

# Lab Handout

## Naming Conventions

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|--|---|
| <ul style="list-style-type: none"><li>do <b>not</b> leave <b>spaces</b> in your file names</li></ul>   | <del>Example Subtitles List 01.txt</del><br>→ example-subtitles_list01.txt  |
| <ul style="list-style-type: none"><li>do <b>not</b> use <b>special characters</b> (*?!\$\$+ etc.) since they might confuse machines</li></ul>  | <del>What to do?.docx</del><br>→ what-to-do.docx  |
| <ul style="list-style-type: none"><li>pay attention to <b>case</b>, e.g., do not have two files that differ in nothing but case</li></ul>  | <del>Test.txt</del><br><del>test.txt</del><br>→ test01.txt<br>→ test02.txt  |
| <ul style="list-style-type: none"><li>pay attention on your use of <b>separator characters</b>, i.e. <b>hyphen</b> '-' to link different words of the same chunk, and <b>underscore</b> '_' to show that what you linked belongs to different chunks</li></ul> | <del>List Female Names USA.txt and</del><br><del>List male_names-USA.txt and</del><br><del>List female Names Germany.txt</del><br>→ list_female-names_usa.txt<br>→ list_male-names_usa.txt<br>→ list_female-names_germany.txt |
| <ul style="list-style-type: none"><li>include <b>keywords</b> in the beginning, e.g., <i>analysis</i>, and <b>append descriptions</b> at the end of file names</li></ul>   | <del>01.R</del><br><del>02.R</del><br>→ analysis01_raw-data.R<br>→ analysis02_filtered-data.R   |
| <ul style="list-style-type: none"><li>when using <b>dates</b> in your file names, consider <b>chronological order</b>, to sort your files follow the format <b>YYYY-MM-DD</b></li></ul>  | <del>1-dec-2013.py</del><br><del>1-Feb-2001.py</del><br><del>27-feb-2013.py</del><br>2001-02-01.py<br>2013-02-01.py<br>2013-12-01.py  |
| <ul style="list-style-type: none"><li>another way to sort your files in order is using <b>numbers</b> as prefixes</li></ul>  | <del>Analysis_ProjectX.R</del><br><del>Discussion_ProjectX.txt</del><br><del>Introduction_ProjectX.txt</del><br>01_Intrduction_ProjectX.txt<br>02_Analysis_ProjectX.R<br>03_Discussion_ProjectX.txt                           |