

**CHECKLIST OF RESPONSIBILITIES FOR SCIENTIFIC EDITORS OF THE  
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**Manuscript No.:** \_13610\_ **Scientific Editor:** \_Song XX\_ **Column:** \_Review\_ **Date:** January 10, 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
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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.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
19	Statistical symbols are accurate. Statistical significance is expressed as <sup>a</sup> $P < 0.05$ , <sup>b</sup> $P < 0.01$ ( $P > 0.05$ usually does not need to be denoted). If there are other series of $P$ values, <sup>c</sup> $P < 0.05$ and <sup>d</sup> $P < 0.01$ are used, and a third series of $P$ values is expressed as <sup>e</sup> $P < 0.05$ and <sup>f</sup> $P < 0.01$ . Statistical data is expressed as mean $\pm$ SD or mean $\pm$ SE.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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