**MC3E Naming Convention**

MC3E Scientists,

We would like to recommend a set file name convention for quicklooks and the data for the MC3E data system.

After the completion of each flight or as needed, it would be beneficial if each of the instrument teams would upload quicklooks to the MC3E data server. In order to facilitate inclusion into the field catalog, we ask each of the teams follow a basic file name convention.  The convention is fairly liberal and permits you to add a lot of descriptive information of your choice in the <other> parameter.

**filename = <proj>\_<instr>\_<date>\_<other>.ext**  where

* <proj> = is the project name “mc3e”; separated by a “\_” from the next field
* <inst> = is the instrument ID of up to 10 letters; separated by a “\_” from the next field
* e.g.,2dvd, ampr, apu, cosmir, d3r, esrl, hiwrap, npol, …
* Navigation datasets should include the aircraft abbreviation in the inst field (e.g., er2 cit, …)
* <date> = in **yyyymmdd** format; separated by a “\_” from the next field
* If both start and stop time are required, then separate the two by an underscore.
* <other> = any other descriptive information (e.g,, band name, start time, end time, version #, etc; separate fields with “\_” or a “-“)
* .ext = 3-letter file format description (e.g. .hdf, .jpg, .txt, .gif, .pdf, etc)
* lowercase is recommended

Maximum file name length should be no more than **100** characters including the extension.

Only allowable symbol is the underscore (\_) or dash (-) and a single period (.) for the extension. A dash (-) can be used in the optional field, but not as a separator between inst and date, or date and optional field.

Examples:

mc3e\_ampr\_20110331\_182033\_41.hdf
mc3e\_apu\_220110331\_07\_location.dsd.txt
mc3e\_radiosonde\_20110331.tar
mc3e\_cband\_20110331\_mm.txt
mc3e\_npol\_20110331\_gridded.tar

mc3e\_npol\_20110331\_anything.gif

mc3e\_aeri\_20110331\_182700\_something.jpg

mc3e\_hiwrap\_20110331\_blahblahblah.png

If you have questions, please contact Marilyn Drewry via e-mail and cc the MC3E Tech Team and Data Management Group

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