Magazine and Newsletter Scan Naming Conventions

Magazines:

Title	Title of cover article/Subject/ Publisher	Date
LLC Nove	Kennedy's Strategy For The '64 Election	Aug. 10, 1063
U S News	The Pentagon Jumps Into The Race Fight	Aug. 19, 1963

usnews_1963_08_01.jpg

LIFE (Special Issue)	World War II	Spring-Summer
,	World War II	1985

life_1985_spring.jpg

Liberation

liberation_1977_03-04.jpg liberation_1977_03-04_p01.jpg liberation_1977_03-04_p03-04.jpg

- 1. Normally only the cover only the cover needs to be scanned unless specified
- 2. The difference between a newsletter and magazine can be hazy. If it is the first issue of a particular publication we have received, find out if it is a magazine or newletter, or make an executive decision if it is not clear. If you are not sure if we already have the publication, find out. If there we have already made an index of the publication, name them as they are listed. Generally, magazines will not have a volume or issue number listed.
- 3. Magazine title with no spaces (may be abbreviated if the title is very long, but make sure the abbreviation is consistent)
- 4. Four digit year
- 5. Two digit month (omit if not specified). If the issue is dated by season (i.e., spring), use the season instead of month and day.
- 6. Two digit day (omit if not specified)
- 7. If you are scanning more than one page from the same magazine, include the page number at the end.
- 8. Separate with underscores; no spaces
- 9. No capitalization
- 10. Shorter file names are better, but make sure all the relevant information is there for sorting and matching purposes

For "Newsletters"

The volume and issue number are usually more visible on these than on the magazines and are usually listed in our indices as such. The same basic rules apply to newsletters except use the volume and issue numbers instead of the date.

JFK Deep Politics Quarterly, 5 issues	Vol. 1, No. 2 January 1996	January 1996	JFK/Deep Politics Quarterly.	PO Box 174 Hillsdale, NJ 07642
			Jan Stevens, Walt Brown, editors	

dpq_v01_n02.jpg

Occasionally an issue may have two issue numbers, or be a special issue between issues.

Grassy Knoll Gazette	14	5&6	October&December, 1990			
gkg_v14_n05-06.jpg						
Grassy Knoll Gazette	15	dividend	January, 1989			
Grassy Knoll Gazette	16	dividend	January, 1990			
Grassy Knoll Gazette	16	dividend	February, 1990			

gkg_v15_div.jpg

gkg_v16_div1.jpg

gkg_v16_div2.jpg