

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.* +, -, ×, \div , %, *) 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 Pediatrics Manuscript NO.: 41729 Column: Minireviews Title: Prevention of necrotizing enterocolitis in premature infants – an updated review Authors: Yu-Ting Jin, Yue Duan, Xiao-Kai Deng and Jing Lin Reviewer code: 00589242, 03260935, 00283588, and 04351557 First decision: 2018-10-08 07:28 Scientific Editor: Fang-Fang Ji Date of signature: 2019-01-13

Item no.	Specific items for verification	Comments
1	The fixed headings are copied.	[Y]
2	The title concisely summarizes the main topic of the study and is not too long	[Y]
	(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).	[Y]
4	The authors' full family (sur)names and full/abbreviated first names are listed	[Y]
	on the title page and are consistent with those listed in the signed BPG	
	Copyright Assignment form.	



5	The entire manuscript has been investigated for suspected or proven	[Y]
	academic/publication misconduct before the manuscript is sent to the	
	Editor-in-Chief.	
6	The authors' affiliations are listed on the title page and are consistent with	[Y]
	those in the signed BPG Copyright Assignment form.	
	The 'Supported by' statement describes the source(s) of financial support and	
7	includes the corresponding identification number(s) and program ID(s) if	[N]
	available, and contains no spelling errors.	
	The ethics-related statements are provided in accordance with the manuscript	[Y]
8	type (e.g., Manuscript NoInstitutional review board statement, Manuscript	
	NoAnimal care and use statement, <i>etc.</i>).	
	The 'Author contributions' passage describes the specific contribution(s) made	[Y]
	by each author. The author's names are listed in the following format: full	
	family (sur)name followed by abbreviated first and middles names.	
	e.g., "Wang CL and Liang L contributed equally to this work; Wang CL, Liang	
9	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."	
10	The 'Correspondence to' passage provides the corresponding author's full	[Y]
	first and family (sur)names, abbreviated title (e.g., MD, PhD), affiliated	
	institute's name and complete postal address (including zip code) and e-mail	
	(written in all lowercase), and contains no spelling errors.	
	The 'Telephone' and 'Fax' numbers are given for the corresponding author,	[Y]
11	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	
	(<i>e.g.</i> , +86-10-85381892).	



12	The Manuscript Tracking information (<i>i.e.</i> , Received, Peer review started, First	[Y]
	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.	
	The Abstract section is formatted according to the article-specific style	[Y]
	(structured <i>vs</i> unstructured) and word count thresholds, as follows:	
	Commentary, Frontier, Diagnostic Advances, Medical Ethics, Minireview,	
	Review, Therapeutics Advances, and Topic Highlight: Non-structured	
10	abstract that is no less than 200 words.	
13	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).	
	The 'Key words' list provides 5-10 keywords that reflect the main content of	[Y]
14	the study. The first letter of each keyword is capitalized, and each keyword is	
	separated by a semicolon.	
	The 'Core tip' provides a summary (less than 100 words) of the study that	[Y]
15	outlines the most innovative and important arguments and core contents of	
	the paper and will serve to effectively attract readers.	
	The authors' full family (sur)names followed by abbreviated first/middle	[Y]
	names provided in the bibliography information are consistent with those	
16	provided on both the title page and the signed BPG Copyright Assignment	
	form.	



		1
17	The 'INTRODUCTION' section clearly describes the relevant background	[Y]
	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.	
	The 'MATERIALS AND METHODS' section clearly and accurately describes	
18	all materials and methods used to obtain the data presented in the article and	[N]
	is adequate for a reader to repeat the study.	
	The 'RESULTS' section concisely describes the observational and experimental	
	results. Representative data and data that have scientific significance are	
19	emphasized. Data is presented in either the text, a table or figure (i.e., chart,	[N]
19	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.	
	The order and numerical labeling of tables and figures is consistent with their	
	appearance and presentation in the text. Symbols in tables (e.g., +, -, ×, \div , *)	
	correctly correspond to the definitions in the footnotes. Only one legend is	
20	provided for each multi-panel figure consisting of color graphs, black and	[N]
	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:	
	Split pictures include flow charts, line graphs, histograms, and graphs	[N]
21	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, $cP < 0.05$ and $dP < 0.01$ are used, and a third series of P values is	[Y]
	expressed as eP <0.05 and fP <0.01. Statistical data is expressed as mean ± SD or	
	mean ± SE.	
	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	
23	conclusions or inferences based on the results; (4) points out the limitations of	[N]
	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 'ACKNOWLEDGMENTS' section expresses gratitude to any individuals	
	or organizations for technical support (i.e., providing instrumentation,	
24	equipment or experimental materials, and/or assistance in experimental	[Y]
	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.	[N]
26	The 'REFERENCES' section lists the references in the Vancouver style. This	[Y]
	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 (<i>e.g.</i> , Pan <i>et al</i> ^[2-5] , please see reference [8]).	



27	Journal references have been verified to ensure that there are no duplicate	[Y]
	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 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 names of the peer reviewers and the scientific editor are present at the	[Y]
28	end of the paper (<i>e.g.</i> , P-Reviewer: Hugot D S-Editor: Wang JL).	
	The number of cited references is appropriate for the article type, as follows:	[Y]
	<u>Commentary:</u> no less than 50;	
29	<u>Review:</u> no less than 100;	
	<u>Article:</u> no less than 30/26;	
	Case Report and Letter to the Editor: no less than 1.	
	The revised manuscript is provided (file name: Manuscript NoReview; e.g.,	[Y]
	870- Review).	
20	The letter of peer-reviewers' comments is provided (file name: Manuscript	
30	NoPeer-review(s); e.g., 870-Peer-review(s)).	
	The response letter is provided (file name: Manuscript NoAnswering	
	reviewers; e.g., 870-Answering reviewers).	
31	The author(s) highlighted the changes made to the manuscript according to	[Y]
	the peer-reviewers' comments.	
	The responses to the peer-reviewers' comments are consistent with the	[Y]
32	changes made to the manuscript.	
22	All authors signed the BPG Copyright Assignment form (file name:	[Y]
33	Manuscript NoCopyright assignment; e.g., 870-Copyright assignment).	
34	The language certificate provided by authors who are non-native speakers of	
	English meets the BPG requirements (file name: Manuscript NoLanguage	[N]
	certificate; e.g., 870-Language certificate).	



35	The photos licensed in the Agreement for Use of Personal Photos are consistent with those in the paper (file name: Manuscript NoAgreement for use of personal photos; <i>e.g.</i> , 870-Agreement for 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. 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, 10 pt, with 1.5 line spacing.	[Y]
Publication process	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 control for academic content and language quality) \rightarrow Final acceptance and charging of publication fee \rightarrow Language editing \rightarrow Production \rightarrow Proofreading by scientific editor \rightarrow Proofreading 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 \rightarrow Delivery of high-quality PDF reprints to the author(s) \rightarrow End of the publication process.	

YES=[Y]; NO= [N].