

File naming and folder structure (LACDR)

Naming your files in a consistent manner and structuring your folders is part of good data management. It will help you and your team members to easily find what you are looking for.

Good file names:

- are unique (not the same names in different folders)
- are consistent (upper / lower case)
- are permanent
- are meaningful but brief
- classify broad types of files
- do not have spaces, dots and special characters
- use hyphens '-' or underscores '_' to separate logical elements
- reserve the 3 letter extension for application-specific codes
- use the format YYYYMMDD (easy to find and sort chronologically)

File and folder naming according to GARP | examples from Group dr. Liesbeth de Lange, LACDR, Leiden University¹

Project number "IN0X-0Y"

- **IN** = initials of the "study director"
- **0X** = Xth experiment of the project
- **0Y** = Yth sub-experiment

Example project number:

- **SH01** This is the first study of Sandra den Hoedt
- **LK02** This is the second study of Laura Kervezee

Data Folder

- **YYYYMMDD** The year, month and date must be included
- **IN0X-0Y** The Project number must be included.
- **V1** The version must be included (v1, v2, etc)
- **IN** Input/comments on version to be indicated by input-IN (initials)
- Data folders and lab journals should be stored together (digital in folders and subfolders).

¹ Reference sources : 20140109-GARP-LL- Abbreviations for use in filenames-v1.doc ; 20140312-GARP-LL-CODING Files, Projects, Experiments; Data-v2.doc, 20140324- GARP- LL- CODING_Projects_ Experiments_Files_Data.pptx

experimental

- 1. Surgery
 - 20131115_WB02_RHsu_rat01_CM-ST-CAN
- 2. Experiment
 - 20131115_WB02_RHexp_rat01_REM16-PL-MD-CM-ST
- 3. Recovery
 - 20131115_WB02_RHrec_rat02_LOSS-CM-ST
 - 20131115_WB02_RHrec_invtr_LOSS-GAIN

Analytical

- 1. Method_development
 - 20140123_WB02_DBdev_REM-MD
 - 2. Method_validation
 - 20140123_WB02_DBval_REM-PL
 - 3. Analysis
 - 20140123_WB02_DBan_rat01_REM-MD-ST
 - 20140123_WB02_DBan_rat01_HORM-PL
 - 20140123_WB02_DBan_rat_HORM-PL
 - 20140123_WB02_DBpremod
- Analysis of data from more than one rat
- The final results file that can be handed over to the modeller (no statistical data modification)

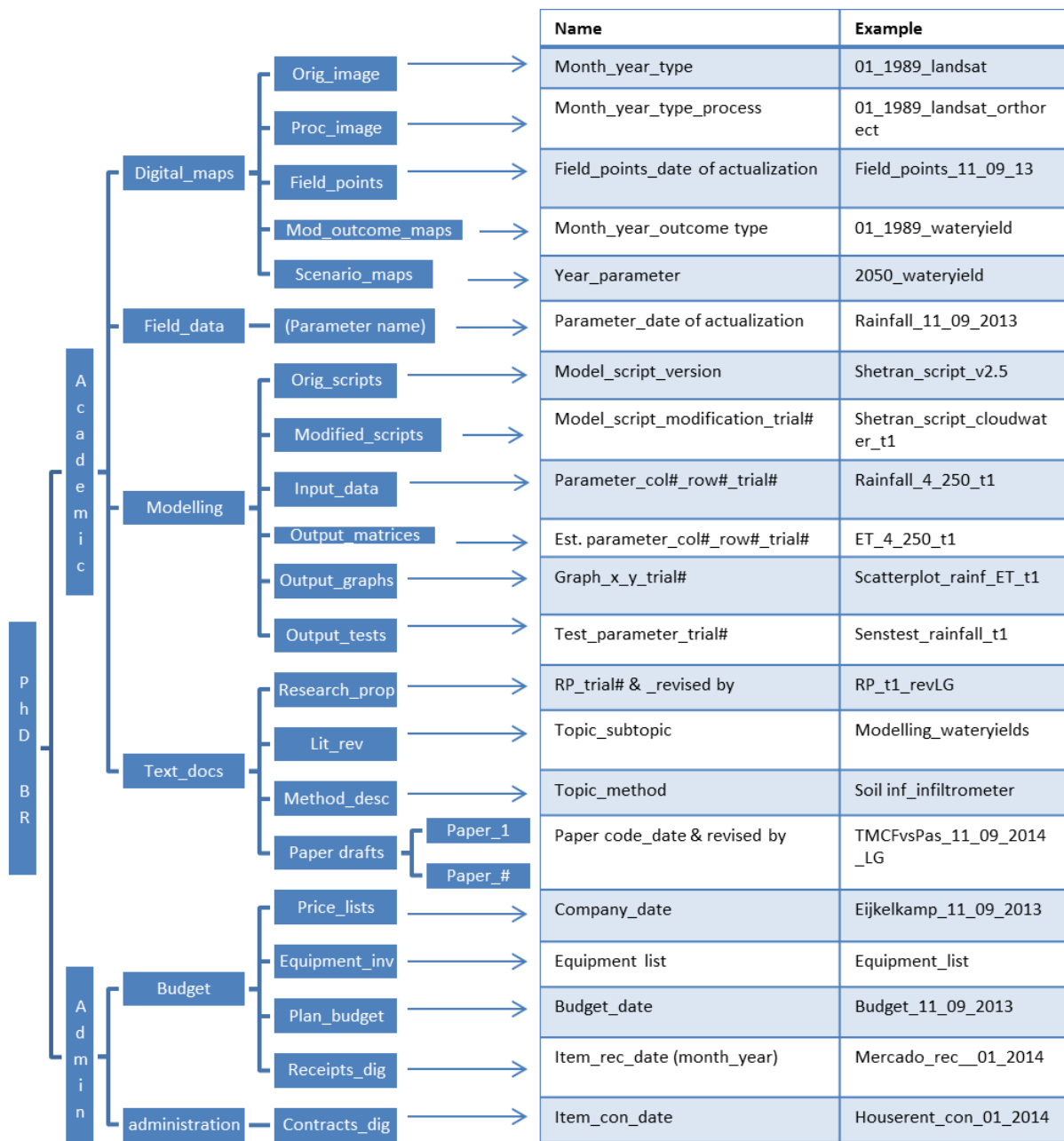
Modelling

- 1. Datasets
 - 20131016_WB02_DBpremod
 - 20140123_WB02_WBmod_Dataset-overview
 - 20140110_Dataset1
 - 20131118_Dataset2
 - 2. Modelling
 - Files
 - Run1.mod
 - Run1.ext
 - Run1.lst
 - Pirana description
 - 20140123_WB02_WT COV on CL
- From analytical folder
- Required
- Compatible with Pirana
- Further details are given in Pirana (e.g. estimation method, dataset, run number)
- Model modification compared to the reference model
- General part

Proposed folder arrangement and file naming strategy

20140111_ GARP_ LDL_ Directory tree and file names. V1					
Main level	1 st level	2 nd level	3 rd level	5 th level	Content
Name of responsible person (investigator)	Investigator initial (IN) project number (OX)	Project files			
Investigator	IN01	- Study	- Study design	- YYYYMMDD_IN01_study design_v1 (etc) - YYYYMMDD_IN01_study design_DEF	Table format of study design
			- DEC protocol	- YYYYMMDD_IN01_DEC protocol_v1 (etc) - YYYYMMDD_IN01_DEC protocol_DEF	DEC Number DEC protocol (word) Scanned DEC protocol + signature (pdf)
			- Experimental protocol	- YYYYMMDD_IN01_EXP protocol_v1 (etc) - YYYYMMDD_IN01_EXP protocol_DEF	<ul style="list-style-type: none"> @ Title page <ul style="list-style-type: none"> • On behalf of • Sponsor(s) • Investigators • Ethical approval • Time table • Authorization @ Introduction (background +refs) @ Objectives / hypothesis @ Material and methods <ul style="list-style-type: none"> • Animals • Surgery • Surgery sheet • Experimental groups • Experimental design • Experimental sheet • Equipment @ Concentration analysis <ul style="list-style-type: none"> • Filenames + storage location @ Statistical analysis <ul style="list-style-type: none"> • Define @ Mathematical data analysis <ul style="list-style-type: none"> • Filenames + storage location @ SOPs used <ul style="list-style-type: none"> • Filenames + storage location

Example of a folder structure taken from the DMP template by Wageningen University, by Beatriz Ramírez, Earth System Science Research Group, Wageningen University²



² <http://www.wageningenur.nl/en/Expertise-Services/Data-Management-Support-Hub/Browse-by-Subject/Data-Management-Planning-1.htm>