

# Research and Conservation Image Naming Conventions

**STANDARDS:** **NO SPACES OR PERIODS:** Underscores shall be used to delimit elements of file name  
 ### shall correspond to the original file number recorded by the camera (use at least 3 digits)  
 HYPHENS “-” shall be used to separate Genus from species  
 Capitalize the first letter of words so they can be read more easily

## Individual Image Files

Image Category	Naming Convention	Example
Museum Specimen	SpecimenCatalogNumber (Barcode)	KHD00001234
Field Work	YYYYMMDD_TripName_LocalitySite_###	20160815_Sclerocactus_glaucus_Escalante_001 20160815_PhillipsCounty_LowerCreekBed_098
Lab Work	YYYYMMDD_ProjectName_###	20160815_Penstemon_penlandii_022
HerbariumWork	YYYYMMDD_CollectionCode_ProjectName_###	20160815_DBGA_InsectPinning_004
Outreach	YYYYMMDD_EventName_### YYYYMMDD_Scientific-name_### YYYYMMDD_CommonName_###	20160815_GirlsAndScience_038 20160815_Sclerocactus-glaucus_072 20160815_ClimbingBeans_001
Documentation	YYYYMMDD_EventName_###	20160815_Flood_016 20160815_HerbariumTransformation_623
Reference	ResourceTitle_###	SpecimenHandlingTraining_008 SeedProcessingProtocol_004
Office	YYYYMMDD_Description_###	20160815_HerbariumStaff_002
Publications	YYYYMMDD_PublicationTitle_###	20160815_MushroomsOfTheRockyMountainRegion_124
Professional Photography	YYYYMMDD_TripOrEventName_PhotographerFirstInitialLastName_###	20160815_InsectsIlluminated_SDMartin_005

## Image Folders

It will be useful to separate images associated with trips, events, projects, etc\_ into different folders\_ For groups of images that span multiple dates, **use the earliest date in the folder name**\_ Places new folders of images within the appropriate subfolder for the image category\_ These naming conventions apply only to the image categories denoted in the table below\_ Use existing folders or no folders for anything excluded\_

Image Category	Naming Convention	Example
FieldWork	YYYYMMDD_TripName_LocalitySite	20160815_Sclerocactus-glaucus 20160815_PhillipsCounty
FieldWork: SpecimenCollecting	YYYYMMDD_CollectionCode_TripName_LocalitySite	20160815_KHD_VoucherCollecitons_MagicForest
HerbariumWork	YYYYMMDD_CollectionCode_ProjectName	20160815_KHD_OrchidSpecimenMounting
HorticulturalWork	YYYYMMDD_ProjectName	20160815_Penstemon_harringtoniiCultivation
LabWork	YYYYMMDD_LabCategory_ProjectName	20160815_Genetics_Penstemon_penlandii
Outreach	YYYYMMDD_EventName YYYYMMDD_ProjectName	20160815_GirlsAndScience 20160815_RestorationSeeds
Documentation	YYYYMMDD_EventName	20160815_Flood

		20160815_HerbariumTransformation
Publications	YYYYMMDD_PublicationTitle	20160815_MushroomsOfTheRockyMountainRegion
ProfessionalPhotography	YYYYMMDD_TripOrEventName_PhotographerFirstInitialLastName	20160815_InsectsIlluminated_SDMartin
Reference	ResourceTitle_Images	SeedProcessingProtocol_Images