# File Naming Conventions

Many researchers follow their onw naming style guidelines. In the event of conflicts, such project-general guides take precedence for the project, for consistency.

## General

1. ***Dates format:*** YYYY\_MM\_DD 2019\_08\_16 (zero padded dates).
2. ***Numbers:*** For sequential numbering, use leading zeros to ensure files sort properly. For example, use “01, 02 … 09, etc” instead of “1, 2 … 9, etc.”. Else files are getting sorted in unexpected ways for instance 1, 10, 2, etc.
3. ***Characters and Spaces:*** Do not use special characters and spaces all together (like ~ ! @ # $ %, etc). Spaces are not recognized by some software. Use underscores (file\_name), dashes (file-name), no separation (filename), or camel case (FileName) instead.
4. Naming Consistency is extremely important.

## Context

1. Do not use cryptic codes (e.g. even you, will forget what is the meaning of this name: asdj243–1sdf.docx in a couple of months). The filenames should be clear for everybody.
2. Avoid using names that are too general or too wordy. You need to strike a good balance between the two. So,

* **Very generic names or very long names are bad:**
  + a\_structure, my\_list, info
  + svPPA\_primary\_progressive\_aphasia\_mri\_data\_and\_spel8ling\_materials\_battery.txt
  + Don’t name “a”, “b”, or “me”.
* **Short Names and specific are good:** DNN\_Phase1\_MRI.t1, DNN\_Spelling.xls

1. When using CamelCase names, capitalize all letters of an abbreviation (e.g. HTTPServer)

## Naming Sounds, Batteries, and MRI materials

## Each sound should be labelled as using Date, Participant's Code, and Phase, e.g.,

## > 2019-08-1\_HIJ\_Phase1\_Before.wav

## Updates

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