

## README, File & Folder Schema (Template)

Project/Lab Name:

Creator:

Owner:

Date of last update:

or Revision history:

Files location:

README location:

Folder structure:

Project/Lab Name: Name the project for which this file organization documentation refers. If it documents the organization schema for a research/lab group, include that here.

Ex: Koprivalab\CEPLAS\xyz

Creator: Who created the file organization schema? This is important information as a user may need to get clarification, suggest a revision of the schema, etc.. Include the institution/address/email for contacting this person.

Ex: Dominik Brillhaus, [dominik.brillhaus@hhu.de](mailto:dominik.brillhaus@hhu.de) OR ORCID iD

Owner: This may be the same as the creator, but you should indicate who is currently responsible for maintaining this file organization schema. This person can change as people leave/arrive. Again, include institution/address/email for contacting this person.

Ex: Hajira Jabeen, [hajira.jabeen@uni-koeln.de](mailto:hajira.jabeen@uni-koeln.de) OR ORCID iD

Date of last update: Indicate when the last changes of this schema was made. In some instances, it may be useful to keep a log of the revision history.

Ex: 2018.02.12

File location: Where are the files referenced here kept? Include a file path so people can easily find the necessary files. If there are permission restrictions, you may also want to include that information.

Ex: sciebo/ourLab/project123/

README location: Include the file path for this particular README. This may seem superfluous, but often READMEs are shared outside of their home location (e.g., via email), so it's good to indicate where the README can be found.

Folder structure: Sketch out here or insert a screenshot of your folder structure. Note, if including a screenshot, expand all folders to show the full hierarchy

File naming schema:

Ex:

File type: Microscope image

Filename schema: [date]\_[microscope]\_[imageNumber]

Schema key:

date: date of image capture in YYYYMMDD format

microscope: name/model of microscope used

imageNumber: written in sequential formatting 00X-XXX

Example filename: 20180118\_mic53\_001.jpg

File type:

Filename schema:

Schema key:

Example filename:

File type:

Filename schema:

Schema key:

Example filename:

File type:

Filename schema:

Schema key:

Example filename:

Filename abbreviations:

Filename descriptor: Location Abbreviations key: ATL:Atlanta
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Filename descriptor:

Abbreviations key:

Filename descriptor:

Abbreviations key:

Filename descriptor:

Abbreviations key:

Adapted from: [https://www.dropbox.com/s/2icxg3mpsiysgkm/Template\\_README\\_fileOrg.txt?dl=0](https://www.dropbox.com/s/2icxg3mpsiysgkm/Template_README_fileOrg.txt?dl=0)