

## Version Control Guidelines

The first article I found was published in April of 2013 which is older than the book we are reading. It says that whoever was the person who published last needs to make sure that their first and last name is on the first page in the header of the page or in the footer one every page. The author also needs to make sure that the version number is clearly shown on the first page and is repeated throughout the pages. This article also has a flow page of how things should go in order. It says that the order is:

1. Document date
2. Version number
3. First Draft
4. First Final
5. Revisions of the Final Version
6. Subsequent Finals

[https://files.nccih.nih.gov/s3fs-public/CR-Toolbox/Version\\_Control\\_Guidelines\\_ver2\\_07-17-2015.pdf](https://files.nccih.nih.gov/s3fs-public/CR-Toolbox/Version_Control_Guidelines_ver2_07-17-2015.pdf)

The second article was published in July 2017 which is also older than the book we are currently reading. This article had a bit more information on it and it was a bit similar to the first article. This says why it is so important for version control to be implemented. It says that it creates great records management, provides a systematic and consistent approach, Enables the latest final version to be found quickly at any time, and more. It even shows how the form would look when someone is publishing/starting the versions. Having a record like this definitely helps keep up with what happened last and makes sure no mistakes are made and no backtracking.

[https://www.abdn.ac.uk/staffnet/documents/policy-zone-information-policies/UoA\\_Version%20Control\\_July%202017.pdf](https://www.abdn.ac.uk/staffnet/documents/policy-zone-information-policies/UoA_Version%20Control_July%202017.pdf)

The last article I found was also published in 2021 by Ohio State university. One thing it has that the other two do not is a hyperlink to show you what the best practices are and even highlight them for you. It shows you what you should use and what you should not use. This is great for someone who has never really understood it and is trying to make sure they know they are following the right rules.

<https://library.osu.edu/sites/default/files/2021-12/guide-document-version-control-2021-v0.2.pdf>

I think that the last article was the best to make sure that you are following what you need to in today's world. I think that making sure you follow these guidelines you should be setup for success:

1. Name in the header or footer or page, or if a table make sure the author has an author column so they can be known for what work they published
2. Dating the publish
3. Saying what version of the version number it is
4. Making sure that you keep everything consistent

I feel if you do these 4 things you should not have a problem with version control.