

Document Naming Conventions

Operational Data Portal

Uganda: Population Snapshot - 31 May 2019 South Sudan Situation: Population Dashboard - 30 April 2019
--

Location

The title of the document should always begin with the location name at either country or regional level. The location name (followed by a colon) should be added at the beginning of the title. *E.g. Uganda: Settlement Profile - Rhino - April 2019, instead of Settlement Profile - Rhino - April 2019.*

In case the document refers to multiple countries or a situation, the name of the region or situation could be added, e.g. Burundi Situation: Population Dashboard - 30 April 2019.

Title

The title of the document follows the location after a colon, and should be descriptive of the content and indicate the type of the document (a map, factsheet, dashboard, update, etc.).

Date

Unless the date is part of the original title, there is **no need to add it** as the date is already shown in the metadata.

Exception: The date should be added when two (or more) documents, often belonging to a series, have the exact same title. The date, in a [Day] Month Year format should be added at the end of title, e.g. Lebanon: National Inter-Sector mailing list - May 2019.

Capitalization

Titles and descriptions should be written in title case. This means only using capital letters for the principal words, e.g. Zambia: Sector Updates July 2019, instead of SECTOR UPDATES.

Symbols and characters

Kindly ensure that the title doesn't contain symbols and special characters such as ' _ ' (underscore). E.g. 'UNHCR Niger - Chiffres DREC - Avril 2020' instead of 'Chiffres_DREC_Avril2020'

+Format

It is preferable to upload documents in PDF format to the portal rather than editable file formats, such as doc or docx.