



Last updated: December 13, 2023

Guidelines and Requirements for Manuscript Revision: Letters to the Editor

Core tip: *Letters to the Editor* articles are submitted by any author and either discuss and make reply to topics published in the *Baishideng* publishes 47 journals or introduce and comment on a controversial issue of general interest.

You can use the following checklist to help you fulfill the requirements for *Letters to the Editor* manuscript revision.

1 CORRECTLY DEALING WITH THE PEER-REVIEW REPORT AND COMMENTS RAISED BY THE SCIENCE EDITOR [YES or NO]

- 1.1 Authors should reconsider the strengths and weaknesses of their manuscript []
- 1.2 Authors should carefully read their peer-review report []
- 1.3 Authors should carefully answer/address all reviewers' questions/comments []
- 1.4 Authors should carefully format their manuscript []
- 1.5 Authors should carefully polish the language of their manuscript []

2 FIRST SECTION OF WRITING REQUIREMENTS [YES or NO]

- 2.1 Title []
- 2.2 Running title []
- 2.3 Authorship []
- 2.4 Institution []
- 2.5 ORCID number []
- 2.6 Author contributions []



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2.7 Supportive foundations []

2.8 Conflict-of-interest []

2.9 Open-Access []

2.10 Corresponding author []

2.11 Abstract []

2.12 Key words []

2.13 Copyright []

2.14 Core tip []

2.15 Audio core tip []

3 SECOND SECTION OF WRITING REQUIREMENTS [YES or NO]

3.1 Main text []

3.2 Units []

3.3 Illustrations []

3.4 Tables []

3.5 Notes in illustrations and tables []

3.6 Abbreviations []

3.7 Italics []

3.8 Acknowledgements []

3.9 References []

4 ETHICS AND RELEVANT DOCUMENT(S) REQUIRED FOR LETTERS TO THE EDITOR [YES or NO]

5 LANGUAGE EDITING FOR MANUSCRIPTS SUBMITTED BY NON-NATIVE SPEAKERS OF ENGLISH [YES or NO]



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7 CONSEQUENCES OF MODIFICATIONS AFTER THE FORMAL ACCEPTANCE
[YES or NO]

8 *BAISHIDENG* HOMEPAGE, SUBMISSION SITE AND MANUSCRIPT TYPES

9 *BAISHIDENG* DISTINGUISHED AWARD FOR *BAISHIDENG* JOURNALS'
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10 ARTICLE PROCESSING CHARGE

11 CONTACT US

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1 CORRECTLY DEALING WITH THE PEER-REVIEW REPORT AND COMMENTS RAISED BY THE SCIENCE EDITOR

Since there is no limit to the numbers of words, tables and color images in the manuscript, the revised manuscript should be well illustrated and very detailed, including research methods, experimental equipment, experimental results, and original data. In addition, authors should truthfully describe the problems and weaknesses of the study in the manuscript so that readers are able to obtain the maximal amount of useful information from reading the article; this practice will also help to improve the authors' academic influence in their field. The methods and requirements for how to revise manuscripts for acceptance are as follows:

1.1 Authors should reconsider the strengths and weaknesses of their manuscript. After the authors receive their peer-review report, they should first reconsider the strengths and weaknesses of their manuscript. They should provide a reasonable and rational explanation as to why they carried out the study, what they did to complete the study, and what is the most important finding of the study. In addition, they should consider their reasoning for choosing the methods and parameters used in the study, as well as for those that have been used in previous studies, what is unique about their study, what additional experimental results will be required to further strengthen their study and its findings, whether other researchers will be able to reproduce all of their methods and results, and whether similar articles have been published.

1.2 Authors should carefully read their peer-review report. Authors should first read their entire peer-review report carefully, in order to gain a comprehensive understanding of its content. Then, they should try their best to revise the manuscript according to each of the peer-reviewers' comments and suggestions. The final decision for publication of the manuscript (acceptance or rejection) largely depends upon whether authors revise



their manuscript according to the reviewers' comments and whether authors respond to the reviewers' comments truthfully.

1.3 Authors should carefully answer/address all reviewers' questions/comments.

Authors should revise their article according to the reviewers' comments/suggestions and provide point-by-point responses to each in a letter that is to accompany their resubmission.

In order to continually improve the quality of peer-review for our journals, we urge authors to carefully revise their manuscripts according to the peer-reviewers' comments and we promote productive academic interactions between the peer-reviewers, the authors, and our readers. To this end, we include each of the reviewers' comments, in an anonymized manner, as well as the authors' responses along with the manuscript's publication online.

1.4 Authors should carefully format their manuscript. Authors should carefully format their revised manuscript in strict accordance with the Baishideng Publishing Group (*Baishideng*) guidelines and requirements for manuscript revision-letters to the editor and format for manuscript revision-letters to the editor; these were developed to assist authors in fulfilling this responsibility. In addition, all comments raised by the Science Editor must be addressed, in the appropriate format, in order for the manuscript to eventually reach the standard of publication.

1.5 Authors should carefully polish the language of their manuscript. Authors should carefully polish the language of their manuscript, including in the title, abstract, core tip, introduction, materials and methods, results, discussion, and article highlights. All sentences and paragraphs should be organized in a logical manner, so that readers will not only readily understand the content but also enjoy reading the manuscript.



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2 FIRST SECTION OF WRITING REQUIREMENTS

All contributions should be written in English; the authors may use either UK or US English language, but the chosen English language usage must be consistent throughout the document. All articles must be prepared by Word-processing Software, using 12 pt Book Antiqua font and 1.5 line spacing with ample margins. Required information for each of the manuscript sections is as follows:

2.1 Title. The title should be no more than 18 words. It should summarize the core content of the manuscript, so that the reader may readily understand the key concepts and important findings presented within. This type of succinct and impactful statement will serve to catch readers' attention and stimulate their interest in reading the abstract and/or downloading the full paper. It is also strongly recommended that the title include one or two of the key words associated with the manuscript's topical content, to facilitate the paper being readily found by electronic searches of public databases, such as Google or PubMed. Finally, words such as 'exploration', 'research', 'analysis', 'observation', and 'investigation' are to be avoided. The title should not start with 'A', 'An', or 'The' and will not include any Arabic numbers or abbreviations.

2.2 Running title. A short running title of no more than 6 words should be provided. It should state the topic of the paper. Abbreviations are permitted. For example, Losurdo G *et al.* Two-year follow-up of duodenal lymphocytosis.

2.3 Authorship. Authorship credit should be given in accordance with the standard proposed by the International Committee of Medical Journal Editors (ICMJE) (<http://www.icmje.org/>). Specifically, authorship is merited by: (1) Substantial contributions to conception and design of the study, acquisition of data, or analysis and interpretation of data; (2) Drafting the article or making critical revisions related to



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important intellectual content of the manuscript; and (3) Final approval of the version of the article to be published. Authors should meet conditions 1, 2 and 3.

We consider requests for co-first/co-corresponding authors on a limited basis, making the final decision to allow/deny according to the detailed reasons provided by the authors for justification on a case-by-case basis, with allowance permitting no more than 2 co-first/co-corresponding authors. For the *policy of allowing co-first authors and co-corresponding authors* who made equal contribution to a manuscript, please visit: <https://www.wjgnet.com/bpg/GerInfo/310>.

Author names (unabbreviated) should be given as first name, middle name initial (with no period) and family (sur) name, and typed in bold with the first letter capitalized; a hyphen should be included between the syllables of Chinese names. For example, **Jason Lamontagne, Laura F Steel, Paul V Harper Jr, Bo Yuan, and Wei-Hong Tang.**

2.4 Institution. Author names should be written out first (as first name, middle name initial (with no period) and family (sur)name; with a hyphen included between the syllables of Chinese names) and typed in bold, followed by a comma and the complete name of the affiliated institution, city, province/state, postcode and country typed in non-bold. For example:

Xu-Chen Zhang, Li-Xin Mei, Department of Pathology, Chengde Medical College, Chengde 067000, Hebei Province, China

In the case that multiple authors represent a single institution, the authors will be listed together for that institution. For example:

Giuseppe Losurdo, Domenico Piscitelli, Antonio Giangaspero, Mariabeatrice Principi, Francesca Buffelli, Floriana Giorgio, Lucia Montenegro, Claudia Sorrentino, Annacinzia Amoruso, Enzo Ierardi, Alfredo Di Leo, Gastroenterology Section, Department of Emergency and Organ Transplantation, University of Bari, Bari 70124, Italy



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In the case that one author represents multiple institutions, the institutions will be listed separately. For example:

Jun Wen, Department of Liver Surgery and Liver Transplantation Center, West China Hospital, Sichuan University, Chengdu 610041, Sichuan Province, China

Jun Wen, Department of General Surgery, The Third People's Hospital of Chengdu, Chengdu 610031, Sichuan Province, China

2.5 ORCID number. ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submissions, supports automated linkages between you and your professional activities, thereby ensuring that your work is recognized. Please visit the ORCID website at <https://orcid.org/> for more information. The corresponding author must provide his/her personal ORCID registration number.

2.6 Author contributions. The 'Author contributions' passage describes the specific contribution(s) made by each author. The author's names will be listed in the following format: full family (sur)name, followed by abbreviated first and middle names. For example, Bryan L Copple should be revised as Copple BL. A full multi-author example is:

Author contributions: 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 wrote the manuscript; All authors have read and approve the final manuscript.

2.7 Supportive foundations. The approved grant application form(s) will be released



online, together with the manuscript in order for readers to obtain more information about the study and to increase the likelihood of subsequent citation. Our purpose of publishing the approved grant application form(s) is to promote efficient academic communication, accelerate scientific progress in the related field, and improve productive sharing of research ideas.

Supportive foundation acknowledgement: The complete name(s) of supportive foundation(s) and identification number(s) of grants or other financial support will be provided on the title page of all submitted manuscripts using the following format:

Supported by the National Natural Science Foundation of China, No. 30224801.

2.9 Conflict-of-interest. A conflict-of-interest statement is required for all article and study types. In the interests of transparency and helping reviewers to assess any potential bias in a study's design, interpretation of its results or presentation of its scientific/medical content, the *Baishideng* requires all authors of each paper to declare any conflicting interests (including but not limited to commercial, personal, political, intellectual or religious interests) that are related to the work submitted for consideration of publication in the Footnotes section.

Sample wording: [Name of individual] has received fees for serving as a speaker, a [position; such as consultant and/or an advisory board member] for [name(s) of organization(s)]. [Name of individual] has received research funding from [name(s) of organization(s)]. [Name of individual] is an employee of [name(s) of organization(s)]. [Name of individual] owns stocks and/or shares in [name(s) of organization(s)]. [Name of individual] owns patent [patent identifier information (including patent number, two-letter country code, and kind code) and a brief description].



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2.10 Corresponding author. The corresponding author's contact information will be provided in the following format: written-out first name, middle name initial (with no period) and family (sur)name (with a hyphen included between the syllables of Chinese names) and typed in bold and ending with a comma, followed by the corresponding author's relevant academic and professional honorifics (such as PhD, MD, Chief of Surgery, Assistant Professor, *etc*). This is followed immediately by the affiliation, written out as complete name of institution, present address, city, province/state and postcode, and country, and ending with a period. Immediately following the ending period and a single space will be the corresponding author's E-mail address; this E-mail address must be issued by his/her institution. All the letters in the E-mail address should be typed in lowercase. For example:

Andrzej S Tarnawski, MD, PhD, DSc (Med), Professor, Chief, Department of Gastroenterology, VA Long Beach Health Care System, University of California, Irvine, 5901 E Seventh St, Long Beach, CA 90822, United States. astarnaw@uci.edu



2.11 Abstract. An informative, unstructured abstract of no more than 150 words should accompany each manuscript.

2.12 Key words. The 'Key words' list will provide 5-10 keywords that reflect the main content of the study. Please do not use abbreviations for the keywords (*e.g.*, Ulcerative colitis, not UC). The first letter of each keyword will be capitalized, and each keyword will be separated by a semicolon. For example:

Key Words: Non-alcoholic fatty liver disease; Alcoholic liver disease; Non-alcoholic steatohepatitis; Animal models; Insulin resistance; Oxidative stress

2.13 Copyright. *Baishideng's* Copyright policy and statement for each article is: © **The Author(s) 2023.** Published by Baishideng Publishing Group Inc. All rights reserved.

2.14 Core tip. Please write a summary of no more than 100 words to present the core content of your manuscript, highlighting the most innovative and important findings and/or arguments. The purpose of the Core Tip is to attract readers' interest for reading the full version of your article and increasing the impact of your article in your field of study.

2.15 Audio core tip. In order to attract readers to read your full-text article, we request that the first author make an audio file describing your final core tip. This audio file will be published online, along with your article. Please submit audio files according to the following specifications:

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To achieve the best quality, when saving audio files as an .mp3, use a setting of 256 Kbps or higher for stereo or 128 Kbps or higher for mono. Sampling rate should be either 44.1 kHz or 48 kHz. Bit rate should be either 16 or 24 bit. To avoid audible clipping noise, please make sure that audio levels do not exceed 0 dBFS.

3 SECOND SECTION OF WRITING REQUIREMENTS

3.1 Main text. The main text contains Main Text, Acknowledgements, References and Footnotes.

3.2 Units. Use SI units. For example: body mass, m (B) = 78 kg; blood pressure, p (B) = 16.2/12.3 kPa; incubation time, t (incubation) = 96 h, blood glucose concentration, c (glucose) 6.4 ± 2.1 mmol/L; blood CEA mass concentration, p (CEA) = 8.6 24.5 g/L; CO₂ volume fraction, 50 mL/L CO₂, not 5% CO₂; likewise, for 40 g/L formaldehyde, not 10% formalin; and mass fraction, 8 ng/g, *etc.* Arabic numerals such as 23,243,641 (*i.e.* 23 million, 243 thousand, and 641) should be written as 23243641, with no commas and no spaces. The format for how to accurately write common units and quantum units can be found at: <https://www.wjgnet.com/bpg/gerinfo/189>.

3.3 Illustrations. Figures must be presented in the order that they appear in the main text of the manuscript (numbered as 1, 2, 3, *etc.*). All figures must have a detailed figure legend that provides a clear and comprehensive description of the information presented in the figure, so that the reader can understand without having to refer back to any other portion of the manuscript.

It is necessary to keep all elements compiled in a line-art image. Scale bars (with the length of the bar defined in the legend text rather than on the bar itself) or magnification factors (with textual definition in the legend) can be used. Figure file names should identify the figure and panel. Avoid layering type directly over shaded or textured areas



in the figure. Uniform presentation should be used for figures showing the same or similar contents; for example, “**Figure 1 Pathological changes of atrophic gastritis after treatment.** A: ...; B: ...; C: ...; D: ...; E: ...; F: ...; G: ...”

Authors have to provide the figures as separate electronic files. Figures should be supplied in either vector art formats or bitmap formats so that we will be able to edit them:

Vector art formats: bw, Illustrator, EPS, WMF, EMF, FreeHand, CorelDraw, Color Map File, PowerPoint, Excel, IFF, *etc.*

Bitmap formats: Photoshop, TIFF, GIF, JPEG, *etc.*

If a figure has labels, arrows or other markers, the images and labels should be embedded in separate layers. And an explanation for all labels, arrows or other markers has to be provided in the figure legend.

Images or line drawings are the most intuitive exhibition of the results and/or findings presented in the manuscript. They should be prepared scientifically, normatively, and beautifully, as they reflect on not only the academic quality and norms of the journal but also on the rigorous academic attitude of the manuscript’s authors.

The Baishideng journals’ policy for picture citation includes: (1) Obtaining permission for the use of picture(s). If an author of a submission is re-using a figure or figures published elsewhere, or that is copyrighted, the author must provide documentation that the previous publisher or copyright holder has given permission for the figure to be re-published; (2) Correctly indicating the reference source and copyrights. For example, “**Figure 1 Histopathological examination by hematoxylin-eosin staining (200 ×).** A: Control group; B: Model group; C: Pioglitazone hydrochloride group; D: Chinese herbal medicine group. **Citation:** Yang JM, Sun Y, Wang M, Zhang XL, Zhang SJ, Gao YS, Chen L, Wu MY, Zhou L, Zhou YM, Wang Y, Zheng FJ, Li YH. Regulatory effect of a Chinese herbal medicine formula on



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non-alcoholic fatty liver disease. *World J Gastroenterol* 2019; 25(34): 5105-5119. Copyright ©The Author(s) 2019. Published by Baishideng Publishing Group Inc.”

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3.4 Tables. Tables must be presented in the order that they appear in the main text of the manuscript (numbered as 1, 2, 3, *etc.*). A brief, one-line title must be provided for each table. Detailed legends should not be included under tables, instead having the information presented in the main text where applicable; the information should complement, but not duplicate the text. Use one horizontal line under the title, a second under the column headings, and a third below the last row of the Table (being above any footnotes). Vertical lines and italics should be omitted.

Please note that tables embedded as Excel files within the manuscript are NOT acceptable. Tables shorter than 2 pages made in Excel should be translated in Word using the Insert Table function in the Word file, with each piece of data in distinct cells. All tables will be located at the very end of your article document, following the figures. Any tables submitted that are longer/larger than 2 pages will be published as online-only supplementary material.

Tables must be primarily cell-based and fully editable. Do not use the following to organize data or structure the table: (1) Returns (“Enter” key); (2) Tabs; (3) Spaces; (4) Colored text; (5) Cell shading; and (6) Cells within cells. The Software should be Word (preferred; embedded at the end of the manuscript file), Excel (allowed for longer tables presented as Supplementary Materials). *Baishideng* does not allow for graphics, boxes or embedded tables to appear in the main body of the manuscript.

3.5 Notes in illustrations and tables. Data with statistical significance in a figure or table



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should be denoted using superscripted alphabetical lettering, such that $^aP < 0.05$ and $^bP < 0.01$. If there are other series of P values, the alphabetical subscripted denotation format is continued, such that $^cP < 0.05$ vs control, $^dP < 0.01$ vs control, $^eP < 0.05$ vs group A, and $^fP < 0.01$ vs group B. Data that are not statistically significant should not be denoted, *i.e.* $P > 0.05$ is not an allowed denotation.

Other notes in tables or under illustrations should be expressed as F^1 , F^2 , F^3 or sometimes as other superscripted symbols (Arabic numerals); for example, "F: Venn diagram. ¹Here, we excluded patients that preintervention was inconsistent with original treatment in our hospital." In a multi-curve illustration, each curve should be labeled with \bullet , \circ , \blacksquare , \square , \blacktriangle , \triangle , *etc.*, in a specified sequence.

3.6 Abbreviations. Standard abbreviations should be defined in the abstract and in the main body of the manuscript upon first mention in the text. In general, terms should not be abbreviated unless they are used two times or more and the abbreviation is helpful to the reader. Permissible abbreviations are listed in Units, Symbols and Abbreviations: A Guide for Biological and Medical Editors and Authors (Ed. Baron DN, 1988) published by The Royal Society of Medicine, London. Certain commonly used abbreviations, such as DNA, RNA, HIV, LD50, PCR, HBV, ECG, WBC, RBC, CT, ESR, CSF, IgG, ELISA, PBS, ATP, EDTA and mAb, do not need to be defined and can be used directly.

3.7 Italics. Quantities: *t* time or temperature, *c* concentration, *A* area, *l* length, *m* mass, *V* volume. Genotypes: *gyrA*, *arg 1*, *c myc*, *c fos*, *etc.* Restriction enzymes: *EcoRI*, *HindI*, *BamHI*, *Kbo I*, *Kpn I*, *etc.* Biological nomenclature: *H. pylori*, *E. coli*, *etc.* Latin terms: *i.e.*, *e.g.*, *via*, *etc.*

3.8 Acknowledgements. Brief acknowledgements of persons who have made genuine contributions to the manuscript and who endorse the data and conclusions should be



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3.9 References. *Letters to the Editor* should be composed of detailed contents, comparisons and evaluations in relation to other published relevant articles, and an in-depth discussion. Please don't use informal publications. For seminal references, however, the publication date is not strictly limited. You should always cite references that are relevant to your article. Citing more than 5 references in a single citation, even when separated by a hyphen, should be avoided; for example [1-6], [2-14] and [1,3,4-10,22] are all considered inappropriate reference citations. Moreover, authors should not cite their own unrelated published articles. Citation of references not indexed on PubMed is discouraged, but if a reference that is not indexed by PubMed is necessary you must provide *Baishideng* with a printed copy of the first page of the full article. Please update the format of all the references according to the Format for references guidelines. The accuracy of the information of journal citations is very important. We will interlink all references with DOIs in an XML file, so that readers can immediately access the abstracts of cited articles online.

Authors have to highlight the unstructured references with yellow color, including In Press Article, Books, Conference Proceedings, Patents, Deposited Articles, Published Media, New Media, Masters' Theses or Doctoral Dissertations, Databases and Repositories, and Multimedia.

This section includes Coding system, PMID and DOI, Style for journal references, Style for book references, and Format for references (Examples). Specific requirements are as follows:

(1) *Coding system*

The author should number the references in Arabic numerals according to the citation order in the text. The reference numbers will be superscripted in square brackets at the



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end of the sentence with the citation content or after the cited author's name, no spaces. For example, "Crohn's disease (CD) is associated with increased intestinal permeability^[1,2]." If references are cited directly in the text, they should be included with the direct citation content within the text; for example, "From references^[19,22-24], we know that...". Before submitting your manuscript, please ensure that the order of citations in the text is the same as in the references section, and also ensure the spelling accuracy of the authors' names. Do not list the same citation twice (*i.e.* with two different numbers).

(2) *PMID and DOI*

Please provide the PMID number, which is the serial number that roots the abstract for that publication into the PubMed index, and the CrossRef DOI® (Digital Object Identifier) name, which is a unique string created to identify a piece of scholarly content in the online environment for each reference in the References section. The PMID number can be found at <http://www.ncbi.nlm.nih.gov/pubmed> and the DOI name can be found at <http://www.crossref.org/SimpleTextQuery/>. The numbers will be used in the electronic (E)-version of the manuscript.

(3) *Style for journal references*

For authors' names, the name of the first author should be typed in bold letters; the family (sur) name of all authors should be typed with the first letter capitalized, followed by their abbreviated first and middle initials. For example, an article by Lian-Sheng Ma and Bo-Rong Pan will be written as Ma LS and Pan BR. The title of the cited article will be written in sentence case. The journal title will be written in its abbreviated form (as shown in PubMed) in italics and followed by the article publication information (not italicized), including the publication date, volume number (in bold numbers), and start page through end page (separated by a hyphen, with no space). The PMID and DOI will follow this information and be written as [PMID: 11819634 DOI: 10.3748/wjg.13.5396].

(4) *Style for book references*



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For the authors' names, the name of the first author should be typed in bold letters. The family (sur) name of all authors should be typed with the initial letter capitalized, followed by their abbreviated middle and first initials. The book title will follow the authors' names and not be italicized. The publication information will follow, written as punctuated here: publication number, publication place: publication press, year: start page-end page.

Baishideng uses the reference style outlined by the International Committee of Medical Journal Editors (ICMJE), also referred to as the "Vancouver" style. Example formats are listed below. Additional examples are in the [ICMJE sample references](#).

Journal name abbreviations should be those found in the [National Center for Biotechnology Information databases](#).

PRINT JOURNALS

English language journal article (list all authors and include the PMID and DOI, where applicable):

1 Ma L, Chua MS, Andrisani O, So S. Epigenetics in hepatocellular carcinoma: An update and future therapy perspectives. *World J Gastroenterol* 2014; 20: 333-345 [PMID: 24574704 PMCID: PMC3923010 DOI: 10.3748/wjg.v20.i2.333]

Chinese language journal article (list all authors and include the PMID and DOI, where applicable):

2 Zhang ZM, Deng H, Zhang C, Yu HW, Liu Z, Liu LM, Wan BJ, Zhu MW. Strategies for diagnosis and treatment of benign and malignant colorectal obstruction. *Shijie Huaren Xiaohua Zazhi* 2017; 25: 2597-2604 [DOI: 10.11569/wcjd.v25.i29.2597]

In press article:

3 Sipos F, Constantinovits M, Valcz G, Tulassay Z, Múzes G. Association of



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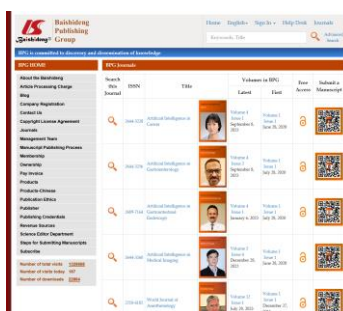
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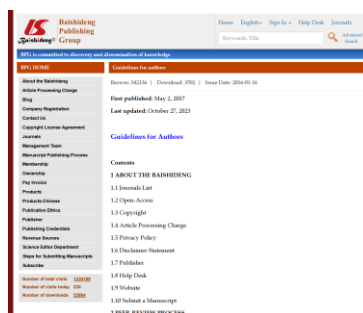


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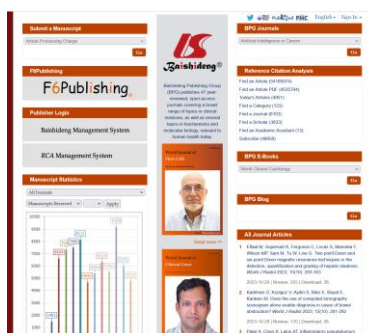


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