

# **CHECKLIST OF RESPONSIBILITIES FOR SCIENTIFIC EDITORS**

Manuscript page number (Without Figures): 15 Rate: 6.2 CNY per page

Editing Fee: <u>93 CNY</u>

Figure count: <u>0</u> Figure handling time: <u>0 min Rate</u>: <u>1 CNY per min</u>

Editing Fee: 0 CNY

XML and PDF converting time: 60 min Rate: 1 CNY per min

Editing Fee: <u>60</u> CNY

Manuscript word count: 3713

Total Editing Fee: <u>153 CNY</u>

Scientific Editor: Li-Li Wang

Date of signature: <u>8/10/2022</u> (month/day/year)

|          |   | Comments |
|----------|---|----------|
| Item No. | Specific items for verification                             | Yes=[Y]  |
|          |   | No= [N]  |
|          | General Information of the Manuscript                       |          |
|          | Name of journal: World Journal of Clinical Cases            |          |
| 1        | Manuscript NO.: 78092                                       |          |
|          | Column: Letter to the Editor                                | [2/]     |
|          | Title: Risk stratification of primary liver cancer          | [Y]      |
|          | Authors: You-Wen Tan  |          |
|          | <b>Reviewer code:</b> 03352142, 05207387, and 03352142      |          |
|          | <b>First decision:</b> 2022-06-27 21:07                     |          |
| 2        | Editorial Office's Comments                                 |          |
|          | Science Editor: The manuscript has been sent for re-review. | [Y]      |
|          | Company Editor-in-Chief: I recommend the manuscript to be   |          |



|   | published in the World Journal of Clinical Cases. Before final          |     |
|---|---|-----|
|   |   |     |
|   | acceptance, when revising the manuscript, the author must               |     |
|   | supplement and improve the highlights of the latest cutting-edge        |     |
|   | research results, thereby further improving the content of the          |     |
|   | manuscript. To this end, authors are advised to apply a new tool,       |     |
|   | the Reference Citation Analysis (RCA). RCA is an artificial             |     |
|   | intelligence technology-based open multidisciplinary citation           |     |
|   | analysis database. In it, upon obtaining search results from the        |     |
|   | keywords entered by the author, "Impact Index Per Article" under        |     |
|   | "Ranked by" should be selected to find the latest highlight articles,   |     |
|   | which can then be used to further improve an article under              |     |
|   | preparation/peer-review/revision. Please visit our RCA database         |     |
|   | for more information at:  |     |
|   | https://www.referencecitationanalysis.com/.                             |     |
| 3 | The fixed headings are copied.  | [Y] |
|   | The title concisely summarizes the main topic of the study and is       |     |
|   | not too long (no more than 18 words). Words such as 'exploration',      |     |
| 4 | 'research', 'analysis', 'observation', and 'investigation' are avoided. | [Y] |
|   | The title does not start with 'The' and does not include any Arabic     |     |
|   | numbers or uncommon abbreviations.                                      |     |
| 5 | A short running title is provided (no more than 6 words).               | [Y] |
|   | The authors' full family (sur)names and full/abbreviated first          |     |
| 6 | names are listed on the title page and are consistent with those        | [Y] |
|   | listed in the signed BPG Copyright License Agreement form.              |     |
| i |   |     |



| 7  | The 'Author contributions' passage describes the specific contribution(s) made by each author. The author's names are listed in the following format: full family (sur)name followed by abbreviated first and middles names.<br><i>e.g.</i> , "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 study; Wang CL, Zou CC, Hong F and Wu XM performed the research; Xue JZ and Lu JR contributed new reagents and analytic tools; Wang CL, Liang L and Fu JF analyzed the data; and Wang CL, Liang L and Fu JF wrote the manuscript. All authors have read and approve the final manuscript " | [Y] |
|----|---|-----|
| 8  | have read and approve the final manuscript."<br>The 'Supported by' statement describes the source(s) of financial<br>support and includes the corresponding identification number(s)<br>and program ID(s) if available, and contains no spelling errors.  | [Y] |
| 9  | The 'Corresponding author' passage provides the corresponding<br>author's full first and family (sur)names, abbreviated title ( <i>e.g.</i> , MD,<br>PhD), affiliated institute's name and complete postal address<br>(including zip code) and e-mail (written in all lowercase), and<br>contains no spelling errors.   | [Y] |
| 10 | The Manuscript Tracking information ( <i>i.e.</i> , Received, Peer review started, First decision, Revised, Accepted, Article in press, and Published online) are provided along with the corresponding editor and date for each item, and contain no spelling errors.  | [Y] |
| 11 | The Abstract section is formatted according to the article-specific<br>style (structured <i>vs</i> unstructured) and word count thresholds, as<br>follows:<br><u>Commentary, Frontier, Diagnostic Advances, Medical Ethics,</u><br><u>Minireview, Review, Therapeutics Advances, and Topic Highlight</u> :<br>Non-structured abstract that is no less than 200 words.<br><u>Field of Vision, Case Report and Letter to the Editor</u> :   | [Y] |



|    | 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).   |     |
|    | The 'Key words' list provides 5-10 keywords that reflect the main       |     |
| 12 | content of the study. The first letter of each keyword is capitalized,  | [Y] |
|    | and each keyword is separated by a semicolon.                           |     |
|    | The "citation" contains authors' names and manuscript title. The        |     |
|    | name of the first author should be typed in bold letters; the family    |     |
|    | (sur) name of all authors should be typed with the first letter         |     |
|    | capitalized, followed by their abbreviated first and middle initials.   |     |
| 13 | For example, an article by Jae Moon Yoon, Ki Young Son, Chun Sick       | [Y] |
|    | 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. World J |     |
|    | Gastroenterol 2019; In press  |     |
|    | The 'Core tip' provides a summary (less than 100 words) of the          |     |
| 14 | study that outlines the most innovative and important arguments         | D/1 |
| 14 | and core contents of the paper and will serve to effectively attract    | [Y] |
|    | readers.  |     |
|    | The 'INTRODUCTION' section clearly describes the relevant               |     |
| 15 | 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,      | [Y] |
|    | 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.  |     |
|    |   |     |
|    |   |     |
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|    |   |     |
|    |   |     |
|    | The 'MATERIALS AND METHODS' section clearly and accurately                                    |     |
| 46 | describes all materials and methods used to obtain the data                                   | D.7 |
| 16 | presented in the article and is adequate for a reader to repeat the                           | [N] |
|    | study.  |     |
|    | The 'RESULTS' section concisely describes the observational and                               | [N] |
|    | experimental results. Representative data and data that have                                  |     |
|    | scientific significance are emphasized. Data is presented in either                           |     |
| 17 | the text, a table or figure ( <i>i.e.</i> , 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.                            |     |
|    | Statistical symbols are accurate. Statistical significance is expressed                       | [N] |
| 18 | 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 <i>P</i> values, $^{c}P < 0.05$ and $^{d}P < 0.01$ are used,     |     |
|    | and a third series of <i>P</i> values is expressed as ${}^{e}P < 0.05$ and ${}^{f}P < 0.01$ . |     |
|    | -   |     |
|    | Statistical data is expressed as mean $\pm$ SD or mean $\pm$ SE.                              |     |



|    | The 'DISCUSSION' section (1) describes the main purpose and                          | [N] |
|----|--|-----|
| 10 | 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;                  |     |
| 19 | (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.   |     |
|    | The 'ACKNOWLEDGEMENTS' section expresses gratitude to any                            | [N] |
|    | individuals or organizations for technical support (i.e., providing                  |     |
| 20 | instrumentation, equipment or experimental materials, and/or                         |     |
| 20 | assistance in experimental work), non-technical services (i.e., useful               |     |
|    | inspiration, suggestions, guidance, or review), and/or any other                     |     |
|    | auxiliary work.  |     |
| 01 | The 'ARTICLE HIGHLIGHTS' section provides comments for                               | [N] |
| 21 | original articles in accordance with the specified format.                           |     |
|    | 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>i.e.,</i> "Pang <i>et al</i> "). For |     |
|    | citations where no author is indicated, a superscript number should                  |     |
| 22 | be placed at the end of the sentence. Respective examples are: " $Ma^{[1]}$          | [Y] |
|    | reported", "Pan et al <sup>[2-5]</sup> indicated"; "PCR has a high                   |     |
|    | sensitivity <sup>[6,9]</sup> ." 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               |     |
|    | ( <i>e.g.,</i> Pan <i>et al</i> <sup>[2-5]</sup> , please see reference [8]).        |     |
|    |  |     |



|    | Journal references have been verified to ensure that there are no                         |     |
|----|---|-----|
| 23 | duplicate references and that the PMID numbers are correct. For                           |     |
|    | references not yet included in PubMed: the name of Chinese                                |     |
|    | journals is spelled out using Chinese Pinyin, with the first letter of                    | []] |
|    | each word capitalized (e.g., Shijie Huaren Xiaohua Zazhi); the name of                    | [Y] |
|    | journals in other languages are listed according to indexing                              |     |
|    | information retrieved from Google. Book references are presented                          |     |
|    | with all the information relevant to the electronic version.                              |     |
|    | The number of cited references is appropriate for the article type, as                    |     |
|    | follows:  |     |
| 24 | <u>Commentary:</u> no less than 50;   | D/1 |
| 24 | <u>Review:</u> no less than 100;  | [Y] |
|    | <u>Article:</u> no less than 30/26;   |     |
|    | Case Report and Letter to the Editor: no less than 1.                                     |     |
|    | The ethics-related statements are provided in accordance with the                         |     |
| 25 | manuscript type (e.g., Manuscript NoInstitutional review board                            | [Y] |
|    | statement, Manuscript NoAnimal care and use statement, etc.).                             |     |
|    | The names of the peer reviewers and the scientific editor are present                     |     |
| 26 | at the end of the paper (e.g., P-Reviewer: Hugot D S-Editor: Wang                         | [Y] |
|    | JL).  |     |
|    | The order and numerical labeling of tables and figures is consistent                      |     |
|    | with their appearance and presentation in the text. Symbols in                            |     |
|    | tables (e.g., +, -, $\times$ , $\div$ , *) correctly correspond to the definitions in the |     |
| 27 | footnotes. Only one legend is provided for each multi-panel figure                        | [Y] |
| _/ | consisting of color graphs, black and white graphs, or line graphs                        | [+] |
|    | that depicts data of the same theme. For example: Figure 1                                |     |
|    | Pathological changes in atrophic gastritis tissue before and after                        |     |
|    | treatment. A:; B:; C:; D:; E:; F:   |     |
| 28 | Split pictures include flow charts, line graphs, histograms, and                          | [Y] |
| 20 | graphs including text. Unsplit pictures include meta-analysis                             |     |
|    |   |     |



|    | diagrams PCP amplification gurues and survival gurues                 |      |
|----|---|------|
|    | diagrams, PCR amplification curves, and survival curves.              |      |
| 29 | The author(s) highlighted the changes made to the manuscript          | [Y]  |
|    | according to the peer-reviewers' comments.                            |      |
| 30 | The responses to the peer-reviewers' comments are consistent with     | [Y]  |
|    | the changes made to the manuscript.                                   | [-]  |
|    | The revised manuscript is provided (file name: Manuscript             |      |
|    | NoReview; e.g., 870- Review).   |      |
| 21 | The letter of peer-reviewers' comments is provided (file name:        | []/] |
| 31 | Manuscript NoPeer-review(s); e.g., 870-Peer-review(s)).               | [Y]  |
|    | The response letter is provided (file name: Manuscript                |      |
|    | NoAnswering reviewers; <i>e.g.</i> , 870-Answering reviewers).        |      |
|    | The related ethics and relevant documents are provided, such as (1)   |      |
|    | Approved grant application form(s) or funding agency copy of any      |      |
|    | approval document(s) (file name: Manuscript NoGrant application       |      |
|    | form(s)); (2) Biostatistics review certificate (file name: Manuscript |      |
|    | NoBiostatistics statement); (3) Conflict-of-interest statement (file  |      |
|    | name: Manuscript NoConflict-of-interest statement); (4) Clinical      |      |
|    | trial registration statement (file name: Manuscript NoClinical trial  |      |
| 32 | registration statement); (5) Institutional review board approval form | [Y]  |
|    | or document (file name: Manuscript NoInstitutional review board       |      |
|    | statement); (6) Institutional animal care and use committee           |      |
|    | approval form or document (file name: Manuscript                      |      |
|    | NoInstitutional animal care and use committee statement), and (7)     |      |
|    | Signed informed consent form(s) or document(s) (file name:            |      |
|    | Manuscript NoInformed consent statement).                             |      |
|    | All authors signed the BPG Copyright license agreement form (file     |      |
| 33 |   | [1]  |
|    | name: Manuscript NoCopyright license agreement; <i>e.g.</i> ,         | [Y]  |
|    | 870-Copyright license agreement).                                     |      |
| 34 | The language certificate provided by authors who are non-native       | [Y]  |
|    | speakers of English meets the BPG requirements (file name:            |      |



|  | Manuscript NoLanguage certificate; <i>e.g.</i> , 870-Language certificate).   |     |
|--|---|-----|
| 35   | The photos licensed in the Agreement for Use of Personal Photos<br>are consistent with those in the paper (file name: Manuscript<br>NoAgreement for use of personal photos; <i>e.g.</i> , 870-Agreement for<br>use of personal photos).   | [N] |
| 36   | This document (Checklist of Responsibilities for Scientific Editors) has been saved under the file name: manuscript NoScientific editor work list ( <i>e.g.</i> , 870-Scientific editor work list).   | [Y] |
| 37   | A <i>CrossCheck</i> investigation (an effective tool for detecting unoriginal content, enabling our editors to preserve the journal's integrity and the authors' copyright) has been performed for the manuscript <i>via</i> the website: http://www.ithenticate.com/. The results document contains the following information for the manuscript: "Name of journal", "Manuscript No.", "Columns", "Title" and "Author list". The Figure of the <i>CrossCheck</i> results is saved in JPEG format (.jpg) at 1440 × 680 pixel resolution. The PDF of the <i>CrossCheck</i> results has been saved under the file name: manuscript No CrossCheck report ( <i>e.g.</i> , 870-CrossCheck report). The Google searches have also been performed to further ensure publication of original content. | [Y] |
| 38   | The text of the manuscript is typed in Book Antiqua font, 12 pt, with 1.5 line spacing.   | [Y] |
| Responsibilities<br>of scientific<br>editors | The primary responsibilities of our scientific editors include carefully checking the<br>entire manuscript and all accompanying materials for: (1) errors in spelling,<br>grammar, punctuation and wording; (2) suitability of tables, figures, figure data and<br>legends; (3) accurate and appropriate presentation of symbols ( <i>e.g.</i> +, -, ×, $\div$ , %, *) in<br>tables and figures; and (4) complete and comprehensive revision of the manuscript<br>according to the reviewers' comments.   |     |



|             | Manuscript reception and registration $\rightarrow$ Initial review by scientific editor $\rightarrow$ Peer                                    |  |
|-------------|---|--|
|             | $review \rightarrow End  of  peer  review \rightarrow First  round  of  meeting  evaluation \rightarrow To  be$                               |  |
|             | accepted $\rightarrow$ Revision by the author(s) $\rightarrow$ Second round of meeting evaluation $\rightarrow$ To be                         |  |
|             | accepted/revised/rejected $\rightarrow$ Final review by the Editor-in-Chief (final quality  |  |
| Publication | control for academic content and language quality)→Final acceptance and charging  |  |
| process     | of publication fee→Language editing→Production→Proofreading by scientific   |  |
|             | $editor {\rightarrow} Proof reading \ by \ deputy \ editor {\rightarrow} Final \ review \ by \ Editor {-} in {-} Chief {\rightarrow} Release$ |  |
|             | of online open-access papers in electronic form on the BPG website $\rightarrow$ Release of   |  |
|             | online papers on PubMed Central→Delivery of high-quality PDF reprints to the  |  |
|             | author(s) $\rightarrow$ End of the publication process.   |  |