

T13 File Name Conventions

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1 Introduction

Electronic documents submitted to T13 should conform to the following file name conventions. In this document parentheses, (), indicate required fields. Square brackets, [], indicate optional fields.

2 File Number

Document numbers for general documents, such as proposals, are assigned by the T13 committee. Document numbers for draft standards or draft technical reports are assigned by INCITS. The format of file numbers is:

(lower case e, d or dt)(document number)(lower case r)(revision number)[minor revision for d or dt documents]

Proposals begin with "e"

Draft Standards begin with "d"

Draft Technical Reports begin with "dt"

Draft Standards and Technical Reports may have lower case minor revision levels from a to z.

Example general file numbers:

e05100r0

e05100r2

e05100r10

Example Draft Standard numbering

d1199r0a

d1199r2

Example Draft Technical Report numbering

dt1200r0

dt1200r3c

3 File Name

3.1 Proposals

(File Number)[-Draft standard abbreviation, all caps]-(Title).(extension)

Titles have underscores, not spaces. If a proposal applies to a specific draft standard or technical report the applicable abbreviation should be placed between the file name and the proposal title. Titles may be shortened in the file

name, by removing “the” and “of”, for example. Title capitalization is left to the document author.

e05000r0-ACS-Example_Filename.pdf
e05116r0-File_name_conventions.doc

3.2 Draft Standards and Draft Technical Reports

(File Number)-[Standard Family-](Draft standard abbreviation, all caps)[-number].(extension)

Example for draft standards in a family such as ATA8:

d1699r0a-ATA8-ACS.pdf
d1999r2-ATA8-ACS-2.pdf

Example for Other draft standards or technical reports:

d1572r3-EDD-3.pdf
dt1701r3-SCT.doc