

Structure and Naming Conventions

For files of an experimental project

Conventions to structure your project folder

Subfolders that must be included:

- Analysis (any scripts to process, visualize or analyze data)
- Data (all datasets (raw and preprocessed) from all experiments)
- Experiments (everything needed to understand and reproduce the experiments)
- Notes (space for ideas, checklists, notes from meetings...)
- Writing (anything for the paper/report/publication...)

This minimal structure can of course be expanded, for example by:

- Code (any code files that go beyond data analysis, e.g., models or html files for web implementation)
- Posters
- Presentations
- ...

Every subfolder should include a README.md explaining what to find in this subfolder and a short description of each contained file.

Conventions for naming files

We want to name files following three subgoals:

1st – Accessibility for Machines:

- Do not include spaces (use – to separate words or _ to separate chunks), e.g., analysis04_preprocessing-eye-tracking-data.R
- Use only letters, numbers, hyphens (-) or underscores (_)
- Be consistent in using lower and uppercase (generally I would recommend to only use lowercase)

2nd – Accessibility for Humans:

- Describe each file in a concise and meaningful manner, e.g., notes01_ideas-for-hypothesis.md

3rd – Sorted and Easy to Search:

- If files are dated, include date in the beginning and in the form of YYYY-MM-DD, e.g., 2021-05-04_juri_lab-handout
- Otherwise, structure files by including an enumerator in the beginning, e.g., analysis01_preprocessing-data.R or 01_preprocessing-data.R