

Guide to Labelling Electronic Files in Shared Drives

How you organise and name your files has an impact on your ability to find those files later and to understand what they contain. You should aim to be **consistent and descriptive** in naming your files so that it is obvious to you, and to your colleagues, where to find the information and what it contains. Aside from the specific examples provided below, there are some basic *do's and don'ts* when it comes to labelling your electronic files.

- ✓ **Do** use a good date format such as YYYYMMDD (or YYMMDD) to ensure that your files stay in chronological order, even over many years
- ✓ **Do** use leading zeros to ensure files sort properly when numbering sequentially, e.g.: “0001, 0002 ... 1001, etc” instead of “1, 2 ... 1001, etc”
- x **Don't** make file names too long as there is often a character limit and long names do not work well with some types of software
- x **Don't** use special characters, such as ~ ! @ # \$ % ^ & * () ` ; < > ? , [] { } including spaces, as these are not recognised by many types of software



AGENDAS AND MINUTES

Date + Document Name (Name of Committee + Document Type)

Example: 20150430QACMinutes

Use capital letters to delimit words, not spaces

Dates should always be presented ‘back to front’ using 4-digit years and 2-digit months and days e.g.: YYYYMMDD

Avoid using non alphanumeric characters such as ampersands, quotation marks, forward and back slashes, commas, dashes



LETTERS

Name of Correspondent + Indication of Subject + Date + Indication if Incoming

Example: BrownSAAppeal20150430
 BrownSAAppeal20150430rcvd

When including a personal name give the family name (surname) followed by initials

Remove FW: and RE: from the titles of emails



REPORTS AND OTHER DOCUMENTS

Date + Document Name + Version*

*if applicable

Example: 20150430BudgetReviewReportV03

To maintain numeric order, when using numbers (unless it is a year), always give a 2-digit number for numbers 0-9 and use leading zeros
When indicating a version number, use a capital V and record the version at the end of the title



STUDENT DOCUMENTS

Name of Student + (_Student ID) + Indication of Subject + Date

Example: BrownSADissertationMHealSc20150430
 BrownSA_ID9507057Appeal20150430

Labelling electronic student-related information can be difficult when using the student ID number due to numeric ordering
If using the student ID number, avoid using it at the beginning of the title and preface with an underscore for separation and clarity