Introduction

A good folder organization helps you and other possible co-workers to find files and documents from earlier project as well as current ones.
Without a conceptual structure, all of your folders will be cluttered up and the data is all over the place which makes it hard to find all necessary documents.
This handout provides a short introduction on naming conventions and organizational ideas to properly organize your documents. An exemplary folder structure can be found here.

Folder Structure

An ordered and clear folder structure is the first step to a successful organization of documents and files.
When working on a project (together with other colleagues) the main folders needed are:

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analyses        scripts used to analyze, process and visualize the experimental data
data            preprocessed and raw data from all experiments
experiments     information relevant for understanding/reproducing experiments
notes           notes and thoughts from meetings - serves as internal bookkeeping system
writing         final reports, term papers or even publications
```

Additionally, there can be other folders such as code to store simulations or similar things. You are strongly encouraged to include a `README.md` file in every relevant folder to describe the file's contents.

Naming Conventions

A folder's name should be a single keyword while the name for a file can be more extensive. Nevertheless, there are some naming conventions that should be maintained.

- <u>Avoid whitespaces</u> since your machine gets confused if you want to access a file via some portion of code!

- <u>Avoid special characters</u> and stick to hyphens, numbers, letters and underscores only!

- Number files with padding 0's such as <u>01, 02, 03,...,10</u>

- <u>Avoid same names</u> (differing only by case)!
  separate words from the same chunk with a hyphen (chunk01-chunk01)!
  separate different chunks with an underscore (chunk01_chunk02)!

- Stick to a date format such as <u>YYYY-MM-DD</u> to sort the files in chronological order!

```
✓

2021-11-15_final-report.pdf
notes_meeting01.txt
essay_proper-naming-conventions.pdf
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✗

final report 11-15-2021.pdf
notes(meeting1).txt
essay_proper_naming_conventions.pdf
```