

AAMS Naming Conventions

December 2018



Within AAMS, most standards require you to upload files or allow you to create and upload supplementary files. In order to streamline the document library and allow for ease of file location (and also standardized naming conventions), please follow these practices:

Writing Conventions

1. Use first-person active voice when writing.
2. One space after periods as spaces are considered part of the character count.
3. The Oregon State University College of Pharmacy will be referred to as the **College**. Note: Capital C.
4. Reference to the university will be **University**. Note: Capital U.
5. Reference to the campuses will be **Corvallis campus** or **Portland campus**, not OHSU campus.
6. Limit jargon, acronyms or other terms used internally; however, we know that acronyms will be necessary. There will be a list of acronyms in the prelude.

Documents/Supporting References

1. If you are linking to an URL, please make sure that link will not move or be edited between the time that you attach the URL address and the site visit.
2. When referring to appendices in the narrative please use the following format: **Appendix [Standard Number] [Letter in alphabet][Indication if this is a required or optional appendix]**
 - a. *Appendix 24A: Required*
 - b. *Appendix 10H: Optional*
 - c. *Appendix 25C: Required*
3. Save files with the following naming protocol: **Standard Number and letter and a Good Description of the Document Title**. For example:
 - a. *Appendix 7A Strategic Plan – Development Process*
 - b. *Appendix 7B Strategic Plan – Outcomes and Implementation*
 - c. *Appendix 11H IPE Vision, Mission & Goal Statements*
 - d. *Appendix 24A PharmD Assessment Plan 2018-2019*
4. Please plan on working with Tanya Ostrogorsky when you are getting ready to start uploading final versions of documents. We have a standard template for Word documents and she will help attend to consistency in style and presentation.

If you need a document or a webpage made, please contact Tanya Ostrogorsky who will create the document or coordinate the creation of the webpage and put it in the “Documents” Tab within AAMS for your selection.