



Content Manager (CM)

Business Rules and Naming Conventions

1.1.1.1. Duplication of Entry

Duplicate titled documents cannot be added to Content Manager (CM) - a prevent message will display to prevent an identical title being added.

1.1.1.2. Document Title Structure

- a) Document titles should NOT be constructed as a sentence but have sufficient information to explain their context or meaning without having to read the document – it is helpful to identify three key words to describe title -- the use of hyphens is encouraged (see below for details).
- b) Excessively wordy titles should be avoided.
- c) Unique identifiers e.g. project codes, agreement numbers can be useful to include.
- d) There is no requirement to copy the subject line of a memorandum, email or letter unless it represents an accurate précis of the document.
- e) The maximum number of characters allowed for the title is 512 characters.
- f) Sentence Case should be used i.e. the first letter of the sentence is capitalised, with the rest being lower case (certain exclusions apply, e.g. proper nouns).

1.1.1.3. Punctuation and Special Characters

a) Punctuation and Special Characters

These should be avoided in titles to assist the search engine.

The following characters and punctuation are NOT to be used in document titling:

~ ` ! @ # \$ % ^ & * () < > / ? [] { } \ | : ; + = , .

b) Hyphen (-)

The use of hyphens is recommended as an alternative way to add more meaning or clarity to your document and file titles.

e.g.: Records Services - Staff meeting - Agenda - 11 January 2012

Use hyphens when critical to names or locations. These are considered as one word with no spaces around the hyphen e.g.:

- Curry-Kenny, Lisa
- Office of the Vice-Chancellor

Hyphenated words such as co-ordination should not have the hyphen inserted; use the full spelling of the word e.g. coordination, email.

c) Apostrophe (')

Use within personal, organisation, school or location names. Do not use for emphasis, e.g. University 'best' practice.

- O'Bryan, Jack
- John's Paint Supplies

1.1.1.4. Acronyms

Acronyms that are commonly used in university business can be used in Document titles only. The full name and acronym will be used when Records Services create the file in HPRM. Acronyms should always be listed with capital letters, and without any punctuation e.g. full stops, etc. e.g. Australian Centre for Plant Functional Genomics ACPFG, CSIRO, NHMRC.

1.1.1.5. Spelling

Use English Australian spelling (e.g. organisation, finalised, etc), unless American spelling is part of a proper name (e.g. Australian Labor Party, program).

1.1.1.6. Abbreviations

Abbreviations should NOT be used except for titles (e.g. Mr, Mrs, Ms, etc).

1.1.1.7. Dates

The following date formats must be used.

Date	Representation	Example
Year	YYYY	2021
Year range	YYYY to YYYY	2015 to 2021
Month and year	Month YYYY	March 2021
Day, month and year	DD Month YYYY	15 March 2021

1.1.1.8.

1.1.1.9. Ordinals

Ordinals (e.g. 1st, 2nd, etc) should not be used in file titles up to and including ten. Type out in full (e.g. first, second, etc). When it is a centenary or later, use ordinals e.g. 125th.

1.1.1.10. Personal Names

Personal names in Human Resources and Research file titles are always represented as:

EMPL ID - Title - First name - other names - SURNAME (in capitals) Post-nominals.

e.g.

- 1234567 - Professor John Grant CITIZEN AO
- 2345678 - Ms Jane Anne CITIZEN

Names should be entered strictly as they are spelt, including spaces and punctuation:

O'BRIEN, McCREEDY, MacDONALD, Mc DONALD

Initials should NOT be used if the full name is known (this will ensure accurate records in the future).

If no full name is available initials should be separated by a space **without a full stop**.

- Professor J HOUSE

1.1.1.11. Use of Titles/Honorifics

Document titles should only include titles (Mr, Mrs, Ms), post nominals (PhD, DipEd, MP) or honorifics (Sir, Madam, HRH, The Hon,) if it is critical to the document's précis. Where possible do not use these terms. Notes can be added if necessary to the record.

1.1.1.12. Use of Common Terms (Noise Words) (FW: RE: etc) in Titles

FW, RE, CC, BCC and other terms commonly used in email subject fields and précis should NOT be used in file or document titles. These words slow the search engine in Content Manager.

1.1.1.13. Employee ID, Student, Login or Project Numbers

Always write student, login, project and all other numbers as the number alone. If required, use the prefixes "Student", "Staff", "Project" but not "Number", "ID" or "#". If letters or other characters are critical to the number (e.g. a project number which includes special characters as unique identifiers), include them without a space adjacent to the number.

E.g.

- Student 1022776
- NHMRC 883886A
- Staff a1022554
- Contract Number 13/14-113

1.1.1.14. Websites, Email Addresses, etc

Use websites and email addresses only if critical to the title. Enter exactly as they are represented, without spaces. For example: www.adelaide.edu.au or records.management@adelaide.edu.au

If this is not critical to title of document or file, but is useful information, enter in NOTES field.

Contact Us

For further support or questions, please contact Records Services on **8313 5334** or records.services@adelaide.edu.au