# What should you keep in your project folder?

## Your-Project

Over the course of your project, you might produce multiple files. To ease data management and make your research more shareable and reproducible, we suggest you organize your project folder following this basic structure:

### /Data

#### ./InputData

../InputData-Files ../InputData-Codebook

./IntermediateData ../IntermediateData-Files with .../IntermediateData-Codebook

#### ./AnalysisData

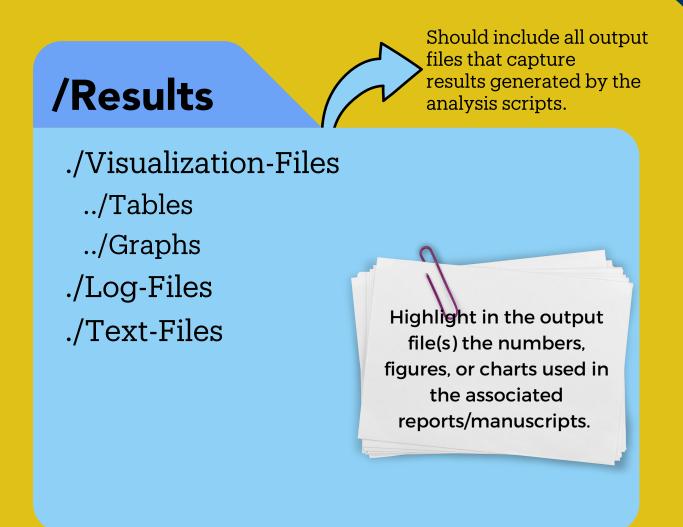
../AnalysisData-Files ../AnalysisData-Codebook Should store raw, processed, and analysis data files, along with their codebooks containing unambiguous variable level details.

Often not easy to reobtain. Supports inspection/ backtracking.

Stores all processes (manipulations and transformations) performed with the input/raw data.

The "analysis-ready" version of the datasets.

If you have multiple scripts, provide



### /Scripts

the master scripts that call all other scripts used for processing, analyzing the data, and producing visualizations in sequence.

#### ./Master-Scripts ../Processing-Scripts

- ../Analysis-Scripts
- ../Visualization-Scripts



2. efficient when run, and

3. well-documented.

	Report.pdf
README.txt	
<u>Click here for more</u> <u>info &amp; template</u>	

Depending on the nature of your project, you may also create additional subfolders to store supporting documentation such as data collection instruments, IRB protocols, etc.

0

QUICK 7 TIPS  $\nabla$ 

- Follow best practices for file naming (see tips here).
- Use a version control system such as Git to manage changes in files over time.
- Choose open and preservation-friendly file formats (see tips here).

## Have a question or want to schedule a consultation with us? rds@library.ucsb.edu UC SANTA BARBARA Library