Research Ethics and Governance Office (REGO) Document Naming and Version Control Guidelines

To assist researchers in achieving a timely review of their ethics and governance submissions REGO has provided guidelines regarding naming conventions and version control of documents to be reviewed and listed on approval or acknowledgment letters.

Prior to submission, researchers are requested to name documents as outlined below. We recommend using (or developing) the short study title or acronym for your project. This facilitates clear document identification and management including correspondence from the HREC or REGO.

Document Naming Conventions

The preferred naming format for all documents is:

- Short study title - document name – version number – date (ddmmyyyy)

Example:

- APOLLO Study – PICF - V1 – 14 Jan 2021

Updates and Amendments

Effective document management is supported through the implementation of version control to differentiate between versions.

When revising documents, it is important to use track changes to assist the reviewer to identify updates/amendments. Updated documents submitted without track changes **will not be accepted**.

Updated/amended documents must include updated version number and date in the document name and the document footer

Example:

- APOLLO Study – PICF - v2 – 04 Feb 2021 Tracked
- APOLLO Study – PICF - v2 – 04F eb 2018 Clean

Documents submitted without appropriate version control **will not be accepted**.

In the following situations, documents will be returned to the researcher to re-name/update 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
- Documents that do not implement version control
- Documents that are not amended using track changes

For any queries, please contact the REGO on 02 5124 3949 or email ethics@act.gov.au