Lab Handout

Naming Conventions

- do **not** leave **spaces** in your file names

  ~~Example Subtitles List 01.txt~~

  → example-subtitles_list01.txt

- do **not** use **special characters** (*?!§$+ etc.) since they might confuse machines

  ~~What to do?.docx~~

  → what-to-do.docx

- pay attention to **case**, e.g., do not have two files that differ in nothing but case

  ~~Test.txt~~
  ~~test.txt~~

  → test01.txt
  → test02.txt

- 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

- include **keywords** in the beginning, e.g., *analysis*, and **append descriptions** at the end of file names

  ~~01.R~~
  ~~02.R~~

  → analysis01_raw-data.R
  → analysis02_filtered-data.R

- 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

- 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

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