File Naming Convention:

collectorlastname_filetype_ briefobjectdescription

Ex) staggs_doc_sprucelog

Ex) if the object has more than 1 file related to it (be sure to always have three digits!)

staggs_image_sprucelog_001

staggs_image_sprucelogverso_002

Define each piece:

collectorlastname: last name of whoever found the object and is recording it

filetype: what is the object? Image, document (abbreviate to doc), map, something else?

briefobjectdescription: explain what the object is in under twenty characters, in a way that would be clear to someone who isn't part of the project

Details:

- The order of categories was chosen so most general info is at the start so the computer will organize from general to specific (be sure to follow example order)
- File names should begin with the last name of the individual who found the object, followed by the type of the object (e.g., image, doc, map), and then a short description of the object
    o If the object is a document shorten with 'doc'
    o Other object types shouldn't be abbreviated
- Underscores go between each info category
- Object description shouldn't be over 20 characters
- Words in object description should run together with no underscores or spaces
- No special characters should be used
- All lowercase
- When naming objects that are related (e.g. front and back of postcard), use a double zero when numbering file names

Citation Convention: follow MLA guidelines, see MAP

- If there's something else you think needs to go in the citation, write it in the notes of spreadsheet and bring up in a group meeting
- If you don't have the information for one of the pieces, put unknown (or n.d. for no date)