

Lab Handout

Naming Conventions

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|--|---|
| <ul style="list-style-type: none">do not leave spaces in your file names | Example Subtitles List 01.txt
→ example-subtitles_list01.txt |
| <ul style="list-style-type: none">do not use special characters (*?!\$\$+ etc.) since they might confuse machines | What to do?.docx
→ what-to-do.docx |
| <ul style="list-style-type: none">pay attention to case, e.g., do not have two files that differ in nothing but case | Test.txt
test.txt
→ test-01.txt
→ test-02.txt |
| <ul style="list-style-type: none">pay attention on your use of separator characters, i.e. hyphen '-' to link different words of the same chunk, and underscore '_' to show that what you linked belongs to different chunks | List Female Names USA.txt and
List male_names-USA.txt and
List female Names Germany.txt
→ list_female-names_usa.txt
→ list_male-names_usa.txt
→ list_female-names_germany.txt |
| <ul style="list-style-type: none">include keywords in the beginning, e.g., <i>analysis</i>, and append descriptions at the end of file names | 01.R
02.R
→ analysis01_raw-data.R
→ analysis02_filtered-data.R |
| <ul style="list-style-type: none">when using dates in your file names, consider chronological order, to sort your files follow the format YYYY-MM-DD | 1-dec-2013.py
1-Feb-2001.py
27-feb-2013.py

2001-02-01.py
2013-02-01.py
2013-12-01.py |
| <ul style="list-style-type: none">another way to sort your files in order is using numbers as prefixes | Analysis_ProjectX.R
Discussion_ProjectX.txt
Introduction_ProjectX.txt

01_Intrduction_ProjectX.txt
02_Analysis_ProjectX.R
03_Discussion_ProjectX.txt |