

# 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
9. **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 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
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 /CORRESPONDENCE/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