When creating digital files from newspaper collections, be sure to use a consistent, machine-readable file naming convention that has meaning to human readers. Document your best practice policy for naming digital files and save that documentation with your project files.

Characters

The characters in the file name should only be as follows:
- alphanumeric characters (a-z, 0-9)
- underscores and hyphens (no spaces, periods, ampersands, colons, slashes, commas, etc.).
- lower case lettering or "camel case" capitalization (e.g. camelCase, fileName, etc.)
- no more than 32 characters long (not including file type extension)

Structure

The structure of the file name should be easy to interpret for any user. Include the following:
- Publication title code
- Issue date
- Page number
- Supplements
- File format extension

Publication title code

When working with newspaper collections, be sure to identify the publication title in the file name using an acronym. Create an authority file, or list of Publication titles and their assigned acronyms, for cross-reference purposes. E.g.

York Herald = YH
York Holler = YHo
Newmarket Era = NEra
Essex Free Press: EFP

Issue date

Identifies the year, month and day of publication using the following structure: YYYYMMDD e.g. 19840423

Page number

Precede page numbers with a separator, e.g. a hyphen or underscore to make it discreet from the issue date and establish the page number space with enough space to accommodate the maximum number of pages in any given issue:
e.g. -001 or _010 if <999 pages is expected; -01 or _10 if <99 pages is expected

Supplements

To identify Supplements to an issue in the chronology of the issue add a complementary statement as part of the file name.
E.g.
If a two-page supplement appears as part of an eight-page issue, page numbering would appear chronologically: 01,02,03,04,05,06,07,08,09,10

If a two-page supplement has been inserted into an eight-page issue but is not printed as part of the issue, page numbering would appear with a distinction:
01,02,03,04,S1,S2,05,06,07,08

If a two-page supplement appears inside an eight-page issue, where the supplement is unnumbered, page numbering would be 01,02,03,04,04a,04b,05,06,07,08

File format extension

This will be appended to the file automatically.
E.g. .jpg, .tif, .txt or .pdf

The resulting file name would look something like this:

EFP19840423_01.jpg.
NEra19840423-010.pdf
EFP19840423_04a.tif