

**CHECKLIST OF RESPONSIBILITIES FOR SCIENTIFIC EDITORS OF THE
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Manuscript No.: 14422 **Scientific Editor:** Ma YJ **Column:** Prospective
Study _____ **Date:** 2015-1-2

The primary responsibilities of scientific editors include carefully checking the entire manuscript and all accompanying materials for:

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- 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 □ 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 □ 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.	✓ YES □ NO
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11	The Abstract section is formatted according to the article-specific style (structure <i>vs</i> unstructured) and word count thresholds, as follows: <u>Commentary, Frontier, Review, Topic Highlight</u> : Non-structured abstract that is no less than 200 words. <u>Field of Vision, Case Report and Letter to the Editor</u> : Non-structured abstract that is no less than 150 words. <u>Research Articles</u> : 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).	✓ YES □ 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 checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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