

Good Naming Conventions



WHY IT MATTERS

Consistent file naming conventions in collaborative research ensure that data and documents are easy to find, understand, and reuse—reducing errors and saving time across teams. You'll thank yourself later!

TIPS & TRICKS

- **Make names informative**
 - Include key details like the file's purpose, content, or step in a workflow.
 - Example: `01_harmonize_data.R` for a script run early in a pipeline.
- **Use step numbers if order matters**
 - Prefix filenames with numbers (e.g., 01_, 02_) to ensure files appear in logical order.
- **Avoid spaces and special characters**
 - Use underscores (_) or hyphens (-) instead of spaces; avoid characters like é, #, or *.
- **Be consistent**
 - Stick to the same structure, casing (e.g., all lowercase), and delimiters across files and folders.
- **Keep it human- and machine-readable**
 - Aim for clarity while ensuring compatibility across operating systems.

See backside for examples!

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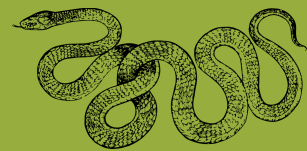
COMMON NAMING CONVENTIONS



Camel Case
fileName



Pascal Case
FileName



Snake Case
file_name



Kebab Case
file-name



Flat Case
filename



Train Case
File-Name

It's less important which naming convention you choose and more important that your entire team sticks to one!