

Make your data FAIR!

4

Keep yourself organized:
folders, files, versions & README files



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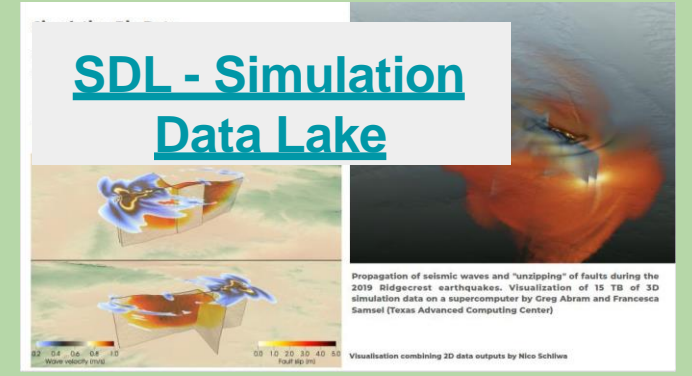
Utrecht
University



Seminare



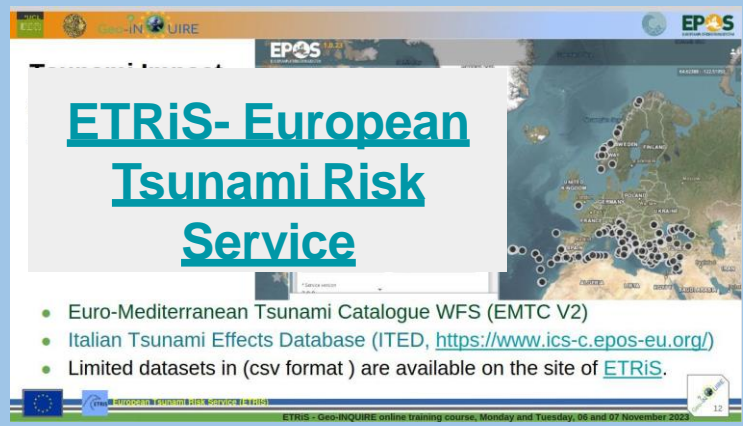
DAS: Video (1&2) & Slides (1&2)



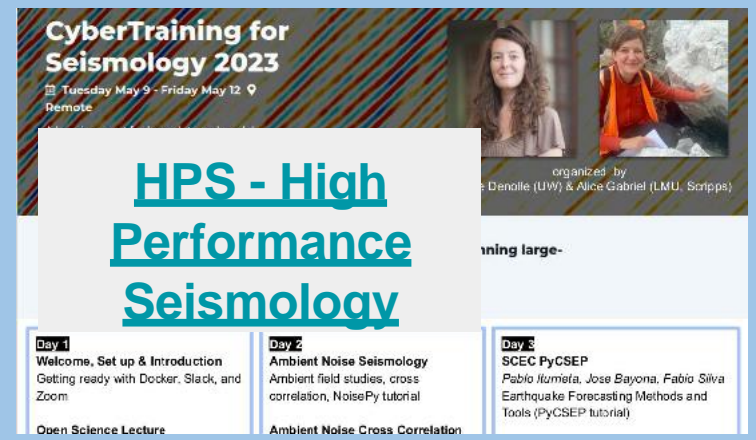
SDL: Video (1&2) & Slides (1&2)

and others, please see:
<https://www.geo-inquire.eu/dissemination/training-activities>
<https://www.geo-inquire.eu/dissemination/workshops>
<https://www.geo-inquire.eu/dissemination/summer-schools>

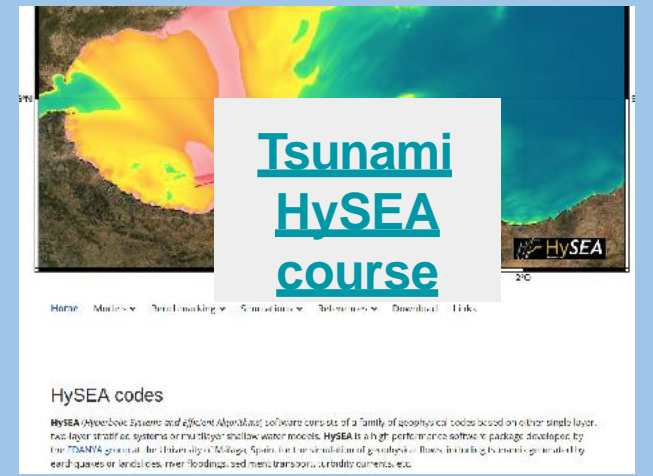
Trainings



ETRiS: Video (1&2) & Slides (1&2)



HPS: [Videos](#) & Slides



HySEA: Videos & Slides (tba)



Topics today

Welcome
README files
Folders
Files
Version control
Next events
Goodbye

Let's get to know each other



Who are you? Give us

- Your Name & Background
- Your Expectations, what you hope to learn
- Your level of FAIRness expertise – choose a picture!



1



2



3



4



5

Motivation



Application



Application

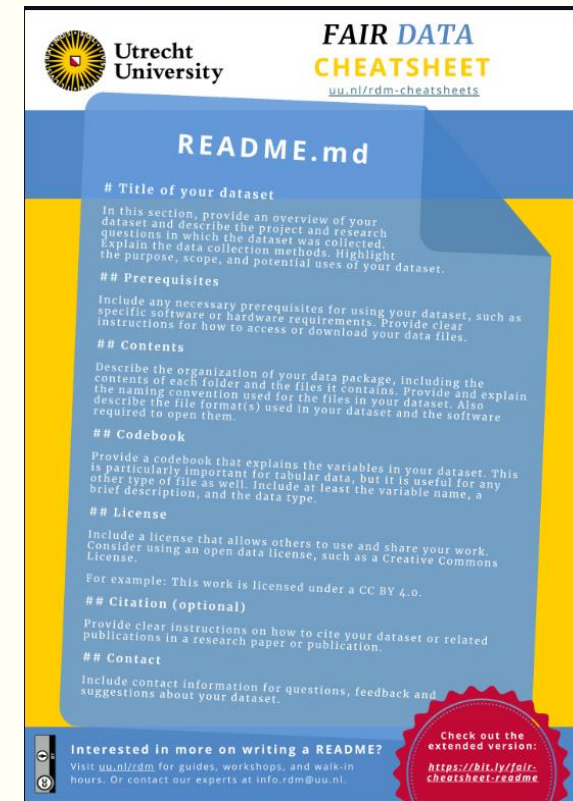


**Best practices in
research data
management**

README FILES

- introduces and explains a project
- contains information required to understand the project
- helps navigating files, folders & co
- explains abbreviations
→ keeps you consistent
- Text file: .md or.txt
- When: First file of a project
- Where: First directory of a project

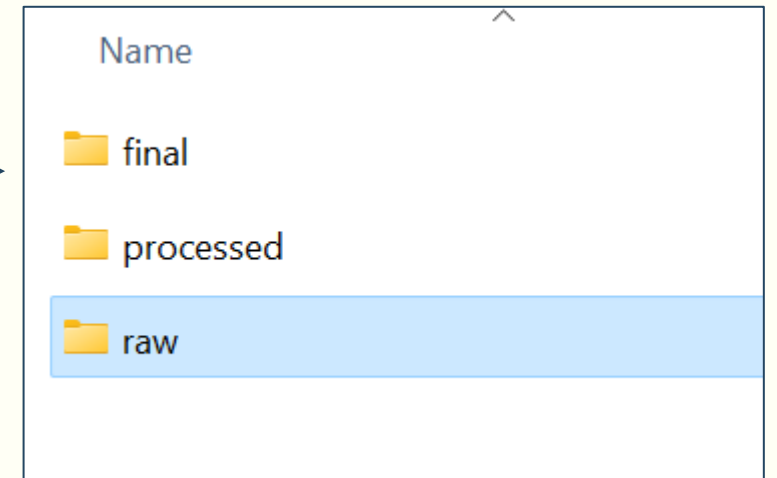
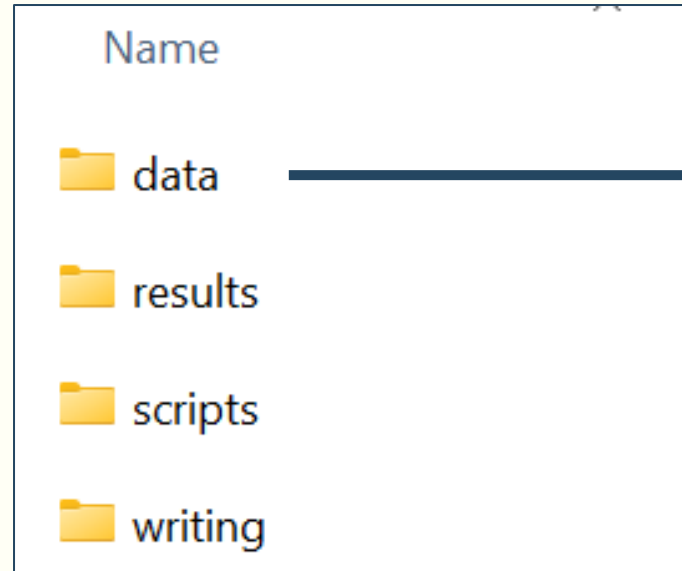
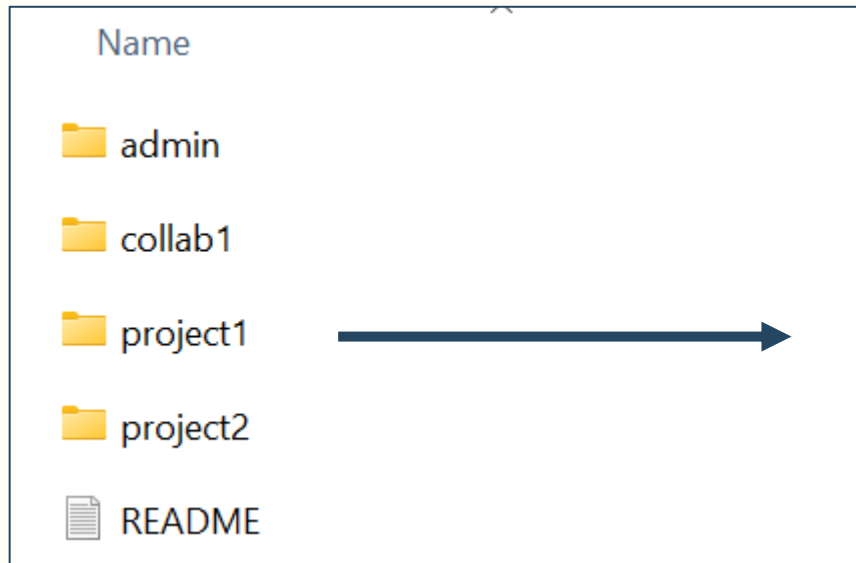
Template



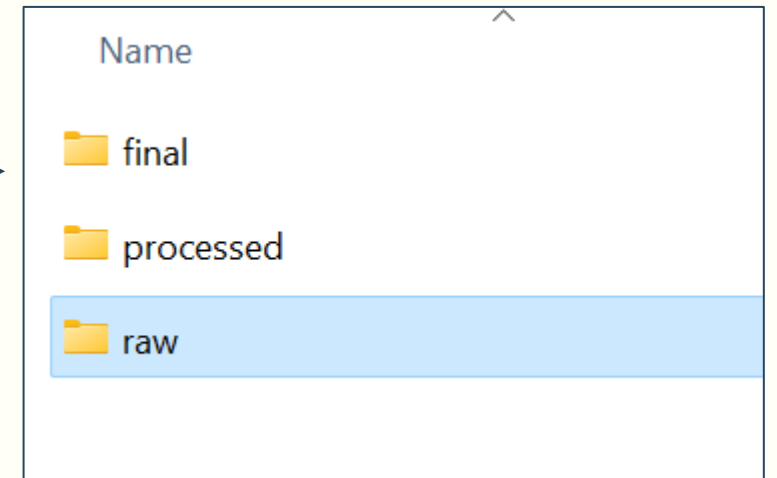
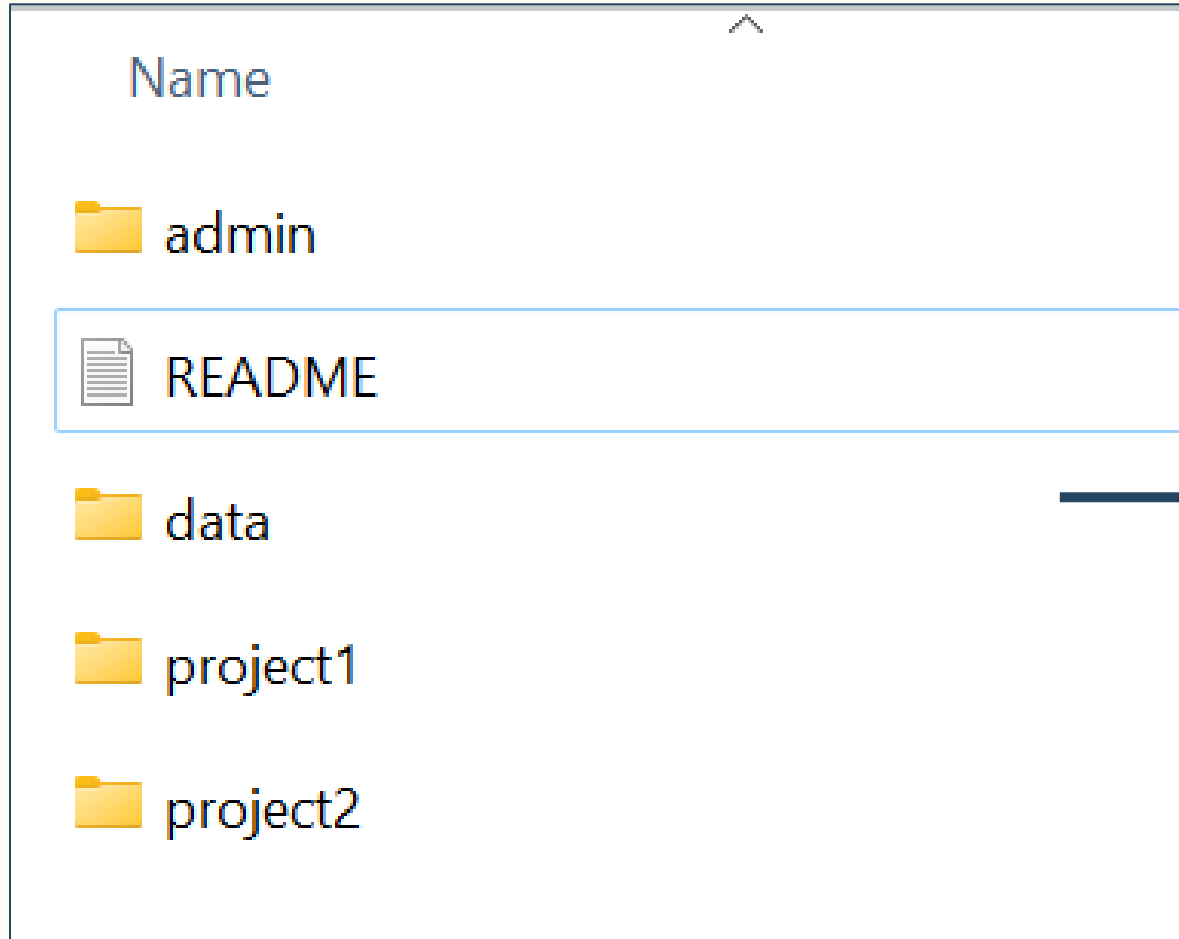
FOLDER STRUCTURE



FOLDER STRUCTURE



FOLDER STRUCTURE



FOLDER STRUCTURE – EXERCISE

- Think of a way to create/organize your folders
- Write down your structure in the README file

- Share your tips & problems in google doc:
 - What do you do?
 - What are your strategies?
 - What difficulties do you encounter?

FILE NAMING – BAD EXAMPLES

- dataIcollectedWhenIWatchedFindingNemoForThe73rdTime.xls
- Msrmts_sharedwith_EA.csv
- Final_Isotopes_old.xls
- Data_from_MasterStudent_Hans?.lkrgn
- MyFirstVersion_Comments.doc

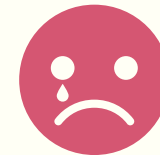


When???



What data???

What format???



Who???

Where???



.....

FILE NAMING – BUILDING BLOCKS



makes sense

- to you
- to you after your holidays
- to your colleague
- to a machine

- README file



reusable format

- open (csv over excel)
- common (excel, word)
- specify software



identifying information

- project or experiment name
- initials
- location/spatial coordinates
- date of experiments
- participant number
- subject, ID, codes



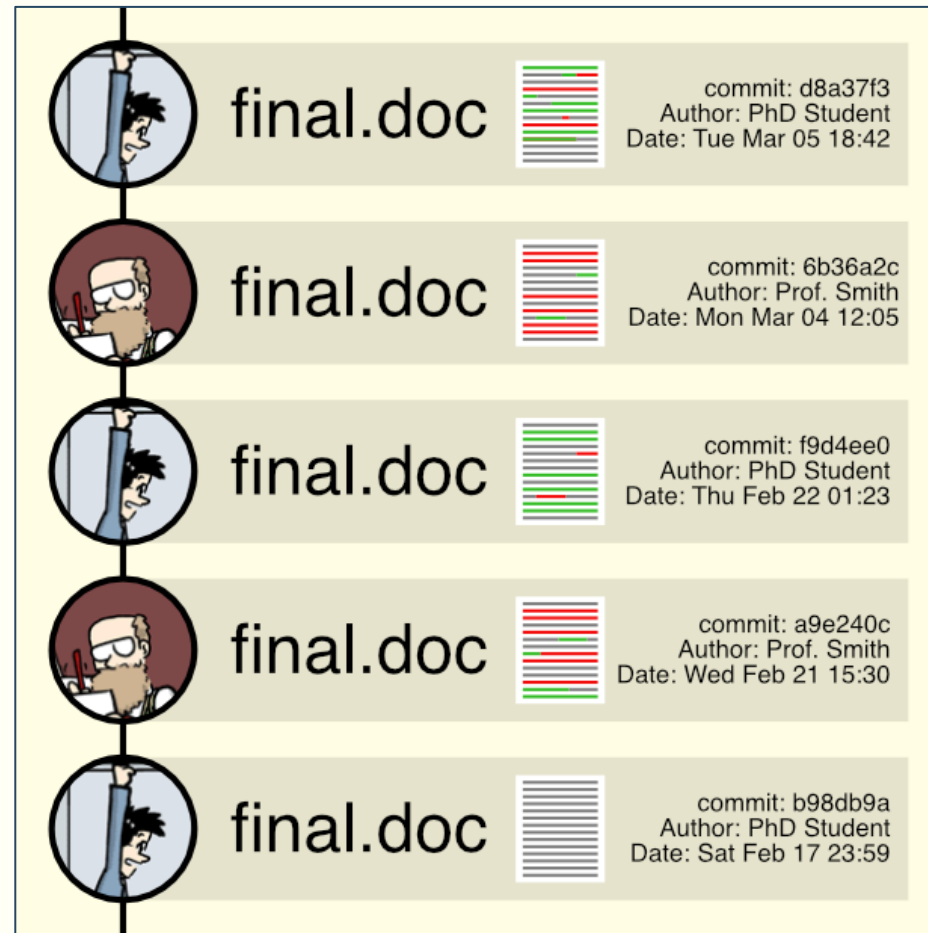
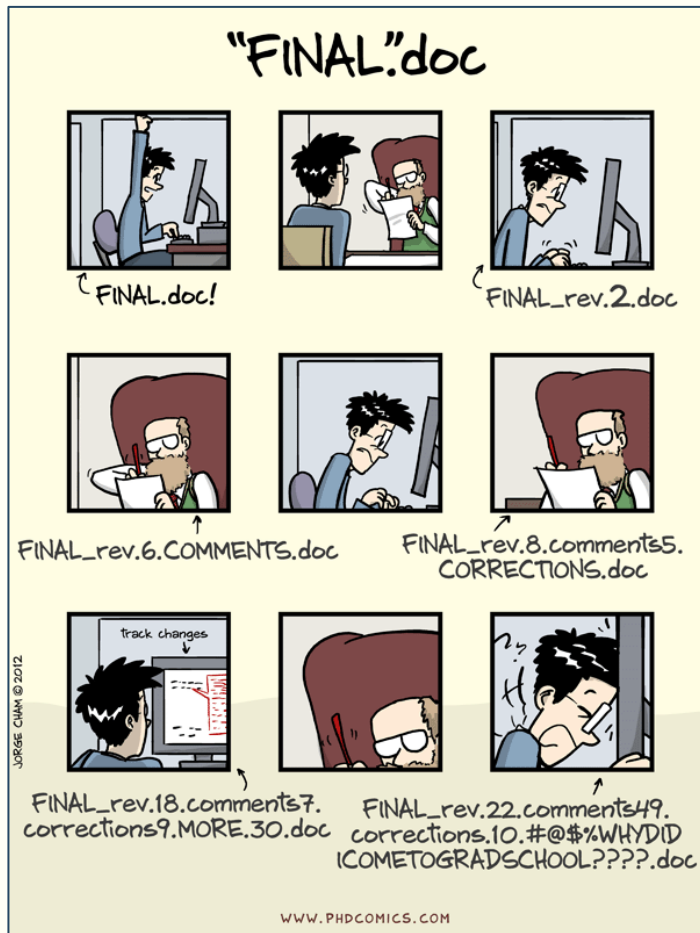
be consistent

- Generic -> specific
- <25 characters
- independent of folder names
- no use of
 - special characters
 - white space
 - periods
 - files in many folders

FILE NAMING – EXERCISE

- Look at the files in (some of) your folders
 - Do your file names have the same building blocks?
 - Come up with a structure and note it in your README file
 - Please share in the google doc your tips & problems
- Examples:
 - Person1_Exp1_MMDDYY.csv & Person2_Exp2_MMDDYY.csv
 - YYYYMMDD_Loc1_image5.jpeg
 - Isotopes_U_Th_SetUp1_MMDDYY.xsl
 - LMT_Project1_Report1.doc

VERSION CONTROL



Please share:

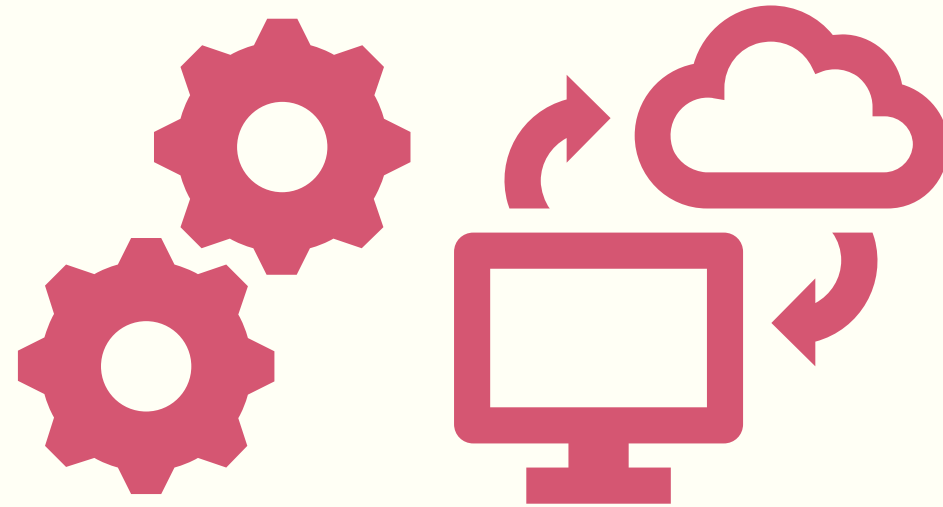
- What do you do?
- What do you miss?
- What are your strategies?

Source: www.phdcomics.com

VERSION CONTROL



- Version #: `_v01`
- Date: `_ddmmyy`
- `_final_thisisit`



- Git  **git**
- GitHub (GitLab) 

Webinar series “make your data FAIR”



5-8



max 1h



Next: Tuesday, Oct 15, 10-11h

Git & GitHub – stay tuned!

<https://events.hifis.net/event/1673/>

Fill out the questionnaire 😊



Thanks for joining today
and see you next time!

Questions, suggestions or feedback?
reach out to: l.m.thole@uu.nl or s.rapisarda@uu.nl