PhD Folder Template — Collected Best Practice Recommendations

At PhD Level

## File Naming

## Folder Naming

## Get an ORCID

## Backups

## Further Reading

At Documents Level

### Keep private data private

* DSGVO

### Keeping notes

* meeting notes
* organizing

### Overview over literature

### Further Reading

At DMP Level

### Start early

### Living document and guide for your RDM

### Publishing a DMP

### Funding agencies and DMPs

### Further Reading

At Project Level

### Documentation & Metadata

### Tidy Data in Spreadsheets

### Backups & Archiving

### Code on GitHub: Get a DOI from Zenodo

* <https://docs.github.com/en/repositories/archiving-a-github-repository/referencing-and-citing-content>

### Further Reading

At Protocol Level

### Documentation with ELN and templates

### Terminology, ontologies, and tags

### Publishing and reusing protocols

* e.g. [portocols.io](http://portocols.io)

### Identifying resources

* RRIDs

### Further Reading

At Presentation Level

### Giving credit for illustrations

### Publishing presentations

### Further Reading

At Manuscript Level

### Authorship

### Acknowledgements

### Open Access Publication

### Publishing Data

* Repositories
* FAIR
* Standards

### The importance of permanent, globally unique identifiers

### Further Reading

On Writing

* Turabian Manual for writers
* Elements of Style
* Writing your dissertation in 15 minutes a day

On science communication and visualization

* sexy titles, spin, and story telling
* visualizing data
  + tools
  + principles
  + data literacy
* describing visualizations (writing good captions)

On Scientific publishing

The review process

At Thesis Level

### University requirements

### Further Reading