

Naming Your Data

Tip One: Folder and File Naming

- Establish an effective naming convention for your project that is easy to implement. Long instructions can increase the time spent on the task and decrease functionality.
- Avoid long names and complex structures. Simplicity is better.
- Order the names from general to more specific.
- Use standard terminology consistently throughout the project.
- Find a balance between providing sufficient information and avoiding excessive details.
- Document your decisions and share them with the project team members (if applicable).

Tip Two: Organize Your Folders

- Avoid storing files directly on the desktop.
- Embrace a minimalist approach.
- Strategically name your folders.

Personally, I prefer structuring my folders consistently with the same names for each project. This helps me easily navigate through them every time. Here's an example with an explanation:

Name	
Abstracts	<i>Documentation</i> related to the project
Data_analy	<i>Reference</i> - literature review
Data_orig	<i>Data_orig</i> – original data saved as is without modification
Data_SAS	<i>Data_SAS</i> – clean raw data prepared from relevant original data
Documents	<i>Data_analy</i> – final analytical files
Outputs	<i>Outputs</i> – Analysis outputs for future QA
Papers	<i>Results</i> – Results ready for publications (tables, charts)
Reference	<i>Abstracts</i> - information related to specific abstracts
Results	<i>Papers</i> – information related to specific papers
Scripts	<i>Scripts</i> – will include all the programs I create. All programs inside the folder are numbered, to show in which order those should be run
	1_data_prep.sas
	2_analy_base_char.sas
	3_modeling.sas

For the files, I specifically use very short names. Some examples:

- All original data sets will be saved with the prefix 'orig_'
- All SAS data with 'dat_'
- All analytical files with 'analy_'

The names of the output files will be associated with the program names.

Useful sources:

- 1.) [Naming-Conventions-Guidelines \(UBC\)](#)
- 2.) [File Naming Conventions | Data Management \(Harvard\)](#)

3.) [Best Practises for Building File Naming Conventions](#)