Division of Enterprise Technology

Documentation

Document Revision and Numbering Standard

Contents

Drafting the Document

There are specific templates for several documents types, so be sure to check the branding page first. Also check whether there is an existing document for your subject. If there is, update it. Transfer it to the newest template if this has not already been done.

Insert a *Draft* watermark on the document until the final version. Replace *Subject* in the header of this template with your service or product name. Replace *Title* with the rest of the document title. Be consistent with the service/product name throughout the document. If you will be using an abbreviation or acronym, use the full name the first time with the abbreviation or acronym in parentheses, and then (optionally) use the short form for repeated references.

You may include any illustrations (screenshots, diagrams, etc.) throughout the document, as appropriate.

Before you complete the draft, replace ALL of the template introduction text with your own brief introduction to the subject of the document. Replace any instructional or placeholder text with your specifics. Keep it simple and clear, not heavy with every possible detail. Use spellcheck but don't rely on it to catch everything. Solicit feedback from the appropriate parties during the drafting process.

Revision Box

Date

In the revision box, record the date in this form: month, day, full year, e.g., 4/30/2017, 12/21/2019.

Draft Version Numbering

Drafts will increase by .1. The first draft will be 0.1, followed by 0.2, 0.3, etc. These continue after the dot even when going into additional digits (0.10, etc.). Version numbers are not read as decimals.

Date	Version	Editor / Author	Notes
4/27/2016	0.1	Jane Doe	Initial draft
4/30/2016	0.2	Miles Standish	Added information about State requirements.
5/2/2016	0.3	Abigail Adams	Revised to standardize verbiage.

Example - Revision Box: Drafts

Draft versions after the finalized document 1.0 will be 1.1, 1.2, etc., but these numbers (and rows) will not be included in the published version, which will go to 2.0, 3.0, etc. Drafts after the finalized 2.0 will be 2.1, 2.2, etc.

Changes made during the drafting process will be recorded in the draft versions under *Notes*. (Again, do not include these rows in the final document.) Under *Notes*, Version 0.1 will only have "Initial draft." In drafts that follow final document 1.0, record the changes during the drafting process as before. These will be brought together in the final document as a summary under *Notes*.

Date	Version	Editor / Author	Notes
6/1/2016	1.0	Jane Doe	Initial version
5/1/2017	1.1	Atticus Finch	Draft version working toward 2.0 final. Reviewed with minor changes only.
5/3/2017	1.2	Jane Doe	Added new info regarding solution change.
5/10/2017	1.3	Jane Doe	Edited for clarity. Updated to current template.

Example - Revision Box: Drafts After First Final Version

Bring the recorded changes from the drafts together in the final version (2.0, etc.) as a summary under *Notes*.

Date	Version	Editor / Author	Notes
6/1/2016	1.0	Jane Doe	Initial version
6/1/2017	2.0	Jane Doe	Reviewed with minor changes only. Added new info regarding solution change. Edited for clarity. Updated to current template. Final.

Example 1 - Revision Box: Versions After First Final Version

OR:

Date	Version	Editor / Author	Notes
6/1/2016	1.0	Jane Doe	Initial version
6/1/2017	2.0	Jane Doe / Atticus Finch	Reviewed with minor changes only. Added new info regarding solution change. Edited for clarity. Updated to current template. Final.

Example 2 –Revision Box: Versions After First Final Version

A Word About Rows

When you need a new row in the revision box, go to the last column and hit <TAB>. Do not keep extra empty rows for next time. However, when working with others in the drafting process, you may want to include one extra row for revisions with the next number so that the numbering remains consistent. Do not do this in the final version.

Date	Version	Editor / Author	Notes
6/1/2016	1.0	Jane Doe	Initial version
5/1/2017	1.1	Jane Doe / Atticus Finch	Draft version working toward 2.0 final. Reviewed with minor changes only.
5/3/2017	1.2	Jane Doe	Added new info regarding solution change.
5/10/2017	1.3	Jane Doe	Edited for clarity. Updated to current template.
	1.4		

Extra Row in Drafts Only for Consistent Numbering

Non-Standard Numbering from Older Documents

Note: Lorem Ipsum filler text is used in the Notes column for this section below, except for the new row.

Some earlier versions of documents use other numbering formats or inconsistent numbering. They might include draft rows and/or numbering in the final version or repeat the version number above, for example. Count the number of previous versions listed. For your new revision row, start .1 after that, preparing to go to the next full number in the final.

For instance, if you have the numbering below . . .

Date	Version	Editor / Author	Notes
3/4/2014		George Knightley	Lorem ipsum dolor sit amet, consectetur adipiscing elit.
5/1/2014	1.1	Adela Rogers St. John	Curabitur arcu magna, fermentum nec accumsan eu, maximus non dolor.
9/2/2014	1.2	James Moriarty	Integer risus dui, volutpat sit amet ligula non, suscipit volutpat augue.
2/10/2015	1.2	Charles DeGaulle	Nunc dignissim eleifend purus a porttitor.

. . . you count the revision rows. In this case, there are four previous versions in the published document. Your new draft will start as 4.1 working to a new final version of 5.0. Leave the numbers as listed but transition to the current format. This is highlighted in draft and final for next two tables.

Date	Version	Editor / Author	Notes
3/4/2014		George Knightley	Lorem ipsum dolor sit amet, consectetur adipiscing elit.
5/1/2014	1.1	Adela Rogers St. John	Curabitur arcu magna, fermentum nec accumsan eu, maximus non dolor.
9/2/2014	1.2	James Moriarty	Integer risus dui, volutpat sit amet ligula non, suscipit volutpat augue.
2/10/2015	1.2	Charles DeGaulle	Nunc dignissim eleifend purus a porttitor.
9/27/2017	4.1	Jo March	Draft version working toward 5.0 final. Reviewed with minor changes only. Consolidated revision numbering going forward.

Date	Version	Editor / Author	Notes
3/4/2014		George Knightley	Lorem ipsum dolor sit amet, consectetur adipiscing elit.
5/1/2014	1.1	Adela Rogers St. John	Curabitur arcu magna, fermentum nec accumsan eu, maximus non dolor.
9/2/2014	1.2	James Moriarty	Integer risus dui, volutpat sit amet ligula non, suscipit volutpat augue.
2/10/2015	1.2	Charles DeGaulle	Nunc dignissim eleifend purus a porttitor.
10/20/2017	5.0	Jo March / Cyrano Rostand	Reviewed with minor changes only. Updated links. Consolidated revision numbering going forward. Final.

Finalizing the Document

These steps may be done by the person preparing the document for publication.

After proofing and saving the last draft, save it as the final document (e.g., Network Server_General_Final_1.0). Remove the *Draft* watermark. Final documents will increase by 1.0. The initial document will be 1.0, followed by 2.0, 3.0, etc. Under *Notes*, Version 1.0 will only have "Initial version." In drafts that follow final document 1.0, the changes were recorded during the drafting process as before. These will be brought together in the final document as a summary under *Notes*. Remove extra rows that were part of the drafting process. Adjust columns as needed. Update the table of contents (click on the Table of Contents heading→Update Table→Update entire table). Save your changes.

Unless it is a template, save the document as a PDF under the name it will be published to the portal (this may be a shortened version of the name, as the display name can be applied separately) as a PDF. If you are creating a template, save the document in template form only.

Appendix: Example – History of a Document Through Two Versions

Breaks between tables show draft rows do not carry over to final versions.

Date	Version	Editor / Author	Notes
4/27/2016	0.1	Jane Doe	Initial draft.
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Date	Version	Editor / Author	Notes
6/1/2016	1.0	George Knightley	Initial version
6/1/2017	2.0	Adela Rogers St. John	Reviewed with minor changes only. Added new info regarding solution change. Edited for clarity. Updated to current template. Final.

If there are any questions about this, please contact the Policy Initiatives Office.