

Last updated June 29, 2015

## **Guidelines and Requirements for Manuscript Revision: Retrospective Cohort Study**

You can use the following checklist to help you fulfill manuscript revision requirements.

### **0 HOW DO AUTHORS CORRECTLY DEAL WITH THEIR PEER-REVIEW REPORT AND COMMENTS RAISED BY THE SCIENCE EDITOR?**

**1 RESPONSES TO REVIEWERS** [ ☐ ] YES

**2 WRITING REQUIREMENTS** [ ☐ ] YES

2.1 Title. [ ☐ ]

2.2 Running title. [ ☐ ]

2.3 Authorship. [ ☐ ]

2.4 Institution. [ ☐ ]

2.5 Author contributions. [ ☐ ]

2.6 Supportive foundations. [ ☐ ]

2.7 Institutional review board statement. [ ☐ ]

2.8 Informed consent statement. [ ☐ ]

2.9 Conflict-of-interest statement. [ ☐ ]

2.10 Data sharing statement. [ ☐ ]

- 2.11 Open-Access. [ ☐ ]
- 2.12 Correspondence to. [ ☐ ]
- 2.13 Telephone and fax. [ ☐ ]
- 2.14 Abstract. [ ☐ ]
- 2.15 Keyword. [ ☐ ]
- 2.16 Copyright. [ ☐ ]
- 2.17 Core tip. [ ☐ ]
- 2.18 Audio Core Tip. [ ☐ ]
- 2.19 Citation. [ ☐ ]
- 2.20 Main text. [ ☐ ]
- 2.21 Biostatistics. [ ☐ ]
- 2.22 Units. [ ☐ ]
- 2.23 Illustrations. [ ☐ ]
- 2.24 Tables. [ ☐ ]
- 2.25 Notes in illustrations and tables. [ ☐ ]
- 2.26 Abbreviations. [ ☐ ]
- 2.27 Italics. [ ☐ ]
- 2.28 Acknowledgments. [ ☐ ]
- 2.29 Comments. [ ☐ ]
- 2.30 References. [ ☐ ]

**3 LANGUAGE EDITING FOR MANUSCRIPTS SUBMITTED BY NON-NATIVE SPEAKERS OF ENGLISH** [ ☐ ] YES

**4 PLAGIARISM DETECTION** [ ☐ ] YES



## BAISHIDENG PUBLISHING GROUP INC

8226 Regency Drive, Pleasanton, CA 94588, USA

Telephone: +1-925-223-8242 Fax: +1-925-223-8243

E-mail: [bpgoffice@wjgnet.com](mailto:bpgoffice@wjgnet.com) <http://www.wjgnet.com>

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5 COPYRIGHT TRANSFER AGREEMENT [ ☐ ] YES

6 CONSEQUENCES OF MODIFICATIONS AFTER THE FORMAL ACCEPTANCE

[ ☐ ] YES

7 A GENTLE REMINDER [ ☐ ] YES

## **0 HOW DO AUTHORS CORRECTLY DEAL WITH THEIR PEER-REVIEW REPORT AND COMMENTS RAISED BY THE SCIENCE EDITOR?**

Since there is no limit to the numbers of words, tables, and color images in the manuscript, the revised manuscript should be well illustrated and very detailed, including research methods, experimental equipment, experimental results, and original data. In addition, authors should describe the problems and weaknesses of the study truthfully in the manuscript so that readers are able to obtain the maximal amount of useful information from reading the article; this practice will also help to improve the authors' academic influence in their field. The methods and requirements for how to revise manuscripts for acceptance are as follows:

### ***(1) Authors should reconsider the strengths and weaknesses of their manuscript***

After the authors receive their peer-review report, they should first reconsider the strengths and weaknesses of their manuscript. They should provide a reasonable and rational explanation as to why they carried out the study, what they did to complete the study, and what is the most important finding of the study. In addition, they should consider their reasoning for choosing the methods and parameters used in the study, as well as those that have used in previous studies, what is unique about the study, what additional experimental results will be required to further strengthen the study and its findings, whether other researchers will be able to reproduce all of the methods and results, and whether similar articles have been published.

### ***(2) Authors should carefully read the peer-review report***

Authors should first read the entire peer-review report carefully, in order to gain a

complete understanding of its content. Then, they should try their best to revise the manuscript according to the peer-reviewers' comments and suggestions. The final decision for publication of the manuscript (acceptance or rejection) largely depends upon whether authors revise their manuscript according to the reviewers' comments and whether authors truthfully respond the reviewers' comments.

***(3) Authors should carefully format their manuscript***

Authors should carefully format their revised manuscript in strict accordance with the guidelines and requirements for the manuscript type; the guidelines for basic study and format for manuscript revision-basic study are provided to assist the authors in this responsibility. In addition, all comments raised by the science editor must be addressed, and in the appropriate format, in order for the manuscript to eventually reach the standard of publication.

***(4) Authors should carefully polish the language of their manuscript***

Authors should carefully polish the language of their manuscript, including in the title, abstract, core tips, introduction, materials and methods, results, discussion, conclusion, and comments. All sentences and paragraphs should be organized together in a logical manner, so that readers will not only readily understand the content but also enjoy reading the manuscript.

## **1 RESPONSES TO REVIEWERS**

Please revise your article according to the reviewers' comments/suggestions and provide point-by-point responses to each in the letter format specified in the attached files.

## 2 WRITING REQUIREMENTS

All contributions should be written in English. All articles must be prepared by Word-processing Software, using 12 pt Book Antiqua font and 1.5 line spacing with ample margins. Required information for each of the manuscript sections is as follows:

**2.1 Title.** The title should be no more than 12 words. The title should summarize the core content of the manuscript, so that the reader may readily understand the key concepts and important findings presented within. This type of succinct and impactful statement will serve to catch readers' attention and stimulate their interest in reading the abstract and/or downloading the full paper. It is also strongly recommended that the title include one or two of the key words associated with the manuscript's topical content, to facilitate the paper being readily found by electronic searches of public databases, such as Google or PubMed. Finally, a succinct and impactful title will include minimal nonfunctional words, such as "a," "an," "the," "roles of," etc. and will avoid non-standard abbreviations.

**2.2 Running title.** A short running title of no more than 6 words should be provided. It should state the topic of the paper. For example, Losurdo G *et al.* Two year follow-up of duodenal lymphocytosis.

**2.3 Authorship.** Authorship credit should be given in accordance with the standard proposed by the ICMJE (<http://www.icmje.org/>), specifically, authorship is merited by (1) substantial contributions to conception and design of the study, acquisition of data, or analysis and interpretation of data; (2) drafting the article or making critical revisions related to important intellectual content of the manuscript; and (3) final approval of the version of the article to be published. Authors should meet conditions 1, 2 and 3.

Designation of co-first authors is not permitted. Author names (unabbreviated) should be given first (first name, middle name (acronym), and family (sur)name) of all authors should be typed with the first letter capitalized, include a hyphen between the syllables of Chinese names. For example, Jason Lamontagne, Laura F Steel, Paul V Harper Jr, Bo Yuan, and Wei-Hong Tang.

**2.4 Institution.** Author names (unabbreviated) should be given first (first name, middle name (acronym), and family (sur)name) of all authors should be typed with the first letter capitalized, include a hyphen between the syllables of Chinese names, followed by the complete name of the affiliated institution, city, province/state, postcode and country. For example, **Xu-Chen Zhang, Li-Xin Mei**, Department of Pathology, Chengde Medical College, Chengde 067000, Hebei Province, China. In the case that one author represents two institutions, the institutions will be listed separately; for example, **Giuseppe Losurdo, Domenico Piscitelli, Antonio Giangaspero, Mariabeatrice Principi, Francesca Buffelli, Floriana Giorgio, Lucia Montenegro, Claudia Sorrentino, Annacinzia Amoruso, Enzo Ierardi, Alfredo Di Leo**, Gastroenterology Section, Department of Emergency and Organ Transplantation, University of Bari, 70124 Bari, Italy.

**2.5 Author contributions.** The format of this section will be as follows: Author contributions: Wang CL and Liang L contributed equally to this work; Wang CL, Liang L, Fu JF, Zou CC, Hong F and Wu XM designed the research; Wang CL, Zou CC, Hong F and Wu XM performed the research; Xue JZ and Lu JR contributed new reagents/analytic tools; Wang CL, Liang L and Fu JF analyzed the data; Wang CL, Liang L and Fu JF wrote the paper.

**2.6 Supportive foundations.** The approved grant application form(s) will be released online together with the manuscript in order for readers to obtain more information about the study and to increase the likelihood of subsequent citation. Our purpose of publishing the approved grant application form(s) is to promote efficient academic communication, accelerate scientific progress in the related field, and improve productive sharing of research ideas. In addition, a copy of the full approved grant application form(s), consisting of the information section and body section, should be provided to the BPG in PDF format.

**Supportive foundation acknowledgment:** The complete name(s) of supportive foundation(s) and identification number(s) of grants or other financial support will be provided on the title page of all submitted manuscripts using the following format: Supported by the National Natural Science Foundation of China, No. 30224801.

**2.7 Institutional review board statement.** Any article describing a study (basic research, clinical research, and case report) involving human and/or animal subjects is required to have the institutional review board (IRB) name, whether institutional (part of the author(s)' academic/medical institution, such as the Oak Grove Children's Hospital Institutional Review Board) or commercial/independent/private (contracted for-profit organizations, such as the ClinicCare Coalition for Human Rights Institutional Review Board), stated explicitly on the title page. In addition, a copy of any ethical approval document(s)/letter(s) or waiver should be provided to the BPG in PDF format.

**Sample wording:** The study was reviewed and approved by the [Name of Institution or Organization] Institutional Review Board.



**2.8 Informed consent statement.** Any research article describing a study (clinical research and case report) involving humans should contain a statement in the title page clearly stating that all involved persons (subjects or legally authorized representative) gave their informed consent (written or verbal, as appropriate) prior to study inclusion. In general, the BPG requires that any and all details that might disclose the identity of the subjects under study should be omitted or anonymized. In the rare situation that a study participant's identifiable information is crucial to the case presentation, the statement of informed consent is absolutely necessary, unless the participant is deceased. In addition, a copy of any approval document(s)/letter(s) or waiver should be provided to the BPG in PDF format.

**Sample wording:** All study participants, or their legal guardian, provided informed written consent prior to study enrollment

Waiver of informed consent for human study subjects may be justifiable under certain rare and specific conditions, such as for a trial with demonstrated minimal risk or cases of emergency care. Authors may petition BPG for waiver of informed consent, but there is no guarantee that the petition will be granted. In general, BPG favors the requirement of informed consent for all reports of information (anonymized or identifiable) and reserves the right to refuse publication of such if informed consent was not obtained.

**2.9 Conflict-of-interest statement.** A conflict-of-interest statement is required for all article and study types. In the interests of transparency and helping reviewers to assess any potential bias in a study's design, interpretation of its results or presentation of its scientific/medical content, the BPG requires all authors of each paper to declare any conflicting interests (including but not limited to commercial, personal, political, intellectual or religious interests) in the title page that are related to the work submitted

for consideration of publication. In addition, reviewers are required to indicate any potential conflicting interests they might have related to any particular paper they are asked to review, and a copy of signed statement should be provided to the BPG in PDF format.

**Sample wording:** [Name of individual] has received fees for serving as a speaker, a [position; such as consultant and/or an advisory board member] for [name(s) of organization(s)]. [Name of individual] has received research funding from [name(s) of organization(s)]. [Name of individual] is an employee of [name(s) of organization(s)]. [Name of individual] owns stocks and/or shares in [name(s) of organization(s)]. [Name of individual] owns patent [patent identifier information (including patent number, two-letter country code, and kind code) and a brief description].

**2.10 Data sharing statement.** Basic research and clinical research studies require a data sharing statement. The data sharing statement will be provided in the title page, and will be presented in the form as shown in the sample below. In addition, a copy of the signed statement should be provided to the BPG in PDF format.

**Sample wording:** Technical appendix, statistical code, and dataset available from the corresponding author at [email address or URL]. Participants gave informed consent for data sharing [or ...consent was not obtained but the presented data are anonymized and risk of identification is low... or consent was not obtained but the potential benefits of sharing these data outweigh the potential harms because...]. If no other data, please state: No additional data are available.

**2.11 Open-Access.** For example, Open-Access: This article is an open-access article which was selected by an in-house editor and fully peer-reviewed by external reviewers. It is distributed in accordance with the Creative Commons Attribution Non Commercial (CC BY-NC 4.0) license, which permits others to distribute, remix, adapt, build upon this work non-commercially, and license their derivative works on different terms, provided the original work is properly cited and the use is non-commercial. See: <http://creativecommons.org/licenses/by-nc/4.0/>

**2.12 Correspondence to.** Only one corresponding author is allowed. Designation of co-corresponding authors is not permitted. The corresponding author's contact information will be provided in the following format: Author names (unabbreviated) should be given first (first name, middle name (acronym), and family (sur)name) of all authors should be typed with the first letter capitalized, include a hyphen between the syllables of Chinese names, followed by the author's title, affiliation, the complete name of institution, present address, city, province/state, postcode, country, and email.

All the letters in the email address should be typed in lowercase, and separated from the country by a period and a space. For example, **Andrzej S Tarnawski, MD, PhD, DSc (Med), Professor of Medicine, Chief, Gastroenterology, VA Long Beach Health Care System, University of California, Irvine, 5901 E Seventh St, Long Beach, CA 90822, United States.** [astarnaw@uci.edu](mailto:astarnaw@uci.edu)

**2.13 Telephone and fax.** Telephone and fax numbers should consist of +, country number, district number and telephone or fax number; for example, Telephone: +86-10-85381892 Fax: +86-10-85381893

**2.14 Abstract.** An informative, structured abstract of no less than 246 words should

accompany each manuscript. The Abstract will be structured into the following sections and adhering to the word count thresholds indicated in parentheses:

**AIM** (no more than 20 words): The purpose of the study should be stated clearly and with no or minimal background information, following the format of: "To investigate/study/determine..."

**METHODS** (no less than 80 words): You should present the materials and methods used for all of the data presented in the proceeding Results section of the abstract.

**RESULTS** (no less than 120 words): You should present *P* values where appropriate. You must provide relevant data to illustrate how the statistical values were obtained, e.g.  $6.92 \pm 3.86$  vs  $3.61 \pm 1.67$ ,  $P < 0.001$ .

**CONCLUSION** (no more than 26 words): You should present your findings and implications that are within the scope of the data you have presented in the preceding Results section. The conclusion should be written in the present tense.

**2.15 Keyword.** Please list 5-10 keywords for each paper, which reflect the content of the study and are selected mainly from the *Index Medicus*. Each keyword is to be separated by a semicolon.

**2.16 Copyright.** For example, © **The Author(s) 2015**. Published by Baishideng Publishing Group Inc. All rights reserved.

**2.17 Core tip.** Please write a summary of no more than 100 words to present the core content of your manuscript, highlighting the most innovative and important findings

and/or arguments. The purpose of the Core Tip is to attract readers' interest for reading the full version of your article and increasing the impact of your article in your field of study.

**2.18 Audio Core Tip.** In order to attract readers to read your full-text article, we request that the first author make an audio file describing your final core tip. This audio file will be published online, along with your article. Please submit audio files according to the following specifications:

**Acceptable file formats:** .mp3, .wav, or .aiff

**Maximum file size:** 10 MB

To achieve the best quality, when saving audio files as an mp3, use a setting of 256 kbps or higher for stereo or 128 kbps or higher for mono. Sampling rate should be either 44.1 kHz or 48 kHz. Bit rate should be either 16 or 24 bit. To avoid audible clipping noise, please make sure that audio levels do not exceed 0 dBFS.

**2.19 Citation.** The citation contains, authors' names and title. The name of the first author should be typed in bold-faced letters; the family (sur)name of all authors should be typed with the first letter capitalized, followed by their abbreviated first and middle initials. For example, an article by Jae Moon Yoon, Ki Young Son, Chun Sick Eom, Daniel Durrance, Sang Min Park will be written as Yoon JM, Son KY, Eom CS, Durrance D, Park SM. Pre-existing diabetes mellitus increases the risk of gastric cancer: A meta-analysis.

**2.20 Main text.** The main text contains Introduction, Materials and methods, Results, Discussion, Acknowledgments, Conclusion, Comments (*Background, Research frontiers, Innovations and breakthroughs, Applications, and Terminology*), and References.

**2.21 Biostatistics.** Any manuscript describing a study (basic research and clinical research) that used biostatistics must include a statement in the Materials and Methods section affirming that the statistical review of the study was performed by a biomedical statistician. Statistical review is performed before the submission or after peer-review. The author invites an expert in Biomedical Statistics to evaluate the statistical method(s) used in the study, including but not limited to the *t*-test (group or paired comparisons), chi-square test, ridit, probit, logit and regression (linear, curvilinear, or stepwise) modeling, correlation, analysis of variance, and analysis of covariance. The review by the biomedical statistician is conducted with respect to the following points: (1) Statistical methods are adequately and appropriately described when they are used to verify the results; (2) Whether the statistical techniques are suitable or correct; (3) Only homogeneous data can be averaged. Standard deviations are preferred to standard errors. The number of observations and subjects (*n*) is given. Losses in observations, such as drop-outs from the study, are reported; (4) Values, such as ED50, LD50 and IC50, have the 95% confidence limits calculated and have been compared by weighted probit modeling (using the functions described by Bliss and Finney); and (5) The word “significantly” is replaced by its synonyms (if it indicates extent) or the *P* value (if it indicates statistical significance). Statistical data should be expressed as mean  $\pm$  SD or mean  $\pm$  SE. Common statistical expressions contains *t*-test is expressed as *t*; *F*-test is expressed as *F*; chi-square test is expressed as  $\chi^2$ ; relative coefficient is expressed as *r*; degree of freedom is expressed as ; number of samples is expressed as *n*; and probability is expressed as *P*. In addition, a copy of any approval document(s)/letter(s) or waiver should be provided to the BPG in PDF format.

**Sample wording:** The statistical methods of this study were reviewed by [name(s) of individual(s)] from [name(s) of organization(s)]...

If a biostatistics editor is employed by the authors, the person's name (first name and

family (sur)name), qualifications, and contact information must be submitted to the editorial office in the form of a letter of confirmation of service. If the biostatistics editing was performed by a commercial service provider, the company's name and contact information, including URL and email or phone number, must be submitted to the editorial office in the form of a letter of confirmation of service. The letters of confirmation of service must include the corresponding author's name (first name and family (sur)name) and contact information (email and phone number), and the manuscript title.

**2.22 Units.** Use SI units. For example: body mass,  $m$  (B) = 78 kg; blood pressure,  $p$  (B) = 16.2/12.3 kPa; incubation time,  $t$  (incubation) = 96 h, blood glucose concentration,  $c$  (glucose)  $6.4 \pm 2.1$  mmol/L; blood CEA mass concentration,  $p$  (CEA) = 8.6 24.5 g/L; CO<sub>2</sub> volume fraction, 50 mL/L CO<sub>2</sub>, not 5% CO<sub>2</sub>; likewise for 40 g/L formaldehyde, not 10% formalin; and mass fraction, 8 ng/g, *etc.* Arabic numerals such as 23,243,641 (*i.e.* 23 million, 243 thousand, and 641) should be written as 23243641, with no commas and no spaces. The format for how to accurately write common units and quantums can be found at: [http://www.wjgnet.com/bpg/g\\_info\\_20100725073806.htm](http://www.wjgnet.com/bpg/g_info_20100725073806.htm).

**2.23 Illustrations.** Figures must be presented in the order that they appear in the main text of the manuscript (numbered as 1, 2, 3, *etc.*). All figures must have a detailed figure legend that provides a clear and comprehensive description of the information presented in the figure, so that the reader can understand without having to refer back to any other portion of the manuscript. The figure's title and legend must be presented on a separate page from the figure itself.

It is necessary to keep all elements compiled in a line-art image. Scale bars should be used rather than magnification factors, with the length of the bar defined in the legend



rather than on the bar itself. Figure file names should identify the figure and panel. Avoid layering type directly over shaded or textured areas. Uniform presentation should be used for figures showing the same or similar contents; for example, “**Figure 1 Pathological changes of atrophic gastritis after treatment.** A: ...; B: ...; C: ...; D: ...; E: ...; F: ...; G: ...”

Figures with labels, arrows or other markers, photographs, clinical images, photomicrographs, gel electrophoresis, and the like that include labels, arrows or other markers must be submitted in 2 versions: one version with the markers; and the other without. Provide an explanation for all labels, arrows, or other markers in the figure legend. The figure field in the File Description tab of the manuscript submission form allows for uploading of 2 versions of the same figure.

**2.24 Tables.** Tables must be presented in the order that they appear in the main text of the manuscript (numbered as 1, 2, 3, *etc.*). A brief, one-line title must be provided for each table. Detailed legends should not be included under tables, instead having the information presented in the main text where applicable; the information should complement, but not duplicate the text. Use one horizontal line under the title, a second under the column headings, and a third below the Table to be above any footnotes. Vertical line and italics should be omitted.

Please note that tables embedded as Excel files within the manuscript are NOT accepted. Tables in Excel should be copied and pasted into the manuscript Word file. All tables will be located at the very end of your article document. Any tables submitted that are longer/larger than 2 pages will be published as online-only supplementary material.

Tables must be primarily cell-based and fully editable. Do not use the following to organize data or structure the table: (1) Returns (“Enter” key); (2) Tabs; (3) Spaces; (4) Colored text; (5) Cell shading; and (6) Cells within cells. The Software should be Word (preferred), Excel. Don’t allow the graphics, boxes, or embedded tables appear in the



manuscript. Don't allow the parts to appear in the manuscript, if there are some parts, please make Table 1A and Table 1B into Tables 1 and 2, or combine into one table.

**2.25 Notes in illustrations and tables.** Data that are not statistically significant should not be noted.

Statistical significance in a figure or table should be denoted using superscripted alphabetical lettering, such that <sup>a</sup>*P* < 0.05 and <sup>b</sup>*P* < 0.01; non-significant values, *i.e.*, *P* > 0.05, usually do not need to be indicated. If there are other series of *P* values, the alphabetical subscripted denotation format is continued, such that <sup>c</sup>*P* < 0.05 *vs* control, <sup>d</sup>*P* < 0.01 *vs* control, <sup>e</sup>*P* < 0.05 *vs* group A, and <sup>f</sup>*P* < 0.01 *vs* group B.

Other notes in tables or under illustrations should be expressed as F<sup>1</sup>, F<sup>2</sup>, F<sup>3</sup> or sometimes as other superscripted symbols (Arabic numerals). In a multi-curve illustration, each curve should be labeled with ●, ○, ■, □, ▲, △, *etc.*, in a specified sequence.

**2.26 Abbreviations.** Standard abbreviations should be defined in the abstract and in the main body of the manuscript upon first mention in the text. In general, terms should not be abbreviated unless they are used three times or more and the abbreviation is helpful to the reader. Permissible abbreviations are listed in Units, Symbols and Abbreviations: A Guide for Biological and Medical Editors and Authors (Ed. Baron DN, 1988) published by The Royal Society of Medicine, London. Certain commonly used abbreviations, such as DNA, RNA, HIV, LD50, PCR, HBV, ECG, WBC, RBC, CT, ESR, CSF, IgG, ELISA, PBS, ATP, EDTA and mAb, do not need to be defined and can be used directly.

**2.27 Italics.** Quantities: *t* time or temperature, *c* concentration, *A* area, *l* length, *m* mass, *V* volume. Genotypes: *gyrA*, *arg 1*, *c myc*, *c fos*, *etc.* Restriction enzymes: *EcoRI*, *HindI*, *BamHI*, *Kbo I*, *Kpn I*, *etc.* Biological nomenclature: *H. pylori*, *E. coli*, *etc.*

**2.28 Acknowledgments.** Brief acknowledgments of persons who have made genuine contributions to the manuscript and who endorse the data and conclusions should be included. Authors are responsible for obtaining written permission to use any copyrighted text and/or illustrations.

**2.29 Comments.** The comments section aims to help readers avoid misunderstanding or over-interpretation of your study by summarizing the content of your article, including technical details, in a precise and simple manner. The comments section is broken down into the following subsections: background, research frontiers, innovations and breakthroughs, significance of the applications, terminology, and comments from peer-reviewers. The specific requirements for each subsection are provided below.

**(1) *Background***

To summarize concisely and accurately the relevant background information so that readers may gain some basic knowledge about your study's relevance and understand its significance for the field as a whole.

**(2) *Research frontiers***

To introduce briefly the current hotspots or important areas in the research field as related to your study.

**(3) *Innovations and breakthroughs***

To summarize and emphasize the differences, particularly the advances, achievements, innovations and breakthroughs, as compared to other related or similar studies in the literature, which will allow the readers to assimilate the major points of your article.

#### **(4) Applications**

To summarize the practical applications of your research findings, so that readers may understand the perspectives by which this study will affect the field and future research.

#### **(5) Terminology**

To describe concisely and accurately any terms that may not be familiar to the majority of the readers, but which are essential for understanding your article.

#### **(6) Peer-review**

To provide the major comments from your peer-reviewers that most represent the characteristics, values and significance of your article, and to allow the readers to have an objective point of view regarding your article and research findings.

**2.30 References.** Retrospective cohort study should be composed of detailed contents, comparisons and evaluations in relation to other published relevant articles, and an in-depth discussion. Please don't use informal publications. For seminal references, however, the publication date is not strictly limited. You should always cite references that are relevant to your article. Citing more than 5 references in a single citation, even when separated by a hyphen, should be avoided; for example [1-6], [2-14] and [1,3,4-10,22] are all considered inappropriate reference citations. Moreover, authors should not cite their own unrelated published articles. Citation of references not indexed on PubMed is discouraged, but if a reference that is not indexed by PubMed is necessary you must provide BPG with a printed copy of the first page of the full article. Please update the format of all the references according to the Format for references guidelines. The

accuracy of the information of journal citations is very important. We will interlink all references with DOIs in an XML file, so that readers can immediately access the abstracts of cited articles online. This section includes Coding system, PMID and DOI, Style for journal references, Style for book references, and Format for references (Examples). Specific requirements are as follows:

### **(1) Coding system**

The author should number the references in Arabic numerals according to the citation order in the text. The reference numbers will be superscripted in square brackets at the end of the sentence with the citation content or after the cited author's name. For citation content that is part of the narration, the coding number and square brackets should be typeset normally. For example, "Crohn's disease (CD) is associated with increased intestinal permeability<sup>[1,2]</sup>." If references are cited directly in the text, they should be included with the direct citation content within the text; for example, "From references<sup>[19,22-24]</sup>, we know that...". Before submitting your manuscript, please ensure that the order of citations in text is the same as in the references section, and also ensure the spelling accuracy of the authors' names. Do not list the same citation twice.

### **(2) PMID and DOI**

Please provide the PMID number, which is the serial number that roots the abstract for that publication into the PubMed index, and the CrossRef DOI® (Digital Object Identifier) name, which is a unique string created to identify a piece of scholarly content in the online environment for each reference in the References section. The PMID number can be found at <http://www.ncbi.nlm.nih.gov/pubmed> and the DOI name can be found at <http://www.crossref.org/SimpleTextQuery/>. The numbers will be used in the electronic (E)-version of the manuscript.

**(3) *Style for journal references***

For authors' names, the name of the first author should be typed in bold-faced letters; the family (sur)name of all authors should be typed with the first letter capitalized, followed by their abbreviated first and middle initials. For example, an article by Lian-Sheng Ma and Bo-Rong Pan will be written as Ma LS and Pan BR. The title of the cited article will be written in sentence case. The journal title will be written in its abbreviated form (as shown in PubMed) in italics and followed by the article publication information (not italicized), including the publication date, volume number (in bold-face numbers), and start page through end page (separated by a hyphen). The PMID and DOI will follow this information and be written as [PMID: 11819634 DOI: 10.3748/wjg.13.5396].

**(4) *Style for book references***

For the authors' names, the name of the first author should be typed in bold-faced letters. The family (sur)name of all authors should be typed with the initial letter capitalized, followed by their abbreviated middle and first initials.. The book title will follow the authors' names and not be italicized. The publication information will follow, written as punctuated here: publication number, publication place: publication press, year: start page - end page.

**(5) *Format for references: Examples*****Print journals**

**English language journal article (list all authors and include the PMID and DOI, where applicable):**

1 **Jung EM**, Clevert DA, Schreyer AG, Schmitt S, Rennert J, Kubale R, Feuerbach S, Jung F. Evaluation of quantitative contrast harmonic imaging to assess malignancy of liver tumors: A prospective controlled two-center study. *World J Gastroenterol* 2007; **13**: 6356-

6364 [PMID: 18081224 DOI: 10.3748/wjg.13.6356]

**Chinese language journal article (list all authors and include the PMID and DOI, where applicable):**

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10 **Sherlock S**, Dooley J. Diseases of the liver and biliary system. 9th ed. Oxford: Blackwell Sci Pub, 1993: 258-296

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13 **Harnden P**, Joffe JK, Jones WG, editors. Germ cell tumours V. Proceedings of the 5th Germ cell tumours Conference; 2001 Sep 13-15; Leeds, UK. New York: Springer, 2002: 30-56

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15 **Morse SS**. Factors in the emergence of infectious diseases. Emerg Infect Dis serial online, 1995-01-03, cited 1996-06-05; 1(1): 24 screens. Available from: URL: <http://www.cdc.gov/ncidod/EID/eid.htm>

**Patents****Patent (list all authors):**

16 **Pagedas AC**, inventor; Ancel Surgical R&D Inc., assignee. Flexible endoscopic grasping and cutting device and positioning tool assembly. United States patent US 20020103498. 2002 Aug 1

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