I N D C INTERNATIONAL NUCLEAR DATA COMMITTEE

Procedure for Document Archival at the IAEA-NDS

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Abstract

Internal procedures are described for the archiving of documents in electronic form produced by the IAEA-NDS. They refer to the INDC and IAEA-NDS series of reports.

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1. Scope

The procedure refers to the internal documents in electronic form produced at the IAEANDS, including:
- INDC series: reports on results of work related to projects carried out within the IAEA-NDS,
- IAEA-NDS series: documentation of programs and databases available from and maintained at the IAEA-NDS,
- Other.

The procedures do not apply to Agency publications such as TECDOCs and open Technical Reports, for which other IAEA procedures apply.

2. Procedures

The procedures refer to:

- Document format,
- Document components for archiving,
- Version control,
- Archiving,
- Nomenclature,
- Dissemination.

2.1. Format
Standardized format for the documents is prescribed which follows the Agency instructions for formatting, namely:

2.1.1. Page Layout
- Paper size: A4.
- Page set-up: Margins: top 2 cm; bottom 2.5 cm; left/right 2.5 cm.
- Header/footer 1.25 cm from edge.
- Justification: Full.
- Line spacing: Line spacing should be set at 1. The first line of a paragraph **should not** be indented. Leave a line space between paragraphs.
- Numbering of pages: In footer, centred, with numbers in Times New Roman 11 point.
- Headings: **Should not** be indented. Roman numerals, the number should always end with a full stop.
- Section headings: Bold 14 point.
- Sub section headings: Bold 12 point.
- Sub sub section headings: Bold 12 point.

2.1.2. Fonts
- Font and point size for text: Times New Roman 11 point.
- Footnotes: Arabic numerals, Times New Roman 10 point.
- Do not underline: Use *italics*, **bold** or ***bold italics*** instead.

2.1.3. Figures and Tables
- Do not wrap text around tables and figures. Tables and figures should be placed at the top or bottom of the page if possible).
- Figures: Line drawings should not contain detail that will not reproduce clearly at the final, printed page size (e.g. plotted symbols, fine lines and shading).
- Figure numbering and captions (below figure): Arabic numerals, Times New Roman 11 point italics.
- Table numbering (above table): Roman numerals, Times New Roman 11 point.
- Table formatting: Use horizontal lines only, i.e. do not use boxes.

This report has been formatted in the prescribed style to serve as an example.

Old documents may deviate from the prescribed format, but documents released after October 2005 should follow the guidelines described herein. The preferred form of electronic document source is "MS-Word".

Templates for the preparation of documents are available from the IAEA-NDS secretarial support as follows:

INDC.dot for the INDC document series,
IAEANDS.dot for the IAEA-NDS document series.

2.2. Document components for archive

Components for archiving include all elements (i.e. files) that are necessary to assemble the final document, such as:

- Source document in MS-Word,
- Original pictures, preferably in vectorised format (if available), such as:

  o PostScript (ps),
  o Encapsulated PostScript (eps),
  o Windows Metafile format (wmf),
  o jpeg, jpg, etc.

- Final file in pdf format. As a rule, this should be a single pdf file. Desired features are:

  o text searchable,
  o containing bookmarks for chapters and sections.

If applicable, source data files, from which the plots are generated can also be archived (Excel files or tabulated data in ASCII format).

2.3. Version control

Updates to the original release of a document are possible. An updated version of the document should be clearly labelled on the front page after the document series number.

After the cover page, the list of released versions of the document should be given, with fewline statement of the date and purpose of the update.

2.4. Archival

Archival elements of a document should be maintained by the archive master in such a way as to be easily identified with the particular document, and that all elements are easily retrieved; for example, as separate subdirectories or in a single compressed file for each document separately.

The archive must be done in a computer environment with a well-secured and regular backup system.

2.5. Nomenclature

There may be some flexibility in the naming conventions for auxiliary archived elements such as picture files, data files, etc. However, the name of the main file must conform to the rules as follows:

INDC series: "`INDC-aaa-nnnn.ext`"
where:

> "`aaa`" is the country designation
> "`nnnn`" is a four-digit number; document numbers lower than 1000 should be padded with zeroes.
> "`ext`" is the extension "`doc`", "`pdf`", etc.

The above is the generic name of the currently valid document version n (i.e. the most recent version of the document). Whenever a new version is released, the old one should be saved with the naming convention "`INDC-aaa-nnnn_Vxxx.ext`", where "`Vxxx`" is the version designation.

IAEA-NDS series: "`IAEA-NDS-nnnn.ext`"
where:

> "`nnnn`" is a four digit number
> "`ext`" is the extention "doc", "pdf", etc.

2.6. Dissemination

As a rule, documents are disseminated to outside users in hardcopy or as a pdf file. Other archival elements can be made available to the authors and contributors as judged necessary by the responsible project officer.

3. Responsibilities

- IAEA-NDS secretary is responsible for keeping the document templates and providing them to the authors or project officers on request.
- IAEA-NDS Head appoints the "archive master", who is responsible for the technical aspects of maintaining the document archive.
- Archive master is responsible for checking that document elements provided by the authors and/or project officer conform to the specifications. The archive master is also responsible for the archive maintenance and backup.