

# Suggested Folder and File Structure for Large Documents

Folder – *Project Name*

Folder – *Research*

Files:

- *Freewriting*
- *Looping*
- *Conversation*
- *Mindmapping*
- *Aristotle's Four Questions*
- *Journalistic Questions*
- *Journals – Field Research*
- *Literature Search – Working Bibliography*<sup>1</sup>
- *Literature Search – The original document*
- *Literature Search – Notes*<sup>2</sup>
- *Expert Interviews*

Folder – *Working Drafts*

Files: *(name each as follows)*

*[Doctitle.authorlastname.daymonthyear]*

*[Doctitle.authorlastname.daymonthyear.editorinitials]*

Folder – *Files for Publication*

Files: [docname]

Appendices

<sup>1</sup>*in alphabetical order, formatted per CSE, with file title where notes are kept highlighted*

[http://www.libraries.psu.edu/psul/lls/students/cse\\_citation.html](http://www.libraries.psu.edu/psul/lls/students/cse_citation.html)

<sup>2</sup>*including a reference to the working bibliography in both the document title and within the document itself. See Read Actively for advice on what to include here.*