**Writing checklist**

|  |  |
| --- | --- |
| **Do** | **Check (Y/N)** |
| 1. The title page should include title, authors, affiliations, corresponding author contact details. If you are writing in LaTeX, a template is [here](https://github.com/Yinghui-Wei-team/article-template/tree/main/latex); if you are writing in Word, a template is [here](https://github.com/Yinghui-Wei-team/article-template/tree/main/word). These templates show the essential components and suggested structure of a statistical paper (the LaTeX template) or a medical paper (the Word template). |  |
| 1. Make sure you have specified page numbers. |  |
| 1. Generate your list of references using, for example, EndNote (if you are writing in Word) or bibtex (if you are writing in LaTeX). You will need to develop your EndNote and/or bibtex database of references. The list of references should be generated through in-text citations, and you should never manually type up the list of references in your article. |  |
| 1. Use formal language. For example, replace “so” with “hence” or “therefore”. |  |
| 1. Use active verbs more instead of passive verbs. |  |
| 1. Be crystal clear and accurate: short and concise sentences and paragraphs. |  |
| 1. Acronyms must be defined the first time they’re used. |  |
| 1. Mathematical notation and equations are part of a sentence, and appropriate punctuation must be applied. |  |
| 1. Mathematical equations should only be labelled and numbered if they are cited within the text. |  |
| 1. Make sure your font size and style are consistent throughout. |  |
| 1. Pay attention to the layout of your figures and tables – are they legible? |  |
| 1. All figures and tables must be numbered and titled. They should all be cited within the main text. |  |
| 1. If you have extensive results to present, avoid typing up the results manually in your manuscript. Instead, generate publication-ready tables directly from your code. Examples of writing results directly to tables in LaTeX format are here: [example 1](https://github.com/Yinghui-Wei-team/copula-regression-models-semi-competing-risks/blob/main/simulation_1_cox_underlying_copula/table/sim1_table.R), [example 2](https://github.com/Yinghui-Wei-team/copula-regression-models-semi-competing-risks/blob/main/data_analysis/table/table_hr.R), and [example 3](https://github.com/Yinghui-Wei-team/copula-regression-models-semi-competing-risks/blob/main/data_analysis/table/table_reg_coef.R). An example of writing results directly to tables in Word format is here: [example 4](https://github.com/opensafely/long-covid-risk-factors-and-prediction/blob/main/analysis/externals/ext_table2_v3.R). |  |
| 1. When using bullet points, be consistent with punctuation in the end of each bullet point, for example, use full stop after each bullet point, but avoid having full stop at just some but not other bullet points. |  |
| **Don’t** |  |
| 1. Avoid having just one sentence for a paragraph. |  |
| 1. Avoid long sentences: if a sentence is 4 or more lines long, split it into 2 or 3 short sentences. |  |
| 1. Do NOT start a sentence with Arabic numbers. For example: 36 patients are included in this study -> This study included 36 patients. |  |
| 1. For scientific articles, avoid stating subjective opinions without justifications. Unless it is common knowledge, every statement, if not drawn from your own analyses, must be justified by providing references or your arguments with support of references or your analyses. |  |
| **Tense** |  |
| 1. When writing a protocol, use future tense in the methods section. |  |
| 1. When writing a full report, use past tense in the methods and results sections. |  |