

# DIRECTORY STRUCTURE FOR W:\DESKTOP

## Shared drive for transporting files to and from editorial

This is the basic structure which will be used for storing all unedited and edited files from Editorial (including e-mails from authors)

**W:\Desktop:** Contains folders and subfolders listed below.

**00Bulletins:** This directory contains file folders for bulletins which are in production. The folder names are either by bulletin number (if scientific edit is underway), or by Author name (prior to scientific edit).

**B-000:** This directory contains file folders for bulletins which are in production. The folder names are either by bulletin number (if scientific edit is underway), or by Author name (prior to scientific edit).

e\_mail - for archiving Editor's e-mails using established naming convention.

Unedited\_text - DD places a copy of the original unedited text at this location for the Editor assigned to that project.

Final\_edited\_text - The final text file is placed at this location for DD to retrieve for use in preparing the page layout.

**00Cur\_Res:** This directory contains multiple subfolders which are used for transferring digital files back and forth between DD and Editorial for Current Research projects. The folders are subdivided by year of release.

**Cr\_2003:** This folder and all subfolders are used for transferring files relating to Current Research manuscripts and their abstracts which require translation.

**00Unedited\_text:** DD places a copy of the original unedited text at this location for the Editors assigned to that project. Files are named using the first Author's surname e.g. busby.wpd

**Abstracts or Résumés:** Each submission for Current Research contains an Abstract or Résumé which requires translation. A copy of all abstracts for all submissions is placed at this location. The Editor in charge of coordinating translation consults this directory for digital files to send to Translation Bureau.

**Cr\_a** – This directory contains the current research files after they are edited. This folder contains 4 subfolders for transferring files for the Current Research regional set “Cordillera and Pacific Margin”.

**Author's changes\_abs:** When pageproofs come back from Authors any changes made to the abstract must be tracked in order that the same changes can be applied to the Résumé

**e-mail:** for archiving Editor's e-mails using established naming convention. (Consult e-mail Checklist Pub 4009)

**edited abs:** Abstracts will be placed here for editors use only.

**edited text:** A copy of the final edited text will be placed in this folder.

**final res:** The editor will place a copy of the final résumé here.

**Tracking form:** This folder contains WordPerfect files which are tracking forms for each of the regional sets of Current Research manuscripts. The information in these files tracks the progress of all manuscripts from time of submission to the time manuscripts are final.

**00Misc\_Rep:** This directory contains file folders for Miscellaneous Reports which are in production. The folder names are either by Report number (if scientific edit is underway), or by Author name (prior to scientific edit).

**MR-00:** This directory contains file folders for Miscellaneous Reports which are in production. The folder names are either by Report number (if scientific edit is underway), or by Author name (prior to scientific edit).

e\_mail - for archiving Editor's e-mail using established naming convention. (Consult e-mail Checklist Pub 4009)

Unedited\_text - DD places a copy of the original unedited text at this location for the Editor assigned to that project.

Final\_edited\_text - The final text file is placed at this location for DD to retrieve for use in preparing the page layout.

