**Post-Graduate Research Projects: File Structure and Naming**

|  |  |
| --- | --- |
| **Researcher:** | |
| **Project Title:** | |
| **Project Duration:** | |
| **Project Context:** | |
| **1. File Structure**  [When completing this form on a computer please delete this and write as much as you need to in each of the sections – do not worry about keeping the form to a single page] | |
| **2. File Naming** | |
| **Signed:** | **Version:** |
| **Date Created:** | **Date Amended:** |

**Post-Graduate Research Projects: File Structure and Naming**

**Prompt Sheet**

|  |  |
| --- | --- |
| **Researcher:** Name | |
| **Project Title:** Provisional dissertation or thesis title | |
| **Project Duration:** Dates of post-graduate research project | |
| **Project Context:**  Where is the research being carried out, and what is under study?  Is the research individually based, part of a larger project, or being carried out in agreement with an institution(s), e.g. an archaeology contract unit(s), a museum(s), a state/regional authority, or community group(s), etc? | |
| **1. File Structure**  Describe the organisation of computer folders for your post-graduate research project.  Does the file structure follow conventions from a host project, laboratory or institution?  List the primary folders, and then summarise the organisation of their sub-folders.  How will the computer folders for your post-graduate research be distinguished from other research projects and work that you might be involved with?  **Good Practice**  Use a system that is logical to you, but simple and self-explanatory to others.  Avoid using the same name for sub-folders as this may lead to the over-writing of their contents.  Avoid the over use of folders | |
| **2. File Naming**  Describe the logic behind the file naming system for your post-graduate.  Does the file naming follow conventions from a host project, laboratory or institution?  Give examples of the file names, from different types of digital data used in your research.  How will the file names in your post-graduate research be distinguished from files in other research projects and work that you might be involved with?  If a coding or numbering system is used to name files, where will the explanation of this system be saved?  **Good Practice**  Use underscores instead of spaces  If the date is included, write this in numbers: year-month-date, e.g. 2011-01-10  If numbering files, consider how many potential files are needed: 001, 002, etc, will order files up to 999.  DO NOT WRITE ENTIRE FILE NAME IN CAPITALS AS THIS IS HARD TO READ. | |
| **Signed:** | **Version:** |
| **Date Created:** | **Date Amended:** |