

Research Department File Naming Convention

YYYYMMDD_ElementName_Genus-species_###

NO SPACES

NO PERIODS

ELEMENTS

Definition: Elements are the independent components of the file name

ElementName_ElementName_ElementName

First Letter of each word shall be capitalized

ex. YearInReview or SeedCollection

In the case of a species name, Genus and species shall be separated by a hyphen “-”

ex. Sclerocactus-glaucus or Penstemon-penlandii

Names of people shall be recorded as FIRST INITIAL LAST NAME

ex. RLevy or KEldredge or MDeprenger-Levin

DELIMITER

An **UNDERSCORE “_”** shall be used to specify the boundary between elements of the file name

DATE (when applicable)

ALWAYS first element and in **YYYYMMDD** format

References the date either the file originated or the date the work took place

NUMBER (when applicable)

In the case a filename is to be repeated, as is often the case for images, a three-digit number shall be assigned to the end of the filename

If there are to be multiple versions of the same document, the number formatting at the end should be _V###

Examples

19890815_DenverBotanicGardens_Taraxacum-officinale_015

20100504_CarexSurvey_PhillipsCounty_JWingate

20170104_SeedTransfer_ChatfieldRestoration_JTrunce

20170106_GrantProposal_Sclerocactus-glaucus_RHufft_V02