

# Proof reading checklist

2021-01-20

This checklist has been derived from the Instructions for Authors and proof reading checklist. It is designed for using after the article has been accepted before the issue is built.

**NOTE: A check means that this is NOT done, and needs fixing by the authors**

This checklist can be sent back to the author, for final paper polishing before publication.

## Proofing check (Assistant)

- ☐ style file has NOT been used to typeset code, files and definitions
- ☐ figures and/or tables exceed margins, or need better formatting
- ☐ figures are NOT clearly drawn, too low resolution, not color blind safe, text too small
- ☒ captions are appropriately constructed: *should have three components: (1) what is the plot/table about, (2) specific details of plot/table, like what type of display and how variables are mapped, (3) the most important thing that the reader should learn.*
- ☐ code not available in separate file, ‘filename.R’
- ☐ Examples CANNOT be reproduced using the code within the article or the ‘filename.R’ script
- ☐ figure files need to be submitted as pdf or PNG, only
- ☐ has NOT replaced references to ‘*RJtemplate.tex*’ with ‘*filename.tex*’
- ☐ code examples are NOT wrapped to within 80 characters
- ☐ code examples have NOT been indented appropriately

## Title

- ☐ article title DOES NOT use title case, eg. `\title{Drawing Diagrams with R}`
- ☐ `\pkg` command has NOT been used if the package name is mentioned in the title
- ☐ other markup is used in the title
- ☐ section titles DO NOT use sentence case, eg. `\section{Starting at the end}`
- ☐ `\section*` and `\subsection*` commands have been used, instead of `\section` or `\subsection`

## Abstract requirements

- ☐ article DOES NOT have an abstract
- ☐ abstract DOES NOT use the `\abstract{}` environment
- ☐ article DOES NOT use `\maketitle` followed immediately by `\abstract`
- ☐ abstract contains mathematical markup

## Author names

- ☐ the `\author` command DOES NOT contain the word “by”, followed by only the full names of contributing authors. For example: `\author{by Ross Ihaka and Robert Gentleman}`
- ☐ article DOES NOT end with a ‘signature block’, which may contain an ORCID ID.
- ☐ contact information (email) NOT PROVIDED for at least one author

For example:

```
\address{Paul Murrell\\  
Department of Statistics\\  
The University of Auckland\\  
New Zealand\\  
ORCID: 0000-0002-3224-8858\\  
\email{paul@stat.auckland.ac.nz}
```

## Mathematics

- ☐ brackets are NOT paired using `\left` and `\right`
- ☐ INconsistent punctuation after equations
- ☒ used `array` instead of `pmatrix` for matrices
- ☐ uses `\eqnarray` instead of `\align` or `\alignat` for stacked equations
- ☐ empty lines before displayed formulae
- ☐ only a blank line after formulae if there is a paragraph break
- ☐ IMproper use of mathematical operators. For example:  $\log(x)$  rather than  $\log(x)$

## Code

- ☐ DOES NOT use `example` environment for code examples
- ☐ DOES NOT use `\code{}` to mark up functions, objects, argument names etc. appearing in the text.
- ☐ class names DO NOT appear in double quotes
- ☐ code listings overflow the right hand margin
- ☐ indentation and spacing IS NOT helping to improve code readability

## Tables

- ☒ DOES NOT use `booktabs` format for tables
- ☐ `subfigure` or `subfig` used for subfigures, instead of `subcaption` package

## Citations

- ☐ includes a citation of R itself
- ☐ first citation of a package DOES NOT use `\CRANpkg`, or `\BIOpkg`, or further mentions of R packages DO NOT only use `\pkg`
- ☐ Programming languages (including R), and other software have special markup
- ☐ at the end of ‘*filename.tex*’, `\bibliography{filename}` is NOT included
- ☐ `natbib` package or a bibliography style are included

### **‘filename.bib’**

- ☐ citations are NOT in BIBTEX format
- ☐ overrides the default bibliography style
- ☐ proper names and corporate authors in titles are NOT protected by curly braces
- ☐ uses of the `\pkg` command to format R package names
- ☐ DOES NOT include the DOI bibtex field using “url = {https://doi.org/...}”
- ☐ IS NOT minimal BibTeX file without unnecessary fields such as abstracts
- ☐ IMproper use of natbib `\citep` and `\citel` commands (and their relatives)

### **Proofing check (Editors)**

- ☐ packages used in work are NOT appropriately cited
- ☐ NOT only strictly essential LATEX`\usepackage` commands included in ‘RJwrapper.tex’
- ☐ symbols used are NOT ONLY from amssymb, and alternative symbol fonts have been used
- ☐ does not only mention CRAN or BioC packages

### **Comments**

heinen2003 is not a correct citation