

Date Format	
	Example:
Versioning	
Format	Development Stage
Working	
Completed/ Final	
Archiving	
	Example:

Date Format	
YYYY-Mon-DD	Example: 2022-May-12
Versioning	
Format	Development Stage
Working	VA Draft
	VB Initial feedback
	VC Developmental edits made
	VD New content added
	VE Copyediting completed
	VF Beta reader review
	VG Final review
Completed/ Final	V1 Ready to submit
	V1A New edition
Archiving	
Add "z"	Example: zFile-Name.docx