File Names[1]

a. Short, relevant name
   i. Less than 25 characters
   ii. Descriptive
   iii. Distinguishable (name+path)
b. Avoid Capital Letters
c. No Special Characters
d. No full-stops and spaces
e. Think of key elements for searching
   i. Arrange generic to specific
f. Think sorting
   i. How would the files be differentiated?
   ii. e.g. files starting with "YYYYMMDD" will sort differently (and chronologically) than "MMDDYYYY"
g. Think unique
   i. As files live within a directory, the path to every file should represent the context e.g. "project/study/assay/run/sampletype/date/datafile"
h. Consider using
   i. project name/number/abbreviation
   ii. department name/number/tream/abbreviation
   iii. location,
   iv. analysis(type)
   v. version
   vi. sample (type)
   vii. Include date in recurring events
      1. If using date, format = YYYYMMDD
   viii. Include correspondent names in correspondence files
      1. If using name, format = lastnamef (initial of the first name)
   ix. Avoid starting the filename with common words e.g. draft, letter, paper etc. unless necessary
   x. If using numbers in names
      1. Use leading zeros to allow for multi digit versions.
      2. This will help keep files in your intended order when you sort them by name
i. Can use different naming conventions for different data / file types
   i. Context dependent

Document the naming convention and remain consistent . . .

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[1] The same naming rules apply to directory names as well