

Memo: Names of documents

Distribution: TUCT

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Naming Rules for documents within the TUCT

1. Introduction

Within our unit many documents are written, a great many of them is delivered to customers. In order to keep track of all these documents and also to enable a consistent external representation an uniform pattern for the naming of documents is desirable.

Rules are provided for both the file name and the title.

These rules apply to all new documents.

2. General rules

Due to experiences with different tools, which cannot deny partially their origin from other operating systems, I suggest:

To file names, which are determined here or elsewhere, applies:

In file names only the following characters are permitted: the lowercase letters 'a'-'z', the digits '0'-'9' and the two characters '_' and '.'.

That means among other things:

- Blanks and other special characters as ' & ', ' % ' within file names are forbidden.
- Upper case letters within file names are forbidden. That means also, everywhere where these file names appear, in makefiles, batch files, tools etc., lower case letters have to be used.

3. Special rules

The following rules refer to certain types of documents, i.e. as stated below. This list is surely not complete, it is however to be assumed that for the missing types a similar systematics can be found.

By the file names only the part before the extension is indicated (before the last dot), afterwards among other things doc, pdf, ... can follow.

The part which should be replaced by the respective product, component etc. denotation is *italically* printed. In the titles longer denotations can be used than in the file name. It should however for each component etc. exist only one short and one long denotation.

For documents in German language also the title should be in German, in the following however in each case only the English title is indicated.

3.1. Special product documents

Type of document	File name	Title
conception of the product	<i>product_overview</i>	Condat <i>Product</i> Overview
precise description	<i>product_description</i>	Condat <i>Product</i> Product Description
description for the user	<i>product_userguide</i>	Condat <i>Product</i> User Guide
release notes	<i>product_release_notes_rXX.YY.ZZ</i>	Condat <i>Product</i> Release XX.YY.ZZ – Release Notes

Examples:

g23_description.doc	Condat G23 Product Description
rt_description.doc	Condat RT Product Description
lts_description.doc	Condat LTS-X Product Description
g23_userguide.doc	Condat G23 User Guide
rxo_release_notes_r1.0.1.doc	Condat CBCH Reader Release 1.0.1 – Release Notes

3.2. General component documents

Type of document	File name	Title
design, rough specification	<i>comp_design</i>	<i>Comp</i> Design Specification
precise specification	<i>comp_spec</i>	<i>Comp</i> Detailed Specification
technical documentation	<i>comp_tech</i>	<i>Comp</i> Technical Documentation
interface description	<i>comp_api</i>	<i>Comp</i> Application Programming Interface
description for the user	<i>comp_userguide</i>	<i>Comp</i> User Guide
test specification	<i>comp_test</i>	<i>Comp</i> Test Specification

Components here mean both individual programs and groups of programs etc., thus also products are meant.

Examples:

g23_api.doc	G23 Application Programming Interface
tctl_userguide.doc	TCSL User Guide
xgen_userguide.doc	XGEN/CCDGEN User Guide
aci_api.doc	ACI Application Programming Interface
mfw_api.doc	MMI Framework Application Programming Interface

ccd_api.doc	Condat Code Decoder Application Programming Interface
dspl_api.doc	DSPL Display Driver Application Programming Interface
socket_api.doc	Socket Driver Application Programming Interface
lts_design.doc	LTS-X Design Specification
frame_spec.doc	Frame Detailed Specification
texe_tech.doc	TEXE Technische Dokumentation

3.3. Special protocol stack documents

Type of document	File name	Title
SDL specification	<i>entity_sdl</i>	--
message sequence charts	<i>entity_msc</i>	<i>Entity</i> Message Sequence Charts
message catalogue	<i>entity_pdu</i>	<i>Entity</i> Protocol Data Unit Specification
SAP description	<i>sap_sap</i>	<i>SAP</i> Service Access Point
test specification of an entity	<i>entity_test</i>	<i>Entity</i> Test Specification

Examples:

mncc_sap.doc	Service Access Point MNCC
rr_pdu.doc	RR Protocol Data Unit Specification
rr_msc.doc	RR Message Sequence Charts
rr_test.doc	RR Test Specification
rr_sap.doc	Service Access Point RR
rrn_msc.doc	RR (network) Message Sequence Charts

3.4. Other documents

Type of document	File name	Title
minutes	<i>gremium_minutes_YYYYMMDD</i>	Minutes <i>Gremium Runde Datum</i>
memo	<i>herkunft_memo_kurzthema</i>	Memo <i>Thema</i>

Examples:

tuct_ccl_minutes_2000mar20.doc
This memo