

File Naming Conventions

Keep file names short, but meaningful and descriptive of content

Dates: Write dates back to front – YYYYMMDD

Versioning to keep track of different versions of content:

Use v## as needed; use two digit numbers (01 instead of 1)

Do not use spaces to delineate words in the file name:

Underscores (_): use underscore to separate concepts such as Name_YYYYMMDD

Title Case (CamelCase): Capitalize all words and do not use spaces: SmithJohn

Hyphens are also acceptable, but not recommended.

Personal Names in Files: Surname, first name, middle initial without spaces

Ex: SmithJohnR

Smith-JohnR

Use hyphens, underscores or TitleCase: Avoid special characters in file names

Examples: SmithJohn

Use underscore to separate concepts such as Name_Date_Version

Examples: Main File

SmithJohnR_20180503_v03

SmithJohnR_Dissertation_v03

ShortDescriptiveTitle_yyyymmdd_v03

Examples: Supplementary Files

AppendixA_ComputerCode

AppendixB_Website

AppendixC_ExhibitionCatalog

DataSet_TableA

DatasSet_FigureA

Content: If providing content in an unusual file format, let the use know what software they need to read the files.

Consider providing a README file (usually .txt or .md) to describe the content in human readable form (as opposed to machine readable form).