
Colorado Transportation Investment Office	CTIO		Formerly known as Colorado High Performance Transportation Enterprise
Denver Regional Council of Governments	DRCOG		
RTD's FasTracks Internal Savings Account	FISA		
Federal Railroad Administration	FRA		
Regional Transportation District	RTD		Can also use "the agency" on second reference, although RTD is preferred
Union Pacific	UP		Union Pacific uses "Railroad" not "railway" in their official name
U.S. Department of Transportation	USDOT		

**Sustainability Terms**

<b>First Reference</b>	<b>Second Reference</b>	<b>Not Acceptable References</b>	<b>Notes</b>
Carbon Monoxide/Dioxide	CO/CO2		
Environmental Justice	EJ		
Greenhouse Gas Emissions	GHG		
Nitrogen Oxides	NOx		
Non-Attainment Area	NAA		
Ozone	O3		
Volatile Organic Compound	VOC		