Author guidelines
for *The Canadian Journal of Statistics*

Statistical Society of Canada
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Abstract This guide provides the stylistic and presentation guidelines for authors submitting an article to *The Canadian Journal of Statistics*. Although the guidelines apply broadly, the document assumes that the manuscript is prepared using LaTeX and the class cjs-rcs-article. This guide is also available in French.

Résumé Ce guide fournit les directives en matière de style et de présentation pour les auteurs qui soumettent un article dans *La revue canadienne de statistique*. Les directives s'appliquent de manière générale, mais le document se concentre sur la préparation d'un manuscript avec LaTeX et la classe cjs-rcs-article. Ce guide est aussi disponible en français.

Version These guidelines accompany the class cjs-rcs-article v1.2b, dated 2025/07/25.

1 Introduction

This document provides guidelines for authors of *The Canadian Journal of Statistics*. Please read them carefully: manuscripts that are scientifically acceptable but don't follow these stylistic guidelines will need additional work by the editors and copy-editors, delaying publication.

Manuscripts may be submitted in either English or French. We accept submissions in Microsoft Word, but authors are encouraged to use LaTeX and the class cjs-rcs-article, described in this guide. You'll find documentation and additional information at the project website.

Using cjs-rcs-article requires an up-to-date TeX distribution, so start by doing this update. Since the class is part of the standard TeX distributions via the package **cjs-rcs-article**, it will also get installed or updated.

If you get error messages about missing or outdated packages when using cjs-rcs-article, the solution is to update your TeX distribution.

2 Preparing your article

Don't start from scratch. The class ships with templates for articles in English and French. If you're using the version included with your TeX distribution, the templates may be located with the documentation (this is the case in TeX Live). You may also obtain them from CTAN. Copy the template to your working directory and follow the instructions and examples therein. You may also compile the template as is, obtaining a complete sample article.

If your manuscript contains non-ASCII characters (such as accented letters), use the UTF-8 character encoding. We recommend that you compile with LuaLaTeX, which allows for modern multilingual typesetting. Various packages are available with cjs-rcs-article and there's no need to load them again: these include **amsmath**, **amsthm**, **babel**, **enumitem**, **fontawesome5**, **graphicx**, **natbib**, **numprint**, **relsize**, **url**, and **xcolor**.

2.1 Class declaration

The class requires the options `english` and `french`. The order is important: the *second* one is the main language. Therefore, for an article in English use:

```
\documentclass[french,english]{cjs-rcs-article}
```


2.2 Title page

Your preamble will contain the following declarations:

- `\title`: title of the article. See Section 5.2 for more on titles. Break a long title covering more than one line using using `\\` or `\newline`. If the title doesn't fit in the running head, supply a short title as an optional argument (between square brackets `[ ]`):

```
\title[⟨Short title⟩]{⟨Full title⟩}
```

- `\author` and `\affil`: author name, ORCID iD, email and affiliation (give the country name in the language of the article). The corresponding author is specified by `corresponding` and surnames via `\surname`:

```
\author[orcid=⟨id⟩, email=⟨email⟩, corresponding]
       {⟨Forename⟩ \surname{⟨Surname⟩}}
\affil{⟨Department, University, City, Country⟩}
```

  To acknowledge the Alzheimer's Disease Neuroimaging Initiative (ADNI), insert `\ADNIacknowledgement` after the declarations of the authors and the class will add the required statement on the title page. Similarly, `\ADMCacknowledgement` acknowledges the Alzheimer's Disease Metabolomics Consortium (ADMC).

- `englishabstract` and `frenchabstract` environments: the required English and French abstracts. If you ask us to, we'll prepare a French abstract for your English-language article. The order of these declarations is not important:

```
\begin{englishabstract}
  ⟨Text of the English abstract⟩
\end{englishabstract}

\begin{frenchabstract}
  ⟨Texte du résumé en français⟩
\end{frenchabstract}
```

- `keywords` environment: the list of keywords. Capitalize only the first keyword, order them alphabetically, and don't include any punctuation:

```
\begin{keywords}
\item Keyword 1
\item keyword 2
...
\end{keywords}
```

- `classification` environment: the MSC2020 mathematics subject classification. Provide primary and secondary classifications:

```
\begin{classification}
\item[Primary] code 1, code 2, ...
\item[Secondary] code 1, code 2, ...
\end{classification}
```

2.3 Back matter

Articles end with the data sharing statement, acknowledgements, etc., and you may also enter these details in the preamble using the environments below. Note that ORCID identifiers appear automatically.

- `supplement`: if you have online supplementary material, this is the place to describe it. For example, the Supplementary Material contains auxiliary technical lemmas, a detailed description of the simulation study, and additional simulation results.

- `sharing`: statement about the availability or absence of shared data. Provide a DOI or URL for the latter, as per our Expects Data Sharing policy. If there are ethical or legal concerns, we encourage you to provide synthetic data instead. You may also use the environment to describe how to access your code. If data sharing is not applicable, write: "Data sharing not applicable to this article as no datasets were generated or analyzed during the current study."
- `acknowledgements`: has a colleague or supervisor provided crucial help or expertise?
- `funding`: include your funding information here, and don't abbreviate the names of granting agencies.

2.4 Anonymous version

Until acceptance, your submission must be anonymous. The class option `review` helps with this, so please prepare the version of the manuscript for review as follows:

```
\documentclass[french,english,review]{cjs-rcs-article}
```

The option hides the most obvious identifying information; it also numbers the lines and increases the line spacing. This option should also be used for your supplementary document; see Appendix B. After acceptance, remove the `review` option and compile twice to remove the line numbers.

We can't process your submission if it contains identifying information, so check that you've removed acknowledgements and repository URLs. Then anonymize the authors' unpublished references as explained below.

Referees and editors may check the literature for overlaps with your research. Therefore, provide DOIs, arXiv IDs, or article numbers in the list of references to ease retrieval. Cite your own published work in a neutral way to preserve anonymity: avoid formulations like "in our previous paper", for example. For your own work that doesn't have a suitable identifier (perhaps it's still under review) anonymize the citation and reference, placing the latter at the beginning or end of the reference list—referees are expected to not try to identify these. If unpublished work is needed for the review, upload an anonymous copy as *Supplementary Material for Review but not for Publication*.

If your manuscript is based on your thesis, there will be overlap, so ask yourself if you really need a reference. Refer to the thesis only if you use unpublished results from it that are not included in the current manuscript.

We allow submissions of arXiv preprints, provided you don't cite the preprint; this protects anonymity and avoids false positives in overlap checks.

2.5 Repository version

To prepare a version of your article for a repository such as arXiv, use the `nocjs` option:

```
\documentclass[french,english,nocjs]{cjs-rcs-article}
```

3 Length restrictions

Your submission should not exceed 32 pages when compiled with the `review` option, and this is enforced when a revision is invited. It's harder to find reviewers for overly long manuscripts and they'll need more time, causing delays throughout the process.

Lengthy mathematical derivations and proofs are better placed in the appendices (see Appendix A). Relevant material that doesn't belong in the main article can be included in the Supplementary Material (see Appendix B).

4 Article structure

Our templates will guide you through the following structure:

- The title page created with `\maketitle`.
- The introduction.
- The body divided into sections using `\section`, `\subsection` and `\subsubsection`.

- (Optional) The conclusion, if it contains new material; don't just repeat the content of the article.
- The back matter created with `\makebackmatter`.
- (Optional) The command `\appendix`, followed by the appendices. Cite each appendix in the main article.
- The reference list created with `\bibliography`.

5 General typesetting

It's your responsibility to submit a manuscript in accordance with our presentation rules. Keep the LaTeX code as simple as possible, and avoid including packages or defining commands that are not necessary.

In your writing, try to be clear and concise, avoiding empty phrases that add nothing. Use footnotes sparingly, and avoid any mathematical expressions in them. Likewise, use italics for emphasis only when really needed.

5.1 Margins and page layout

Do not change the page layout, margins, fonts, or character encoding. Note that the package **geometry** is incompatible with cjs-rcs-article.

5.2 Article title and section titles

The article title as well as section and subsection titles are written in sentence style, that is, with only an initial capital. In English, also capitalize the first word after a colon. Make sure the title is no more than two lines long, and give a shorter version for the running head if ncessary.

Avoid mathematical formulas in the article title and section titles. If you do need a section title with a mathematical symbol, read Section 5 of the class documentation.

5.3 Cross-references

Manual references to sections, theorems, equations, etc. are not acceptable. Instead use the cross-reference system of LaTeX (Oetiker et al., 2021, Section 2.8), but using the command `\autoref` to automatically insert a descriptor:

`as seen in \autoref{⟨label⟩}` → as seen in Section 3

The exception to this rule is equations, where you choose the appropriate descriptor; see Section 6.3.

5.4 English spelling

We follow the style of the *Canadian Oxford Dictionary* for English spelling. If the dictionary lists more than one acceptable spelling, choose the main entry. Here are a few more helpful hints:

- The word *data* is plural, and so it should be followed by a plural verb.
- Avoid unnecessary hyphens: we prefer *nonlinear* and *semiparametric* to the hyphenated alternatives.
- Avoid nonstandard abbreviations, particularly of specialized statistical tools, or abbreviations that are part of a subject-matter jargon. This may slightly increase the length of your article, but it will be easier to read and more accessible for those who are not experts in your area.
- The abbreviation "cf." means "compare to" and not "refer to". If you mean "refer to", just write "see".

If you're not sure about something, look it up. Helpful books include Higham (2020), and there are many online resources to help you improve your writing, such as *Common Bugs in Writing* by Henning Schulzrinne.

5.5 French typesetting

The Canadian Journal of Statistics allows submissions in French. The class fully supports French typesetting when you load the class with

```
\documentclass[english,french]{cjs-rcs-article}
```

(The other options `review` and `nocjs` remain available.) The position of the abstracts will be swapped, French set as the default language, and the bibliography style changed. See Section 4.11 of the class documentation.

Table 1: Additional commands for mathematical symbols and operators defined by cjs-rcs-article

Command	Description	Example	Output
`\Pr`	probability[a]	`\Pr[X = x]`	$\Pr[X = x]$
`\E`	expected value	`\E[X]`	$\mathrm{E}[X]$
`\Var`	variance	`\Var[X]`	$\mathrm{var}[X]$
`\Cov`	covariance	`\Cov(X, Y)`	$\mathrm{cov}(X, Y)$
`\corr`	correlation	`\corr(X, Y)`	$\mathrm{corr}(X, Y)$
`\prdist`	probability distribution	`\prdist{N}`	$\mathcal{N}$
`\mat`	matrix or vector	`\mat{A}`	$\mathbf{A}$
`\matit`	matrix or vector (italic)	`\matit{x}`	$\boldsymbol{x}$
`\trsp`	transposition	`\mat{A}\trsp`	$\mathbf{A}^{\mathsf{T}}$
`\tr`	trace	`\tr(\mat{A})`	$\mathrm{tr}(\mathbf{A})$
`\diag`	diagonal	`\diag(\mat{A})`	$\mathrm{diag}(\mathbf{A})$
`\Nset`	natural numbers	`\Nset`	$\mathbb{N}$
`\Zset`	integers	`\Zset`	$\mathbb{Z}$
`\Qset`	rational numbers	`\Qset`	$\mathbb{Q}$
`\Rset`	real numbers	`\Rset`	$\mathbb{R}$
`\Cset`	complex numbers	`\Cset`	$\mathbb{C}$

[a] Sample table footnote; see Section 7.

6 Mathematics

Unless central or essential to the flow of the discussion, lengthy mathematical arguments should be deferred to an appendix or the supplementary material. The same applies to lengthy lists of regularity conditions. However, important ideas behind original proofs that help the reader to follow and appreciate your results should be included in the main body of the manuscript.

6.1 Operators and symbols

The class loads **amsmath** automatically, as well as **unicode-math** when the document is compiled with LuaLaTeX. However, it isn't compatible with **amssymb**.

LaTeX provides many commands to typeset common mathematical symbols and operators (see Downes and Beeton, 2017). The class provides the additional commands summarized in Table 1 and explained below:

- `\Pr`, `\E`, `\Var`, `\Cov` and `\corr` for probability, expected value, variance, covariance, and correlation.
- `\prdist` for classical probability distributions, such as Normal, Binomial, Poisson, Exponential, Gamma.

`\prdist{N}(\mu, \sigma^2)`	→	$\mathcal{N}(\mu, \sigma^2)$	(Normal)
`\prdist{B}(n, p)`	→	$\mathcal{B}(n, p)$	(Binomial)
`\prdist{P}(\lambda)`	→	$\mathcal{P}(\lambda)$	(Poisson)
`\prdist{E}(\lambda)`	→	$\mathcal{E}(\lambda)$	(Exponential)
`\prdist{G}(\alpha, \beta)`	→	$\mathcal{G}(\alpha, \beta)$	(Gamma)

- `\mat` and `\matit` for vectors and matrices. With LuaLaTeX, `\mat` also works with Greek letters: $\boldsymbol{\mu}$, $\mathbf{\Gamma}$.
- `\trsp` for the transpose of a vector or a matrix. We try to ensure consistency, so other options are not acceptable.
- `\tr` and `\diag` for the trace and diagonal of a matrix.
- `\Nset`, `\Zset`, `\Qset`, `\Rset`, and `\Cset` for the five number sets.

Table 2: Theorem-like environments defined by cjs-rcs-article. The last column refers to the styles defined by **amsthm**. As this example shows, we allow multi-sentence table captions.

Environment	English title	French title	Style
`theorem`	Theorem	Théorème	`plain`
`lemma`	Lemma	Lemme	`plain`
`proposition`	Proposition	Proposition	`plain`
`corollary`	Corollary	Corollaire	`plain`
`definition`	Definition	Définition	`definition`
`algorithm`	Algorithm	Algorithme	`definition`
`remark`	Remark	Remarque	`remark`

6.2 Theorem-like environments

The class defines environments for theorem-like constructs using **amsthm**; see Table 2. The environment `proof` defined by **amsthm** is also available.

Number consecutively your theorems, definitions and the like. To refer to them, use `\autoref` as explained in Section 4. The templates provide sample declarations of these constructs.

6.3 Further tips and tricks for readable mathematics

Following the rules below will increase the readability and legibility of your article:

- Number the equations consecutively and *only* equations that are referred to in the text; use the command `\eqref` to cite this number. Please apply the *Good Samaritan Rule* (Mermin, 1989), that is, always precede an equation citation by an appropriate descriptor ("equation", "inequality", "relation", etc.) and an unbreakable space:

  ```
  equation~\eqref{eq:definition}
  expression~\eqref{eq:constraint}
  inequalities~\eqref{eq:ineq1}--\eqref{eq:ineq3}
  ```

  Use the word equation (lowercase e) only when the expression is an equation.

- Define nonstandard symbols. When in doubt, think of your readers (and reviewers) and include a precise definition. Use the command `\DeclareMathOperator` of **amsmath** in the preamble to define new mathematical operators.

- Try to avoid double subscripts, and never use triple subscripts.

- Always use `\ell` if you need a ℓ. The letter l can easily be confused with the numeral 1, especially in subscripts.

- Avoid in-line fractions because they increase the line spacing; if you need one, write it in the form `a/b` rather than `\frac{a}{b}`.

- Avoid using `\left` and `\right` to increase the size of brackets in in-line expressions because this may also increase the spacing between lines.

- In enumerations, use the intelligent command `\dots` or the semantic commands `\dotsc`, `\dotsb`, `\dotsm`, `\dotsi`, `\dotso` from **amsmath** rather than `\ldots` and `\cdots` (see Section 4.3 of the **amsmath** documentation for more information).

- Use $j \in \{1, \dots, n\}$ to describe an index set rather than $j = 1, \dots, n$. Furthermore, enumerations should list the first and last element only, that is, write $j = 1, \dots, n$ rather than $j = 1, 2, \dots, n$. (All the ellipses here are typeset with `\dots`.)

- Avoid starting a sentence with a mathematical symbol.

- Don't forget to punctuate your mathematical expressions.

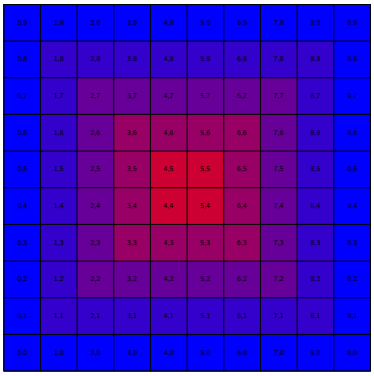

Figure 1: A sample figure

7 Figures and tables

Place all figures and tables in the appropriate floating environment `figure` or `table` and give the `\caption` *below* figures and *above* tables; see Figure 1 and Table 1. Label all figures and tables with `\label` and cite them using `\autoref` as explained in Section 4.

If a figure requires an external file, you must provide it with your final version, usually in EPS, PDF or PNG format: see Wiley's guidelines for the preparation of figures. Prepare tables as follows[1]:

- no vertical lines;
- `\toprule` at the top;
- `\midrule` between the heading and body;
- `\bottomrule` at the bottom;
- consistent number of decimal places thoughout the table;
- leading digit in front of a decimal point (0.1, not .1).

For table footnotes, use the package **threeparttable**. However, place `\caption` *outside* the environment `threeparttable` so that the caption can span the whole width of the page:

```
\begin{table}
  \caption{⟨caption⟩}
  \label{⟨label⟩}
  \centering
  \begin{threeparttable}
    \begin{tabular}{⟨cols⟩}
      ⟨table contents⟩
    \end{tabular}
    \begin{tablenotes}
      ⟨notes⟩
    \end{tablenotes}
  \end{threeparttable}
\end{table}
```

[1] These guidelines are adapted from the documentation of **booktabs**.

Table 3: List of shortcuts for the names of programming languages and software.

Software	Command
R	`\Rlang`
SAS	`\SAStlang`
SPSS	`\SPSSlang`
Stata	`\Statalang`
Python	`\Pylang`
Julia	`\Julialang`
C	`\Clang`
C++	`\Cpplang`

8 Computer code and software

Providing your computer code is a great way to increase the visibility of your work and its accessibility to end users of statistics. We strongly encourage that you share your code through a suitable repository, such as GitHub or GitLab, so that you can keep it up-to-date after the article has been published. Alternatively, you may provide your code in the Supplementary Material.

The class does not offer any special features to typeset computer code. We recommend that you use specialized packages such as **fancyvrb** or **listings**. If you use R for your analysis, you could prepare the file using a literate programming system such as Sweave or knitr.

That said, the class defines a few commands to ease and standardize the display of software names and code chunks. The command `\proglang` typesets the names of programming languages and software, and there are shortcuts for the most common cases; see Table 3. For example, refer to R using either `\proglang{R}` or `\Rlang`. The command `\pkg` typesets the names of software packages or modules. For example, refer to the R package **copula** using `\pkg{copula}`.

For small chunks of code, such as the names of exploratory variables in a regression model, `\code` may be useful: it allows you to use the characters _, ~ and $ directly. For example, you may write `\code{patient_age}` to get `patient_age`.

Remember to report the software packages you used and their version numbers; see the following section.

9 Citations and references

For citations and references, use BibTeX. Recall that **natbib** is loaded automatically. Please use the `\citet` and `\citep` commands of **natbib**.

The class also uses its own bibliography styles. These styles support the standard BibTeX entry types (`article`, `book`, `proceedings`, etc.) and the standard fields (`author`, `title`, `journal`, etc.). Furthermore, the styles support `doi`, `isbn`, `url` and `language`. These are explained in the examples below.

- Articles with one author: Genest (1999). To include a DOI, use the field `doi` with a value in the format ⟨*prefix*⟩/⟨*suffix*⟩ (for example, `10.2307/3315650`). A hyperlink to the resource is then created automatically. Note that journal names should not be abbreviated.

- Articles with two authors: Qin and Lawless (1995). Articles with three or more authors: Davison et al. (2006) or Granville et al. (2023). For articles with more than ten authors (such as Teufel et al., 2016), give the first seven names followed by "and others". BibTeX will replace this by "et al."

- Use the field `language` for foreign-language articles, as in Hoeffding (1940) (German) or Ghoudi et al. (1998) (French). Including this information in the BibTeX entry ensures that the title words are hyphenated according to the rules of the corresponding language.

- Books and other formats use the same author rules as articles. An example of a book with two authors is Kalbfleisch and Prentice (2002). You may use `isbn` to include the book's ISBN. Include the relevant page, section, or chapter whenever possible in `\citet` and `\citep`. For example, partial likelihood estimation in the Cox regression model may be found in Kalbfleisch and Prentice (2002, Section 4.2); see also Kalbfleisch and Prentice (2002, Chapter 6).

- For references to articles in an edited book, include the page numbers of the article, as well as the names of the book's editors, such as Roberts et al. (2009). Again, we encourage you to include the DOI.
- You may need to cite a PhD thesis such as Syed (2022) or a technical report such as Haas (2001) or an unpublished manuscript posted on arXiv such as Tang et al. (2023). If you have a DOI or URL, include it in the entry using `doi` or `url`. If both are present in the database, the DOI takes precedence.
- Cite the software you used in your statistical analysis, especially Free Software. To cite R, use the BibTeX entry provided by the command

```
> citation()
```

  Don't forget to include the version of R, as in: "Computations in this article were performed using R (R Core Team, 2024, v4.5.0)". You can get this via:

```
> R.version.string
```

  To cite an R package, use the command `citation` with the name of the package in argument, e.g.

```
> citation("copula")
```

  This specific example asks you to cite three articles (Yan, 2007; Kojadinovic and Yan, 2010; Hofert and Mächler, 2011) as well as the software itself (Hofert et al., 2023).
- To cite data, please review Wiley's data citation policy. An example of a data citation is Statistics Canada (2023).
- You can also cite a webpage, for example Wolfram Research (2010). Include the date of access using the `note` field.

A Proofs

Appendices usually present original proofs or longer mathematical derivations; don't forget to cite them in the main article. You may structure each appendix into multiple sections and subsections.

B Supplementary material

To make your article accessible to a wide readership and to control its length, consider providing online supplementary material, citing it in the main article. It may contain additional simulation results, lengthy tables or figures, auxiliary results, proofs that are direct adaptations of calculations already published elsewhere, details about the code and software implementation, and so on. That said, we encourage you to place original mathematical proofs in an appendix and to present the ideas behind these proofs in the main text.

To prepare the supplementary material, use the option `supplement`:

```
\documentclass[french,english,supplement]{cjs-rcs-article}
```

or, to make the supplement anonymous for review,

```
\documentclass[french,english,supplement,review]{cjs-rcs-article}
```

Your supplementary material is published as supplied, and a proof is not made available, so be sure to double-check the file and to provide the material in its final format.

Have fun writing!

References

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Version history

1.2

Author guidelines: initial version in the distribution. 1

1.2a

Author guidelines: fix the typesetting of a few entries in the list of references. 1

Author guidelines: provide more specific URLs for Oetiker et al. (2021) and Oetiker et collab. (2011). 1

1.2b

Author guidelines (French version): improve the text in a few places and fix typos. 1

Author guidelines (French version): use the French version of the reference Statistics Canada (2023). 1

Author guidelines: fix the link to instructions on updating a TEX distribution. 1