Lab-Handout: Project Structure and File Naming

This short handout should give you a short overview on how you should structure your projects and what names your files should and should not have. If there are any questions or remarks regarding the content of this handout, do not hesitate to contact me.

Folder Structure

*Main-Folder*: your\_project\_name

*Mandatory Subfolders*

* Analyses
  + Scripts to analyse, visualise and process data
* Data
  + raw and pre-processed data from all experiments (mostly csv-Files)
* Experiments
  + information to understand and reproduce the experiments
* Notes
  + personal notes from meetings
  + your ideas and thoughts
* Writing
  + term papers
  + reports
  + Publications
  + etc.
* README.md: file has to be in every relevant folder and has to describe briefly what the files in the folder are doing.

*Additional Subfolders:*

* Code
* Posters
* Presentations

Try to avoid clutter! If you do not know anymore what you were doing and what your goal is, either restart or abandon your project.

File Naming

|  |  |
| --- | --- |
| **Do** | **Do not** |
| letters and numbers | special characters |
| hyphens (means: different word that are part of the same chunk) | whitespaces |
| undercores (seperate different chunks) | characters with special meaning |
| concise, meaningful description | accents |
| use YYYY-MM-DD format on dates | write dates out |
| use numbers as prefix to order files | two files that only differ in case |
| use keywords to find files easily |  |
| be consistent |  |