Definitions and Rules  
 WPF: Website Public Folder [[\\172.169.1.1\public\GCCSTAT-Website](file:///\\172.169.1.1\public\GCCSTAT-Website\originals\news\%3Calias%3E\%3Calias%3E-ar.txt)]  
 1) you should create a folder for each publication under WPF/publications/, numbered and named like 001-gcc-first-publication-ever.  
 2) The naming convention is: ###-<country 3 letter code>-<alias> where:

* ###: is the number of the publication – an index – that's going to be incremented by one for every new publication
* Country 3 letter code: is the ISO 3166-1 (Alpha-3 Code) standard for the countries codes, e.g.:
  + United Arab Emirates: ARE
  + Bahrain: BHR
  + Saudi Arabia: SAU
  + Oman: OMN
  + Qatar: QAT
  + Kuwait: KWT
* first-publication-ever is the publication alias, an alias is nothing but the title in English, all in small letters and the words are dash delimited.

3) The cropped picture of the publication **cover page** must be of **width** 245px and **height** 320px, and named like the publication folder [###-<country>-<alias>.png]

|  |  |  |  |
| --- | --- | --- | --- |
| [015] | | Statistical Bulletin of Inflation in GCC for November 2013 | |
| Preparation | Alias (ID): statistical-bulletin-of-inflation-in-gcc-for-november-2013  العنوان: النشرة الإحصائية للتضخم في دول مجلس التعاون لدول الخليج العربية لشهر نوفمبر 2013  Publication File Stored @ [WPF/publications/###-<country>-<alias>/]  Cropped Picture [245X320] Stored @ [WPF/publications/###-<country>-<alias>/###-<country>-<alias>.png]   |  |  | | --- | --- | | Category: GCC Statistical Centre | القسم: المركز الإحصـائي الخليجي | | Teaser Description: The inflation rates that occur on the indices of consumer prices in GCC states and analysis on the monthly and annual levels | وصف يُثير: معدلات التضخم التي تطرأ على الأرقام القياسية لأسعار المستهلك في دول مجلس التعاون وتحليلها على المستويين الشهري والسنوي | | Full Description: This publication reviews the inflation rates that occur on the indices of consumer price in GCC states and analysis on the monthly and annual levels | وصف كامل: تستعرض هذه النشرة معدلات التضخم التي تطرأ على الأرقام القياسية لأسعار المستهلك في دول مجلس التعاون لدول الخليج العربية وتحليلها على المستويين الشهري والسنوي | | Publisher: GCC Statistical Centre | الناشر: المركز الإحصـائي الخليجي | | Or other: The publisher name who isn't included in the menu | أو آخر: اسم الناشر الذي لم تتضمنه القائمة أعلاه | | Language:  Arabic |  English |  German |  Other Language Name, comma separated if more than one | | | Version: January 2014 | الإصدار:يناير 2014 |   Paperback: 12 page(s)  Tags Repeatable: inflation  Tags Repeatable: CPI  Tags Repeatable: prices  Tags Repeatable: التضخم  Tags Repeatable: مؤشر أسعار المستهلك  Tags Repeatable: أسعار  Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table.  ISBN-10 if exist: 1413304540  ISBN-13 if exist: 978-1413304541 | | Performed by  Your Name  Date |
| Entering | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Uploading Cropped Picture | The picture ###-<country>-<alias>.png is uploaded to /images/gccstat/ publications/###-<country>-<alias>/ | | | | | | | | Uploading the Publication | The file ###-<country>-<alias>.pdf is uploaded to /images/gccstat/ publications/###-<country>-<alias>/ | | | | | | | |  | | En | Ar |  | En | Ar | | Name set as Title | |  |  | Spotlight for *Teaser Image* and *Image* set to Bottom, and Text set to {GCC-Stat, UAE, Bahrain, Saudi, Oman, Qatar or Kuwait} |  |  | | Slug set as Alias | |  |  | Publisher |  |  | | Primary Category as Category | |  |  | Language |  |  | | File is selected - the publication | |  |  | Version |  |  | | Teaser Description | |  |  | Paperback |  |  | | Description set as Full Description | |  |  | ISBN-10 if exist |  |  | | Teaser Image and Image set as Uploaded Picture | |  |  | ISBN-13 if exist |  |  | | | Performed by  Fahad  ‏27‏ يناير‏. 2015 |
| QC | Performed by  Your Name  Date | | |