

Why Use a Naming Convention?

- Easy to find what you need when structure and names make sense to all
- Know what a document is without having to open it
- Different versions of a working document can be tracked (e.g. draft vs. final)
- Facilitate saving important files and deleting clutter

General Guidelines

- Short, meaningful names
- Avoid spaces. Use underscores or capital letters to break up concepts within file(s)/folder(s) name(s)
- Do not use \ / ? ; * " < > | [] & \$
- Use acronyms or abbreviations ONLY when well-known and commonly understood
- Avoid common words to start file names (e.g. minutes, letter, memo, etc.)

Tips for Folders

Structure

- Focus on activity or function related to the folder when naming (e.g. *ResearchProposals*)
- Avoid personal names

Subfolders

- Use subfolders only as needed. If main folder is named well, fewer subfolders will be needed
- When naming, avoid repeating elements used in naming higher level folders

Tips for Files

Versions

- Use letter "v" to indicate a document in progress
- Use two-digit numbers (e.g. v01) to keep track of current version
- Use FINAL for a final version (not "final draft")
- Use FR (French) or EN (English) for translations

Date

- Starting a file name with the date is helpful when files must be kept in chronological order (e.g. minutes or agendas)
- Include date in the file name (YYYY-MM-DD)

NOTE: "Date Modified" can be misleading because it is updated when someone accesses or copies the file, even if the content of the file has not changed

Names

- Use last name followed by first initial (e.g. DoeJ)
- Use First/Last initials that are unique to people accessing file(s)

Examples

Folders	
Try This:	Instead of:
X:\Library\Budget\2014-2015	X:\Jack\2014-2015
X:\ResearchProposals\Spring2015	X:\ResearchProposals\Res. Proposals\Research Proposals for Spring 2015 Evaluation
X:\TranslationFunding\BriefingNotes\	X:\docs\transfunds\bn

Files	
Try This:	Instead of:
SearchProcedures_v01.docx	Search Procedures (old).docx
EngagementPolicy2012_FR_FINAL.docx	New engagement policy – French – updated.docx
2014-11-21_AllStaff_Minutes.docx	Minutes – All Staff Meeting 20 Nov. 2014.docx
2014-11_InfusionPumpCompletion.xlsx	November 2014 Completion.xlsx
DoeJ_Expenses_2014	J. Doe \$\$ (2013-14).xlsx
ClinicalResearchGuidelines_DJ_Comments.docx	John's comments on the clinical research guidelines.docx

Questions? Comments?

Email Library Services at AskLibrary@nshealth.ca