



ANNEX 3.9 to Part III

DIRECTORY STRUCTURE AND FILE NAMING CONVENTIONS

Journal of ITU (ITU001)

The root identifier for the *Journal of ITU* is ITU001.

<i>Directory structure - Levels</i>	<i>Naming convention</i>	<i>Examples</i>
There will be a directory level (folder) for each year.	ITU001-yyyy where: yyyy = year of publication	ITU001-1869 ITU001-1870 ITU001-1871
Within each year, there will be a sub-directory (sub-folder) for each issue in each language.	ITU001-yyyy-nn-[language] where: nn= issue number language = according to ISO 639-1	ITU001-1869-01-fr ITU001-1869-02-fr ITU001-1870-01-fr

The *file name* for each TIFF image file will consist of:

- the root identifier
- the year (4 digits)
- the issue number (2 digits)
- the language, according to ISO 639-1
- an image sequence number for each page scanned. Image sequence numbers must consist of 3 digits.

Image file names will have an extension of .tif.

Complete example:

<i>Directory level</i>	<i>Sub-directory level</i>	<i>File name</i>
ITU001-1869	ITU001-1869-01-fr	ITU001-1869-01-fr-001.tif
		ITU001-1869-01-fr-002.tif
		ITU001-1869-01-fr-003.tif
	ITU001-1869-02-fr	ITU001-1869-02-fr-001.tif
		ITU001-1869-02-fr-002.tif
		ITU001-1869-02-fr-003.tif
ITU001-1870	ITU001-1870-01-fr	ITU001-1870-01-fr-001.tif
		ITU001-1870-01-fr-002.tif



Indexes for the Journal of ITU (ITU002)

The root identifier for the *Indexes for the Journal of ITU* is ITU002.

<i>Directory structure - Levels</i>	<i>Naming convention</i>	<i>Examples</i>
There will be a directory level (folder) for each year and language.	ITU002-yyyy-[language] <i>where:</i> yyyy = year covered by the index language = according to ISO 639-1	ITU002-1962-fr ITU002-1962-en ITU002-1963-fr

The *file name* for each TIFF image file will consist of:

- the root identifier
- the year covered by the index (4 digits)
- the language, according to ISO 639-1
- an image sequence number for each page scanned. Image sequence numbers must consist of 3 digits.

Image file names will have an extension of .tif.

Complete example:

<i>Directory level</i>	<i>File name</i>
ITU002-1962-fr	ITU002-1962-fr-001.tif
	ITU002-1962-fr-002.tif
	ITU002-1962-fr-003.tif
ITU002-1962-en	ITU002-1962-en-001.tif
	ITU002-1962-en-002.tif
	ITU002-1962-en-003.tif
ITU002-1962-es	ITU002-1962-es-001.tif
	ITU002-1962-es-002.tif
	ITU002-1962-es-003.tif



Table of Artificial Satellites Launched (ITU003)

The root identifier for the publication set *Table of Artificial Satellites Launched* is ITU003.

<i>Directory structure - Levels</i>	<i>Naming convention</i>	<i>Examples</i>
There will be a directory level (folder) for each year covered by the publication and language.	ITU003-yyyy-[language] <i>where:</i> yyyy = year covered by the publication language = according to ISO 639-1	ITU003-1967-fr ITU003-1967-en ITU003-1967-es ITU003-1968-fr

The *file name* for each TIFF image file will consist of:

- the root identifier
- the year covered by the publication (4 digits)
- the language, according to ISO 639-1
- an image sequence number for each page scanned. Image sequence numbers must consist of 3 digits.

Image file names will have an extension of .tif.

Complete example:

<i>Directory level</i>	<i>File name</i>
ITU003-1967-fr	ITU003-1967-fr-001.tif
	ITU003-1967-fr-002.tif
ITU003-1967-es	ITU003-1967-es-001.tif
	ITU003-1967-es-002.tif
ITU003-1968-fr	ITU003-1968-fr-001.tif
	ITU003-1968-fr-002.tif



Peaceful Uses of Outer Space (ITU004)

The root identifier for the publication set *Report by the International Telecommunication Union on telecommunication and the peaceful uses of outer space* is ITU004.

<i>Directory structure - Levels</i>	<i>Naming convention</i>	<i>Examples</i>
There will be a directory level (folder) for each year covered by the publication and language.	ITU004-yyyy-[language] where: yyyy = year covered by the publication language = according to ISO 639-1	ITU004-1962-fr ITU004-1962-en ITU004-1962-es ITU004-1963-fr

The *file name* for each TIFF image file will consist of:

- the root identifier
- the year covered by the publication (4 digits)
- the language, according to ISO 639-1
- an image sequence number for each page scanned. Image sequence numbers must consist of 3 digits.

Image file names will have an extension of .tif.

Complete example:

<i>Directory level</i>	<i>File name</i>
ITU004-1962-fr	ITU004-1962-fr-001.tif
	ITU004-1962-fr-002.tif
ITU004-1962-en	ITU004-1962-en-001.tif
	ITU004-1962-en-002.tif
ITU004-1963-fr	ITU004-1963-fr-001.tif
	ITU004-1963-fr-002.tif



Information booklets (ITU005)

The root identifier for the publication set *Information booklets* is ITU005.

<i>Directory structure - Levels</i>	<i>Naming convention</i>	<i>Examples</i>
There will be a directory level (folder) for each booklet in each language.	ITU005-yyyy-nn-[language] <i>where:</i> yyyy = year published nn = sequential booklet number language = according to ISO 639-1	ITU005-1965-01-fr ITU005-1965-01-en ITU005-1968-02-fr ITU005-1969-03-fr ITU005-1969-03-es

The *file name* for each TIFF image file will consist of:

- the root identifier
- the year published (4 digits)
- the sequential booklet number (2 digits)
- the language, according to ISO 639-1
- an image sequence number for each page scanned. Image sequence numbers must consist of 3 digits.

Image file names will have an extension of .tif.

Complete example:

<i>Directory level</i>	<i>File name</i>
ITU005-1965-01-fr	ITU005-1965-01-fr-001.tif
	ITU005-1965-01-fr-002.tif
ITU005-1965-01-en	ITU005-1965-01-en-001.tif
	ITU005-1965-01-en-002.tif
ITU005-1968-02-fr	ITU005-1968-02-fr-001.tif
	ITU005-1968-02-fr-002.tif