



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 takes effect immediately after approval at the AGM 2003 and all documents distributed after this date will comply to this convention. Previously disseminated documents still under distribution – mainly by IPTC standards' websites – will be updated to this naming convention as soon as possible.

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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