

# Naming Convention and Rules - Best practices

**The following recommendations apply to your work on the DaSCH Service Platform (DSP).**

Before starting, here is the definition of the terms “name” and “label” from the DSP point of view that will be used in this document:

- A resource class/property **name** must be unique, cannot be edited afterward, and is technically used to identify the class or the property.
- A resource class/property **label** designates your class or your property, it can be multilingual and can be changed if your user profile has permission to do so. A label is used in the resource viewer page and the advanced search form.

We highly recommend documenting the naming convention and rules decided by your project, e.g. in a PDF document or a README file.

## File Naming Convention<sup>1</sup>

- Create meaningful but brief names
- Don't use white spaces, dots, and special characters (e.g. “&”, “=”, “?” or “!”)
- Use hyphens (“-”) or underscores (“\_”) to separate elements
- Use file names to classify types of files
- Use abbreviations (please, use the same abbreviations everywhere, must be uniform)
- Use acronyms for people or location names: min. 3 letters (when possible), the sequence of the letters is important.
  - e.g. FirstnameLastname: Isadora M. Schmidt -> IMS
- Opt for short names
- Reserve the 3-letter file extension for application-specific codes of file format (e.g. .doc, .xls, .mov, .tif)
- Include versioning of file names where appropriate
- Avoid repetitive patterns

## Examples

1. Alice in\_Through\_the\_Looking Glass\_1871.pdf

*Use underscores instead of white spaces and keep it short:*

Suggestion: Alice\_Through\_Looking Glass\_1871.pdf or :

Through\_the\_Looking\_Glass\_1871.pdf

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<sup>1</sup> From the UK Data Service, 2017b -

<https://ukdataservice.ac.uk/learning-hub/research-data-management/format-your-data/organising/>

2. BB45 A+B+C Tombs VolumetricApproximation PL.obj  
*Information to retrieve by a script: BB45A BB45B BB45C (not easy to read by a script), type of data (?), Name of author (PL)*  
*Use abbreviations and acronyms, and separate each element by an underscore.*  
Suggestion: BB45A\_BB45B\_BB45C\_volumetric\_approximation\_PL.obj
  
3. F102 = ILL47 (13\_May\_2014\_0126) MJ.jpg  
*Use month abbreviation, don't use specific symbols e.g. "=" or "()"*  
*Here, there are two different pieces of information in brackets (difficult to read)*  
Suggestion: ILL47\_13-05-2014\_0126\_MJ.jpg

N.B: In Microsoft 10 there is a limitation of 256 characters for file names; there is none for Mac. We recommend keeping it as short as possible.

## Project Short Name

- 3 characters minimum, 20 characters maximum
- Only authorized special characters (although not as the first character): hyphen ("-") and underscore ("\_"),
- Lowercase only.

## Data Modeling

### Data Model Name

- 3 characters minimum, 16 characters maximum
- Unique name (please note that unique names **cannot** be changed afterward),
- Spaces or special characters are not allowed, except dot ("."), hyphen ("-"), and underscore ("\_")
- Cannot be a version number (i.e. start with the letter v and a number, e.g. "v3 dasch model"),
- Cannot start with a number,
- Cannot be named like any of the built-in ontologies: knora-base, knora-admin, knora-api
- Forbidden keywords: "simple", "v2", "knora", "ontology", "rdf", "rdfs", "owl", "xsd", "salsah", "schema", "shared", "standoff"

## Resource Class Name

- No length limitation

We recommend using:

- Meaningful but short label,
- By convention, resource names start with an uppercase letter,
- Labels should be in the form of a string without blanks or special characters. Only hyphen (“-”) and underscore (“\_”) are allowed (although not as the first character).

## Examples

1. “Manuscript”
2. “ManuscriptPage”
3. “Author”
4. “JournalArticle”

## Property Name

- No length limitation

We recommend using:

- Meaningful but short label
- By convention, property names start with a lowercase letter,
- Labels should be in the form of a string without blanks or special characters. Only hyphen (“-”) and underscore (“\_”) are allowed (although not as the first character).
- By convention, at DaSCH we use:
  - hasXX for value types, e.g. “hasName”,
  - isXX for boolean values, e.g. “isTrue”,
  - isPartOf for ‘part of’ values, e.g. “isPartOfBook”,
  - linkToXX for links to other classes, e.g. “linkToAuthor”,
  - hasXXList for list values, e.g. “hasTopicList”

## Resource Class and Property Labels<sup>2</sup>

- No length limitation

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<sup>2</sup> Please, note again the difference between the resource class/property **name** and the resource class/property **label**: the name must be unique, cannot be changed and is technically used to identify the class or the property whereas the label designates your class or your property, it can be multilingual, editable, and is used in the resource viewer page.

We recommend using:

- Meaningful but short label
- Avoid special characters if possible
- You can create labels in different languages. Currently, English ("en"), German ("de"), French ("fr"), Italian ("it"), and Romansh ("rm") are supported.

## List / List Node Label

- No length limitation

We recommend using:

- Meaningful but short label
- Can contain the following special characters: alphanumeric characters and hyphens
- Avoid using the same term in several lists, so as not to confuse

## Resource Instance Label

- No length limitation

We recommend using:

- Meaningful but short label (long labels will be cropped in DSP)
- Unique label, if possible
- No repetitive patterns
- Spaces between words instead of special characters/punctuation marks,  
N.B.: Please note that any character (e.g. punctuation mark appended to a word) must be included in the full-text search of this term or the term should be searched with a specific syntax (see [documentation](#))  
E.g. "Isadora Schmidt, Berlin, 1943" -> "Schmidt," and "Berlin," are considered as one and only term
- Abbreviations and acronyms to shorten your label when it makes sense (please, use the same abbreviations everywhere, must be uniform).

## Examples

## 1. Example of an excessively long label

*Gedächtnisfeier des ersten Todestags von Emil Hertzka, mit Verleihung des Emil Hertzka Gedächtnispreises, um 12 Uhr mittags im Kleinen Musikvereinssaal in Wien. Ablauf: Mozart, Maurerische Trauermusik KV 477; "Gedenkworte" von Regierungsrat Prof. Franz Moißl; Mahler, Adagietto aus der Fünften Symphonie (Ausführende: das Wiener Konzertorchester, Dirigent Erwin Stein)...*

> Suggestion: *Wien Gedächtnisfeier ersten Todestag Emil Hertzka 1*

N.B.: If there is more than one of these kinds of resources, serial numbers help to differentiate them.

## 2. Example of a short but meaningless label

*P15*

> Suggestion: *Play 15 HR Köln 1875*

[in this example, HR is the acronym of the musician's name]

## Username

- 4 to 50 characters long
- Must be unique
- Can contain the following special characters: alphanumeric characters, hyphen ("-"), and dot (".").
- Hyphens and dots cannot be at the end or start of a username
- Hyphens or dots cannot be used multiple times in a row