Information & Digital Literacy for University Success
Academic Skills for University Success Specialization
The University of Sydney Centre for English Teaching

General guide to file naming conventions and folder hierarchies

DO	DO NOT
Be Consistent. Decide on a naming style and stick to it.	Vary your naming system for different files.
Include key information in folders and file names that will help you to recognize the contents easily.	Save downloaded materials with the existing file name.
Change file names of downloaded materials to be consistent with your own system.	Save downloaded materials in your 'downloads' folder.
Save downloaded materials in the appropriate folder in your hierarchy.	Use date formats DDMMYY/MMDDYYYY (your computer will file them alpha-numerically, so 0 will always come before 1 etc. Therefore, 01011901 will *always* come before 28012016 even though, chronologically, the second is newer).
Use date format YYYYMMDD.	
Abbreviate if necessary, and keep track of what they mean (e.g. UoS = Unit of Study).	Repeat information.
Use author surnames only.	Use long file names.
Use _underscores_ or use-dashes-to-separate-words or CapitaliseTheFirstLetter.	Use spaces in file names.

Example folder hierarchy