Proof reading checklist

2020-08-13

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

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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 \citet 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

Figures need to be saved in higher resolution.

Two conditions from the original checklist are not met: (1) separate code file ".R" containing the working examples, (2) "RJournal.sty" included in zip file.

Please make sure the code is provided in a separate file so that we can make sure it compiles. This needs to work with the latest version of the package that is also available on CRAN.

`library(fitzRoy)` is called twice in the code displayed. Only once would be good.

Some sentences start with a package name, eg "afltables ....." Start with a word so that it can be capitalised, for example "The package afltables ..."

There should be no citation to R itself because all papers in the R Journal are R based.

Check the references, for example D.T.Lang should be D. Temple Lang. He has a two word surname, so youo need to use curly braces appropriately.