Project Directory and Work Flow

The project template includes these main directories and scripts:

1. **SCRIPTS** - A directory containing the following 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. **CODEBOOK** - A directory to store coding conventions or demographics data:

    (a) **KEY.csv** A blank template for demographic information

3. **CORRESPONDENCE** - A directory to store correspondence and agreements with the client:

    (a) **CONTACT_INFO** A text file to put research team members' contact information

4. **DATA** - A directory to store data:

    (a) **CLEANED_DATA** - A directory to store cleaned data (generally .RData or .rds format)
    (b) **CM_DATA** - A directory to export/import scripts for `cm_xxx` family of functions
    (c) **DATA_FOR_REVIEW** - A directory to put data that may need to be altered or needs to be inspected more closely
    (d) **RAW_DATA** - A directory to store non-transcript data related to the project:
        i. **ANALYTIC_MEMOS** - A directory to put analytic memos
        ii. **AUDIO** - A directory to put audio files (or shortcuts)
        iii. **FIELD_NOTES** - A directory to put audio files (or shortcuts)
        iv. **PAPER_ARTIFACTS** - A directory to put paper artifacts
        v. **PHOTOGRAPHS** - A directory to put photographs
        vi. **VIDEO** - A directory to put video files (or shortcuts)
    (e) **TRANSCRIPTS** - A directory to put transcription data:
        i. **CLEANED_TRANSCRIPTS** - A directory to store the cleaned transcripts (If the transcripts are already cleaned you may choose to not utilize the RAW_TRANSCRIPTS directory)
        ii. **RAW_TRANSCRIPTS** - A directory to store the raw transcripts

5. **DOCUMENTATION** - A directory to store documents related to the project

6. **PLOTS** - A directory to store plots

7. **PROJECT_WORKFLOW_GUIDE.pdf** A pdf explaining the structure of the project directory (this document)

8. **REPORTS** - A directory related to reports and presentations; see REPORT_WORKFLOW_GUIDE.pdf for details

9. **TABLES** - A directory to export tables to

10. **WORD_LISTS** - A directory to store word lists that can be sourced and supplied to functions

11. **.Rprofile** - Performs certain tasks such as loading libraries, data and sourcing functions upon startup in RStudio

12. **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 ∼/CORRESPONDENCE/CONTACT_INFO file)

    (b) **todo** - A function to view, and optionally copy to the clipboard, non-completed tasks from the TO_DO file

13. **LOG** - A text file documenting project changes/needs etc.

14. **xxx.Rproj** - A project file used by RStudio; clicking this will open the project in RStudio

15. **TO_DO** - A text file documenting project tasks