

**CHECKLIST OF RESPONSIBILITIES FOR SCIENTIFIC EDITORS OF THE
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Manuscript No.: 14876 **Scientific Editor:** Ma YJ **Column:** Retrospective Cohort Study **Date:** 2015-1-24

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
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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 ^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 ± 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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