Document submittal guidelines for posting on the internet:

Agencies and organizations submitting documents to the Water Board:

Agencies and organizations submitting electronic documents to the Water Board as part of the Bay-Delta workshops should include an index or list of the documents or references being submitted. A spreadsheet table is preferred, but other formats may be used as well. The list should include

1) The electronic file name, correctly named and formatted; and
2) A description of the file. For scientific papers the description will usually be the title of the paper.

By correctly formatted, we prefer to receive files as PDFs rather than .doc, .ppt, xls, etc., unless there is an obvious need such as a fillable form or a calculating spreadsheet.

By correctly named, we ask that you follow this file naming convention for the files you are submitting -- **only lower case alpha or numeric, no spaces or special characters other than an underscore (_) and a period**. The underscore should be used in place of a desired space and the period should only be used between the file name and the file extension (think .doc or .pdf or .xls, etc). Additionally, **file names should be kept as short as possible** - 15 to 20 characters should be about the maximum. It's ok to truncate words in naming the file.

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