



Random House, Inc. Filenaming Standards for RH Children's Publishing Printed Book Content Files in the U.S.

All filenames must consist of one option from each of the elements as described on this page. By your compliance, you will be using our character set standard of: a-z, A-Z, 0-9, periods, hyphens and underscores ONLY. No other characters will be permitted, including ! # \$ % & ' * () + , / : ; < = > ? @ [\] or any high-ASCII characters.

Under no circumstances are you to invent new designations for your content or use new designations without approval. If you feel a new designation is required or is missing from the Standard, please contact Rebecca Wintle (rwintle@randomhouse.com, 212-572-8778), who will coordinate any proposed new designations with the Naming Convention Sub-Committee.

Element:	Element 1- Mnemonic trigger	Element 2- ISBN-13 ISBN-10	Element 3- Content/Stage Identifier	Element 4- Content Component Identifier	Element 5- Revision Identifier	Element 6- File Format Identifier																																																																																																																																																																																																																																																																															
Description:	Allows for quick visual identification and alphabetical listing in a file directory.	Allows identification of a particular project to the exclusion of all others.	Identifies content of file and its stage in the production process.	Identifies which piece of the content is contained within the file.	Revision control number for tracking iterations.	Identifies the file format for the document.																																																																																																																																																																																																																																																																															
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Options: Interiors	<p>Consists of the first four letters of the author's last name or a combination of the Property and Format codes.</p> <table border="0"> <tr> <td>Properties</td> <td>Formats</td> </tr> <tr> <td>1D 101 Dalmatians</td> <td>AC Activity Book</td> </tr> <tr> <td>7H 7th Heaven</td> <td>BC Book & Cassette</td> </tr> <tr> <td>AG All Grown Up</td> <td>BG Big Golden Book</td> </tr> <tr> <td>AL Aladdin</td> <td>BT Bath Book</td> </tr> <tr> <td>AW Alice in Wonderland</td> <td>BX Box Set</td> </tr> <tr> <td>AT Atlantis</td> <td>CL Coloring Book</td> </tr> <tr> <td>BA Bambi</td> <td>DN Digest Novel</td> </tr> <tr> <td>BR Barbie</td> <td>JB Jellybean</td> </tr> <tr> <td>BM Batman Beyond</td> <td>LG Little Golden Book</td> </tr> <tr> <td>BH Bear in the Big Blue House</td> <td>PB Pictureback</td> </tr> <tr> <td>BB Beauty & the Beast</td> <td>PU Pull-A-Page</td> </tr> <tr> <td>BS Betty Spaghetti</td> <td>PS Posters to Color</td> </tr> <tr> <td>BC Blues Clues</td> <td>PT Painting Book</td> </tr> <tr> <td>BO Bob the Builder</td> <td>ST Sticker Book</td> </tr> <tr> <td>BL Buzz Lightyear</td> <td>TO Tattoo Book</td> </tr> <tr> <td>CM Cat in the Hat Movie</td> <td>XB Board Book</td> </tr> <tr> <td>CN Cinderella</td> <td>XH Hardcover Book</td> </tr> <tr> <td>CB Country Bears</td> <td>XP Paperback Book</td> </tr> <tr> <td>CU Disney Cuties</td> <td>XX Other Formats</td> </tr> <tr> <td>DC Disney Classics</td> <td></td> </tr> <tr> <td>DD Disney's Dinosaur</td> <td></td> </tr> <tr> <td>DF Disney Film</td> <td></td> </tr> <tr> <td>DM Disney Multiple Property</td> <td></td> </tr> <tr> <td>DE Dora the Explorer</td> <td></td> </tr> <tr> <td>DO Doug</td> <td></td> </tr> <tr> <td>DT Dragon Tales</td> <td></td> </tr> <tr> <td>DU Dumbo</td> <td></td> </tr> <tr> <td>EW Elmo's World</td> <td></td> </tr> <tr> <td>FA Disney Fairies</td> <td></td> </tr> <tr> <td>FR Frosty Snowman</td> <td></td> </tr> <tr> <td>HR Hercules</td> <td></td> </tr> <tr> <td>HV Heroes and Villains</td> <td></td> </tr> <tr> <td>JN Jimmy Neutron</td> <td></td> </tr> <tr> <td>JU The Jungle Book</td> <td></td> </tr> <tr> <td>JP Jurassic Park</td> <td></td> </tr> <tr> <td>KB Koala Brothers</td> <td></td> </tr> <tr> <td>LT Lady & the Tramp</td> <td></td> </tr> <tr> <td>LK Lion King</td> <td></td> </tr> <tr> <td>LS Lilo & Stitch</td> <td></td> </tr> <tr> <td>LB Little Bill</td> <td></td> </tr> <tr> <td>LC Little Critter</td> <td></td> </tr> <tr> <td>LM Little Mermaid</td> <td></td> </tr> <tr> <td>LL Lloyd in Space</td> <td></td> </tr> <tr> <td>MF Mickey and Friends</td> <td></td> </tr> <tr> <td>MM Mickey Mouse</td> <td></td> </tr> <tr> <td>MI Monsters, Inc.</td> <td></td> </tr> <tr> <td>MU Mulan</td> <td></td> </tr> <tr> <td>NK Nickelodeon Titles</td> <td></td> </tr> <tr> <td>NL Non-Licensed</td> <td></td> </tr> <tr> <td>OS Oswald</td> <td></td> </tr> <tr> <td>CO Peter Cottontail</td> <td></td> </tr> </table> <p>(Properties continued to right)</p>	Properties	Formats	1D 101 Dalmatians	AC Activity Book	7H 7th Heaven	BC Book & Cassette	AG All Grown Up	BG Big Golden Book	AL Aladdin	BT Bath Book	AW Alice in Wonderland	BX Box Set	AT Atlantis	CL Coloring Book	BA Bambi	DN Digest Novel	BR Barbie	JB Jellybean	BM Batman Beyond	LG Little Golden Book	BH Bear in the Big Blue House	PB Pictureback	BB Beauty & the Beast	PU Pull-A-Page	BS Betty Spaghetti	PS Posters to Color	BC Blues Clues	PT Painting Book	BO Bob the Builder	ST Sticker Book	BL Buzz Lightyear	TO Tattoo Book	CM Cat in the Hat Movie	XB Board Book	CN Cinderella	XH Hardcover Book	CB Country Bears	XP Paperback Book	CU Disney Cuties	XX Other Formats	DC Disney Classics		DD Disney's Dinosaur		DF Disney Film		DM Disney Multiple Property		DE Dora the Explorer		DO Doug		DT Dragon Tales		DU Dumbo		EW Elmo's World		FA Disney Fairies		FR Frosty Snowman		HR Hercules		HV Heroes and Villains		JN Jimmy Neutron		JU The Jungle Book		JP Jurassic Park		KB Koala Brothers		LT Lady & the Tramp		LK Lion King		LS Lilo & Stitch		LB Little Bill		LC Little Critter		LM Little Mermaid		LL Lloyd in Space		MF Mickey and Friends		MM Mickey Mouse		MI Monsters, Inc.		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edition</td></tr> <tr><td>rft</td><td>reformatted edition</td></tr> <tr><td>sr</td><td>short run</td></tr> <tr><td>fpo</td><td>junk art</td></tr> <tr><td>art</td><td>live art</td></tr> <tr><td>aup</td><td>author photo</td></tr> <tr><td>Lgo</td><td>imprint (or other) logo</td></tr> <tr><td>map</td><td>map</td></tr> <tr><td>rdp</td><td>audio reader photo</td></tr> <tr><td>bit</td><td>bits & pieces</td></tr> <tr><td>ba</td><td>back ad</td></tr> </table>	ms	manuscript	lay	layouts	spg	sample pages	1p	1st pass	2p	2nd pass	3p	3rd pass	4p	4th pass	xp	unknown or only pass	ins	insert	apx	audio cassette direct imprint	blid	sales blad	bgs	bound galleys	arc	advance reader's edition	rft	reformatted edition	sr	short run	fpo	junk art	art	live art	aup	author photo	Lgo	imprint (or other) logo	map	map	rdp	audio reader photo	bit	bits & pieces	ba	back ad	<table border="0"> <tr><td>fm</td><td>front matter (or fm1, fm2, etc if multi-file fm)</td></tr> <tr><td>cts</td><td>contents</td></tr> 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correction</td></tr> <tr><td>all</td><td>entire book interior, including ALL fm & bm</td></tr> <tr><td>001</td><td>sequential numbers for art, maps, logos, etc (ALL interior/insert artwork MUST use 3 digits)</td></tr> <tr><td>f001</td><td>junk art for Inserts ONLY</td></tr> <tr><td>s01</td><td>special effect (glitter ink, glow in dark ink) (s02, s03, etc)</td></tr> <tr><td>d01</td><td>die for shaped books (d02, d03, etc.)</td></tr> <tr><td>ad01</td><td>artwork for ba advertisement (ad02, ad03, etc)</td></tr> <tr><td>bas</td><td>base mechanical for flap book</td></tr> <tr><td>bck</td><td>back mechanical for flap book</td></tr> <tr><td>und</td><td>under mechanical for flap book</td></tr> <tr><td>cut</td><td>die-cut for ALL of book</td></tr> </table>	fm	front matter (or fm1, fm2, etc if multi-file fm)	cts	contents	ack	acknowledgements	frw	foreword	prf	preface	itr	introduction	c01	Chapter 1 (c02, c03, c10, etc)	01	sequential numbers for interior mechanicals not organized by chapters (02, 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used for final printing per impression are included in the SMART Archive.</p> <p>Revision control number does not always reflect the printing number.</p> <p>Revision control numbers ARE NOT optional.</p>	<p>Standard RH Formats</p> <table border="0"> <tr><td>.doc</td><td>Microsoft Word document</td></tr> <tr><td>.txt</td><td>text document</td></tr> <tr><td>.rtf</td><td>rich text format (Mac OS X text)</td></tr> <tr><td>.qxp</td><td>Quark Xpress 6 files</td></tr> <tr><td>.qxd</td><td>Quark Xpress 4 files</td></tr> <tr><td>.pdf</td><td>Portable Document Format</td></tr> <tr><td>.jpg</td><td>JPEG format (Web)</td></tr> <tr><td>.tif</td><td>Tagged Image File format</td></tr> <tr><td>.eps</td><td>Encapsulated PostScript format</td></tr> <tr><td>.psd</td><td>Adobe Photoshop format</td></tr> <tr><td>.ct</td><td>Scitex CT format</td></tr> <tr><td>.ai</td><td>Adobe Illustrator format</td></tr> <tr><td>.indd</td><td>InDesign document</td></tr> <tr><td>.indt</td><td>InDesign template</td></tr> 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format	.eps	Encapsulated PostScript format	.psd	Adobe Photoshop format	.ct	Scitex CT format	.ai	Adobe Illustrator format	.indd	InDesign document	.indt	InDesign template	.ra	Real Audio format	.ram	Real Audio master format	.wav	Wave format (audio)	.mp3	MPEG3 format (audio)	.ps	Postscript format	.bmp	bitmap image	.fh8	Macromedia FreeHand v8.	.fh9	Macromedia FreeHand v9.	.p65	Adobe Pagemaker v6.5	.pm5	Adobe Pagemaker v5.	.html	Hyper Text Markup Language	.css	Cascading Style Sheet	.opf	OEB Package File (MIME media type, text/xml)	<p>This filenaming standard was developed by the Random House, Inc. Digital Workflow-Production Sub-Committee. The Standard is now maintained by the Media Asset Development-Content Archive Team (MAD-CAT).</p> <p>Rebecca Wintle of MAD-CAT collects and documents all requests for changes to the Standard. The proposed changes/additions are then submitted to the Naming Convention Sub-Committee for discussion. Upon Committee approval, the new and changed elements are incorporated into the Standard. The MAD-CAT team then coordinates the addition of approved elements into the Standard's official documentation, and handles the publication and distribution of the amended Naming Standard documentation. We also coordinate the addition of new names into the Act SMART validation tool.</p> <p>MAD-CAT welcomes feedback or comments about anything your division handles which may not be adequately covered by this naming standard. We will do our best to accommodate the needs of all concerned while maintaining a standard that can be applied across all divisions of our diverse company.</p> <p>Thank you!</p> <p>MAD-CAT</p>
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