

CHECKLIST OF RESPONSIBILITIES FOR SCIENTIFIC EDITORS OF THE BAISHIDENG PUBLISHING GROUP (BPG) JOURNALS



Manuscript No.: 14611 **Scientific Editor:** Yu J **Column:** Retrospective Study **Date:** January 2, 2015_

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
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
4	The authors' full family (sur)names and full/abbreviated first names listed on the title page are consistent with those in the signed BPG Copyright Assignment form. All authors have signed the BPG Copyright Assignment form. The entire manuscript has been investigated for suspected or proven academic/publication misconduct before the manuscript is sent to the Editor-in-Chief.	√YES <input type="checkbox"/> NO
5	The authors' affiliations listed on the title page are consistent with those in the signed BPG Copyright Assignment form.	√YES <input type="checkbox"/> NO
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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): 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
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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: <u>Commentary, Frontier, Review, Topic Highlight, Observation, Guidelines for Basic Research, and Guidelines for Clinical Practice:</u> Non-structured abstract that is no less than 200 words. <u>Field of Vision, Case Report and Letter to the Editor:</u> Non-structured abstract that is no less than 150 words. <u>Original articles:</u> Structured abstract with subsections for AIM (no more than 20 words), METHODS (no less than 140 words), RESULTS (no less than 150 words), and CONCLUSION (no more than 26 words). <u>Brief 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.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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16	The 'RESULTS' section concisely describes the observatory 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. The information in tables and figures clearly describes the trends, meaning, and inferences. Results described in textual form are accurate, concise and clear.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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: Figure 1 Pathological changes in atrophic gastritis tissue before and after treatment. A: ...; B: ...; C: ...; D: ...; E: ...; F:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
19	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 data is expressed as mean \pm SD or mean \pm SE.	<input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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22	The 'COMMENTS' section provides comments for original articles and brief articles in accordance with the specified format. 'Science News' is written for original articles in accordance with the specified format.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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26	<p>The number of cited references is appropriate for the article type: <u>Commentary</u>: no less than 50 <u>Review</u>: no less than 100 <u>Original article</u>: no less than 36 <u>Brief article</u>: no less than 26 Case Reports and Letter to the Editor: no less than 1</p>		√YES <input type="checkbox"/> NO
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