Use this checklist as a guide for the items you should be checking in your own scripting (in addition to code bugs/defects) before submitting it for review by your peers.

Add notes for each point as you go through to comment on what was done well/ areas the coder can improve in. Mention line numbers if you notice great examples or inconsistencies.

**File Organization/Project Management:** *Are the files well-named and accessible?*

1. Are names for the current file under review (e.g., .R, .RMD) and all utilized/referenced files (e.g., .CSV, .DAT) distinctive?

| * Always | * Sometimes | * Never |
| --- | --- | --- |
| *Comments:* | | |

1. Are all referenced files available to the team (e.g. in the repo)?

| * Yes | * No | * N/A |
| --- | --- | --- |
| *Comments:* | | |

1. Do names for the current file under review (e.g., .R, .RMD) and all utilized/referenced files (e.g., .CSV, .DAT) accurately describe their content?

| * Always | * Sometimes | * Never |
| --- | --- | --- |
| *Comments:* | | |

**Documentation/Comments:** *Is the code well annotated?*

1. Are comments present for each **distinct chunk/section of code** and include enough explanation, information, and references for another coder to easily understand the code?

| * Always | * Sometimes | * Never |
| --- | --- | --- |
| *Comments:* | | |

1. Are comments present for each **data frame** to describe the variables (or a pointer to the codebook)?

| * Always | * Sometimes | * Never |
| --- | --- | --- |
| *Comments:* | | |

1. Are comments present for each **function** created and specify inputs and outputs?

| * Always | * Sometimes | * Never |
| --- | --- | --- |
| *Comments:* | | |

1. Are comments present for each **plot** created and have captions (or usage of fig.cap = “”)?

| * Always | * Sometimes | * Never |
| --- | --- | --- |
| *Comments:* | | |

**Algorithms:** *Is each part of the code as simple/non-redundant as possible?*

1. Does the code use at least one function from each package that is loaded?

| * Yes | * No |  |
| --- | --- | --- |
| *Comments:* | | |

1. Are functions created or implemented to avoid repetitive tasks?

| * Always | * Sometimes | * Never |
| --- | --- | --- |
| *Comments:* | | |

1. Do code modules/chunks have clearly defined purposes with a limited set of tasks?

| * Always | * Sometimes | * Never |
| --- | --- | --- |
| *Comments:* | | |

1. Do code modules/chunks have unique functionality and/or output?

| * Always | * Sometimes | * Never |
| --- | --- | --- |
| *Comments:* | | |

**Structure + Presentation:** is the code organized for quick read through + understanding of parts and the whole?

1. Is the code formatted according to the team’s agreed upon style guide (e.g., all object names are lowercase with underscores, indentation)?

| * Always | * Sometimes | * Never |
| --- | --- | --- |
| *Comments:* | | |

1. Are object names distinctive?

| * Always | * Sometimes | * Never |
| --- | --- | --- |
| *Comments:* | | |

1. Do object names accurately describe their content?

| * Always | * Sometimes | * Never |
| --- | --- | --- |
| *Comments:* | | |

1. Has all unused and commented-out code been removed from the script?

| * Yes | * No |  |
| --- | --- | --- |
| *Comments:* | | |

1. Are line lengths limited so that all text can be read with little left/right scrolling on a laptop?

| * Always | * Sometimes | * Never |
| --- | --- | --- |
| *Comments:* | | |