## Project Directory and Work Flow

The project template includes these main directories and scripts:

- 1. **ANALYSIS** A directory containing the following analysis scripts:
  - (a) **01\_clean\_data.R** initial cleaning of raw transcripts
  - (b) 02\_analysis\_I.R initial analysis
  - (c) 03\_plots.R plotting script
- 2. CM\_DATA A directory to export/import scripts for cm\_xxx family of functions
- 3. CODEBOOK A directory to store coding conventions or demographics data
  - (a) **KEY.csv** A blank template for demographic information
- 4. CORRESPONDENCE A directory to store correspondence and agreements with the client:
  - (a) CONTACT\_INFO.txt A txt file to put research team members' contact information
- 5. DATA A directory to store cleaned data (generally .RData format)
- 6. **DATA\_FOR\_REVIEW** A directory to put data that may need to be altered or needs to be inspected more closely:
- 7. **DOCUMENTS** A directory to store documents related to the project
- 8. PLOTS A directory to store plots
- PROJECT\_WORKFLOW\_GUIDE.pdf A pdf explaining the structure of the project directory (this document)
- 10. RAW\_DATA A directory to store non-transcript data related to the project:
  - (a) AUDIO A directory to put audio files (or shortcuts)
  - (b) **FIELD\_NOTES** A directory to put audio files (or shortcuts)
  - (c) **PAPER\_ARTIFACTS** A directory to put paper artifacts
  - (d) **PHOTOGRAPHS** directory to put photographs
  - (e) **VIDEO** A directory to put video files (or shortcuts)
- 11. RAW\_TRANSCRIPTS A directory to store the raw transcripts
- 12. **REPORTS** A directory relatede reports and presentations; see REPORT\_WORKFLOW\_GUIDE.pdf for details
- 13. TABLES A directory to export tables to
- 14. WORD\_LISTS A directory to store word lists that can be sourced and supplied to functions
- 15. **.Rprofile** Performs certain tasks such as loading libraries, data and sourcing functions upon startup in RStudio

- 16. extra\_functions.R A script to store user made functions related to the project; already contains:
  - (a) **email** A function to view, and optionally copy to the clipboard, emails for the client/lead researcher, analyst and/or other project members (information taking from /CORRESPON-DENCE/CONTACT\_INFO.txt file)
  - (b) **todo** A function to view, and optionally copy to the clipboard, non-completed tasks from the TO\_DO.txt file
- 17. **LOG.txt** A text file documenting project changes/needs etc.
- 18. xxx.Rproj A project file used by RStudio; clicking this will open the project in RStudio
- 19. TO\_DO.txt A text file documenting project tasks