

## 2 Naming Oracle Objects: General Rules

- S-NAM-01 All established rules in this section must be followed when naming objects, unless **specifically** excepted by individual object standards in later sections. The individual sections contain any additional rules specific to an object and one or more examples to illustrate usage.
- S-NAM-02 Objects must be named using DFAS-approved abbreviations. Appendix B provides the complete list of the approved abbreviations. If an abbreviation does not exist, it must be requested from the DFAS Data Administrator.
- S-NAM-03 Names may not include Oracle reserved words or characters.
- S-NAM-04 DCII database object names are restricted to no more than twenty-six (26) characters and include entities, attributes, tables, columns, views, sequences, and domains. However, some Designer utilities may add a suffix of 4 additional characters for example “\_JNL”. For this reason, the recommended length is twenty-two (22) characters. The words ‘alias’ and ‘short name’ are used to describe a codified label of two (2) to four (4) characters. The word ‘name’ will signify a descriptive label of three (3) to twenty-six (26) characters. Names should be meaningful, and should accurately describe the object to which they are assigned. The consistent use of abbreviations will assist in this endeavor.
- S-NAM-05 Use root words wherever possible. Dropping the suffix (-age, -ence, -ance, -ing, -ant, -ity, -any, -ive, -ary, -ony, -aty, -ory, -ation, -ment, -ed, -tion) will generally leave the root word. Do this only if the remaining root word is meaningful as is.
- S-NAM-06 The words who, what, when, or where are not allowed.
- S-NAM-07 The use of articles and prepositions (such as **the** or **of** ), adjoining words or conjunctions (such as **and** or **or**), qualifying words such as **new** or **old**, and numbers should be on an exception basis.
- S-NAM-08 Special characters, including brackets, quotation marks, question marks, and slashes are not permitted. Dashes are allowed only in legitimately hyphenated words.
- S-NAM-09 Underscores will only be used where needed to separate words in physical implementation objects (like tables and columns). The Designer tool will insert underscores, when required, during transformation from logical to physical repository objects.