

## How To Note-File

Please read this document in full, before starting your experiments.

These are some tips and best-practices that will make your life easier when analyzing your data later. If you follow these best-practices, you can use the [WRIC\\_preprocessing](#) code and functions (available in R and Python) to automatically preprocess your data, extract your protocol from the note file, adjust for time drift and much more. Just check out the [README file on the GitHub Page](#) on how to get started.

Unfortunately, as the WRIC-computer is not connected to the internet, the internal clock slowly drifts over time. So, the first note should be the current time (from your phone or own laptop) at the time of the note:

- 1) **Time Stamp** (the exacter, the better) in format 15:02:17  
*has to be the FIRST comment*
- 2) **Use the signal words “start” and “stop”** to indicate a section of your protocol starting or stopping  
E.g. “start RER”, “start måltid”, “start exercise”...
- 3) **Consistency is key**  
The important thing is to be consistent in your comments. If you always start with pineapple for starting something, that is fine (weird, but fine) and can easily be changed in the code, but if you write something different every time, it becomes hard to automatically recognize and label. Capitalization does not matter.
- 4) **Retrospective time change**  
It can easily happen, that you forgot to add the note at the exact time something happened but know that it happened a couple minutes ago. Not to worry. Just write the comment as you would usually do and include a time stamp in your comment. But make sure there is only one timestamp per comment!  
E.g. “start RER 09:31” (9:31 would also work)
- 5) **Two rooms, one note file?**  
Please indicate comments that only apply to chamber 1 with a 1 at the start of the comment (and 2 vice versa). If a comment applies to both chambers no need to write anything.  
E.g. “1 start RER”
- 6) **No line breaks** in the comments
- 7) Write as much as you want/need, the script just filters for signal words within the text in the comments.

I recommend to write a short sticky note with the different notations/signal words you want to use throughout your study and keep it close to the computer. On the following page I have included all signal words currently included in the script. BUT as long as you stay consistent with the notation you can easily extend these signal words to include the ones you choose or add/change a protocol category. If you need help adapting it or want your “note scheme” to be checked, feel free to reach out to me (ninzie@rm.dk or come by my office :D)

Protocol	Signal Words
Sleep	Sleep, sove, soeve, bed, send, godnat, night
Stop Sleeping	Vaagen, vågen, væk, vaekke, wake, woken
Stop Anything	Faerdig, færdig, stop, end, finished, slut
Start	Start, begin, began
Start + Activity	Step, exercise, active, motion, aktiv, physical activity
Start + Eating	maaltid, måltid, eat, meal, food, spis, frokost, morgenmad, middag, snack, aftensmad
Start + REE	REE, BEE, BMR, RMR, RER
Go in chamber	Ind i kammer, enter, ind, entry ( <i>only if in first three comments</i> )
Exit chamber	Ud, exit, out ( <i>only if in last two comments</i> )

Here is a short example of what your note file should look like, for a simple protocol:

9:00 participants enter chamber  
 9:30-10:00 REE measurement  
 12:00-12:15 Lunch  
 14:00-14:20 Stepping  
 16:00 participants leave chamber

Note File:

08:59:38 both participants enter the chamber  
 09:30:42 1 start REE  
 09:32:12 2 start REE  
 09:51:02 1 stop REE  
 09:51:59 2 stop  
 12:00:02 start maaltid  
 12:14:42 stop  
 14:00:01 start step  
 14:34:23 stop step 14:20  
 15:58:49 1 deltager ud  
 16:00:04 2 participant exit

Since the signal word only watches out for stop, you can write the activity that is stopping behind it (“stop REE”), but do not have to (“stop”).

## TLDR – How To Note File

- 1) Current Timestamp for Time Drift (first comment)
- 2) Stay **consistent** in your notes
- 3) Use start and stop signal words
- 4) Forgot? - Add timestamp to comment
- 5) 1 for chamber 1, 2 for chamber 2, nothing for both
- 6) No line breaks