# File Naming Formula Template

## Your name/team name file naming convention for location1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Element 1 | Element 2 | Element 3 | Element 4 | Spacing Element | File Name Format |
| Example | Example | Example | Example | underscore or camelCase | Elements + spacing element  = file name format |
| Rules & Notes | Rules & Notes | Rules & Notes | Rules & Notes | Rules & Notes | Rules & Notes |

## Bucket of Possible Elements:

* Date – ISO 8601 format (YYYYMMDD)
* File Format (tiff, jpeg, txt, docx)
* Unique Characteristics2 (date collected, experiment number, experiment name, collector name, image description, microscope setting)
* Version
* Stage in Research (raw, cleaned, processed, analyzed)

## Example File Naming Formula Template

## Pentagon Paper Analysis Team file naming convention for PennBox

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Created | Pentagon Paper Volume (Unique Characteristic) | Stage in Research | Version | Spacing Element | File Name Format |
| 20220722 | pp\_v\_b\_2b | out | v001 | underscore | 20220722\_pp\_v\_b\_2b\_out\_v001 |
| Follow ISO date guidelines | Shorthand for: Pentagon Paper volume 5.b.2b; follow shorthand in example | Options: raw, out, proc, clean, ana; see README\_Pentagon\_Paper\_Analysis.txt for definitions3 | Start from v001 | No underscore in date created or collector name |  |

## Notes

1 – Try to utilize the same system across multiple file locations for consistency.

2 – Different unique characteristics can be used for more than one element if necessary.

3 – Within a file organization system, it is important to have a README.txt file for each project to document the files it contains, the relationships between them, and the metadata about them. Without this, research projects and files will not be understood by others (or yourself after time has passed).

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