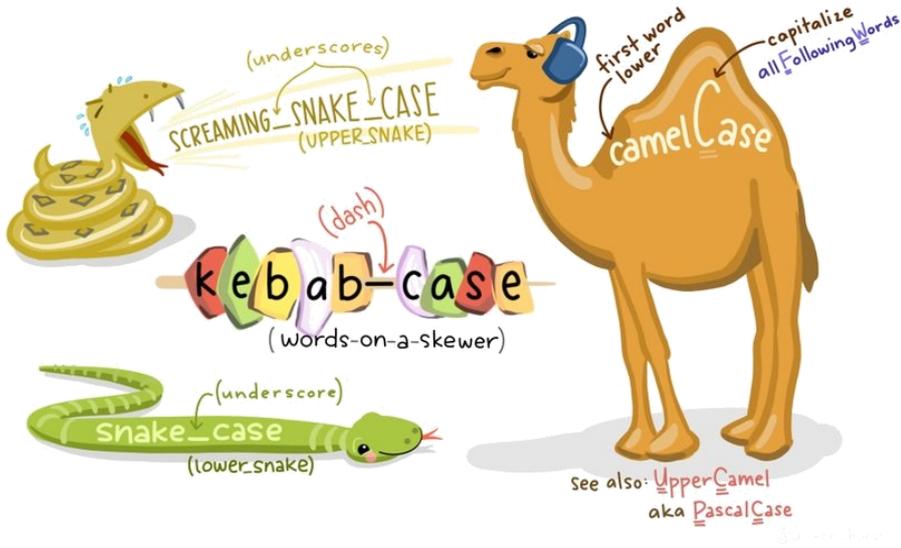


# Cheat Sheet

## How to structure data?

### File naming



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#### Do:

- ✓ Human and machine readable
- ✓ Content-specific and descriptive
- ✓ Keep naming consistent
- ✓ Date files
- ✓ Pad numbers with leading zeros (`_v001`)
- ✓ Document your conventions

#### Don't:

- ✗ No special characters (Spaces, `{}`, `<>`, `()`, `*`, `%`, `#`, `,`, `!`, `&`, `@`, `$`, `~`, `.`, `ä`)
- ✗ Cryptic names
- ✗ Too long names

Date
No spaces
Reference to project, experiment, ...
If needed: File owner
If needed: Version

2023 - 11 - 14 \_ HCN4 \_ HEK293 \_ IV60s \_ FN - 001 . c s v

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## Documentation

### Should include:

- Author information and contact points
- Project description
  - Goals
  - Hypothesis
- Definition of acronyms and abbreviations
- Information on how the data was created (Methods, Time and Place)
- Limitations
- Data-specific information
  - Data structure (file overview) and relation
  - Taken measures to clean data
  - Explanation of variables, labels and code
  - Differences between dataset version
- Information on access and reuse (license)
- Acknowledgments

