Research Data Services

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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

Should store raw, processed, and analysis data files, along with their codebooks containing unambiguous variable level details.

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

Often not easy to re-obtain. Supports inspection/ backtracking.

./IntermediateData
../IntermediateData-Files
../Intermediate-Data-Codebook

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

./AnalysisData
../AnalysisData-Files
../AnalysisData-Codebook

The "analysis-ready" version of the datasets.

/Results

Should include all output files that capture results generated by the analysis scripts.

./Visualization-Files
../Tables
../Graphs
./Log-Files
./Text-Files

Highlight in the output file(s) the numbers, figures, or charts used in the associated reports/manuscripts.

/Scripts

If you have multiple scripts, provide 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

Make sure your script/code is:

1. easy to understand,
2. efficient when run, and
3. well-documented.

README.txt

Click here for more info & template

Report.pdf

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.

- **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).**

QUICK TIPS

Have a question or want to schedule a consultation with us? rds@library.ucsb.edu

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