Naming Convention for IPTC Standards Documents

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IPTC disseminates documents in print and as files relating to their standards. As a common procedure to assign names and basic information to these documents and files IPTC adopts a naming convention described below.
This naming convention will take effect by 1 July 2003 and all documents distributed after this date will comply to this convention. Previously disseminated documents that are still distributed – mainly by the IPTC standards' websites – will be updated to this naming convention by 30 September 2003.

The basic elements of the IPTC standards naming convention are:
- A structured set of names and version numbers has to be assigned to each IPTC document, this structure is called the "Document Name Set".
- This Document Name Set is defined in a way that supports the storage of those data in a structured data container like a database or an XML file.
- This Document Name Set has to be displayed in the cover page or initial section of documents as long as they are intended for print.
- This Document Name Set has to be included into the file content in a way provided by the file format.
- This Document Name Set provides the basic elements for the file name of a document.

Naming Standard Documents

This part of the naming convention relates to files and documents that define standards as such. Supporting material and papers for a specific standard are not covered by this chapter – see "Naming standard support documents".

Document Name Set: (all elements are mandatory except those marked as "optional")
- StandardName [text, max 30 char, charset: A…Z, a…z, 0…9, "-", "."]: Common name of IPTC standard
- StandardMajorVersion [number, 0…8]: Major version number
- StandardMinorVersion [number, 0…8]: Major version number
- DocumentDescription [text, max 255 char]: Short description of document/file content
- DocumentRevisionLetter [1 char, a…z]: Letter to identify formal revision (optional)
- FilenameExtension [text, 1…5]: Extension of the file name, used by Windows OSs for identification of file type
- Author [text, max 100 char]: Name(s) of author(s)
- ApprovedBy [text, max 100 char]: Name of body that approved this standard
- ApprovedDate [Date, ISO 8601 "CCYYMMDD"]: Date standard was approved
- PublishedDate [Date, ISO 8601 "CCYYMMDD"]: Date document/file was published
- PublishedBy [text, max 100 char]: Name of person or body who published document

END of Document Name Set

Creating file names from the Document Name Set:

File names are created by concatenating elements of the Document Name Set and special characters which act as delimiters.

File name =
StandardName_StandardMajorVersion.StandardMinorVersion[DocumentRevisionletter].FilenameExtension

Examples:

NewsML 1.1
Document Name Set:
- StandardName = NewsML
- StandardMajorNumber = 1
- StandardMinorNumber = 1
- DocumentDescription = DTD for NewsML
- DocumentRevisionLetter = b
- FilenameExtension = dtd
- Author = IPTC NewsML Support Working Party
- ApprovedBy = IPTC Standards Committee
- ApprovedDate = 20021011
- PublishedDate = 20021024
- PublishedBy = MD IPTC

Derived filename = NewsML_1.1b.dtd

SRS Subject Code 9 in English:
Document Name Set:
- StandardName = topicset.iptc-subjectcode-en-GB
- StandardMajorNumber = 9
- StandardMinorNumber = 0
- DocumentDescription = SRS Subject Codes, defined as a NewsML instance
- DocumentRevisionLetter =
- FilenameExtension = xml
- Author = IPTC News Metadata Working Party
- ApprovedBy = IPTC SRS Fast Track Jury
- ApprovedDate = 20030403
- PublishedDate = 20030405
- PublishedBy = MD IPTC

Derived filename = topicset.iptc-subjectcode-en-GB_9.0.xml

Naming Standard Support Documents

This part of the naming convention relates to files and documents that support standards. e.g. guidelines, tutorials or functional specifications.
Definitions of a specific standard as such are not covered by this chapter – see "Naming standard documents".

Document Name Set: (all elements are mandatory except those marked as "optional")
- DocumentName [text, max 30 char, charset: A…Z, a…z, 0…9, "-", "."]: Common name of document
- DocumentDescription [text, max 255 char]: Short description of document/file content
- DocumentVersionNumber [number, 0…8]: Version of this document (not the standard!)
- DocumentRevisionLetter [1 char, a…z]: Letter to identify formal revision (optional)
- FilenameExtension [text, 1…5]: Extension of the file name, used by Windows OSs for identification of file type
- Author [text, max 100 char]: Name(s) of author(s)
- PublishedDate [Date, ISO 8601 "CCYYMMDD"]: Date document/file was published
- PublishedBy [text, max 100 char]: Name of person or body who published document
  The items below define references to an already existing IPTC standard!
- RefStandardName [text, max 30 char, charset: A…Z, a…z, 0…9, "-", "."]: Common name of IPTC standard
- RefStandardMajorVersion [number, 0…8]: Major version number
- RefStandardMinorVersion [number, 0…8]: Major version number

END of Document Name Set

Creating file names from the Document Name Set:

File names are created by concatenating elements of the Document Name Set and special characters which act as delimiters. Rule of thumb: First the DocumentName followed by the StandardName.

File name =
DocumentName_DocumentVersionNumber[DocumentRevisionletter]-
RefStandardName_RefStandardMajorVersion.RefStandardMinorVersion.FilenameExtension

Example:

News Agency Guidelines for NewsML 1.1:
Document Name Set:
- DocumentName = NewsAgencyGuidelines
- DocumentDescription = Guidelines for the implementation of NewsML, for news agencies
- DocumentVersion = 1
- DocumentRevisionLetter = c
- FilenameExtension = pdf
- Author = IPTC NewsML Support Working Party
- PublishedDate = 20021212
- PublishedBy = MD IPTC
- RefStandardName = NewsML
- RefStandardMajorNumber = 1
- RefStandardMinorNumber = 1

Derived filename = NewsAgencyGuidelines_1c- NewsML_1.1.pdf

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