**CHECKLIST OF RESPONSIBILITIES FOR SCIENTIFIC EDITORS OF THE BAISHIDENG PUBLISHING GROUP JOURNALS**

The primary responsibilities of our scientific editors include carefully checking the entire manuscript and all accompanying materials for: (1) errors in spelling, grammar, punctuation and wording; (2) suitability of tables, figures, figure data and legends; (3) accurate and appropriate presentation of symbols (*e.g.* +, -, ×, ÷, %, \*) in tables and figures; and (4) complete and comprehensive revision of the manuscript according to the reviewers' comments.

The information for your currently assigned manuscript and the checklist are below:

**Name of journal:** World Journal of Clinical Cases

**Manuscript NO.:** 51330

**Column:** Case Report

**Title:** Huge perianal epidermoid cysts - enhanced computed tomography findings: A case report

**Authors:** Pei-Ming Sun, He-Ming Yang, Yan Zhao, Jian-Wu Yang, Hong-Feng Yan, Jing-Xin Liu, Hong-Wei Sun and Yan Cui

**Reviewer** **code:** 02461932, 03545890, and 00503690

**First decision:** 2019-09-27 01:18

**Scientific Editor:** Ying Dou

**Date of signature:**

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| --- | --- | --- |
| **Item****no.** | **Specific items for verification** | **Comments** |
| 1 | The fixed headings are copied. | [ ] |
| 2 | The title concisely summarizes the main topic of the study and is not too long (no more than 12 words). Words such as ‘exploration’, ‘research’, ‘analysis’, ‘observation’, and ‘investigation’ are avoided. The title does not start with ‘The’ and does not include any Arabic numbers or uncommon abbreviations. | [ ] |
| 3 | A short running title is provided (no more than 6 words).  |  [ ] |
| 4 | The authors' full family (sur)names and full/abbreviated first names are listed on the title page and are consistent with those listed in the signed BPG Copyright Assignment form.  | [ ] |
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| 13 | The Abstract section is formatted according to the article-specific style (structured *vs* unstructured) and word count thresholds, as follows: Commentary, Frontier, Diagnostic Advances, Medical Ethics, Minireview, Review, Therapeutics Advances, and Topic Highlight: Non-structured abstract that is no less than 200 words. Field of Vision, Case Report and Letter to the Editor: Non-structured abstract that is no less than 150 words.Research articles: Structured abstract with subsections for AIM (no more than 20 words); METHODS (no less than 80 words); RESULTS (no less than 120 words); and CONCLUSION (no more than 26 words). | [ ] |
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| 17 | The ‘INTRODUCTION’ section clearly describes the relevant background information for the study. Only the most relevant and current (within the past 5 years) literature is cited, with the exception of rare instances of seminal literature citations. All technical terms and/or abbreviations are explained and/or defined, with the full name of abbreviations given upon first appearance in the text and the abbreviation presented in parentheses [*i.e.*, “…computed tomography (CT)”]. First-person pronouns (*e.g.*, 'I', 'we') are used appropriately to clearly indicate the work performed by the author(s). When weaknesses of previous studies are described in the text to highlight the innovations related to the current study, the information is presented carefully. | [ ] |
| 18 | The ‘MATERIALS AND METHODS’ section clearly and accurately describes all materials and methods used to obtain the data presented in the article and is adequate for a reader to repeat the study.  | [ ] |
| 19 | The ‘RESULTS’ section concisely describes the observational and experimental results. Representative data and data that have scientific significance are emphasized. Data is presented in either the text, a table or figure (*i.e.*, chart, diagram, graph or image), but is not repeated among each. Information presented in the tables and figures clearly describes the trends, meaning, and inferences. Results described in textual form are accurate, concise and clear. | [ ] |
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| 21 | Split pictures include flow charts, line graphs, histograms, and graphs including text. Unsplit pictures include meta-analysis diagrams, PCR amplification curves, and survival curves. | [ ] |
| 22 | Statistical symbols are accurate. Statistical significance is expressed as a*P*<0.05, b*P*<0.01 (*P*>0.05 usually does not need to be denoted). If there are other series of *P* values, c*P*<0.05 and d*P*<0.01 are used, and a third series of *P* values is expressed as e*P*<0.05 and f*P*<0.01. Statistical datais expressed as mean ± SD or mean ± SE. | [ ] |
| 23 | The ‘DISCUSSION’ section (1) describes the main purpose and hypothesis of the study; (2) summarizes the most important results; (3) illustrates and explains the results (but does not simply repeat the data) and draws conclusions or inferences based on the results; (4) points out the limitations of the study and their impact on the results, as well as proposes further advice on future research topic(s) or direction(s); and (5) describes the theoretical significance and practical value of the findings. | [ ] |
| 24 | The ‘ACKNOWLEDGMENTS’ section expresses gratitude to any individuals or organizations for technical support (*i.e.*, providing instrumentation, equipment or experimental materials, and/or assistance in experimental work), non-technical services (*i.e.*, useful inspiration, suggestions, guidance, or review), and/or any other auxiliary work. | [ ] |
| 25 | The ‘COMMENTS’ section provides comments for original articles in accordance with the specified format.  | [ ] |
| 26 | The ‘REFERENCES’ section lists the references in the Vancouver style. This style uses Arabic numeral in-text citations based on the order of the first appearance of a source in the text. For citations where the author’s name is indicated in the text, a superscript number should be placed following the name (*i.e..*, “Pang *et al*”). For citations where no author is indicated, a superscript number should be placed at the end of the sentence. Respective examples are: “Ma [1] reported ......”, “Pan *et al* [2-5] indicated ......”; “PCR has a high sensitivity [6,9].” No superscript numbers are used when the reference number is described in the text; for example, “The experimental method used has been described in reference [8].” The style of reference citations in tables is the same as that in the text (*e.g.*, Pan *et al* [2-5], please see reference [8]). | [ ] |
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| 29 | The number of cited references is appropriate for the article type, as follows: Commentary: no less than 50; Review: no less than 100; Article: no less than 30/26; Case Report and Letter to the Editor: no less than 1. | [ ] |
| 30 | The revised manuscript is provided (file name: Manuscript No.-Review; *e.g.*, 870- Review).The letter of peer-reviewers’ comments is provided (file name: Manuscript No.-Peer-review(s); *e.g.*, 870-Peer-review(s)).The response letter is provided (file name: Manuscript No.-Answering reviewers; *e.g.*, 870-Answering reviewers). | [ ] |
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| 38 | The text of the manuscript is typed in Book Antiqua font, 10 pt, with 1.5 line spacing. | [ ] |
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YES=[Y]; NO= [N].