

**Key:**

# = a number (0-9)

X = letter (a-z)

yyyy = year (4 digit)

*bookname* = Name of Book

**USGS Publications Server  
Directory Structure Policy**

**Pre-2004 Publications:**

The publications that already reside on the pubs server will remain as they are. Legacy series naming conventions are available at <http://pubs.usgs.gov/sop/>.

**2004+ Publications:**

- For each publication series in which the year is part of the document number (FS 2007-3000), the series will have a directory signifying publication year (pubs.usgs.gov/fs/2007/3000/). A series that does not incorporate the year in the document number (SIM 3000) will not have a directory signifying the publication year (pubs.usgs.gov/sim/3000/).
- The home page for each publication should be “index.html” or “index.htm”
- You can name a directory using up to fourteen characters in any combination from the following sets:
  - {a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z}
  - {0, 1, 2, 3, 4, 5, 6, 7, 8, 9}That’s right, NO capital letters.
- What is not allowed in pubs directory naming convention:
  - Hyphens or Dashes ( - )
  - Spaces ( )
  - Underscores ( \_ )
  - A letter prefix
  - Leading zeroes

**I. Circulars**

1. /circ/####/
2. /circ/####/X/

**II. Digital Data Series or Data Series**

1. /dds/###/
2. /dds/###/X/
3. /dds/###/
4. /ds/###/

**III. Fact Sheets**

1. /fs/2007/####/
2. /fs/yyyy/####/

**IV. General Interest Publications and General Information Products**

1. /gip/##/
2. /gip/###/

**V. Open-File Reports**

1. /of/2007/####/
2. /of/yyyy/####/

**VI. Professional Paper**

1. /pp/####/
2. /pp/####/X/

**VII. Scientific Investigation Maps**

1. /sim/####/

**VIII. Scientific Investigation Reports**

1. /sir/2007/####/
2. /sir/yyyy/####/

**IX. Techniques and Methods**

1. /tm/####/
2. TM Book # Chapter X Part #

Administrative Reports, Periodicals, and Special Books

3. /admin/*bookname*/
4. /sb/*bookname*/