METS File Naming Conventions

These file names are designed to provide useful information and to be structurally consistent. File names will be largely similar across print and digital production, with minor changes in the InDesign and Export stages. With the FNC Dictionary linked here, they should be comprehensible to non-METS collaborators and external users.

Rules for ALL file names:
- Each term should be separated by a hyphen, except for the file extension, which should be preceded by a period. There should be no spaces in a filename!
- Except for the hyphens between each term and the period before the file extension, never use any punctuation in file names. No hashtags (#) or ampersands (&), especially.

<u>Print Production File Names</u>:
File names should follow the format below, throughout print production, where most of the files will be in Microsoft Word. The Managing Editor will rename submitted files to follow the first half of the convention below, Editor-Volume, SectionNumber, Title, and (if necessary), Version number. **During print production, staff members are responsible only for updating the file names of the files they work within, adding the Production Step and Staff initials.**

Editor-Volume-SectionNumber-SectionTitle-ProductionStep-StaffInitials-VersionNumber.file extension
- The **Editor-Volume** is two words, the editor's last name (if there are multiple editors, only the first one will be used) and a keyword from the edition title. This unit of the file name is assigned by MIP, and METS will use it to ensure legibility between both organizations. This unit is necessary even though all the files for a single edition will live in the same main folder. In the event a file gets misplaced, we don't want multiple files floating around with the same file name, like 01-Introduction. Having the Editor-Volume beginning the file name will ensure we know which volume all files belong to.
- The **Section Number** is important in keeping all files within a volume in the correct order. This number is zero-padded, meaning every number below 10 should include a leading zero.
- The **Section Title** informs you of which section of the edition is (i.e., Intro, T-Notes, Bibliography). If a text title is long, use obvious keywords.
  - The Title of a Text should be shortened to two keywords max, and never abbreviated (to prevent confusion with other abbreviations, below). Add "Text" to the end of the title. Articles, pronouns, prepositions, and conjunctions should not be used as keywords.
- **Production Steps** will be abbreviated for the sake of brevity. Remember to uppercase them. See the FNC Dictionary for all abbreviations.

- **Staff Initials** make it easy to see which staff member completed which production step. Lowercase your initials to distinguish them from the uppercase Production Steps. If there are multiple staff members working on the same Production Step (only Bib Check, usually), whoever has worked in the file most recently will replace the current initials with their own.
- **Version Number** is only necessary for files that go through multiple rounds of a single step of production, like Bib Check. A version will only change after VEs have returned corrections, at which point the Managing Editor will download the new file and update the file name to v2. This way, both versions will be separate files for us to reference, and will live in the same folder. For an example, see the Hudson-Caxton entries below.

Volume Examples: Notes in FNC Dictionary:
Parsons-Prayer-07-Fruyte-MS-sd.docx   MS = MS Read; sd = Steffi Delcourt
Hudson-Caxton-01-GenIntro-BC-ep.docx BC = Bib Check; ep = Eleanor Price
Hudson-Caxton-01-GenIntro-BC-jn-v2.docx   jn = James Norris; v2 = version 2
Fein-Owl-13-Bib-1CR-py.pdf   1CR = First Comprehensive Read; py = Pam Yee
Campbell-Apocalypse-04-TNotes-QCC-mb.docx QCC = Quality Control Checks; na= Nick Anderson

For any files that are NOT part of the edition itself but merely help with the production process, latter parts of the file name (production step, staff initial, version number) may not be necessary. But they should still follow the template above within reason, because they may be preserved and/or needed later, for example, if the volume goes into second edition. See the examples below.

Other Examples: Notes:
Cook-Lydgate-Fig2-Worms.jpg   For images to be imported into ID, include figure number and up to two descriptive keywords
McShane-Jerusalem-ShortTitles-BC-dk-v2.xlsx For short title list, during Bib Check; dk = Dan Kephart
Symons-Castle-MS-Report-je.docx   For production reports to be sent to VEs; je = Juan Espinosa
Livingston-Knyghthode-Pembroke-243-fol1r.jpg For MS scans, it is less important to rename files to match our conventions. But, at the very least, they should be altered to include a shortened shelfmark and folio numbers. The Managing Editor will rename these files, as necessary. NB: Bulk file naming can be aided with Adobe Bridge: https://www.bulkrenameutility.co.uk/

InDesign File Names:
InDesign file names are similar to those in Print Production: the first half is identical, but the latter half (Production step, Staff initials, and Version numbers) is deleted. The .indd file type makes it clear what Production Step we're in (InDesign Formatting), and we want to

shorten/clean up file names because ID files will need to be legible by MIP. At this point, there are also much fewer corrections, making the staff initials and version numbers less necessary.

For the folder that houses the Book and all documents: name the folder with **Editor-Volume**. There should never be spaces in these file names. Use hyphens in place of spaces.
- Ex: Cook-Lydgate

For the Book: you should name each book with the **Editor-Volume**. There should never be spaces in these file names. Use hyphens in place of spaces.
- Ex: Cook-Lydgate

The individual document names should follow this format:
   Editor-Volume-SectionNumber-SectionTitle

If the file is a Text, whether a main text or an appendix, add -Text at the end of the filename:
   Campbell-Apocalypse-02-English-Text.indd
   Campbell-Apocalypse-05-App-WyclifLV-Text.indd

If an appendix is NOT a text, place -App at the end of the file name and any descriptive words before it:
   Livingston-Knyghthode-09-Concordance-App.indd

Example file names (with Parsons-Prayer CC folder):
   Parsons-Prayer.imdb (book)
   Parsons-Prayer-01-Gen-Intro.indd (document within book)
   Parsons-Prayer-03-Holkham-Text.indd
   Parsons-Prayer-05-Holkham-Tnotes.indd
   Parsons-Prayer-10-Antidotarius-App-FP-Prose.indd

Export File Names:
These file names are similar to those in InDesign on the front end, but the latter bits are different to meet the needs of Export: for Text documents only, Type of Text is added at the end, replacing the "Text" suffix. When our programmer runs files through his script to transform them into XML, he adds the date (YYYYMMDD) to the end of the file name — our rough versioning, for now. The idea is to make the file names more transparent 1) for when they get separated from their InDesign book during the export/oxygen process and 2) to make it easier for our programmer and/or any non-METS-immersed folks to locate particular documents.

Every export document should include, in this order:
Editor-Volume-SectionNumber-SectionTitle(-TypeofText)

NB: If the document is the Introduction, Explanatory/Textual Notes, Bibliography, or one of the indexes, there is no need to include the type of text at the end of the name, as that will already be included from step 2.

NB: If the text is facing page, add a FP before the text type:
> **-FP-Verse**

NB: If we separate out the Dramatis Personae into its own InDesign document, add -Drama to the end of the file name:
> **Coletti-DigbyMagdalene-04-DramatisPersonae-Drama**

NB: If there are multiple InDesign documents containing texts but only one document for all Explanatory Notes and/or Textual Notes, we will need to create new documents so each InDesign text document has one document containing all relevant Explanatory Notes and one document containing all relevant Textual Notes. Additionally, any headnotes, either for the volume as a whole or for individual texts, need to be saved in their own individual InDesign documents. These will follow normal file naming conventions up through the text name, but will add **-Enotes**, **-Tnotes**, or **-Headnote** at the end, as appropriate.
> **Cook-Lydgate-28-Ressoning-Headnote**
> **Cook-Lydgate-29-Ressoning-Enotes**
> **Cook-Lydgate-30-Ressoning-Tnotes**
> **Livingston-Knyghthode-07-Bataile-Part1-Enotes**
> **Livingston-Knyghthode-08-Bataile-Part1-Tnotes**

NB: For an appendix that is a text, for script purposes, the filename needs to end in -App(-TypeofText), rather than InDesign's -App-DescriptiveTitle-Text. In addition, if the appendix text is facing page, end the filename with -App-FP-(TypeofText). Any descriptive titles will need to be moved before this end unit.
> **Campbell-Apocalypse-05-WyclifLV-App-Prose**
> **Symons-Castle-05-Chasteau-App-FP-Verse**

Final file names will look like:
> **Livingston-Knyghthode-03-Bataile-Part1-Verse**
> **McShane-Jerusalem-03-Destruction-Verse**
> **Hudson-Caxton-04-Paris-Prose**
> **McShane-Jerusalem-02-Intro**
> **Cook-Lydgate-11-French-Danse-FP-Verse**

For any files that are NOT part of the edition itself but supplement the production process, follow the template above within reason. File names should always include the first Editor-Volume element, and for all files (except corrections logs and TEI header contributor spreadsheets), include staff initials at the end.:
> **fein-owl-corrections-log-export**
> **fein-owl-corrections-log-updates**

Cook-Lydgate-oXygen-interventions-ep
McShane-Jerusalem-Metadata-Categories-dk
Hudson-Caxton-Indicators-Audit-Queries-sd

NB: Corrections Log file names need to be all lower case for our programmer's script that creates TEI-XML files.

*For final files sent to others (MIP, CIC) for publication, delete Production Step, Staff Initials, and Version Number.

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