

Attachment File Guidelines

for students and faculty How to submit attached files via email

To avoid confusion, we at CES ask that our students always (ALWAYS) add their name as part of the title *of any attached file that they email to us*.

In any given day, CES receives many emails and many of them are from students submitting files though email attachment.

When these files are downloaded, they can be confused with other attached files that arrive from other students.

For example, if Bob, Ted, and Mary all send in their Learning Contract for submission at the same time, we might have three files downloaded into our system that are titled simply **LearningContract.doc**. Which is which? Whose is whose?

And, this is the same with term papers. The title **TermPaper.doc** is not very helpful.

So, here are the attachment file guidelines . . .

1. First, and foremost, your name (or an abbreviated form thereof) should be part of the title of your attached file.

2. Next, if the document you are submitting as an attached file is to undergo multiple drafts and submissions, then each time you submit the same document for review, you should chronologically number it to represent each successive submission.

What This Looks Like:

BobJonesLC1.doc ← note that the student's name is short and clear, along with what the document is, i.e., LC (short for Learning Contract), and then there is the number 1 showing that this is Bob's first submission of his LC. When the mentor or CES office reviews Bob's LC and sends it back to him with corrections, Bob is then to make the necessary corrections and resubmit it. This **second submission** will have the name of **BobJonesLC2.doc** (note the 2) and so on as many times as is necessary for each new revised submission, e.g., **BobJonesLC3.doc**, **BobJonesLC4.doc**, **BobJonesLC5.doc**, and so on.

3. Last, **abbreviate it**. Make your titles short as possible, *but still understandable*. For example, do not write **LearningContract.doc** when the shorter version **LC.doc** will do. **TermPaper.doc** can be **TrmPapr.doc**. (However, **TP.doc** is too short and thus ambiguous. It could mean **Team Player** for all we know.)

Do not abbreviate so much that the title becomes cryptic. One student abbreviated the first draft of his thesis like this: **TRT.doc**. How were we to know that this was Tammy Russell's first draft submission of her thesis? She should have written something like: **TamyRuselThsis.doc**.

Attachment File Guidelines continued . . .

DissertationDraft.doc can be abbreviated to simply **Diss1.doc**, **Diss2.doc**, and so on. But remember the student must also include his/her name. And, if a student has a very long name, that too should be abbreviated. So, instead of **ChristopherMacDunnery.DissertationDraft#1.doc**, it should be **ChrisMcDun.Diss1.doc**.

A student doing a doctoral dissertation proposal underwent eight drafts before it was finally accepted. The full title was **Doctoral Dissertation Proposal for Randy Wilkerson**. His first submission of the document was titled:

RandyWilkerson_DoctoralDissertationProposal_SubmissionNumber1.doc

The school had Mr. Wilkerson abbreviate it to:

RndyWlkrnsDissProp1.doc

With each successive submission, he changed the number to fit the chronology:

RndyWlkrnsDissProp2.doc
RndyWlkrnsDissProp3.doc
RndyWlkrnsDissProp4.doc
RndyWlkrnsDissProp5.doc
RndyWlkrnsDissProp6.doc
RndyWlkrnsDissProp7.doc
RndyWlkrnsDissProp8.doc

One thing to remember when making your abbreviations is that often, a word (or a name) can be shortened but still discernible by simply removing the vowels (or some of them).

RndyWlkrns = Randy Wilkerson

TrmPapr = Term Paper

Thank you,
& have a great day!