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].

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| [172] | | The performance of the statistical center of the Corporation council for the Arab countries of the Gulf in 2016 | |
| Preparation | Alias (ID): gcc-stat-performance-2016  العنوان: أداء المركز الإحصائي لدول مجلس التعاون لدول الخليج العربية في 2016م  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:  2016 GCC-STAT 2015 GCC-STAT Performance annual report, Presenting the achievements & performance of the GCC-STAT | وصف يُثير:  التقرير السنوي لعام 2016م عن أداء المركز الإحصائي لدول مجلس التعاون لدول الخليج العربية | | Full Description: The 2016 annual report, is considered as another attempt towards achieving the strategic objectives through the execution of work plans. It confirms the continuing efforts towards the development and promotion of the Gulf statistical work system through the provision of reliable and high quality statistics in accordance with international and regional recommendations. | وصف كامل: يعد التقرير تجسيدا لعام آخر من سعي المركز الإحصائي نحو تحقيق الأهداف من خلال تنفيذ الخطط العملية المنبثقة منها، ويؤكد سعي المركز المستمر نحو تطوير وتعزيز منظومة العمل الإحصائي الخليجي من خلال توفير إحصاءات موثوقة وعالية الجودة وفق التوصيات الدولية والإقليمية. | | 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: 2017 | الإصدار: 2017 |   Paperback: 30 page(s)  Tags Repeatable: performance  Tags Repeatable: أداء  Tags Repeatable: منجزات  Tags Repeatable: achievement  Tags Repeatable: Add a tag  Tags Repeatable: Add a tag  Tags Repeatable: Add a tag  Tags Repeatable: Add a tag  Tags Repeatable:  Tags Repeatable:  Tags Repeatable: Add a tag  Tags Repeatable: Add a tag  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  Your Name  Date |
| QC | Performed by  Your Name  Date | | |