

All files sent to me should have: YourInitials\_KeyWord(s)\_DraftNumber\_Date.doc

NJT\_H2@C60\_Relax\_JACS\_081006.doc

GC = Greg Carroll  
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CS = Chengjie Shen  
NS = Nathan Stevens  
BW = Brian White  
MBW = Meghann Brown-White  
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Labeling pdfs of the literature (See the group home page for the list of journal abbreviations).

**Example:**

“Ion-Molecule Reactions of Tetramethylethylene Radical Cations in Zeolites,”  
Mary V. Barnabas and Alexander D. Trifunac, *Chem. Phys. Lett.*, **1992**, 193, 298-304.

**Corresponding Label:** CPL\_193\_298\_92\_ETransZeo.pdf  
ie. journal\_volume\_firstpagenumber\_year\_keyword.pdf

Note: use two digit for the year of the journal. If the journal comes out once a year, the volume number will suffice. In your data base to find a pdf you can often just type in underscore page number and underscore to see if you have an article or not.