

DIRECTORY STRUCTURE FOR MONOGRAPH PUBLICATION WORKING FILES

The file naming convention used for a monograph publication is as follows:

The first three digits = bulletin number

The next letter (f= figure, t=table)

Next two digits = figure or table number using zeros as place holders

Example: 544f04a.cdr

544t01.cdr

Storing working files for a monograph publication

This is the basic structure which will be used for storing all of the native/working files for a monograph publication.

V:\Bull:

This is the main directory which houses all of the active publications in the Bulletin series.

545:

This is the main directory for one active bulletin. The directory is named using the series number. As digital files are received in advance of the series number being assigned, this directory can also be named using the Author surname. All supporting documentation should be filed here i.e. triage forms, request for size of edition etc.

Original:

This directory contains the digital files *as submitted* by Author. These originals are maintained untouched.

Revised:

This directory contains the digital files which have been through triage and with all of the Editorial changes applied.

Final:

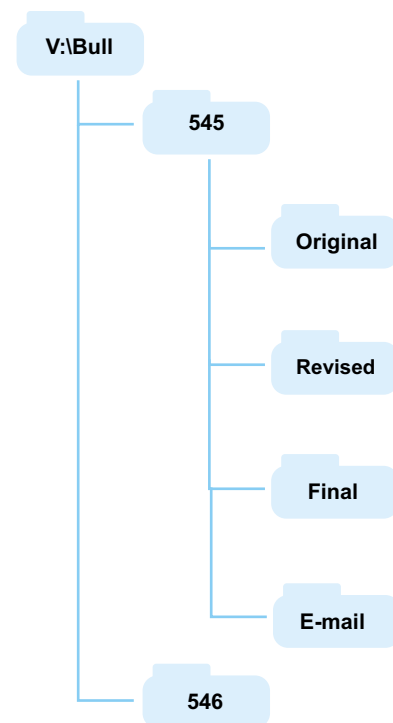
This directory contains all the “final” versions of the figures, after revision and conversion if required.

E-mail:

This directory contains all e-mails (archived as .txt files) relevant to the publication.

Archive:

The contents of the above sub directories (other than “Original” are archived to CD-ROM at job end.



September 10, 2002