

Prof. Heather Hofmeister, Ph.D.

Institute of Sociology

Specialty in the Sociology of Work



How to name electronic files

Can you imagine what it would be like being a teacher and you had to collect electronic papers from 150 students of your class? What if you receive 150 files all named “term paper”, “term paper class x” or “term paper May 2016”?

How would you be able to keep all these different files apart?

Here is a suggestion:

Names of electronically submitted files should always contain the name of the author (your name). If you have to submit several files, you can add the date or consecutive numbers.

Example:

Miss Insel submits a paper which belongs to the class session on May 15, 2016
The file could be named: **Insel-160515**

or

Peter Palm submits a paper which is part 3 out of 7. The file could be named:
Palm.Peter-3of7

Please follow your teacher's instructions!

Always remember, that your own name has to feature in the file name!

The following information should always be included in each submitted file:

Name, matriculation number and the author's e-mail-address

Name of the teacher / tutor of your class

The semester (e. g. winter semester 15/16)

Name of your class

(possible the date)

Example:

„Minutes of the class session **Introduction to scientific work** on February 22nd, 2015

Anne Miller

matr. no. 10010011

a.meier711@emil.com

winter semester 2011/12

Class „Introduction to scientific work“ by: Dr. Clause

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