

## ESCOP Website File Naming Protocol

Updated: 4/28/2017, 1/27/2020

1. General rules:
  - a. Do not use special characters (i.e. & \* % \$ £ ] { ! @), as these may render or behave differently in different operating systems.
  - b. Use an underscore instead of a space.
  - c. Avoid excessively long file names.
  - d. Consistency is KEY.
2. For Committee-related files, begin the file name with the Committee Abbreviation as listed below (bold only for this document), if applicable (Assume these are not case-sensitive).
  - a. **ESCOP**: For The ESCOP Committee
  - b. **ESCOPEXEC**: For the ESCOP Executive Committee
  - c. **BLC**: Budget and Legislative Committee
  - d. **STC**: Science and Technology
  - e. **NRSP\_RC**: NRSP Review Committee
  - f. **NRSP1**: NRSP1
  - g. **CMC**: Communications and Marketing
  - h. **CAC**: Chair's Advisory Committee
  - i. **SSSC**: Social Science Sub Committee of Science and Technology, also under SCITECH
  - j. **NPGCC**: National Plant Germplasm Coordinating Committee
  - k. **NIPMCC**: National IPM Coordinating Committee, also under SCITECH
  - l. **DCC**: Diversity Catalyst Committee
  - m. **ESS**: Experiment Station Section
3. Add a file descriptor, such as MIN, AGD, PROG, OPG, MEM, PRES, IMG for Minutes, Agenda, Program, Operating Guidelines, Membership, Presentation, Image, respectively.
4. End all files with the date as YYYYMMDD. For meetings/workshops held over multiple days, add an underscore between dates, i.e. ESS\_PROG\_20170921\_20170923 for an ESS program that runs from 9/21 to 9/23/2017
5. Example: SCITECH\_AGD\_20170324 for Science and Tech Committee meeting agenda for 3/24/2017
6. For Guidelines documents, such as NRSP, Multistate, use NRSP\_GUIDELINES\_20170103 for NRSP Guidelines last edited on 1/3/2017
7. Insert any other brief descriptor text inside the file name, between the committee name and the date, such as NRSP\_GUIDELINES\_FINAL\_20170103 or NRSP\_GUIDELINES\_DRAFT\_V3\_20170103, where GUIDELINES, FINAL, DRAFT, and V3 was added in the middle. Use the format of [Doc Name][Version][Date] to maintain version control.
8. Remove DRAFT versions of files from the site once the FINAL versions are complete. Too many similar files can be confusing.

(For more information and references to good data organization and management, see <http://datalib.edina.ac.uk/mantra/organisingdata/>)