

CHECKLIST OF RESPONSIBILITIES FOR SCIENTIFIC EDITORS OF THE  
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Manuscript No.: 14567 Scientific Editor: Yu J Column: Case Report Date: January 4, 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
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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 checked="" type="checkbox"/> YES <input 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 type="checkbox"/> NO
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