

DOCUMENT NAMING GUIDELINES



In keeping with best practice and [organisational strategy](#), the REGI Unit is moving towards becoming a paperless office. All documents (excluding legal documents, i.e. contracts, agreements) are required to be submitted electronically via email to regi@barwonhealth.org.au.

In order to assist with the timely review of your application and to facilitate document tracking, the REGI Unit has introduced standardised document naming. Researchers are requested to name their documents as outlined below, prior to submission to the REGI Unit. Documents which are not named in this format will be returned to the sender for re-naming and re-submission.

The standardised naming format for all documents is:

Barwon Health Reference Number - Document Name - Version Number - Date (dd.mm.yyyy)
E.g. *14.00 Protocol Version 1 dated 17.07.2014*

Underscores, dashes, and full stops are suitable in your file names. Please avoid using the following special characters (e.g. / \ | # \$ ^ & *) for ease of electronic filing.

When amending documentation, it is important to implement clear document management and version control processes to enable clear and efficient identification of the changes within documents, and to differentiate between versions. For example:

- **'Tracked changes' and/or 'comments'** within the revised documents should be used to signify where alterations have been made; and
- **Amended version numbers** should be used (using whole numbers) in document naming. (e.g. Version 1 - dated dd.mm.yyyy, Version 2 - dated dd.mm.yyyy).

Please note: Individual documents should be submitted as separate attachments in order to assist in a timely review, and for ease of filing – any attachments where documents have been scanned into one file (including those for the same project), will be returned to the sender. Documents that are submitted via Google Drive or Good Documents will not be accepted.

Please contact the REGI Unit by emailing regi@barwonhealth.org.au if you require further clarification.