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. +, -, ×, ÷, %, *) 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 Gastroenterology  
Manuscript NO.: 31774  
Column: Minireviews  
Title: New progresses in roles of Nitric Oxide during Hepatic Ischemia Reperfusion Injury  
Authors: Yaqi Zhang, Yongfen Zeng, Yuanyuan Xiang, Meiwen Yang and Fenfang Hong  
Reviewer code: 02510721  
First decision: 2016-12-29 09:10  
Scientific Editor: Ya-Juan Ma  
Date of signature: 2017-01-12

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<th>Item no.</th>
<th>Specific items for verification</th>
<th>Comments</th>
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<td>The fixed headings are copied.</td>
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<td>The title concisely summarizes the main topic of the study and is not too long (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.</td>
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<td>A short running title is provided (no more than 6 words).</td>
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<td>The entire manuscript has been investigated for suspected or proven academic/publication misconduct before the manuscript is sent to the Editor-in-Chief.</td>
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<td>The ‘Author contributions’ passage describes the specific contribution(s) made 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 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.”</td>
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<td>The ‘Correspondence to’ passage provides the corresponding author’s full 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.</td>
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<td>The Abstract section is formatted according to the article-specific style (structured vs unstructured) and word count thresholds, as follows: Commentary, Frontier, Diagnostic Advances, Medical Ethics, Minireview, Review, Therapeutics Advances, and Topic Highlight: Non-structured abstract that is no less than 200 words. 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).</td>
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<td>The ‘Key words’ list provides 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.</td>
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<td>The ‘RESULTS’ section concisely describes the observational 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. Information presented in the tables and figures clearly describes the trends, meaning, and inferences. Results described in textual form are accurate, concise and clear.</td>
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<td>21</td>
<td>Split pictures include flow charts, line graphs, histograms, and graphs including text. Unsplit pictures include meta-analysis diagrams, PCR amplification curves, and survival curves.</td>
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<td>Statistical symbols are accurate. Statistical significance is expressed as ( ^a P &lt; 0.05 ), ( ^b P &lt; 0.01 ) (( P &gt; 0.05 ) usually does not need to be denoted). If there are other series of ( P ) values, ( ^c P &lt; 0.05 ) and ( ^d P &lt; 0.01 ) are used, and a third series of ( P ) values is expressed as ( ^e P &lt; 0.05 ) and ( ^f P &lt; 0.01 ). Statistical data is expressed as mean ± SD or mean ± SE.</td>
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<td>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.</td>
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<td>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.</td>
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<td>Journal references have been verified to ensure that there are no duplicate 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.</td>
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<td>38</td>
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**Publication process**

Manuscript reception and registration → Initial review by scientific editor → Peer review → End of peer review → First round of meeting evaluation → To be accepted → Revision by the author(s) → Second round of meeting evaluation → To be accepted/revised/rejected → Final review by the Editor-in-Chief (final quality control for academic content and language quality) → Final acceptance and charging of publication fee → Language editing → Production → Proofreading by scientific editor → Proofreading by deputy editor → Final review by Editor-in-Chief → Release of online open-access papers in electronic form on the BPG website → Release of online papers on PubMed Central → Delivery of high-quality PDF reprints to the author(s) → End of the publication process.

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