

# SUGGESTED NAMING CONVENTIONS FOR THE EXCEL WORKBOOKS FOR SYSTEMATIC REVIEWS

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## Purpose of this presentation

- Throughout SR process
  - Lots of files
  - Lots of steps
  - Lots of things to keep track of
- Create a folder with Project Name for all workbook files
- Standardize filenames
  - Ensures data ends up in right workbook if you are working on more than 1 SR

## PRIMARY Excel Workbook

<b>Website label</b>	<b>PRIMARY Excel Workbook for Systematic Reviews</b>
<b>Default filename</b>	Project-name-PRIMARY-Excel-workbook
<b>Your filename</b>	Project_name_PRIMARY_Excel_workbook <b>Ex:</b> Ebola_mechanisms_PRIMARY_Excel_workbook
<b>What it is called in the handouts</b>	PRIMARY workbook

## Cohen's Kappa Workbook

<b>Website label</b>	<b>Excel Workbook to Calculate Cohen's kappa</b>
<b>Default filename</b>	Cohens-kappa-Project-name-Compiled
<b>Your filenames</b>	Cohens-kappa-Project-name-Compiled Cohens-kappa-Project-name-Lastname(1) Cohens-kappa-Project-name-Lastname(2) <b>Ex:</b> Cohens_kappa_Ebola_mechanisms_Compiled Cohens_kappa_Ebola_mechanisms_Basler Cohens_kappa_Ebola_mechanisms_Feng
<b>What it is called in the handouts</b>	Cohen's kappa workbook

## Screening Workbook (Assumes 2 screeners)

<b>Website label</b>	Excel Workbook for Screening Titles and Abstracts
<b>Default filename</b>	Screening-workbook-Project-name-Compiled
<b>Your filenames</b>	Screening-workbook-Project-name-Compiled Screening-workbook-Project-name-Lastname(1) Screening-workbook-Project-name-Lastname(2) <b>Ex:</b> Screening-workbook-Ebola-mechanisms-Compiled Screening-workbook-Ebola-mechanisms-Basler Screening-workbook-Ebola-mechanisms-Feng
<b>What it is called in the handouts</b>	Cohen's kappa workbook

## FT Review Workbook (Assumes 2 reviewers)

<b>Website label</b>	Excel Workbook for Reviewing Full Text Articles
<b>Default filename</b>	Reviewing-workbook-Project-name-Compiled
<b>Your filenames</b>	Reviewing-workbook-Project-name-Compiled Reviewing-workbook-Project-name-Lastname(1) Reviewing-workbook-Project-name-Lastname(2) <b>Ex:</b> Reviewing-workbook-Ebola-mechanisms-Compiled Reviewing-workbook-Ebola-mechanisms-Basler Reviewing-workbook-Ebola-mechanisms-Feng
<b>What it is called in the handouts</b>	Reviewing workbook OR FT review workbook