

JPA NAMING CONVENTION CLIENT PROCEDURE

Attachment A

JPA Naming Convention:

Your CSR will assign you a three-digit job number.

File names begin with this three digit number, followed immediately by the two digit issue number, as indicated below:

JA - January	JL - July	WI - Winter
FE - February	AU - August	SP - Spring
MR - March	SE - September	SU - Summer
AP - April	OC - October	FA - Fall
MY - May	NO - November	
JN - June	DE - December	AN - Annual

A bi-monthly should be named the first month of the issue (JA for January February).

A quarterly can be named with the first month of the issue, or as the season (FA for Fall).

The two digit year follows the issue number (08 for 2008), followed by an underscore, the letter p (*for page*), and the pages in the file (001-010) See notes, below on saddle stitch versus perfect bound.

Saddle stitch files need to be named based upon position in the magazine, not the particular folio number printed on any given page. Some saddle stitch body pages begin as folio 1, others as folio 3. The position of 3 is independent of the folio number. Positions start with position 1 being the outside front cover. Position is referred to as "Part Pages" in Delano.

Position page numbers 001-010 (ofc being page 1, ifc being page 2, 1st page of body being page 3....) would appear similar to this: 040AU08_p001-010.ps(pdf)

If cover and body pages are uploaded separately, the ofc still needs to be supplied as page 1. You may have a cover file named 040AU08_p001_002_055_056.ps(pdf) and a body file named 040AU08_p003-013.ps(pdf).

Perfect bound files need to be sent as covers and as body.

Cover pages should be labeled as 1 through 5 as the following positions:

040AU08_C1-C5.ps(.pdf) = Cover 1 (ofc) Cover 2 (ifc) Cover 3 (ibc) Cover 4 (obc)
Cover 5 (spine). The spine should be centered in the pdf.

Body pages should be labeled as 1 thru the last page of the book:

040AU08_p001-010.ps(pdf) = Pages 1 thru 10 of the body

Regardless of perfect bound or saddle stitch, pages should be saved and uploaded in 10 page increments.