

## AREMA Manuals' Cross-Reference Guidelines

There has recently been an issue raised concerning cross-referencing between the Manual for Railway Engineering and the C&S Manual of Recommended Practices. There is no convention in place today for handling of cross-referencing, and therefore, there has become a problem in having duplicate information in both Manuals with no clear ownership of the Manual Part material. The following is our proposed solution:

1. Manual Part material ownership shall rest with the topic experts. For example, HBDs are C&S responsibility, so they would maintain the technical material ownership, where Manual Parts in the Manual for Railway Engineering would cross-reference the C&S Manual. Similarly, the reverse would hold true for track components, where the C&S Manual Part would cross-reference the Manual for Railway Engineering.
2. While it would be more efficient to not duplicate the cross-referenced information in both AREMA Manuals, it is felt that people who do not want to buy both Manuals should not have to because of cross-references. Therefore, the cross-referenced material shall be included in the referencing Manual Part as well. The cross-referenced material in both Manual Parts shall be designated by a double asterisk (\*\*) at the beginning and end of the reference. (i.e. \*\*..... the referenced material ..... \*\*).
3. Both the referencing and cross-referenced Manual Parts shall have a footnote included in each, indicating the cross-reference (See example below). A list of cross-references shall be kept by AREMA headquarters to ensure the Publication Review Committee knows where cross-references are so they can be reviewed for accuracy and to ensure they stay current.
4. When a Manual Part is cross-referenced, the referencing Technical Committee shall advise AREMA headquarters, who in turn will update the cross-referenced list and advise the appropriate Technical Committee for the other Manual, of the cross-reference so they can add a footnote to their Manual Part as well.
5. When a Manual Part has been revised, which affects a cross-referenced section of a Manual Part, the Technical Committee making the change shall advise AREMA headquarters who, will then contact the appropriate Technical Committee for the other Manual, advising them of the change to the cross-referenced material so they can update their Manual Part accordingly.

The following is an example of both footnotes to be used:

Referenced Material Footnote: "Cross-referenced by Manual for Railway Engineering, MP ....."

Referencing Material Footnote: "Cross-referencing C&S Manual of Recommended Practices, MP ....."

Revised:

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