

File Naming Guidelines

Above all else, be consistent with conventions.

Keep file names short but descriptive with the following:

- Denote dates in YYYYMMDD format
DO: Use 20140403
DON'T: Use 04032013
BECAUSE: Computers will sort YYYYMMDD in chronological order.
- Unique identifier (e.g. Project Name or Grant #)
DO: CHHM
DON'T: Centre for Hip Health and Mobility
BECAUSE: Keep it short to avoid side scrolling and column adjustment.
- Summary of content of document (e.g. Questionnaire or GrantProposal)
DO: FileNm_**Guidelines**_20140409_v01.docx
DON'T: FileNm_20140409.docx
BECAUSE: Files will be found more quickly and easily.
- Use _ as delimiters. Avoid these special characters: & , * % # ; * () ! @ \$ ^ ~ ' { } [] ? < > -
DO: FileNm_Guidelines_20140409_v01.docx
DON'T: FileNm Guidelines 2014 04 09 v01.docx
BECAUSE: The special characters are difficult to read and different systems do handle them differently.
- Keep track of document version either sequentially or with a unique date and time (e.g. v01, v02, 20140403_1800)
DO: FileNm_Guidelines_20140409_v**01**.docx
DON'T: FileNm_Guidelines_20140409_**Review**.docx AND
FileNm_Guidelines_20140409_**Investigation**.docx
BECAUSE: Keep the versions clearly documented because category style addendums will be confusing in the future.
- Avoid complex folder hierarchies if possible
DO: F:/ **Env/LIBR**/DataMgmt_FileFormats_20140409_v01.docx
DON'T: F:/**Environment/Library/Woodward/Data/Education/Materials/Draft/2014/04/-**
DataMgmt_FileFormats_20140409_v01.docx
BECAUSE: Complex folder hierarchies require more effort for file navigation and saving. System back-ups may also take longer.

For more information:

UK Data Archive. (n.d.). *Organising Data*. Retrieved from <http://www.data-archive.ac.uk/create-manage/format/organising-data>



a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

Library