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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 Gastrointestinal Oncology

Manuscript NO.: 39386

Column: Systematic Review

Title: Pancreatic, periampullary and biliary cancer with liver metastases: Should we consider resection in selected cases?

Authors: Rachel Chang Lee, Harsh Kanhere, Markus Trochsler, Vy Broadbridge, Guy Maddern and Timothy J Price

Reviewer code: 00043819, 01191922, 03647581, and 03271124

First decision: 2018-05-09 00:23

Scientific Editor: Fang-Fang Ji

Date of signature: 2018-06-14

Item no.	Specific items for verification	Comments
1	The fixed headings are copied.	[Y]
2	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.	[Y]
3	A short running title is provided (no more than 6 words).	[Y]
4	The authors' full family (sur)names and full/abbreviated first names are listed on the title page and are consistent with those listed in the signed BPG	[Y]



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8	The ethics-related statements are provided in accordance with the manuscript type (<i>e.g.</i> , Manuscript No.-Institutional review board statement, Manuscript No.-Animal care and use statement, <i>etc.</i>).	[Y]
9	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. <i>e.g.</i> , "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."	[Y]
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13	<p>The Abstract section is formatted according to the article-specific style (structured <i>vs</i> unstructured) and word count thresholds, as follows:</p> <p><u>Commentary, Frontier, Diagnostic Advances, Medical Ethics, Minireview, Review, Therapeutics Advances, and Topic Highlight:</u> Non-structured abstract that is no less than 200 words.</p> <p><u>Field of Vision, Case Report and Letter to the Editor:</u> Non-structured abstract that is no less than 150 words.</p> <p><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).</p>	[Y]
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17	The 'INTRODUCTION' section clearly describes the relevant background information for the study. Only the most relevant and current (within the past 5 years) literature is cited, with the exception of rare instances of seminal literature citations. All technical terms and/or abbreviations are explained and/or defined, with the full name of abbreviations given upon first appearance in the text and the abbreviation presented in parentheses [<i>i.e.</i> , "...computed tomography (CT)"]. First-person pronouns (<i>e.g.</i> , 'I', 'we') are used appropriately to clearly indicate the work performed by the author(s). When weaknesses of previous studies are described in the text to highlight the innovations related to the current study, the information is presented carefully.	[Y]
18	The 'MATERIALS AND METHODS' section clearly and accurately describes all materials and methods used to obtain the data presented in the article and is adequate for a reader to repeat the study.	[Y]
19	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>i.e.</i> , 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.	[Y]
20	The order and numerical labeling of tables and figures is consistent with their appearance and presentation in the text. Symbols in tables (<i>e.g.</i> , +, -, ×, ÷, *) 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:	[Y]
21	Split pictures include flow charts, line graphs, histograms, and graphs including text. Unsplit pictures include meta-analysis diagrams, PCR amplification curves, and survival curves.	[Y]

22	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.	[N]
23	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.	[Y]
24	The 'ACKNOWLEDGMENTS' section expresses gratitude to any individuals or organizations for technical support (<i>i.e.</i> , providing instrumentation, equipment or experimental materials, and/or assistance in experimental work), non-technical services (<i>i.e.</i> , useful inspiration, suggestions, guidance, or review), and/or any other auxiliary work.	[N]
25	The 'COMMENTS' section provides comments for original articles in accordance with the specified format.	[Y]
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32	The responses to the peer-reviewers' comments are consistent with the changes made to the manuscript.	[Y]
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37	A <i>CrossCheck</i> investigation (an effective tool for detecting unoriginal content, enabling our editors to preserve the journal's integrity and the authors' copyright) has been performed for the manuscript <i>via</i> the website: http://www.ithenticate.com/ . The results document contains the following information for the manuscript: "Name of journal", "Manuscript No.", "Columns", "Title" and "Author list". The Figure of the <i>CrossCheck</i> results is saved in JPEG format (.jpg) at 1440 × 680 pixel resolution. Google searches have also been performed to further ensure publication of original content.	[Y]
38	The text of the manuscript is typed in Book Antiqua font, 10 pt, with 1.5 line spacing.	[Y]
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YES=[Y]; NO= [N].