OPTION 1 : Naming and version numbering conventions
(with variable version number)

IVOA document names have five components:

1. A document type code: NOTE, WD (Working Draft), PR (Proposed Recommendation), or REC (Recommendation).
2. A concise name, which should be a reasonable condensation of the document title.
3. A version number of the form I.J(.K), where I, J, and K are integers 0, 1, 2,... . I and J are required and K is optional (allowed but discouraged).
4. A date. The date is the GMT date on which the current version of the document was produced, in the format YYYMMDD. This does not allow for multiple versions of a document to be released within one 24-hour period, but this should not be a major problem.
5. An extension (.html, .pdf, .doc, etc.) that follows MIME type conventions.

The first four components are concatenated, separated by hyphens.

Version numbers follow these guidelines:
•   The number to the left of the (first) decimal point starts with 0 for documents that are being discussed within a Working Group prior to publication for IVOA-wide review. The number increments to 1 for the first public versions, and to 2, 3, ..., for subsequent versions that are not backward compatible and/or require substantial revisions to implementations.
•   The number to the right of the (first) decimal point is an integer counter, beginning with 0 and increasing in simple cardinal order (0, 1, 2,...9, 10, 11, ...). This number does not track every revision to a document, but rather, denotes a logical version or conceptually consistent view. This number should be incremented when there are significant changes to text but few or no changes required of implementations.
•   Subsequent integer counters (e.g., 1.2.4) can be added if necessary to track minor revisions to text, but these are discouraged since the Date of the document is sufficient for this purpose.

Some generic examples would be

NOTE-MyNewIdea-1.0-20090101.doc	(initial idea)
WD-ConciseName-0.1-20081225.html	(first Working Draft, in WG)
WD-ConciseName-0.1-20081231.html	(revised 6 days later)
WD-ConciseName-0.2-20080115.html	(text revised substantially)
WD-ConciseName-1.0-20090201.html	(published first version)
PR-ConciseName-1.0-20090401.html	(promoted to PR)
REC-ConciseName-1.0-20090628.pdf	(accepted as REC)

Names may be reviewed and modified by the Document Coordinator to be consistent with these conventions. All versions 1.0 and higher are stored in the IVOA Documents Repository.

OPTION 2 : Naming and version numbering conventions (with fixed version number)

IVOA document names have five components:

1. A document type code: NOTE, WD (Working Draft), PR (Proposed Recommendation), or REC (Recommendation).
2. A concise name, which should be a reasonable condensation of the document title.
3. A fixed version number of the form X.Y representing the version number of the IVOA standard to be released
4. A date. The date is the GMT date on which the current version of the document was produced, in the format YYYMMDD. This does not allow for multiple versions of a document to be released within one 24-hour period, but this should not be a major problem.
5. An extension (.html, .pdf, .doc, etc.) that follows MIME type conventions.

The first four components are concatenated, separated by hyphens.

The version number remains unchanged during the whole process.
V1.0 would normally be the first version of the standard and become the first version of this standard going to REC. After v1.0 has gone to REC, the full process could start again towards v1.1 (for updates still backward compatible with v1.0) or towards v2.0 (for significant updates without necessarily backward compatibility with v1.0).

Some generic examples would be

NOTE-MyNewIdea-1.0-20090101.doc	(initial idea)
WD-ConciseName-1.0-20081225.html	(first Working Draft, in WG)
WD-ConciseName-1.0-20081231.html	(revised 6 days later)
WD-ConciseName-1.0-20080115.html	(text revised substantially)
WD-ConciseName-1.0-20090201.html	(final version in WG before PR)
PR-ConciseName-1.0-20090401.html	(promoted to PR)
PR-ConciseName-1.0-20090501.html	(updated after RFC)
PR-ConciseName-1.0-20090601.html	(updated after TCG review)
REC-ConciseName-1.0-20090628.pdf	(accepted as REC, after Exec review)

Or later on for the next major release

WD-ConciseName-2.0-20091225.html	(major release, updated WD, in WG)
WD-ConciseName-2.0-20091231.html	(revised 6 days later)
WD-ConciseName-2.0-20090115.html	(text revised substantially)
WD-ConciseName-2.0-20100201.html	(final version in WG before PR)
PR-ConciseName-2.0-20100401.html	(promoted to PR)
PR-ConciseName-2.0-20100501.html	(updated after RFC)
PR-ConciseName-2.0-20100601.html	(updated after TCG review)
REC-ConciseName-2.0-20100628.pdf	(accepted as REC, after Exec review)

Names may be reviewed and modified by the Document Coordinator to be consistent with these conventions. All versions 1.0 and higher are stored in the IVOA Documents Repository.