

# R Journal Proof-reading Check List

by the R Journal Editorial Board

9 January 2012

Your article has been accepted for publication in The R Journal. To assist the editorial board with the production of your article, please ensure that it conforms to the following check-list and send a revised version to the handling editor.

## Title, authors, abstract, sections

- The article title should be title case (i.e. all words capitalized except for articles, conjunctions and prepositions).
- The author list should start with “by”.
- The abstract should be created using the `\abstract{}` environment provided by the R Journal style file `RJournal.sty`.
- The abstract should not contain any references.
- Section and subsection titles should be in sentence case (i.e. only the first word and proper names capitalized)
- Use the `\section` and `\subsection` commands for sections and subsections, not the starred versions (`\section*` and `\subsection*`). The result may look the same but your sections will not be properly indexed in the PDF file if you use the starred versions.
- All authors must have an affiliation at the end of the article, with the email address of at least the first author.

## Software markup and citation

- R itself should not have a citation or bibliography entry.
- All other software (including R packages) must have a citation after the first mention in the body text (not the abstract) and a corresponding entry in the bibliography.
- The first mention of a CRAN package in the body text (not the title or abstract) should be marked up with `\CRANpkg`. This provides a hyper-link to the package homepage on CRAN. Similarly, the first mention of a Bioconductor package should be marked up with `\BIOpkg`.
- Other than the above, names of R packages should be marked up with `\pkg`, including in the title (This ensures that the package name is correctly formatted in the table of contents).

- Programming languages (including R), and other software (e.g. Stata, Matlab) do not have special markup but appear in the same font as the rest of the body text.

## R code

- Use `\code{}` to mark up functions, objects, argument names etc. appearing in the text. Class names should appear in double quotes.
- Ensure that code listings do not overflow the right hand margin.
- Use indentation and spacing to improve the readability of code listings where possible, e.g. put spaces after commas and around equals signs.

## General LaTeX issues

- Put a trailing backslash – `.\` – after periods followed by a space that are not at the end of a sentence (when using e.g., i.e., etc.).
- Use `\url` for all URLs. The file `RJwrapper.tex` loads the LaTeX package “url” for you.
- Use booktabs format for tables (e.g. `\toprule`, `\midrule`, `\bottomrule` rather than `\hline`). The file `RJwrapper.tex` loads the LaTeX package “booktabs” for you.
- Avoid superfluous LaTeX formatting, e.g.
  - Bold in figure captions,
  - Use of `\setlength{itemsep}` to change vertical spacing

## Mathematics

- Punctuation after equations must be consistent (i.e. you may use it in all equations, or not at all).
- Formatting tools provided by the American Mathematical Society are preferred to the default LaTeX formatting. The `RJwrapper.tex` file loads the LaTeX packages “amsmath” and “amssymb” for you. In particular,
  - Use `\pmatrix` for matrices, not `\array`
  - Use `\align` or `\alignat` for stacked equations, not `\eqnarray`.
- In displayed formulae, use `\left(` and `\right)`, not `(` and `)` to ensure correct sizing of braces.
- Do not leave empty lines before displayed formulae, and only leave a blank line after a displayed formula if there is a paragraph break.
- Use `\$-5\$` not `-5` for a true minus prefix.

## Bibliography

- The bibliography should be created with BibTeX, and the BibTeX sources included in the submission.
- Bibliography entries should not contain any markup specific to The R Journal. For example, package names should not be marked up with `\pkg` in the bibliography.
- Acronyms and proper names in titles should be protected with braces `{}` to ensure that they appear properly capitalized in the bibliography. Likewise, corporate authors should be protected to ensure that they appear verbatim and are not abbreviated.
- Do not override the default bibliography style.