Southern Adelaide Local Health Network
Office for Research Document Naming Guidelines

The aim of this fact sheet is to assist researchers in achieving a timely review of their ethics or governance submissions by providing a standardised guideline regarding the naming of documents to be reviewed and listed on approval or authorisation letters.

Prior to submission to the Office for Research, researchers are requested to name their documents as outlined below.

We recommend developing a short study title or acronym for your project. This facilitates clear document management including correspondence from the Office for Research.

**Application Submissions**

The standardised naming format for all documents is:

- Short study title - document name – version number – date (ddmmyyyy)
- E.g. XX Study – PICF - V1 – 14Jan2018

**Amendments**

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

Tracked changes and/or comments within the revised document should be used to signify where alterations have been made; and

Amended version numbers should be used (using whole numbers) in document naming.

For example:

- E.g. XX Study – PICF - v2 – 04Feb2018 Tracked (or TC).
- E.g. XX Study – PICF - v2 – 04Feb2018 Clean.

Please note:

In the following situations, documents will be returned to the researcher to re-name and re-submit:

- Individual documents not submitted as separate attachments
- Documents listed as Appendices
- Document filenames greater than 26 characters long
- Documents without consecutive page numbers

For any queries, please contact the SALHN Office for Research on 08 8204 6453 or email Health.SALHNOfficeforResearch@sa.gov.au