

Research files should be organized and labelled in a consistent, meaningful manner to enable information to be quickly located.

## During planning

- Consider key information to record and the order in should be presented to organize resources into logical groups. Identify disciplinary conventions that may be relevant.
- Trial the convention with suitable resources to determine if it is fit for purpose
- Document the convention in a research protocol or similar document.

## During implementation

- Ensure study members are aware of the convention and able to apply it.
- Monitor take-up of the convention and perform remedial action where appropriate. Remind study members of the need to be consistent in their approach.
- Consider limitations of the current approach. Does it remain fit for purpose?

## On completion of research

- Consider if the convention is still fit for purpose. Are changes needed to enable use by a different audience?

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## How to Label resources clearly and consistently

- Apply a consistent format when naming folders, files, variables, or other items. Consider key information to record, such as participant ID, capture date, topic, version
- Order information in a way that groups similar items together. E.g., participant files
- Use clear separators to make labels easy to read. E.g., underscores/hyphens to separate parts and consistent use of capitalization (e.g., all lowercase or CamelCase).

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## LSHTM support

- Guidance on data organisation are available on LSHTM's [Research Data Management](#) pages.
- Regular training is available through LSHTM Doctoral Transferable Skills and Talent and Education Development (TED) programme.

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## Book an appointment

For advice on data management practices that apply to your research study, contact the LSHTM Research Data Manager at [researchdatamanagement@lshtm.ac.uk](mailto:researchdatamanagement@lshtm.ac.uk).