

Components	Questions	Author Checklist	Author Notes	Reviewer Checklist	Reviewer Notes
Project Organization	Is my folder structure logical?	<input type="checkbox"/>		<input type="checkbox"/>	
	Are raw data, code, and intermediate outputs separated?	<input type="checkbox"/>		<input type="checkbox"/>	
	Does file and folder naming complement the workflow (e.g., label subfolders/files numerically to show the order things should be run)	<input type="checkbox"/>		<input type="checkbox"/>	
Project and input metadata	Can someone understand (and access) the workflow and content of the analysis?	<input type="checkbox"/>		<input type="checkbox"/>	
	Is a README provided to explain data contents, licensing, and curation?	<input type="checkbox"/>		<input type="checkbox"/>	
	Does the README make it clear how to run the analysis?	<input type="checkbox"/>		<input type="checkbox"/>	
	Does the README list the authors and project title?	<input type="checkbox"/>		<input type="checkbox"/>	
Code Readability	Is my code understandable? Consider clear subheadings, intuitive coding comments, easy-to-understand object names	<input type="checkbox"/>		<input type="checkbox"/>	
	Is the documentation appropriate for the audience?	<input type="checkbox"/>		<input type="checkbox"/>	
	If an analysis step would take a long time to run on a personal computer, is that documented?	<input type="checkbox"/>		<input type="checkbox"/>	
	Have extraneous packages and analysis code been removed?	<input type="checkbox"/>		<input type="checkbox"/>	
Output Reproducibility	Is external package use clearly documented?	<input type="checkbox"/>		<input type="checkbox"/>	
	Can the results be reproduced? If exact results cannot be reproduced (e.g., due to randomization), what is the magnitude of difference?	<input type="checkbox"/>		<input type="checkbox"/>	
	Are all components required to recreate analysis and figures accessible? If data are confidential or the dataset is too large to share, are sample/aggregated data provided to ensure that code functions correctly?	<input type="checkbox"/>		<input type="checkbox"/>	
	Have you done tests to ensure that the code functions appropriately? If so, describe what tests	<input type="checkbox"/>		<input type="checkbox"/>	

This spreadsheet was informed by and modified from Ivimey-Cook et al 2023. Implementing code review in the scientific workflow: Insights from ecology and evolutionary biology. <https://onlinelibrary.wiley.com/doi/full/10.1111/jeb.14230>