

# 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
  - (b) **project.directions.pdf** A pdf explaining the structure of the project directory
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
9. **RAW.TRANSCRIPTS** - A directory to store the raw transcripts
10. **REPORTS** - A directory to house reports; contains:
  - (a) **report.1.rnw** - A latex rnw file for use with knitr
  - (b) **project.bib** - A latex bibtex file
  - (c) **preamble.tex** - A tex file that report.1.rnw references to generate the preamble
11. **TABLES** - A directory to export tables to
12. **WORD.LISTS** - A directory to store word lists that can be sourced and supplied to functions
13. **.Rprofile** - Performs certain tasks such as loading libraries, data and sourcing functions upon startup in RStudio
14. **extra.functions.R** - A script to store user made functions related to the project
15. **LOG.txt** - A text file documenting project changes/needs etc.
16. **xxx.Rproj** - A project file used by RStudio
17. **TO.DO.txt** - A text file documenting project tasks