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Supplemental Comments of File Naming Conventions

"Reprint" of **Small things matter** (written originally for UBLIS 571)   p. 2-3

Summary of XML rules for date and time   p.4-5

I use XML format when specifying a date in a file name.

The best document on file naming conventions I found on the Web is included as a supplemental reading:

http://www.akgroup.com/our-experience/Case_Studies/Best_Practices_for_Naming_Conventions.pdf
(Note: this URL does not use the conventions the document itself promotes)

Some other documents are (but not as good)

http://www2.le.ac.uk/services/research-data/organise-data/naming-files

https://library.stanford.edu/research/data-management-services/data-best-practices/best-practices-file-naming

http://www.exadox.com/en/articles/file-naming-convention-ten-rules-best-practice

http://www.pcmag.com/article2/0,2817,2385613,00.asp

Small things matter
On the benefits of
being careful, accurate, precise, in agreement with standards, and systematic

Few of the students in UBLIS 571 Spring 2015 followed the directions for file names for assignments or the midterm, so here is a little essay why small things matter.

In the Syllabus, under Mechanics (p. ~12), there is the instruction
    Your 571 ID is last name first initial, as in SmithM

On the midterm, it is stated that
The file name must follow this format:
    UBLIS571SoergelDMidterm 2015Sp (just replace SoergelD with your 571 ID)

Very few students followed these instructions. If you are not careful on a job with following rules, instructions, and data formats, you will impede your progress in the professional world.

Why is this important?
If everybody follows the file name instructions, the files in my folder for the UBLIS 571 2015Sp midterm will be arranged by students' last names. If you follow this convention for all your course submissions in the program, your files will sort by course and within course by assignment.

More tips on file names

- For any file you want to send to other people, make sure the file name is informative for the receiver
  The file name *TermPaper* may be clear to you, but if I get 15 of these, the file name does not tell me whose term paper it is.
  If you send a job application to an organization with the file name *JobApplication* the file name tells the receiver neither who you are nor what job you are applying for. Instead, use something like
      SmithDanaJobApplicationHR7513
  (or follow specific instructions given in the job announcement

- Files that are recurring over time, such as minutes of the Events Committee or time sheets should have the committee name and the date in them. The date should be written in a format that will result in the correct chronological sort, namely thus
      EventsCommitteeMinutes20150328 or EventsCommitteeMinutes2015-03-28
  The second format is easier to read; it is the format used by the US military and the format specified in XML
  For another example: *TimesheetSmithDana2015-03-28*

Miscellaneous small tips

- If there is just one careless mistake in your job application, your application may end up in the trash can (or recycle bin) without further consideration. Organizations receive many application, sometimes hundreds. Spelling mistakes, grammatical errors, a cover letter that says "Insert Institution here" are all easy ways to weed out applications that do not merit further consideration.

- In every message concerning UBLIS 571 I put *UBLIS 571* into the header. That way I can define a filter in my email program that lets me file these messages into my UBLIS 571 mail folder with a single keystroke rather than using drag and drop.

- In cataloging you need to be accurate and precise. Also in the bibliography for a paper you submit to a journal. In both cases software should assist you and take some of the drudgery out of being precise.

- In the term paper for UBLIS 571 you must follow my supplemental style rules; in particular, you must use legal outline numbering (1, 1.1, 1.1.1), an international standard, rather than I., A., 1., a), (1), (a) …, which is senselessly passed down from generation to generation in composition courses and is equally senselessly the default in many word processing programs.

Larger issues – more serious consequences

Think about Electronic Health Records. Entering codes for conditions of the patient, treatments, and test results accurately following the standard established in the hospital or physician's practice may be a matter of life and death. Different health systems now often use different standards for diseases/conditions, for treatments, and for test results; when a patient goes from one health system to the next (for example, on account of travel), this may also be a matter of life and death.

Small things do matter.

Summary of XML rules for date and time

In XML, there are three data types for point in time (there is also duration, but not considered here)

Date data type	YYYY-MM-DD	`2002-05-30`
Time data type	hh:mm:ss	`09:30:10.5, 21:30:00 (9:30p)`
DateTime data type	YYYY-MM-DDT hh:mm:ss	`2002-05-30T09:30:10.5`

All elements must be specified. where there is less precision, use 00, for example

```
Date      2002-05-00   2002 May, day not specified
DateTime  2002-05-30T09:00:00 2002 May 30, 9 am
```

When using dates in this format in file names, you may stop at the desired precision (omit the 00 components, e.g., 2002-05)

More detail, including handling of time zones

From http://www.w3schools.com/schema/schema_dtypes_date.asp retrieved 2015-09-29

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DateTime Data Type

The DateTime data type is used to specify a date and a time.

The DateTime is specified in the following form "YYYY-MM-DDThh:mm:ss" where:

- YYYY indicates the year
- MM indicates the month
- DD indicates the day
- T indicates the start of the required time section
- hh indicates the hour
- mm indicates the minute
- ss indicates the second

Note: All components are required!

The following is an example of a DateTime declaration in a schema:

```
<xs:element name="startdate" type="xs:dateTime"/>
```

An element in your document might look like this:

```
<startdate>2002-05-30T09:00:00</startdate>
```

Or it might look like this:

```
<startdate>2002-05-30T09:30:10.5</startdate>
```

Time Zones

To specify a time zone, you can either enter a DateTime in UTC time by adding a "Z" behind the time - like this:

```
<startdate>2002-05-30T09:30:10Z</startdate>
```

or you can specify an offset from the UTC time by adding a positive or negative time behind the time - like this:

```
<startdate>2002-05-30T09:30:10-06:00</startdate>
or
<startdate>2002-05-30T09:30:10+06:00</startdate>
```