

# Proof reading checklist

2020-09-13

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

## 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

There is some text going into the margins: p.7 `print.mem_summary()`

References missing DOIs

- Berry (both of them)
- Cunanan (second one)
- Durie
- Eisenhauer
- Freidlin
- Gelman (?)
- Hobbs (both papers)
- Hyman
- Kaizer
- Murray
- Nia
- Stocco

- Thall
- Yang (actually their full name shows up too)

Code comments:

The “basket” function takes some time (several minutes) on the example data. It would be helpful to have a progress bar, so the user has an idea of when it would be expected to complete.

Code lines out of the margin (page 7)

Example code fails at:

```
> plot_density(vm, type = "cluster")
Error: Tibble columns must have compatible sizes.
* Size 2: Existing data.
* Size 6: Column `p0`.
  Only values of size one are recycled.
Run `rlang::last_error()` to see where the error occurred.
```