File Organization and Naming Conventions
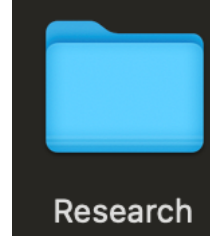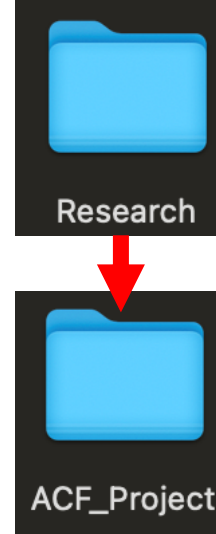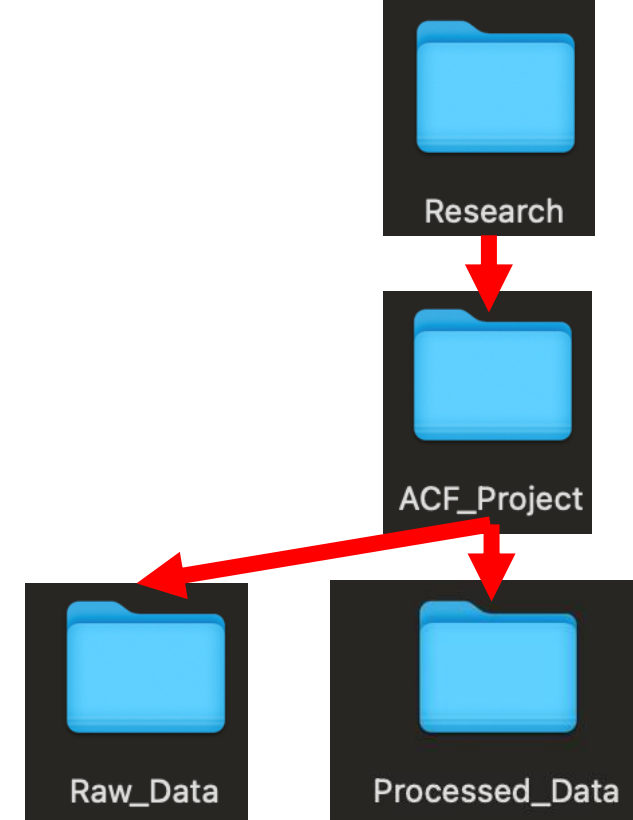
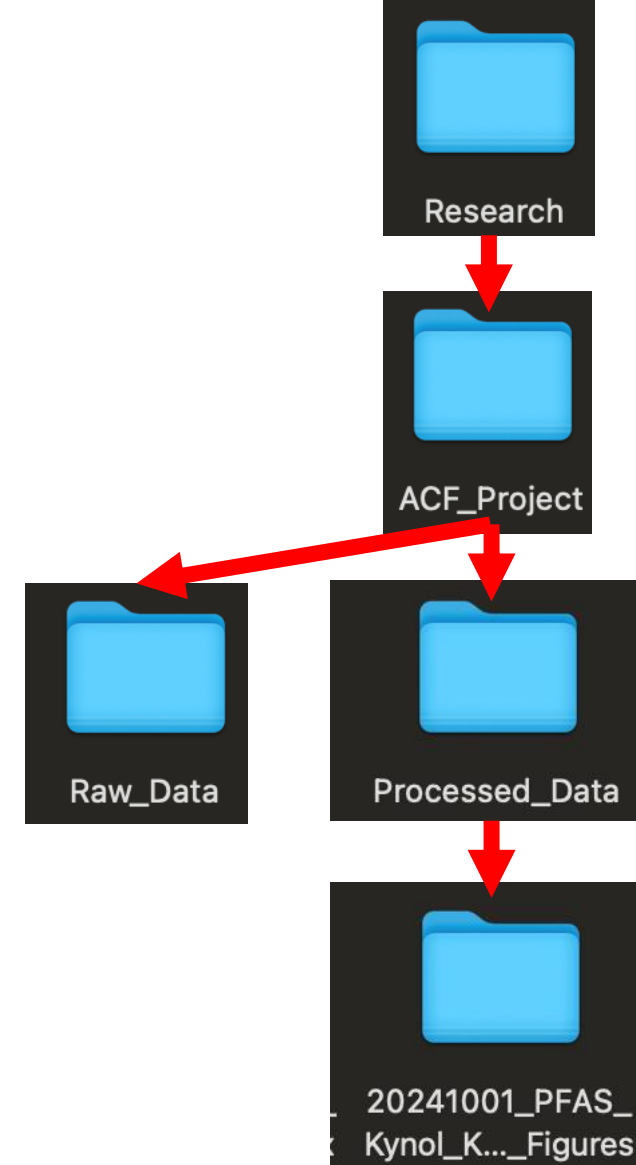Justin Sankey

- Folders
  - Research Folder

- Folders
  - Research Folder
    - Subfolder per project

- Folders
  - Research Folder
    - Subfolder per project
    - Subsubfolder for raw data and processed data

- Folders
  - Research Folder
    - Subfolder per project
    - Subsubfolder for raw data and processed data
    - Subsubsubfolder Figures in Processed data

- Folders
  - Research Folder
    - Subfolder per project
    - Subsubfolder for raw data and processed data
    - Subsubsubfolder Figures in Processed data
- Naming Conventions
  - Yr:m:d_Project_Name_Descriptor/Test#_Method_Used
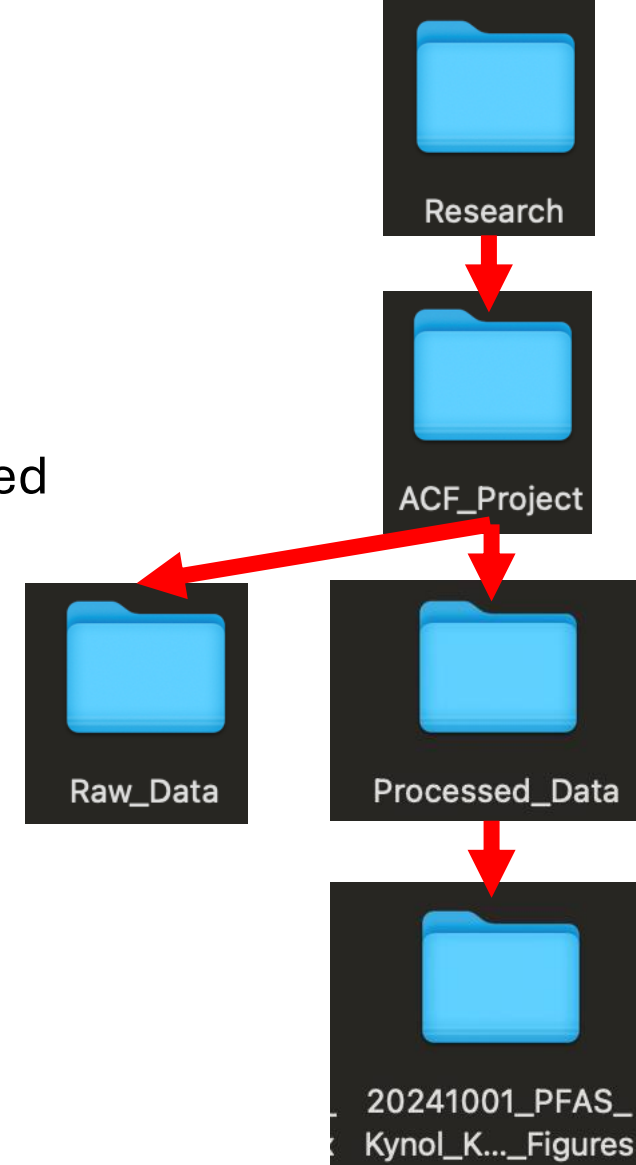 - Example: 20241001_PFAS_Kynol_KS_Temp_core.txt

- Folders
  - Research Folder
    - Subfolder per project
    - Subsubfolder for raw data and processed data
    - Subsubsubfolder Figures in Processed data
- Naming Conventions
  - Yr:m:d_Project_Name_Descriptor/Test#_Method_Used
  - Example: 20241001_PFAS_Kynol_KS_Temp_core.txt
- Notes
  - Analog
  - Transfer to excel
    - Mass/Volume/Supporting Information
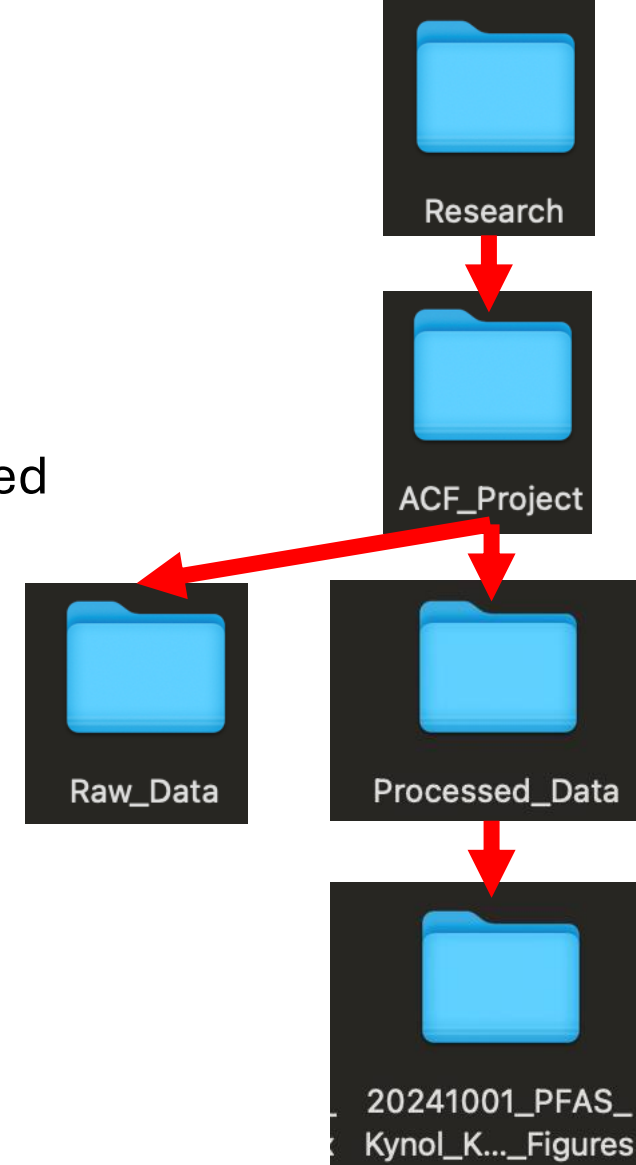
- Folders
  - Research Folder
    - Subfolder per project
    - Subsubfolder for raw data and processed data
    - Subsubsubfolder Figures in Processed data
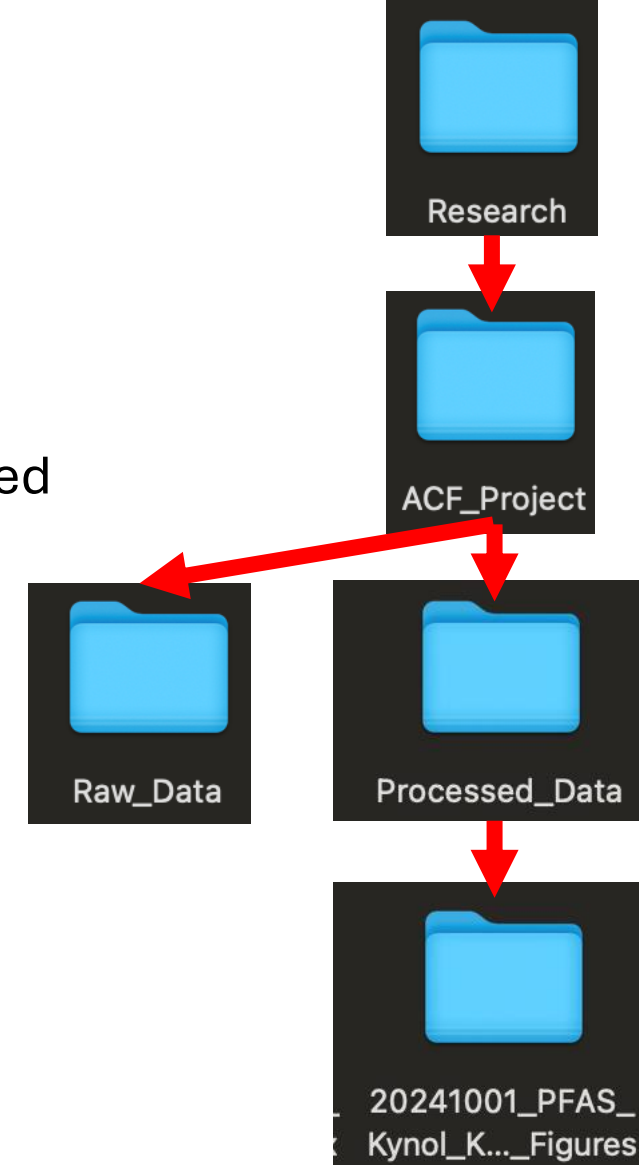- Naming Conventions
  - Yr:m:d_Project_Name_Descriptor/Test#_Method_Used
  - Example: 20241001_PFAS_Kynol_KS_Temp_core.txt
- Notes
  - Analog
  - Transfer to excel
    - Mass/Volume/Supporting Information
- Preventing Overwriting
  - Code inputs .txt
  - Code outputs .xlxs to new folder

- Folders
  - Research Folder
    - Subfolder per project
    - Subsubfolder for raw data and processed data
    - Subsubsubfolder Figures in Processed data
- Naming Conventions
  - Yr:m:d_Project_Name_Descriptor/Test#_Method_Used
  - Example: 20241001_PFAS_Kynol_KS_Temp_core.txt
- Notes
  - Analog
  - Transfer to excel
    - Mass/Volume/Supporting Information
- Preventing Overwriting
  - Code inputs .txt
  - Code outputs .xlxs to new folder
- Citation Management
  - Papers subsubfolder in each project subfolder

- Folders
  - Research Folder
    - Subfolder per project
    - Subsubfolder for raw data and processed data
    - Subsubsubfolder Figures in Processed data
- Naming Conventions
  - Yr:m:d_Project_Name_Descriptor/Test#_Method_Used
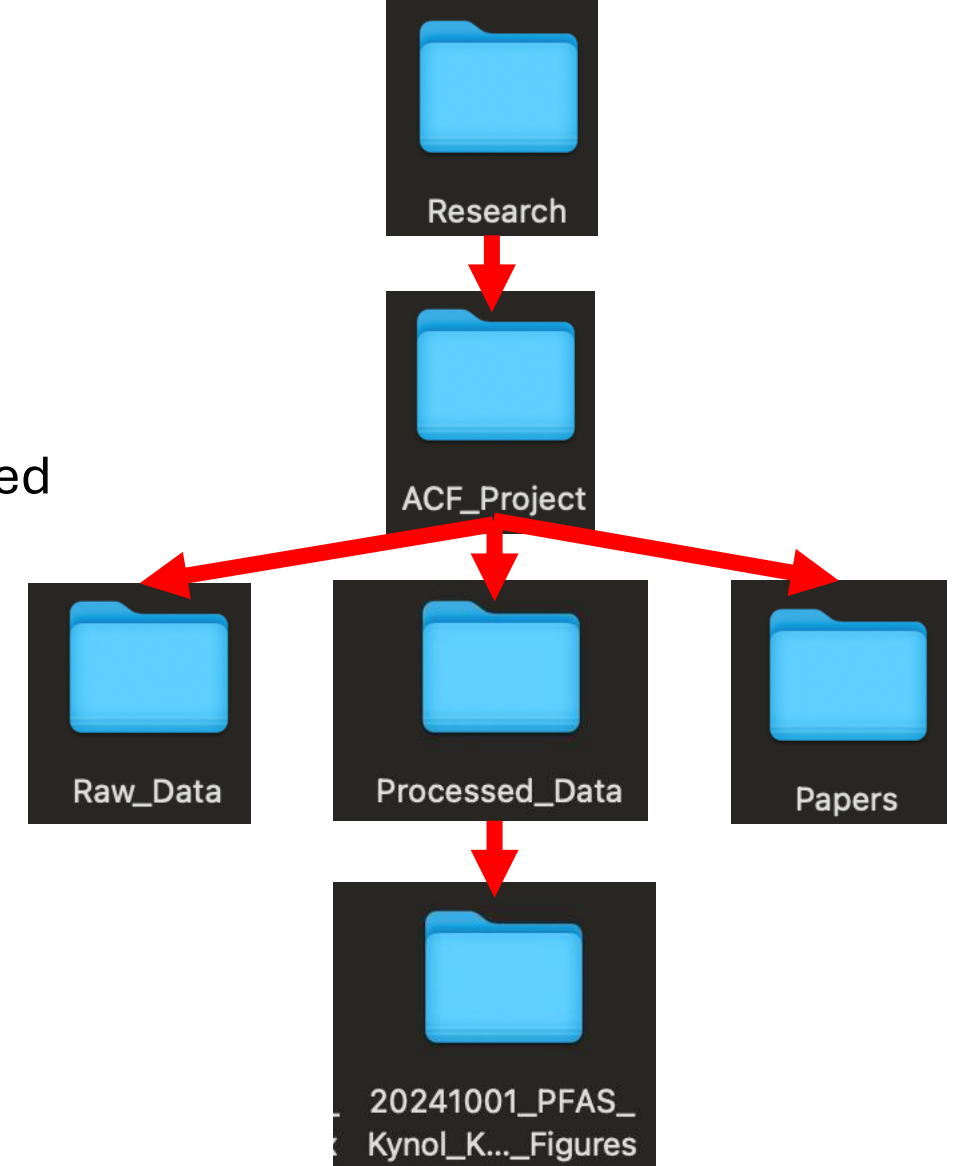 - Example: 20241001_PFAS_Kynol_KS_Temp_core.txt
- Notes
  - Analog
  - Transfer to excel
    - Mass/Volume/Supporting Information
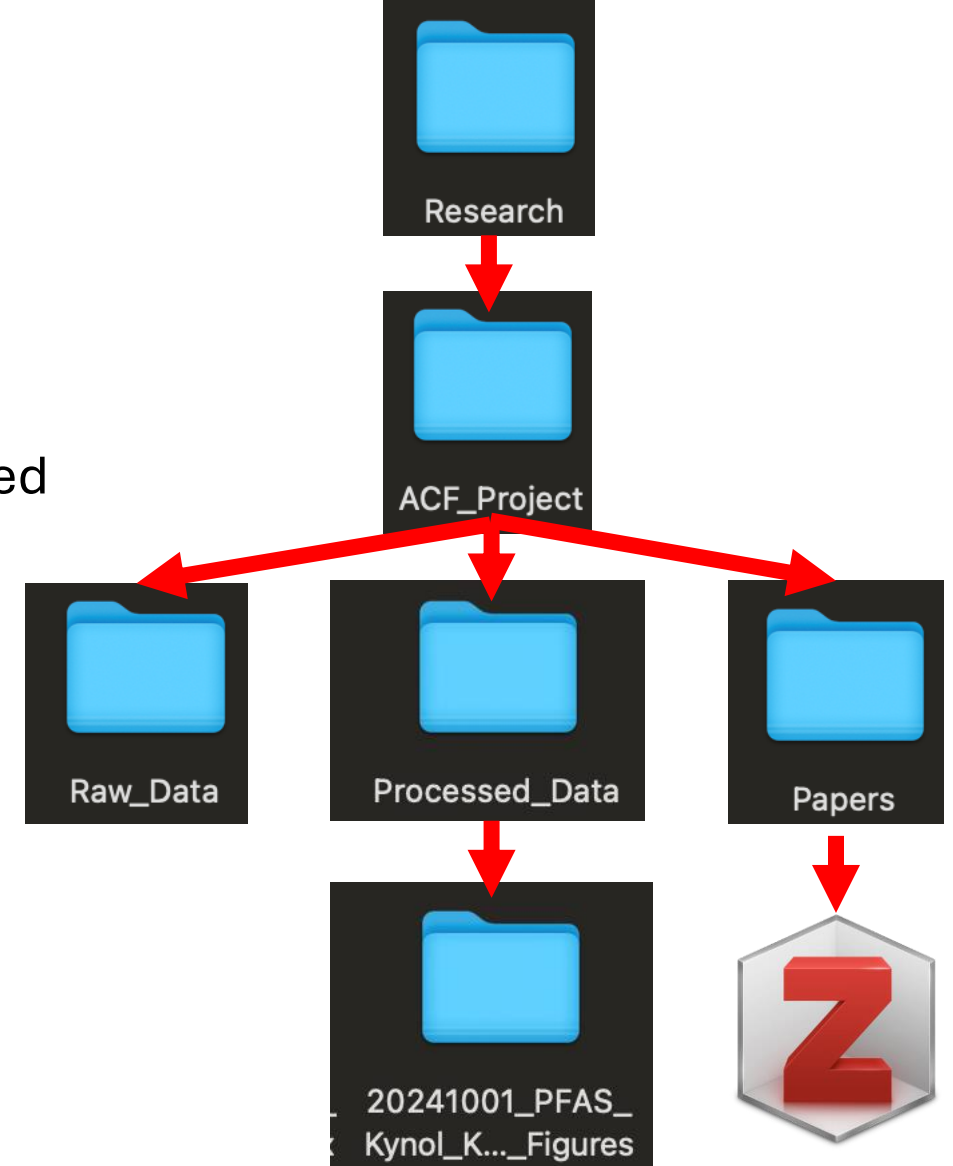- Preventing Overwriting
  - Code inputs .txt
  - Code outputs .xlxs to new folder
- Citation Management
  - Papers subsubfolder in each project subfolder
  - Link to Zotero
  - Link Zotero w/ Overleaf or other Latex Editor

- Folders
  - Research Folder
    - Subfolder per project
    - Subsubfolder for raw data and processed data
    - Subsubsubfolder Figures in Processed data
- Naming Conventions
  - Yr:m:d_Project_Name_Descriptor/Test#_Method_Used
  - Example: 20241001_PFAS_Kynol_KS_Temp_core.txt
- Notes
  - Analog
  - Transfer to excel
    - Mass/Volume/Supporting Information
- Preventing Overwriting
  - Code inputs .txt
  - Code outputs .xlxs to new folder
- Citation Management
  - Papers subsubfolder in each project subfolder
  - Link to Zotero
  - Link Zotero w/ Overleaf or other Latex Editor