

	<p>web: http://resolver.net.au/hdl/102.100.272/0N8J991QH</p> <p>email: policy@pilin.net.au</p>
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Version History

Version	Date	Status & changes	Expression identifiers
V1.0	2007.12.17	Release.	PILIN/3MS16VNQH hdl:102.100.272/3MS16VNQH

PILIN Filename Policy

To cite the *latest* version of this work use <http://resolver.net.au/hdl/102.100.272/2C6K4VNQH>
 To cite *this* version of this work, use <http://resolver.net.au/hdl/102.100.272/3MS16VNQH>

1 Purpose/Issue

This policy specifies a naming system for files created during the course of the PILIN project.

2 Background

Naming policy saves time and frustration when looking for the document you need and reduces the risk of having to change file names later on. It allows files to be easily referenced on the web.

3 Scope

This policy is for use by PILIN team members. This policy applies to "things" as defined in the Identifier Association Policy for the PILIN Project v02C.doc ¹

4 Policy Statement

- File names should clearly denote their content
- File names should be based on the document title

¹ Identifier Association Policy for the PILIN Project v02C.doc

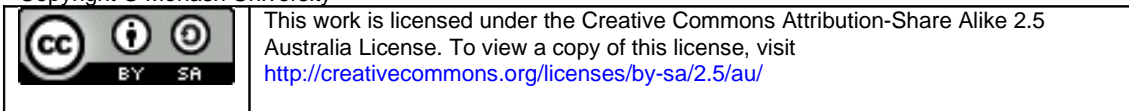
- Use unabbreviated words or common acronyms
- File names should be easy to remember and easy to spell
- Filenames may contain letters, numbers, underscores, and dashes
- Don't use the following punctuation characters / : * ? " < They are reserved by the operating system's shell. Spaces should be avoided or replaced with hyphens or underscores.
- The following characters are acceptable _ - =
- Version may be included in file name, but do not include a full stop.

5 Example

For unabbreviated words, an example is use the word "definitions", not "defs"

An example of what a file name should look like is: "PILIN Filename and Version v1_1.doc" not "PILIN Filename and Version v1.1.doc"

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