# Mclab Document /Script Versioning - Naming Conventions

1. All document versions should be identified using the following syntax:

**fileName** followed by an **underbar** followed by **2 digit #** followed by **initials**

Ex. manuscript\_draft\_02amm.docx

manuscript\_draft\_03lmm.docx

1. **Scripts in development** should follow the above convention

Ex. script\_name\_02amm.py

1. **Production script** versions should use the following sytax:

**scriptName** followed by **underbar** followed by **fork**

Ex. script\_name\_fork.py

1. Do NOT use the word 'final' when naming documents or scripts!!
2. Do NOT use a pipe ( | ) when naming documents or scripts