

# Research Projects: File Structure and Naming

<b>Researcher:</b>	
<b>Project Title:</b>	
<b>Project Duration:</b>	
<b>Project Context:</b>	
<b>1. File Structure</b>	
<b>2. File Naming</b>	
<b>Signed:</b>	<b>Version:</b>
<b>Date Created:</b>	<b>Date Amended:</b>

## Research Projects: File Structure and Naming Prompt Sheet

<b>Researcher:</b> Name	
<b>Project Title:</b> Provisional project/dissertation or thesis title	
<b>Project Duration:</b> Dates of research project	
<b>Project Context:</b> Where is the research being carried out, and what is under study? Is the research individually based, part of a larger project or group, or being carried out in agreement with an outside institution(s)?	
<b>1. File Structure</b>  Describe the organization of computer folders for your research project.  Does the file structure follow conventions from a host project, laboratory or institution?  List the primary folders, and then summarize the organization of their sub-folders.  How will the computer folders for your research be distinguished from other research projects and work that you might be involved with?   <b>Good Practice</b> Use a system that is logical to you, but simple and self-explanatory to others. Avoid using the same name for sub-folders as this may lead to the over-writing of their contents. Avoid the overuse of folders	
<b>2. File Naming</b>  Describe the logic behind the file naming system for your project.  Does the file naming follow conventions from a host project, laboratory or institution?  Give examples of the file names, from different types of digital data used in your research.  How will the file names in your research be distinguished from files in other research projects and work that you might be involved with?  If a coding or numbering system is used to name files, where will the explanation of this system be saved?  <b>Good Practice</b> Use underscores instead of spaces If the date is included, write this in numbers: year-month-date, e.g. 20110110 If numbering files, consider how many potential files are needed: 001, 002, etc, will order files up to 999. DO NOT WRITE ENTIRE FILE NAME IN CAPITALS AS THIS IS HARD TO READ.	
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