Lab Guideliness

Diana Hoefels

November 17, 2021

This guideliness provides a framework which contains a set of the conventions and procedures which should be followed when designing an experimental project, and how folders need to be structured and how files should (not) be named. The two sections of this framework will deal with naming files and project structure.

1 Naming files

General rule: files should be both human and machine readable. Here are some general good vs. bad practices of how to give your files names:

- **Spacing** can confuse machines, so don't leave white space. Furthermore coding is easier when there are no spaces in files.

  GOOD: reading01_shakespeare_romeo-and-juliet_act01.docx

  BAD: Romeo and Juliet Act 1.docx

- Use **letters, numbers, hyphens** and underscores over special characters (e.g., :*?+—$) or accents (e.g.,ñ).

  GOOD: what-the-cat.docx

  BAD: what-the-cat?.docx

- **Case sensitivity**: Some operating systems treat a and A the same and others treat a and A differently, be consistent and never have two files that differ only in case.

  GOOD: othello.docx, romeo-and-juliet.docx

  BAD: Othello.docx, Romeo-and-juliet.docx

- Be careful when using **separator characters**: hyphen - for "different words that are part of the same chunk", and underscore _ to separate different chunks

  [identifier] **reading01, reading02**, etc, [author] **shakespeare, plath**, etc, [title] **othello, the-bell-jar**, etc, [section] **act01, act02**, etc

  Order: [identifier] [author] [title] [section(optional)], e.g., reading01_shakespeare_romeo-and-juliet_act01.docx

- Organize project folders to make them easier to navigate by using **comprehensible** and **informative** names:

  GOOD: analysis01_descriptive-statistics.R, analysis02_preregistered-analysis.R, notes01_realising-the-problem.txt, analysis03_departing-from-the-plan.R, notes02_tentative-write-up.docx

- Sorting files in chronological order tips: dates should follow the YYYY-MM-DD format, use numbers as a prefix to order files.

2 Project Structure

3 Golden Rules: (1) understand file paths. (2) use project templates. (3) use README files

2.1 File paths

- folder with 3 files path: e.g., project/01_initial-plan.docx
- folders inside folders creates a "file tree", and the paths for all files in this tree should look like this: project/report/2021-03-11_report_getting-started.docx

3 Acknowledgement

These guidelines were created by using Navarro (2021) material.

References

Navarro, D. (2021). Project structure. =https://slides.djnavarro.net/project-structure/47.