



# Random House, Inc. Filenaming Standards for eBook Content Files

All filenames must consist of one option from each of the six 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	Element 3- eBook Format Identifier	Element 4- Content Component Identifier	Element 5- Revision Identifier	Element 6- File Format Identifier	
<b>Description:</b>	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 the particular ebook format.	Identifies which piece of the content is contained within the file.	Revision control number for tracking iterations.	Identifies the file format for the document.	
<b>Sample:</b>	Gris_	9780375890369_037589036X_	oeb_	ack_	r1	.html	
<b>Options: Text</b>	<p>Consists of the first four letters of the author's last name.</p> <p>When there is no author, the project, book title, or series designation can be used.</p>	<p>Consists of either: all thirteen digits of an ISBN-13 or all ten digits of an ISBN-10 used consistently throughout the entire job.</p> <p>Must use either the ISBN-10 or ISBN-13 based names consistently throughout the entire set of files.</p> <p>When a job has a check digit that is the letter 'X', please ALWAYS CAPITALIZE the X in all filenames.</p>	<p>aer Adobe eReader*</p> <p>bbeb SonyReader</p> <p>dtd SonyReader</p> <p>epdf ePDF</p> <p>gb Glassbook*</p> <p>mb MobiPocket</p> <p>msr MSReader</p> <p>oeb Open eBook</p> <p>pp Palm Reader and/or Peanut Press</p> <p>rb RocketBook*</p> <p>rb1 REB1100*</p> <p>rb2 REB1200*</p> <p>sb SoftBook*</p> <p>soeb Secure Open eBook</p> <p>* Please note that the following formats are synonymous: rb and rb1 sb and rb2 gb and aer</p>	<p>fip Frontispiece</p> <p>tp Title Page</p> <p>toc Table of Contents</p> <p>ded Dedication</p> <p>epi Quotation/Epigraph</p> <p>loi List of Illustrations</p> <p>frw Foreword</p> <p>prf Preface</p> <p>ack Acknowledgements</p> <p>itr Introduction</p> <p>fm Front Matter (or fm1, fm2, if multi-file fm)</p> <p>p01 Part Title (p02, p03, etc)</p> <p>c01 Chapter 1 (c02, c03, c10, etc)</p> <p>all entire book interior, including ALL fm &amp; bm</p> <p>aft Afterword</p> <p>app Appendix</p> <p>nts Notes</p> <p>gls Glossary</p> <p>bm Back Matter (or bm1, bm2, if multi-file bm)</p> <p>bib Bibliography</p> <p>web Web Resources Directory</p> <p>ftn Footnotes</p> <p>ind Index</p> <p>ata About the Author</p> <p>cop Copyright Page</p> <p>ati About the Imprint</p> <p>adc Ad Card</p> <p>att About this Title</p> <p>rgg Reading Group Guide</p> <p>pai Photo/Art Inserts</p> <p>prv Preview</p> <p>qts Quotes</p> <p>un unencrypted MobiPocket file</p> <p>sbi Softbook Cover Image</p> <p>css Cascading Style Sheet (note this is both a Content Component ID &amp; a File Format)</p> <p>opf OEB Package File (MIME media type, text/xml) (note this is both a Content Component ID &amp; a File Format)</p>	<p>This must be a version tracking number using "r" and a numeric value.</p> <p>The SMART Archive database uses these numbers to handle the versioning of files.</p> <p>There is no need for a "final" designation as only files that were 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>.bmp bitmap images</p> <p>.css Cascading Style Sheet</p> <p>.ent Sony Reader files</p> <p>.gif GIF image files</p> <p>.html HTML documents</p> <p>.imp REB1200 edition file</p> <p>.jpg JPEG image files</p> <p>.key REB1200 encryption file</p> <p>.lit Microsoft Lit file</p> <p>.lrf Sony Reader files</p> <p>.mpg MPG Audio Format</p> <p>.oeb Open eBook container file</p> <p>.opf OEB Package File (MIME media type, text/xml)</p> <p>.pdb PalmReader files</p> <p>.pdf Portable Document Format</p> <p>.pml PalmReader files</p> <p>.png PNG image file</p> <p>.prc PalmReader resource file and/or MobiPocket file</p> <p>.txt text document</p>	<p>This file-naming 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 ebook 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.</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>
<b>Options: Images</b>				<p>cvi Cover Image</p> <p>cvt Cover Thumbnail</p> <p>L01 Logo (L02, L03, etc)</p> <p>001 Artwork (002, 003, etc)</p> <p>m01 Map (m02, m03, etc)</p> <p>ap1 Author Photo (ap2, ap3, etc)</p> <p>cvip Cover Image for Pocket PC</p> <p>cvsp Sidebar/Spine image</p> <p>rbi Rocketbook Cover Image</p> <p>ppl Pocket PC Library Thumbnail</p>			
<b>Options: Alternate Media</b>				<p>vid Video</p> <p>aud Audio</p> <p>fls Flash</p>			
<b>Specifications</b>			<p>spc Specs</p>	<p>cmp composition spec form</p> <p>ecl ebook archive checklist</p> <p>sap SAP network specs</p> <p>log artwork log</p> <p>rcl Reprints checklist</p> <p>ent eBook notes</p> <p>evr eBook verification notes</p>			