

This document is for recording your file-naming schemas and folder structures developed in the **Naming and organizing your files and folders**.

This example README includes descriptions and examples for your guidance.

See the [README: File & Folder Schema \(Template\)](#) for a blank version.

For guidance on creating readmes to document information on datasets, see: Guide to writing "readme" style metadata. Cornell Research Data Management Service Group.
<https://data.research.cornell.edu/content/readme>

Overview:

Project/Lab Name: *Name the project for which this file organization documentation refers. If it documents the organization schema for a research/lab group, include that here.*

Ex: Brickman Group, Project Stem Screen

Creator: *Who created the file organization schema? This is important information as a user may need to get clarification, suggest a revision of the schema, etc. Include the institution/address/email for contacting this person.*

Ex: reNEW Data Management Support, [reNEW Data Management Support](#)

Owner: *This may be the same as the creator, but you should indicate who is currently responsible for maintaining this file organization schema? This person can change as people leave/arrive. Again, include institution/address/email for contacting this person.*

Ex: Richard Dennis, [Richard Dennis](#)

Date of last update: *Indicate when the last changes of this schema were made. In some instances, it may be useful to keep a log of the revision history.*

Ex: 2023.06.28

Revision History Ex:

<i>Date</i>	<i>Person who made revision</i>	<i>Notes on revision</i>
2023.02.12	Christine Malinowski	added example content
2023.01.31	File org project group	created README document.

File's location: *Where are the files referenced here kept? Include a file path so people can easily find the necessary files. If there are permission restrictions, you may also want to include that information.*

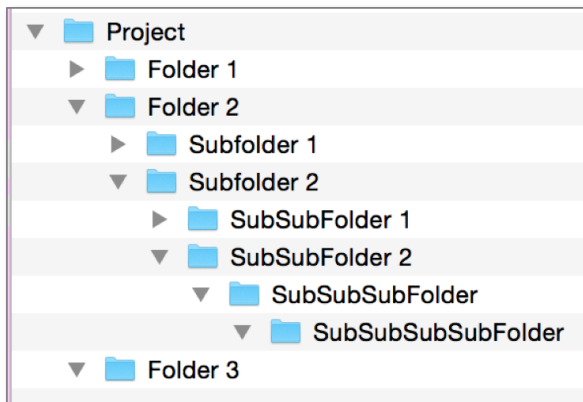
Ex: onedrive/Brickman_group/project_stem_screen/

README location: *Include the file path for this README. This may seem superfluous, but often READMEs are shared outside of their home location (e.g., via email), so it is good to indicate where the README can be found.*

Ex: onedrive/Brickman_group/project_stem_screen/documentation/

Folder structure:

Sketch out here or insert a screenshot of your folder structure. Note, if including a screenshot, expand all folders to show the full hierarchy.



File naming schema:

File type: *Microscope image*
 Filename schema: *[date]_[microscope]_[imageNumber]*
 Schema key: *date: date of image capture in YYYYMMDD format*
microscope: name/model of microscope used
imageNumber: written in sequential formatting 00X - XXX
 Example filename: *20230118_mic53_001.jpg*

Repeat this information for each of your file types.

File type:
 Filename schema:
 Schema key:
 Example filename:

File type:
 Filename schema:
 Schema key:
 Example filename:

File type:
 Filename schema:
 Schema key:
 Example filename:

You can also document this information in a table:

File type	Filename schema	Schema key	Example filename
Microscope image	<i>[Date]_[microscope]_[image Number]</i>	<i>Date: Date of image capture in YYYYMMDD format microscope: name of microscope used. imageNumber: written in sequential formatting 00X</i>	<i>20230118_mic53_001.jpg</i>

Filename abbreviations

Use this section to document any abbreviations used in the file-naming schemes described above.

Filename descriptor	Abbreviations key
Ex: Location	<i>CPH: Copenhagen MMX: Malmø</i>
Ex: Microscope (name)	<i>mic53: microscope 53, located in room 1...</i>

Save your README file as a plain text file (nonproprietary file format) and store in a location accessible to all members of your group. Revisit and revise it as necessary.