

**CHECKLIST OF RESPONSIBILITIES FOR SCIENTIFIC EDITORS OF THE  
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**Manuscript No.:** \_\_12630\_\_ **Scientific Editor:** \_\_Ma YJ\_\_ **Column:** \_\_ SYSTEMATIC  
REVIEW **Date:** \_\_2014-12-29\_\_

The primary responsibilities of scientific editors include carefully checking the entire manuscript and all accompanying materials for:

- errors in spelling, grammar, punctuation and wording
- suitability of tables, figures, figure data and legends
- accurate and appropriate presentation of symbols (e.g. +, -, ×, ÷, %, \*) in tables and figures
- complete and comprehensive revision of the manuscript according to the reviewers' comments

| Item no. | Specific items for verification  | Comments                          |
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| 1        | Fixed headings are copied.   | ✓ YES <input type="checkbox"/> NO |
| 2        | The title concisely summarizes the main topic of the study and is not too long (no more than 12 words). The use of words such as 'exploration', 'research', 'analysis', 'observation', and 'investigation' is avoided. The title does not start with 'The' or Arabic numbers, and does not include uncommon abbreviations.   | ✓ YES <input type="checkbox"/> NO |
| 3        | A running title is provided (no more than 6 words).  | ✓ YES <input type="checkbox"/> NO |
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| 6        | The 'Supported by' statement describes the source(s) of financial support, including identification number(s) and program ID(s) if available, and contains no spelling errors.   | <input type="checkbox"/> YES ✓ NO |
| 7        | The 'Author contributions' passage describes the specific contributions made by each author, using the following format (full family (sur)name and abbreviated first and middle names):<br>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.   | ✓ YES <input type="checkbox"/> NO |
| 8        | The 'Correspondence to' passage provides the full first and family (sur)names, abbreviated title (e.g. MD, PhD), affiliation's name and complete postal address (including zip code) and e-mail (written in all lowercase) of the corresponding author, and contains no spelling errors.   | ✓ YES <input type="checkbox"/> NO |
| 9        | The 'Telephone' and 'Fax' numbers are given for the corresponding author, and contain no spelling, punctuation or numerical errors. The telephone and fax numbers are composed of the plus symbol (+, which is the international exit code), the country code, the area or city code, and the local phone number (e.g. +86-10-85381892).   | ✓ YES <input type="checkbox"/> NO |
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| 11       | The Abstract section is formatted according to the article-specific style (structure <i>vs</i> unstructured) and word count thresholds, as follows:<br><u>Commentary, Frontier, Review, Topic Highlight</u> : Non-structured abstract that is no less than 200 words.<br><u>Field of Vision, Case Report and Letter to the Editor</u> : Non-structured abstract that is no less than 150 words.<br><u>Research Articles</u> : 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). | ✓ YES <input type="checkbox"/> NO |
| 12       | The 'Keywords' list 5-10 keywords that reflect the main content of the study. The first letter of each keyword is capitalized, and each keyword is separated by a semicolon.   | ✓ YES <input type="checkbox"/> NO |

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| 17 | The order and numerical labeling of tables and figures is consistent with their appearance and presentation in the text. Symbols in tables (e.g., +, -, ×, ÷, *) correctly correspond to the definitions in the footnotes. Only one legend is provided for each multi-panel figure consisting of color graphs, black and white graphs, or line graphs that depicts data of the same theme. For example: <b>Figure 1</b> Pathological changes in atrophic gastritis tissue before and after treatment. A: ...; B: ...; C: ...; D: ...; E: ...; F: ....  | <input type="checkbox"/> YES ✓ NO |
| 18 | Split pictures include flow charts, line graphs, histograms, and graphs including text. Unsplit pictures include meta-analysis diagrams, PCR amplification curves, and survival curves.  | ✓ YES <input type="checkbox"/> NO |
| 19 | Statistical symbols are accurate. Statistical significance is expressed as <sup>a</sup> $P < 0.05$ , <sup>b</sup> $P < 0.01$ ( $P > 0.05$ usually does not need to be denoted). If there are other series of $P$ values, <sup>c</sup> $P < 0.05$ and <sup>d</sup> $P < 0.01$ are used, and a third series of $P$ values is expressed as <sup>e</sup> $P < 0.05$ and <sup>f</sup> $P < 0.01$ . Statistical data is expressed as mean ± SD or mean ± SE.   | ✓ YES <input type="checkbox"/> NO |
| 20 | 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.  | ✓ YES <input type="checkbox"/> NO |
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| 25 | The names of the peer reviewers and the scientific editor are present at the end of the paper (e.g., P-Reviewer Hugot D S-Editor Wang JL).   | ✓ YES <input type="checkbox"/> NO |
| 26 | The number of cited references is appropriate for the article type:<br><u>Commentary</u> : no less than 50<br><u>Review</u> : no less than 100   | ✓ YES <input type="checkbox"/> NO |

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