

R Journal Proof-reading Check List

by the R Journal Editors

11 May 2017

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`; it may contain references but should not contain mathematical markup; it should always be followed by a section title.
- 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; the affiliation blocks may contain per-author ORCID iD strings.

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`. It is also reasonable to cite most such packages in the bibliography, for example produced using `toBibtex(citation("pkg", auto=TRUE))`; works in `toBibtex(citation("pkg"))` may be added.

- 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).
- It is reasonable to associate relevant text with CRAN Task Views using the `\ctv` markup.
- 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 the `example` environment for code examples.
- 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

- As much as reasonably possible, avoid the use of extra LaTeX packages, as these complicate the production of the journal, especially where different articles make different choices purely for appearance.
- 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
- Use the subcaption package for subfigures, not subfigure nor subfig.

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`.
 - If at all possible, stick to symbols from “`amssymb`” and avoid alternative symbol fonts.
- 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 contain DOI where available, following: `https://www.crossref.org/display-guidelines/`, formatted as `url = {https://doi.org/<doi>}`.
- False given DOI formatted as above for article entries can be checked, and attempts to find unknown DOI values for article entries can be made using the `check_doi()` and `find_doi()` functions in the `doi_helpers.R` file at `https://journal.r-project.org/share/doi_helpers.R`
- 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.