

Proof reading checklist

2020-10-13

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 `\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