**Folder Format and Naming Convention Recommendations**

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When given a prompt of “recommended or useful names for r project file folders” the ChatGPT-generated text indicated that “A well-structured R project folder helps with organization, reproducibility, and collaboration. Here are some **recommended folder names** and their purposes:” (OpenAI, 2025, see text below for fill transcript).

**1. Essential Folders**

**📂 data/**

* **Purpose**: Stores raw datasets (CSV, Excel, JSON, etc.).
* 🔹 Subfolders:
  + data/raw/ → Unmodified, original datasets (read-only).
  + data/processed/ → Cleaned, formatted, or transformed datasets.

**📂 scripts/**

* **Purpose**: Contains all R scripts for analysis and processing.
* 🔹 Subfolders:
  + scripts/01\_import/ → Data import scripts.
  + scripts/02\_cleaning/ → Data cleaning & wrangling.
  + scripts/03\_analysis/ → Main analysis scripts.
  + scripts/04\_visualization/ → Plots and figures.
  + scripts/utility/ → Helper functions, custom R packages.

**📂 results/**

* **Purpose**: Stores output files (tables, figures, statistical results).
* 🔹 Subfolders:
  + results/figures/ → Plots, graphs, visualizations.
  + results/tables/ → CSV or RDS summary tables.

**📂 reports/**

* **Purpose**: Contains reports, markdown documents, or presentations.
* 🔹 Subfolders:
  + reports/rmarkdown/ → .Rmd files for dynamic reports.
  + reports/presentations/ → Slides (.pptx, .html, Quarto files).

**2. Optional but Useful Folders**

**📂 functions/**

* Stores custom R functions (.R files) for reuse.
* Example: functions/helper\_functions.R

**📂 manuscript/**

* Contains manuscript drafts, LaTeX, Word files, or journal submissions.

**📂 shiny\_app/**

* If using **Shiny**, this holds UI/server scripts.

**📂 docs/**

* Documentation files (README.md, references, notes).

**📂 renv/**

* Stores package dependencies (if using {renv} for reproducibility).

**📂 logs/**

* For error logs, batch job outputs, or tracking script runs.

**References**

OpenAI. (2025). ChatGPT (February 11 version) [Large language model]. <https://chat.openai.com/chat>