

Organizing your work - Folders and file names

Set-up & Conduct- Methods & Data Collection

VERSION

3.0

Aim

To ensure a well-organized file structure on the network.

Responsibilities

Executing researcher:

- Set up a clear and well-organised file structure and keep track of saving files in relevant folders with appropriate file names.

Project leader:

- Familiarise yourself with the file structure and ensure that the structure is/remains logical as the project progresses.

Research assistant:

- Consult executing researcher about relevant folders and file names.

How to

A well-organized file structure on the network helps you and others to retrieve files (quickly). To be able to benefit from this, it is important to start with a clear and well-organized structure when starting your research project. We strongly advise a structure based on the standard file structure. Examples of file structures are shown below and the standard file structure can be downloaded (as zip format) in Dutch or English (see under Download). In this standard file structure, also example documents can be found for the METC procedure, privacy regulation, liability insurance, etc.

It is best to work on the internal network of your host institution, because it is safe and accessible for your team members. If this is not desirable for some reason, e.g. because some team members are from other institutions and don't have access to the internal drives, there are cloud options available, such as Surfdrive. Please contact a data manager if this is the case.

Think carefully about naming your files properly and work with version numbers, for instance, a protocol or an article, i.e. article v1, article v2. Or use the date, i.e. article 4Jan22, article 040122 (or article 220104).

See under Download for more information, examples and a standard file structure:

- Standard file structure (in Dutch or English)
- Examples folders and files
- Workshop 'Naming things'

Audit questions

1. Are folders clear and logically organized?
2. Are file names logically chosen, including version number (date or number)?

Amsterdam Public Health



LINKS

	Link
Naming things - reproducible science Workshop	http://www2.stat.duke.edu/~rcs46/lectures_2015/01-markdown-git/slides/naming-slides/naming-slides.pdf
VU UB documenting your data	https://libguides.vu.nl/rdm/data-documentation

DOCUMENT HISTORY

Version	Status	Date	Name
3.0	Revision	20MAY2021	Dr. Wouter van Ballegooijen
2.0	Revision format	12MAY2015	EMGO
1.3	Addition zip file with standard folders	30MAY2014	EMGO
1.2	English translation	01JAN2010	EMGO
1.1	Amendment to paperless archiving	22JAN2009	EMGO
1.0	-	22MAR2004	EMGO

DOCUMENT APPROVAL

Role	Name	Date
Project Leader		