

Filenames for Oral History data in datasets

Naming files

Consistent filenames help organise data in an archive and facilitate findability.

It is good practice to avoid spaces in the filename. Some prefer all lower cast for readability.

Standard:

LastnameInterviewee_yyyymmdd_Place.filetype

Refine:

LastnameInterviewee_yyyymmdd_sourceinfo.filetype

E.g., folder name:

Mendini_20170202_Milan

E.g., refine subfolder names or content in filenames

Mendini_20170202_transcript.pdf

Mendini_20170202_studio_01_c_SannekeStigter.jpg

Mendini_20170202_studio_04_c_BeatriceFelice.jpg

Mendini_20170202_part1.m4v

Mendini_20170202_part2.m4v

Usually the extension already suggests the file format, i.e. video or audio, so if you have several parts, you may specify this by a number.

For consent, specify the name for each participant:

Mendini_20170202_consent_Interviewee.pdf / _interviewer / _attendee

This is sufficient if all signatures in one doc. If all signatures are in separate documents, specify whose it is at the end, e.g. which of the Mendini brothers or interviewer(s) last name:

Mendini_20170202_consent_Alessandro.pdf

Mendini_20170202_consent_Franseco.pdf

Mendini_20170202_consent_Mol.pdf

Mendini_20170202_consent_Stigter.pdf

Images in transcript

If photos are registered as separate files, they will be downloadable as separate items. If this is not desired, incorporate them in the transcript so that they are placed in the right context. Always ask consent for all people visible and the rightsholder, which has to be included in captions as well. In filenames use c rather than © to avoid complex characters.