Proof reading checklist

2019-10-02

This checklist has been derived from the Instructions for Authors and proof reading checklist.

Initial Check (editorial assistants)

Documents:

Necessary files to include:

- ☐ 'RJwrapper.**tex**', article in tex format
- ☐ 'RJwrapper.**pdf**', article in pdf format
- ☐ 'filename.**tex**', article in tex format, name is a to reference authors OR reasonable unique name
- ☐ 'filename.**bib**', bibliography in bib format, not including abstracts
- ☐ 'filename.**R**', R script to produce the examples in the submission
- ☐ no additional files included, e.g: '**RJtemplate.tex**', '**RJournal.sty**'

Article Style:

- ☐ **Review and proposals**: challenges and opportunities, eg proposals and proof-of-concept implementations
- ☐ **Comparisons and benchmarking**: base-R to contributed packages and other software systems
- ☐ **Applications**: use of new or existing techniques using R
- ☐ **Add-on packages**: short introductions to contributed R packages that are already available on CRAN or Bioconductor

For Add-on packages:

- ☐ Letter that explains motivation for the contributed package for the editor

Content:

- ☐ clearly displays R functions and code
- ☐ reproducible code examples

After passing all check above, status changes to "checked"

Package

- ☐ Package is available on CRAN

Proofing check (Editors)

Basic requirements:

- ☐ focused on R
- ☐ reasonably short
- ☐ clearly written
- ☐ not too technical
- ☐ style file has been used to typeset code, files and definitions
- ☐ figures and tables are either in wide or regular form
- ☐ figures are clearly drawn
- ☐ captions are appropriately contructed: *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.*
- ☐ packages used in work are appropriately cited

File checks:

'filename.R'

- ☐ All examples can be reproduced using the code within the article or this script

Figure files

- ☐ only pdf or PNG files have been submitted

'RJwrapper.tex'

- ☐ replaced references to '*RJtemplate*.tex' with '*filename*.tex'
- ☐ only strictly essential LATEX\usepackage commands included in 'RJwrapper.tex'
- ☐ code examples are wrapped to within 80 characters
- ☐ code examples have been indented appropriately

Titles:

- ☐ article title uses title case, eg. \title{Drawing Diagrams with R}
- ☐ \pkg command has been used if the package name is mentioned in the title
- ☐ no other markup is used in the title
- ☐ section titles use sentence case, eg. \section{Starting at the end}
- ☐ \section and \subsection commands have been used, not \section* or \subsection*

Abstract requirements:

- ☐ article has an abstract

☐ abstract uses the \abstract{} environment

☐ article uses \maketitle followed immediately by \abstract

☐ abstract does not contain mathematical markup

Author names:

☐ the \author command contains the word "by", followed by only the full names of contributing authors. For example: `\author{by Ross Ihaka and Robert Gentleman}`

☐ article ends with a 'signature block', which may contain an ORCID ID.

☐ contact information (email) 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 paired using \left and \right

☐ symbols used are from amssymb, and alternative symbol fonts have been avoided

☐ consistent punctuation after equations

☐ use pmatrix for matrices, not array

☐ uses \align or \alignat for stacked equations, not eqnarray

☐ no empty lines before displayed formulae

☐ only a blank line after formulae if there is a paragraph break

☐ proper use of mathematical operators. For example: $\log(x)$ rather than $log(x)$

Code:

☐ uses example environment for code examples

☐ uses \code{} to mark up functions, objects, argument names etc. appearing in the text.

☐ class names appear in double quotes

☐ code listings do not overflow the right hand margin

☐ indentation and spacing used to improve code readability

Tables:

☐ uses booktabs format for tables

☐ subcaption package used for subfigures, not subfigure nor subfig

Citations:

☐ does not include a citation of R itself

☐ only mentions CRAN or BioC packages

☐ first citation of a package should use \CRANpkg, or \BIOpkg

☐ further mentions of R packages use \pkg

☐ Programming languages (including R), and other sofware do not have special markup

☐ at the end of '*filename.tex*', \bibliography{filename} is included

☐ natbib package or a bibliography style are not included

'filename.bib'

☐ citations are in BIBTEX format

☐ does not override the default bibliography style

☐ proper names and corporate authors in titles are protected by curly braces

☐ no use of the \pkg command to format R package names

☐ includes the DOI bibtex field using "url = {https://doi.org/...}"

☐ minimal BibTeX file without unnecessary fields such as abstracts

☐ proper use of natbib \citep and \citet commands (and their relatives)