

# Name checklist

*Julien Colomb*

*11/27/2018*

## For file, folder and spreadsheet headers

- includes special character
  - Use – or \_ instead
- includes spaces
  - Use – or \_ instead
- is longer than 32 characters
  - Make it shorter
- has Abbreviation(s)
  - 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 YYYYMMDD 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
  - make a note it in the metadata/readme file, and create a new column with SI unit during analysis before archiving.
- is not unique
  - make it unique. (not applicable to folder)