

Guide to the MIA Directory Structure

A directory is another word for a folder. Just as you make folders on your computer to organize your own documents, we use folders on Marxists.org to arrange the documents in our library. These directories, as we call them, are the digital equivalent of a library bookshelf. We set up directories in a way that makes cataloguing and finding works easy, just as the library uses the Dewey Decimal System.

One way to understand a directory structure is by thinking of a tree. We start at the base, and as we climb up, the structure branches off into different sections. This is much like your own computer, when you open up your hard drive, you see a few main folders, which contain many sub-folders, and so on up the tree. On MIA, our core folders are the main sections we have – the Marxist writers archive is contained in the directory named “archive”, the History Archive is in the directory “history”, and so on. When we enter an address into a web browser, we are specifying what directory we want to go into. So if we go to:

<http://www.marxists.org/archive/>

We are going into the "archive" directory on our server -- what we have setup as the Marxist Writers archive. Inside this directory on our server, we have directories for every author. So, if we want to read on Che Guevara for example, we just specify his directory:

<http://www.marxists.org/archive/guevara/>

As a volunteer, you can see that up to this point things have already been set up for you. Your task is to setup the directory structure of your author correctly. This is actually a pretty easy task, and you'll soon find it is very sensible. We place documents into a structure that tells us when the document was written. So the first level is making directories by year -- if you have some works written in 1960 and 1962 for example, make two directories for those years. Inside every year directory are directories numbered after each month, so January is a directory named 01, December is 12, and so on. The document that you have transcribed is then put inside the proper year/month directory. So how do you name that file? See the instructions to follow.

Important: Use only standard characters and numbers in file or directory names — do not use any spaces (use a hyphen instead); do not put *any kind* of punctuation in the filename. Keep all letters lowercase. These things are very important to follow to keep the server working properly!
:)

If you have any questions, additions, or comments about anything, please mail Brian Basgen (brian@marxists.org).



MIA File Naming System

File naming system: Single page documents, which we generally consider to be any file under 50 KB, are named for the date they were written. If a document was written on the second day of January 1951, the file name is 02.htm. It is easy, but there are variations — multiple documents written on the same date, books written over years — and the examples below show examples of where documents belong. Feel free to refer to the Che Guevara or Fidel Castro archives, which have various examples of this in practice.

For Single Page Documents

Written: 1905, January 9:

1905/01/09.htm

If a second document is written on the same date:

1905/01/09b.htm
1905/01/09c.htm
(etc.)

If written date is over multiple dates, list it when the document was completed. For example: 1905, January 20-22:

1905/01/22.htm

If a file is an abstract, i.e. not a full document but only selections of that document, for example written in 1959, on April 18:

1959/04/18-abstract.htm

If there is no known date:

- 1.) If it is a newspaper article that was clearly written about when it was published, then name it for the date published.
- 2.) If the publishing date is unknown or clearly sometime after it had been written:
 - a.) *if* the year and month of the document is reasonably known, then place it in the appropriate year/month directory. Name the file with the document's title. Do not include the words "on", "the", "in", etc.
 - b.) *if* the month is unknown, make a misc/ directory in that year, and name the document as above.
 - c.) *if* the year is unknown, create a misc/ directory inside the main archive, and name the document as above.

For Books, Pamphlets & Multi-page Articles

We try to make all documents over 50 KB (i.e. about 25 pages on paper), into a book for easier reading. Every book has its own directory, which is named with the title of the work, without the words "on", "the", "in", etc. If the book was written within a single month, such as *On the Freedom of the Press: 1842, May*:

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1842/05/freedom-press/
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If the book was written over a period of months or years, put the work in the year it was finished, for example for the work: *The Civil War in France*, written from July 1870 to May 1871:

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1871/civil-war-france/index.htm
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All chapters, no matter how they may be called by the author (whether sections, parts, chapters, etc.), should be labeled in an abbreviated form of the word Chapter for the appropriate language.

In English:

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□ ch01.htm
□ ch02.htm
□ etc.
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A Book's introduction, preface, or appendix, should be named accordingly, so:

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introduction.htm
preface.htm
appendix.htm
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On occasion, when working with a large book, if the chapter is bigger than 50 kB you need to split it into separate sections. When this is done, make the same chapter file as above, which contains an index linking to all the sections. Then, make a directory for the chapter, and simply number each section:

```
ch01.htm
  ch01/01.htm
  ch01/02.htm
ch02.htm
  ch02/01.htm
etc.
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