Writer's Checklist
Computational Pangenomics – Summer 2020

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A writers checklist

1. Are the titles and headings consistent with the content?

A writers checklist

2. Is the style and wording of headings and captions consistent?

A writers checklist

3. Do all headings have maximum or minimum capitalization?

A writers checklist

4. Have all terms been defined?

A writers checklist

5. Were all new terms introduced in italics (\emph)?

A writers checklist

6. Has terminology been used consistently?

A writers checklist

7. Abbreviations:

- Is every abbreviation (abbrv.) stated in full when first used (like in this example)?
- Is any abbrv. introduced more than once?
- Is any full statement subsequently used unnecessarily?

A writers checklist

8. Is every abbrv. used less then, say, four times?
If not, can it be removed?

A writers checklist

9. Have bold and italic been used logically?

A writers checklist

10. Are all variable names in italics (LaTeX math mode: $ $)?

A writers checklist

11. Are variable names used consistently, not for different things, and not at the beginning of a sentence?

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12. Are any words hyphenated in some places but not in others?

A writers checklist

13. Do the parentheses match?
Are they necessary?

A writers checklist

14. Are the graphs/figures all the same size?
Is similar font size used in graphs/figures?

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15. Are figure sources explicitly cited in the figure caption (Figure reprinted from [x].)?

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16. Are all figures, tables, and algorithms referenced at an appropriate place in the text?

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17. Are captions of figures and tables as well as definitions, lemmas, theorems etc. self-contained?

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18. In the references:

- Has each field been formatted consistently? (Automatically done by Biblatex.)
- Is capitalization correct, e.g., are acronyms or names capitalized (embraced by {} in your bibfile)?
- Are journal and conference names abbreviated in the same way?
- Is the style of author names consistent? (Automatically done by Biblatex.)
- Has a sufficient and consistent set of fields been provided for each reference of the same type (e.g., "location" for books, "last access" for websites)?

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19. Did you use some variation in the sentence structure and use of introductory phrases? (Phrasebank)

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20. Are paragraphs used reasonably?

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21. Did you write concisely (no excessively long sentences; no redundancy)?

A writers checklist

22. **DO USE A SPELL CHECKER** as a very last step before submitting the manuscript!