Roy Lab – Folder Structure Guidelines

1. Level 0: Start with Funder Name

2. Level 1 Sub-folder: Major Gene Family Name that you are working on and the project is based around: eg: MEG, CAPE, IDA

3. Level 2 Folders: Each Level 1 folder will then have the following sub-folders:

Manuscripts

- Text -V1, V2
- Figures

Raw data

- Images
- Phenotyping
- qPCR
- RNAseq Data

Analysis

- Analysis Method1_2021
- Analysis Method2_2022

Organization

- Protocols
- Data collection Templates

Read Me/Metadata –

4. Notes

- Please ensure that the file names for your illustrations and vector graphics are descriptive, avoiding spaces and instead using underscores or dashes.

- Avoid special characters such as ~ ! @ # $ % ^ & * ( ) ` ; < > ? , [ ] { } ' ", and use only one dot for the file extension.

- If including a date, use the yyyyMMdd format for numeric 8-digit dates, or add the year in front of the file name for sorting purposes.

- For sequential numbering, use leading zeros (e.g., "001, 002") to ensure proper sorting.