Document Management

Your manuscript will undergo many changes during editing. It's essential that everyone involved in the editing process know which version of a document they are working on and where the document is in the editing process. It's also important to keep records of all changes made to a manuscript by any member of the editing team.

Version Control

I suggest having three copies of a document:

Working Copy

This is the original copy on which you will do all your initial work. Format it however you wish, make notes in any format that works for you.

Editing Copies (versions)

When your manuscript is ready to be submitted for editing, format it according to the editor's instructions and rename the working copy with the suffix *V01* (for Version 01). Keep the working copy for your records.

From this point on, each round of editing should be done on a new copy (version). Changes should be tracked (see "Using Track Changes") and comments added as necessary.

Final Copy

This is the final copy of the document. It is the edited version without markup or comments, ready for publication. After publication, it never changes.

If corrections need to be made to a work after publication, they are made in a new edition.

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File Naming

In general, I recommend using the file naming conventions outlined by the University of Edinburgh (https://www.ed.ac.uk/records-management/guidance/records/practical-guidance/naming-conventions).

Name documents by title (or working title), followed by status (*Working*, *V01*, *V02*, etc.), last editor's initials, and date (yyyymmdd).

Example: BigStory_V01_dba_20170601

1. Keep names short (omit words like the, of, or and that don't contribute to identifying file contents).
2. For individual names in filenames, use last name and first initial.
3. Use camel case (initial caps) to delimit words.
4. Use underscores to delimit elements.
5. Use only alphanumerical characters and underscores in filenames.
6. If sending a manuscript in part (e.g., separate chapters), place the double-digit number of the chapter first.

Example: 01BigStory_V01_dba_20170601

Append Final to the final draft after the version number and omit the editor's initials.

Example: BigStory_V05_Final_20170604

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