

CHECKLIST OF RESPONSIBILITIES FOR SCIENTIFIC EDITORS OF THE
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Manuscript No. 14030 Scientific editor: Qi Y Column: Retrospective Study Date: October 28, 2014

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.	<input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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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.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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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: Figure 1 Pathological changes in atrophic gastritis tissue before and after treatment. A: ...; B: ...; C: ...; D: ...; E: ...; F:	√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.	√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.	√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
21	The 'ACKNOWLEDGMENTS' section expresses gratitude to any individuals or organizations for technical support (i.e. providing instrumentation, equipment or experimental materials, and/or assistance in experimental work), non-technical services (i.e. useful inspiration, suggestions, guidance, or review), and/or any other auxiliary work.	√YES <input type="checkbox"/> NO
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