



File naming conventions

Elements that should be considered when developing a file naming strategy (not exhaustive list):

1. Project acronym;
2. Work package and task;
3. Short name of the institution associated with the data;
4. Date of creation/publication or date range of experiment, date format YYYYMMDD;
5. Description of content: type of data (e.g. interviews, images, audio, video, etc.), conditions (e.g. anonymized transcripts, etc.);
6. Version number of file (when appropriate), use leading zeros with sequential numbering system (e.g. use "001, 002, ...010, etc." instead of "1, 2, ...10, etc.");
7. File extension suffix for application-specific files (e.g. .xlsx, .rtf, .mov, etc.).

Therefore, the filename pattern should be:

<project>_<WP-Task>_<partner>_<date(YYYYMMDD)>_<subject>_<data_type>_<version>.<file_type>

Provide a "README.txt" documentation file about the data content following the same naming convention, e.g.:

<project>_<WP-Task>_<partner>_<date(YYYYMMDD)>_<subject>_README.rtf

For example, the audio tape, the transcription and photographs of an interview to a stakeholder named 01:

INTELLIMAN_WP3-T3-2-1_UNIBO_20180302_interview-Stakeholder01_audio.mp3
INTELLIMAN_WP3-T3-2-1_UNIBO_20180302_interview-Stakeholder01_trans_v01.rtf
INTELLIMAN_WP3-T3-2-1_UNIBO_20180302_interview-Stakeholder01_trans_v02.rtf
INTELLIMAN_WP3-T3-2-1_UNIBO_20180302_interview-Stakeholder01_image-001.jpg
INTELLIMAN_WP3-T3-2-1_UNIBO_20180302_interview-Stakeholder01_image-002.jpg
INTELLIMAN_WP3-T3-2-1_UNIBO_20180302_interview-Stakeholder01_image-003.jpg



Folder and subfolders structure and naming convention²

Folder structure and naming convention depend on how the study is planned and organized. For example, folders can be organized following the project structure based on work packages and tasks (see example 1). Otherwise, in presence of independent data collections, a structure with separate data folders for each collection can be adopted (see example 2). Data and documentation files can also be held in separate folders, with documentation files organized for type of document and research activity (see example 3). However, in all cases background information must never be stored in the file name only.

Example

Folders structure based on project work packages and tasks

