Name checklist for file, folder and spreadsheet headers

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11/27/2018

- includes special character
    - Use – or _ instead
- includes spaces
    - Use – or _ instead
- is longer than 32 characters
    - Make it shorter
- has Abbreviation
    - explain abbreviations in a metadata/readme file
- includes a version control denomination
    - use at least 2 digit numbers (v01 instead of v1)
- includes a date
    - use YYYMMDD or YYYY-MM-DD
- is not self-explanatory
    - make it longer or explain it in a metadata/readme file
- includes a unit
    - use SI units if possible, if not SI make a note it in the metadata/readme file, at best create a column with SI unit during analysis before archiving.
- is not unique
    - make it unique. (not applicable to folder)