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## Guidelines for the Manuscript Publishing Process

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### 1 ABOUT THE BPG

Baishideng Publishing Group (BPG) publishes 42 peer-reviewed, open-access journals covering a broad range of topics in clinical medicine, as well as several topics in biochemistry and molecular biology, relevant to human health today.

### Journals List

BPG publication 42 journals list, as follows:

*World Journal of Anesthesiology*

*World Journal of Biological Chemistry*

*World Journal of Cardiology*

*World Journal of Clinical Cases*

*World Journal of Clinical Infectious Diseases*

*World Journal of Clinical Oncology*

*World Journal of Clinical Pediatrics*

*World Journal of Clinical Urology*

*World Journal of Critical Care Medicine*

*World Journal of Dermatology*

*World Journal of Diabetes*

*World Journal of Experimental Medicine*

*World Journal of Gastroenterology*

*World Journal of Gastrointestinal Endoscopy*

*World Journal of Gastrointestinal Oncology*

*World Journal of Gastrointestinal Pathophysiology*

*World Journal of Gastrointestinal Pharmacology and Therapeutics*

*World Journal of Gastrointestinal Surgery*

*World Journal of Hematology*

*World Journal of Hepatology*



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*World Journal of Hypertension*

*World Journal of Immunology*

*World Journal of Medical Genetics*

*World Journal of Meta-Analysis*

*World Journal of Methodology*

*World Journal of Nephrology*

*World Journal of Neurology*

*World Journal of Obstetrics and Gynecology*

*World Journal of Ophthalmology*

*World Journal of Orthopedics*

*World Journal of Otorhinolaryngology*

*World Journal of Pharmacology*

*World Journal of Psychiatry*

*World Journal of Radiology*

*World Journal of Respiriology*

*World Journal of Rheumatology*

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*World Journal of Translational Medicine*

*World Journal of Transplantation*

*World Journal of Virology*

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### Editorial

1 Conflict-of-interest statement

2 Language certificate

If the authors are non-native speakers of English, then the No. 2 document must be provided as well.

### Frontier

1 Conflict-of-interest statement

2 Language certificate

If the authors are non-native speakers of English, then the No. 2 document must be provided as well.

### Diagnostic advances

1 Conflict-of-interest statement

2 Language certificate

If the authors are non-native speakers of English, then the No. 2 document must be provided as well.

### **Therapeutic advances**

1 Conflict-of-interest statement

2 Language certificate

If the authors are non-native speakers of English, then the No. 2 document must be provided as well.

### **Field of vision**

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2 Language certificate

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### **Minireview**

1 Conflict-of-interest statement

2 Language certificate

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### **Review**

1 Conflict-of-interest statement

## 2 Language certificate

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## Topic highlight

### 1 Conflict-of-interest statement

### 2 Language certificate

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## Basic study

### 1 Institutional review board statement

### 2 Institutional animal care and use committee statement

### 3 Animal care and use statement

### 4 Biostatistics statement

### 5 Conflict-of-interest statement

### 6 Language certificate

If the authors are non-native speakers of English, then the No. 6 document must be provided as well.

## Case Control study

### 1 Institutional review board statement

### 2 Informed consent statement

### 3 Biostatistics statement

### 4 Conflict-of-interest statement

#### 5 Language certificate

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#### **Clinical Trials study**

1 Institutional review board statement

2 Clinical trial registration statement

3 Informed consent statement

4 Biostatistics statement

5 Conflict-of-interest statement

6 Language certificate

If the authors are non-native speakers of English, then the No. 6 document must be provided as well.

#### **Observational study**

1 Institutional review board statement

2 Informed consent statement

3 Biostatistics statement

4 Conflict-of-interest statement

5 Language certificate

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#### **Prospective study**

1 Institutional review board statement

2 Clinical trial registration statement

3 Informed consent statement

4 Biostatistics statement

5 Conflict-of-interest statement

6 Language certificate

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#### **Randomized clinical trial**

1 Institutional review board statement

2 Clinical trial registration statement

3 Informed consent statement

4 Biostatistics statement

5 Conflict-of-interest statement

6 Language certificate

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#### **Randomized controlled trial**

1 Institutional review board statement

2 Clinical trial registration statement

3 Informed consent statement

4 Biostatistics statement

5 Conflict-of-interest statement

6 Language certificate

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**Retrospective cohort study**

1 Institutional review board statement

2 Informed consent statement

3 Biostatistics statement

4 Conflict-of-interest statement

5 Language certificate

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**Retrospective study**

1 Institutional review board statement

2 Informed consent statement

3 Biostatistics statement

4 Conflict-of-interest statement

5 Language certificate

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**Evidence-Based medicine**

1 Biostatistics statement

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3 Language certificate

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**Systematic review**

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**Meta-Analysis**

1 Biostatistics statement

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**Scientometrics**

1 Biostatistics statement

2 Conflict-of-interest statement

3 Language certificate

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**Case report**

1 Institutional review board statement

2 Informed consent statement

3 Conflict-of-interest statement

4 Language certificate

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**Letter to the editor**

1 Conflict-of-interest statement

2 Language certificate

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**3 CRITERIA FOR MANUSCRIPT REVISION BY AUTHORS**

The science editor will send the manuscript to editorial director for review after the authors submit the documents listed below according to the manuscript type.

**Editorial**

1 Revised manuscript

2 Answering reviewers

3 Copyright assignment

4 Audio core tip

5 Conflict-of-interest statement

6 Google Scholar

7 CrossCheck

8 Language certificate

If the authors are non-native speakers of English, then the No. 8 document must be provided as well.

**Frontier**

- 1 Revised manuscript
- 2 Answering reviewers
- 3 Copyright assignment
- 4 Audio core tip
- 5 Conflict-of-interest statement
- 6 Google Scholar
- 7 CrossCheck
- 8 Language certificate

If the authors are non-native speakers of English, then the No. 8 document must be provided as well.

**Diagnostic advances**

- 1 Revised manuscript
- 2 Answering reviewers
- 3 Copyright assignment
- 4 Audio core tip
- 5 Conflict-of-interest statement
- 6 Google Scholar
- 7 CrossCheck
- 8 Language certificate

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provided as well.

### **Therapeutic advances**

- 1 Revised manuscript
- 2 Answering reviewers
- 3 Copyright assignment
- 4 Audio core tip
- 5 Conflict-of-interest statement
- 6 Google Scholar
- 7 CrossCheck
- 8 Language certificate

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### **Field of vision**

- 1 Revised manuscript
- 2 Answering reviewers
- 3 Copyright assignment
- 4 Audio core tip
- 5 Conflict-of-interest statement
- 6 Google Scholar
- 7 CrossCheck
- 8 Language certificate

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### Minireview

- 1 Revised manuscript
- 2 Answering reviewers
- 3 Copyright assignment
- 4 Audio core tip
- 5 Conflict-of-interest statement
- 6 Google Scholar
- 7 CrossCheck
- 8 Language certificate

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### Review

- 1 Revised manuscript
- 2 Answering reviewers
- 3 Copyright assignment
- 4 Audio core tip
- 5 Conflict-of-interest statement
- 6 Google Scholar
- 7 CrossCheck
- 8 Language certificate

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### **Topic highlight**

- 1 Revised manuscript
- 2 Answering reviewers
- 3 Copyright assignment
- 4 Audio core tip
- 5 Conflict-of-interest statement
- 6 Google Scholar
- 7 CrossCheck
- 8 Language certificate

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### **Basic study**

- 1 Revised manuscript
- 2 Answering reviewers
- 3 Copyright assignment
- 4 Audio core tip
- 5 Institutional review board statement
- 6 Institutional animal care and use committee statement
- 7 Animal care and use statement
- 8 Biostatistics statement
- 9 Conflict-of-interest statement
- 10 Data sharing statement
- 11 Google Scholar
- 12 CrossCheck

### 13 Language certificate

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### **Case control study**

- 1 Revised manuscript
- 2 Answering reviewers
- 3 Copyright assignment
- 4 Audio core tip
- 5 Institutional review board statement
- 6 Informed consent statement
- 7 Biostatistics statement
- 8 Conflict-of-interest statement
- 9 Data sharing statement
- 10 Google Scholar
- 11 CrossCheck
- 12 Language certificate

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### **Clinical trials study**

- 1 Revised manuscript
- 2 Answering reviewers
- 3 Copyright assignment
- 4 Audio core tip

5 Institutional review board statement

6 Clinical trial registration statement

7 Informed consent statement

8 Biostatistics statement

9 Conflict-of-interest statement

10 Data sharing statement

11 Google Scholar

12 CrossCheck

13 Language certificate

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### **Observational study**

1 Revised manuscript

2 Answering reviewers

3 Copyright assignment

4 Audio core tip

5 Institutional review board statement

6 Informed consent statement

7 Biostatistics statement

8 Conflict-of-interest statement

9 Data sharing statement

10 Google Scholar

11 CrossCheck

12 Language certificate

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**Prospective study**

- 1 Revised manuscript
- 2 Answering reviewers
- 3 Copyright assignment
- 4 Audio core tip
- 5 Institutional review board statement
- 6 Clinical trial registration statement
- 7 Informed consent statement
- 8 Biostatistics statement
- 9 Conflict-of-interest statement
- 10 Data sharing statement
- 11 Google Scholar
- 12 CrossCheck
- 13 Language certificate

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**Randomized clinical trial**

- 1 Revised manuscript
- 2 Answering reviewers
- 3 Copyright assignment
- 4 Audio core tip

5 Institutional review board statement

6 Clinical trial registration statement

7 Informed consent statement

8 Biostatistics statement

9 Conflict-of-interest statement

10 Data sharing statement

11 Google Scholar

12 CrossCheck

13 Language certificate

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### **Randomized controlled trial**

1 Revised manuscript

2 Answering reviewers

3 Copyright assignment

4 Audio core tip

5 Institutional review board statement

6 Clinical trial registration statement

7 Informed consent statement

8 Biostatistics statement

9 Conflict-of-interest statement

10 Data sharing statement

11 Google Scholar

12 CrossCheck

### 13 Language certificate

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### **Retrospective cohort study**

- 1 Revised manuscript
- 2 Answering reviewers
- 3 Copyright assignment
- 4 Audio core tip
- 5 Institutional review board statement
- 6 Informed consent statement
- 7 Biostatistics statement
- 8 Conflict-of-interest statement
- 9 Data sharing statement
- 10 Google Scholar
- 11 CrossCheck
- 12 Language certificate

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### **Retrospective study**

- 1 Revised manuscript
- 2 Answering reviewers
- 3 Copyright assignment
- 4 Audio core tip

5 Institutional review board statement

6 Informed consent statement

7 Biostatistics statement

8 Conflict-of-interest statement

9 Data sharing statement

10 Google Scholar

11 CrossCheck

12 Language certificate

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#### **Evidence-Based medicine**

1 Revised manuscript

2 Answering reviewers

3 Copyright assignment

4 Audio core tip

5 Biostatistics statement

6 Conflict-of-interest statement

7 Data sharing statement

8 Google Scholar

9 CrossCheck

10 Language certificate

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### **Systematic review**

- 1 Revised manuscript
- 2 Answering reviewers
- 3 Copyright assignment
- 4 Audio core tip
- 5 Biostatistics statement
- 6 Conflict-of-interest statement
- 7 Data sharing statement
- 8 Google Scholar
- 9 CrossCheck
- 10 Language certificate

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### **Meta-Analysis**

- 1 Revised manuscript
- 2 Answering reviewers
- 3 Copyright assignment
- 4 Audio core tip
- 5 Biostatistics statement
- 6 Conflict-of-interest statement
- 7 Data sharing statement
- 8 Google Scholar
- 9 CrossCheck
- 10 Language certificate

If the authors are non-native speakers of English, then the No. 10 document must be provided as well.

**Scientometrics**

- 1 Revised manuscript
- 2 Answering reviewers
- 3 Copyright assignment
- 4 Audio core tip
- 5 Biostatistics statement
- 6 Conflict-of-interest statement
- 7 Data sharing statement
- 8 Google Scholar
- 9 CrossCheck
- 10 Language certificate

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**Case report**

- 1 Revised manuscript
- 2 Answering reviewers
- 3 Copyright assignment
- 4 Audio core tip
- 5 Institutional review board statement
- 6 Informed consent statement
- 7 Conflict-of-interest statement

8 Google Scholar

9 CrossCheck

10 Language certificate

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#### **Letter to the editor**

1 Revised manuscript

2 Answering reviewers

3 Copyright assignment

4 Audio core tip

5 Conflict-of-interest statement

6 Google Scholar

7 CrossCheck

8 Language certificate

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to the full extent.

The various ethics statements related to scientific conduct (i.e. study design, including methods and subjects) for all studies published in BPG journals are detailed below.

The authors are required to make the following statements in the manuscript's title page or the Materials and Methods section. A copy of any approval document(s)/letter(s) or waiver of confirmation must also be provided in PDF format. BPG will include all the confirmations along with the manuscript as a permanent part of the online publication.

#### **Human and Animal Rights Statement**

For research studies using human or animal subjects, the trial's design, conduct and reporting of results must conform to Good Clinical Practice guidelines [such as the Good Clinical Practice in Food and Drug Administration-Regulated Clinical Trials (USA) or the Medical Research Council Guidelines for Good Clinical Practice in Clinical Trials (UK)] and/or to the World Medical Association Declaration of Helsinki. Generally, we suggest that the national standard of the lead investigator be followed. If authors have any doubt as to whether the research was conducted in accordance with the above standards, the rationale for the chosen experimental approach must be clearly presented, along with a statement and proof of explicit approval given by the appropriate institutional review board (IRB) (for human subjects) and/or the institutional animal care and use committee (IACUC) (for animal subjects) for conducting the doubtful aspects of the study.

All research reports that are submitted for consideration of publication in a BPG journal must include statement(s) of proof that the appropriate approvals were obtained from

the relevant IRB or research ethics committee. Any manuscript describing a study that used human subjects must include a statement that affirms the experiments were performed with prior informed consent (written or verbal, as appropriate) from each participant. All personal information must be anonymized prior to publication, unless a record of explicit consent from the involved patient(s) has been provided. Any manuscript describing a study that used animal subjects must include a statement in the Materials and Methods section (or text describing the experimental procedures) that affirms all appropriate measures were taken to minimize pain or discomfort, and details of the animals' care should be provided.

#### **Institutional Review Board Statement**

Any article describing a study (basic research, clinical research, and case report) involving human and/or animal subjects is required to have the IRB name, whether institutional (part of the author(s)' academic/medical institution, such as the Oak Grove Children's Hospital Institutional Review Board) or commercial/independent/private (contracted for-profit organizations, such as the Clinic Care Coalition for Human Rights Institutional Review Board), stated explicitly in the title page. In addition, a copy of any ethics approval document(s)/letter(s) or waiver should be provided to the BPG in PDF format.

**Sample wording:** The study was reviewed and approved by the [Name of Institution or Organization] Institutional Review Board.

#### **Informed Consent Statement**

Any research article describing a study (clinical research and case report) involving

humans should contain a statement in the title page clearly stating that all involved persons (subjects or legally authorized representative) gave their informed consent (written or verbal, as appropriate) prior to study inclusion. In general, the BPG requires that any and all details that might disclose the identity of the subjects under study should be omitted or anonymized. In the rare situation that a study participant's identifiable information is crucial to the case presentation, the statement of informed consent is absolutely necessary, unless the participant is deceased. In addition, a copy of any approval document(s)/letter(s) or waiver should be provided to the BPG in PDF format.

Waiver of informed consent for human study subjects may be justifiable under certain rare and specific conditions, such as for a trial with demonstrated minimal risk or cases of emergency care. Authors may petition BPG for waiver of informed consent, but there is no guarantee that the petition will be granted. In general, BPG favors the requirement of informed consent for all reports of information (anonymized or identifiable) and reserves the right to refuse publication of such if informed consent was not obtained.

**Sample wording:** All study participants, or their legal guardian, provided informed written consent prior to study enrollment.

### **Clinical Trial Registration Statement**

Any research study (clinical trial) that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects on health outcomes must be registered. Authors have 6 months from the first patient enrollment to register the trial, but BPG recommends registration prior to enrollment. This registration policy applies to prospective, randomized, controlled trials only.

Authors must provide the registration identification number and the URL for the trial's registry.

**Sample wording:** This study is registered at [URL]. The registration identification number is [registration identification number].

**Some registries are listed below:**

[Australian New Zealand Clinical Trials Registry](#)

[ClinicalTrials.gov](#)

[ISRCTN Register](#)

[UMIN Clinical Trials Registry](#)

[Nederlands Trial Register](#)

[Brazilian Clinical Trials Registry \(ReBec\)](#)

[Clinical Research Information Service \(CRiS\), Republic of Korea](#)

[Clinical Trials Registry - India \(CTRI\)](#)

[Cuban Public Registry of Clinical Trials \(RPCEC\)](#)

[EU Clinical Trials Register \(EU-CTR\)](#)

[German Clinical Trials Register \(DRKS\)](#)

[Iranian Registry of Clinical Trials \(IRCT\)](#)

[Japan Primary Registries Network \(JPRN\)](#)

[Pan African Clinical Trial Registry \(PACTR\)](#)

[Sri Lanka Clinical Trials Registry \(SLCTR\)](#)

### **Institutional Animal Care and Use Committee Statement**

Any article describing a study (basic research) involving animal subjects is required to have the IACUC's institution name (such as the Genovese Institute) and protocol number (such as 14-9347-39G or EN-21549) stated explicitly in the title page section. In

addition, a copy of any approval document(s)/letter(s) or waiver should be provided to the BPG in PDF format.

**Sample wording:** All procedures involving animals were reviewed and approved by the Institutional Animal Care and Use Committee of the [Name of institution] (IACUC protocol number: [protocol number]).

#### **Animal Care and Use Statement**

Any manuscript describing a study that used animal subjects must include a statement in the Materials and Methods section affirming that all appropriate measures were taken to minimize pain or discomfort, and details of the animals' care should be provided. In addition, a copy of the signed statement should be provided to the BPG in PDF format.

**Example wording:** The animal protocol was designed to minimize pain or discomfort to the animals. The animals were acclimatized to laboratory conditions (23°C, 12h/12h light/dark, 50% humidity, ad libitum access to food and water) for two weeks prior to experimentation. Intragastric gavage administration was carried out with conscious animals, using straight gavage needles appropriate for the animal size (15-17 g body weight: 22 gauge, 1 inch length, 1.25 mm ball diameter). All animals were euthanized by barbiturate overdose (intravenous injection, 150 mg/kg pentobarbital sodium) for tissue collection.

#### **Biostatistics Statement**

Any manuscript describing a study (basic research and clinical research) that used biostatistics must include a statement in the Materials and Methods section affirming

that the statistical review of the study was performed by a biomedical statistician. Statistical review is performed before the submission or after peer-review. The author invites an expert in Biomedical Statistics to evaluate the statistical method(s) used in the study, including but not limited to the t-test (group or paired comparisons), chi-square test, ridit, probit, logit and regression (linear, curvilinear, or stepwise) modeling, correlation, analysis of variance, and analysis of covariance. The review by the biomedical statistician is conducted with respect to the following points: (1) Statistical methods are adequately and appropriately described when they are used to verify the results; (2) Whether the statistical techniques are suitable or correct; (3) Only homogeneous data can be averaged. Standard deviations are preferred to standard errors. The number of observations and subjects (n) is given. Losses in observations, such as drop-outs from the study, are reported; (4) Values, such as ED50, LD50 and IC50, have the 95% confidence limits calculated and have been compared by weighted probit modeling (using the functions described by Bliss and Finney); and (5) The word “significantly” is replaced by its synonyms (if it indicates extent) or the P value (if it indicates statistical significance). In addition, a copy of any approval document(s)/letter(s) or waiver should be provided to the BPG in PDF format.

For example, if a biostatistics editor is employed by the authors, the person’s name (first name and family (sur)name), qualifications, and contact information must be submitted to the BPG editorial office in the form of a letter of confirmation of service. If the biostatistics editing was performed by a commercial service provider, the company’s name and contact information, including URL and email or phone number, must be submitted to the BPG editorial office in the form of a letter of confirmation of service. The letters of confirmation of service must include the corresponding author’s name (first name and family (sur)name) and contact information (email and phone number),

and the manuscript title.

**Sample wording:** The statistical methods of this study were reviewed by [name(s) of individual(s)] from [name(s) of organization(s)]...

### **Conflict-of-Interest Statement**

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 BPG requires all authors of each paper to declare any conflicting interests (including but not limited to commercial, personal, political, intellectual, or religious interests) in the title page that are related to the work submitted for consideration of publication. In addition, reviewers are required to indicate any potential conflicting interests they might have related to any particular paper they are asked to review, and a copy of signed statement should be provided to the BPG in PDF format.

**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].

### **Data Sharing Statement**

Basic research and clinical research studies require a data sharing statement. The data sharing statement will be provided in the title page, and will be presented in the following form: Technical appendix, statistical code, and dataset available from the corresponding author at Dryad repository, who will provide a permanent, citable and open-access home for the dataset. In addition, a copy of the signed statement should be provided to the BPG in PDF format.

**Sample wording:** Technical appendix, statistical code, and dataset available from the corresponding author at [email address or URL]. Participants gave informed consent for data sharing [or ...consent was not obtained but the presented data are anonymized and risk of identification is low... or consent was not obtained but the potential benefits of sharing these data outweigh the potential harms because...]. If no other data, please state: No additional data are available.

## **5 CRITERIA FOR ACADEMIC MISCONDUCT DETECTION**

### **Duplicate Publication Detection During the Preview of Manuscripts, Performed by the Science Editor**

In order to prevent duplicate publication, publication of any same-title manuscript in non-English journals, and repeated publication of manuscripts with similar content in BPG's journals, all manuscripts submitted for consideration for publication in any BPG journal must undergo screening to detect academic misconduct. This initial screening is performed by the science editor and occurs before the manuscript is sent for peer-review. The manuscript's title and name of the corresponding author will be searched in Google Scholar (<http://scholar.google.com/>) and BPG Articles Published Processes

(<http://www.wjgnet.com/esps/articlespublishedonline.aspx>), and screenshots will be made of the retrieval results and saved. If an article has been published with the same title, the science editor carefully checks the previously published manuscript for similarities in content. Once a duplicate publication is confirmed, the manuscript is rejected immediately. Only manuscripts that pass the academic misconduct detection will be sent for peer-review.

#### **Duplicate Publication Detection for Manuscripts Suggested for Acceptance, Performed by the Science Editor**

The science editor uses the CrossCheck plagiarism detection system to screen for potential duplicate publication once a manuscript has received a suggestion for acceptance; this process is repeated for all revised versions submitted by the authors. Before the manuscript is sent to the editorial director, the science editor must detect potential duplicate publication again using Google Scholar and the BPG Articles Published Processes system. The process for duplicate publication detection includes the following:

##### ***First CrossCheck detection***

Once a manuscript passes peer-review, the editorial director sends it via the *F6 Publishing* to the corresponding science editor to return to the authors for revision. The science editor downloads the manuscript from *F6 Publishing*, formats it according to the work list for science editors, and detects potential duplicate publication using CrossCheck (<http://www.crossref.org/crosscheck/index.html>). After completing the detection screen, the science editor downloads and reviews the CrossCheck report of results. If the system detects no plagiarism or duplicate publication for the manuscript,

the CrossCheck report is sent to by email to the authors for their reference and use when revising the manuscript. If academic misconduct, such as plagiarism or duplicate publication, is found in the manuscript, the science editor informs the editorial director immediately. Once academic misconduct is confirmed, the manuscript is rejected immediately.

### *Second CrossCheck detection*

After the authors have revised the manuscript according to the comments of the reviewers and the science editor and returned the manuscript to the editorial office, the science editor performs a new CrossCheck screen of the revised manuscript to detect potential duplicate publication; the CrossCheck report of results is considered, according to the following parameters. The thresholds for acceptable amounts of similarity are less than 30% for overall similarity and less than 5% (or less than 200 words) for single-article similarity. If the manuscript meets the standard, the science editor makes a screenshot of the CrossCheck report, adjusts the picture size to 1440 × 689 pixels, and uploads it to the *F6 Publishing* for confirmation by the editorial director and the journal Editor-in-Chief. The CrossCheck report will be published online together with the final manuscript. If the manuscript does not meet the standard, the science editor sends the CrossCheck report to the authors for further revision.

### **Duplicate Publication Detection Using Google Scholar and BPG Articles Published Processes System**

Since there is a relatively long interval between manuscript submission and completion of manuscript revision by the authors, in order to prevent missed detection of duplicate publication in the preview step and the initial CrossCheck screen, the science editor will

use the manuscript's title and name of the corresponding author to search for potential duplicate publications in Google Scholar and the BPG Articles Published Processes system. A screenshot will be made of the retrieval results. If an article has been published with the same title, the science editor carefully checks the previously published manuscript for similarities in content. Once a duplicate publication is confirmed, the manuscript will be rejected immediately. If the previously published article only has the same title but no duplicate publication of the content, then the manuscript is sent back to the authors for revision of the title. Once the manuscript passes the duplicate publication screening, the science editor sends it to the editorial director for further review.

#### **Duplicate Publication Detection by the Editorial Director (or Deputy Editorial Director)**

When the editorial director (or deputy editorial director) reviews a manuscript to be accepted, he/she must perform screens for potential duplicate publication by searching the manuscript's title and name of the corresponding author name in Google Scholar and BPG Articles Published Processes system. A screenshot will be made of the retrieval results. If the editorial director (or deputy editorial director) finds and confirms that the manuscript is a duplicate publication or has been published elsewhere, he/she immediately returns the manuscript to the science editor to reject the manuscript, and the science editor will be held accountable for the duplicate publication. Once the manuscript passes the screen for duplicate publication detection, the editorial director (or deputy editorial director) will send it to the journal Editor-in-Chief and the company Editor-in-Chief for further review.

**Duplicate Publication Detection by the Company Editor-in-Chief**

In order to control the quality of manuscripts and prevent duplicate publications, the company Editor-in-Chief must confirm the findings of the screens for duplicate publication detection that have been performed by the editorial director; this is done by company Editor-in-Chief searching for the manuscript's title and the name of the corresponding author in Google Scholar before the manuscript can be given final acceptance. If the company Editor-in-Chief finds and confirms that the manuscript is a duplicate publication or has been published elsewhere, the manuscript will be immediately rejected, and the editorial director (or deputy editorial director) will be held accountable for the duplicate publication. All manuscripts must pass the final screen for duplicate publication detection in order to be considered for a final decision of acceptance. (Contributed by Xiu-Xia Song, deputy editorial director).

**6 CRITERIA FOR MANUSCRIPT FINAL ACCEPTANCE****First Round Review - Evaluation Criteria**

After the manuscript passes the preview, the science editor selects 3-4 peer-reviewers to review the manuscript. Each manuscript must undergo peer-review by at least one reviewer. The acceptance or rejection of the manuscript should be based upon the grades of academic quality and language quality assigned by the reviewers, the results of evaluation for academic misconduct, and the adherence to academic rules and norms. Academic quality grades include A: Excellent, B: Very good, C: Good, D: Fair, and E: Poor. Language quality grades include, A: Priority publishing, B: Minor language polishing, C: A great deal of language polishing, and D: Rejected. For acceptance for

publication, the Google search and CrossCheck screening must detect no academic misconduct, and the manuscript must conform to the academic rules and norms. Acceptance criteria for the different types of manuscript are as follows:

***Invited or submitted Review articles***

Academic quality grade should be B or above; grade C can be included, but grade D must be excluded. Language quality grade should be B or above; grade C can be included, but grade D must be excluded. Google search and CrossCheck detect no academic misconduct. The manuscript conforms to the academic rules and norms.

***Submitted Original articles***

Academic quality grade should be C or above; grade D can be included, but grade E must be excluded. Language quality grade should be B or above; grade C can be included, but grade D must be excluded. Google search and CrossCheck detect no academic misconduct. The manuscript conforms to the academic rules and norms.

***Invited Original articles***

Academic quality grade should be B or above; grade C can be included, but grade D must be excluded. Language quality grade should be B or above; grade C can be included, but grade D must be excluded. Google search and CrossCheck detect no academic misconduct. The manuscript conforms to the academic rules and norms.

***Submitted Case Reports***

Academic quality grade should be B or above; grade C can be included, but grade D must be excluded. Language quality grade should be B or above; grade C can be included, but grade D must be excluded. Google search and CrossCheck detect no

academic misconduct. The manuscript conforms to the academic rules and norms.

*Invited or submitted Evidence-Based Medicine, Systematic Reviews and Meta-Analysis articles*

Academic quality grade should be B or above; grade C can be included, but grade D must be excluded. Language quality grade should be B or above; grade C can be included, but grade D must be excluded. Google search and CrossCheck detect no academic misconduct. The manuscript conforms to the academic rules and norms.

*Submitted Letters to the Editor*

Academic quality grade should be C or above; grade D can be included, but grade E must be excluded. Language quality grade should be B or above; grade C can be included, but grade D must be excluded. Google search and CrossCheck detect no academic misconduct. The manuscript conforms to the academic rules and norms.

**Second Round Review by the Science Editor**

The science editor suggests to accept or reject the manuscript based on the reviewers' comments, the results of evaluation for academic misconduct, the adherence to academic rules and norms, and the overall content of the manuscript. If the science editor suggests acceptance, the manuscript is sent to the editorial director for further review.

**Third Round Review by the Editorial Director**

The editorial director suggests to accept or reject the manuscript based on the reviewers' comments, the results of evaluation for academic misconduct, the adherence to academic rules and norms, the overall content of the manuscript, and the science editor's suggestions. If the editorial director suggests acceptance, the manuscript is sent back to

the science editor, who will return the manuscript to the authors for revision.

#### **Fourth Round Review by the Science Editor - Confirmation of Revisions by the Authors**

Referring to the work list for science editors, the science editor confirms whether the authors need to revise the manuscript according to the comments made by the reviewers and the science editor and to provide the relevant documents regarding academic rules and norms (varying among columns) and the English language certificate (for non-English speaking authors only). If the editing and publishing requirements are met, the manuscript is sent to the editorial director for further confirmation.

#### **Fifth Round Review by the Editorial Director - Confirmation of Revisions by Authors**

The editorial director confirms receipt of all the relevant documents for the manuscript, including the copyright transfer agreement, reviewers' comments, author's responses to the reviewers' comments, English language certificate, CrossCheck report, documents related to the academic rules and norms, and work list for science editors. The editorial director then makes a further Google search for any potential academic misconduct, further confirms whether the manuscript topic falls within the scope of the journal, and checks whether the title of the manuscript contains the key words of the relevant field. If the editing and publishing requirements are met, the manuscript is sent to the journal Editor-in-Chief for further evaluation of academic and language quality.

#### **Sixth Round Review by the Journal Editor-in-Chief**

The journal Editor-in-Chief suggests to accept or reject the manuscript after evaluating the academic and language quality of the manuscript based on the reviewers' comments

and author's responses to the reviewers' comments. If the journal Editor-in-Chief suggests acceptance, the manuscript is sent to the company Editor-in-Chief for further review.

### **Seventh Round Review by the Company Editor-in-Chief**

The company Editor-in-Chief comprehensively evaluates the manuscript and all related documents, checks whether the manuscript and related documents are complete and standard, checks whether the title, author information, abstract, text, tables, figures and references meet the editing and publishing standards, confirms the academic and language quality of the manuscript, checks the adherence to academic rules and norms, checks the previous findings of screenings for academic misconduct, and makes a further Google search to detect any potential academic misconduct. If the editing and publishing requirements are met, the manuscript receives final acceptance for publication.

## **7 MANUSCRIPT PUBLISHING PROCESS**

**Step 1** Manuscript reception and registration

**Step 2** Initial review by scientific editor

**Step 3** Peer-review

**Step 4** End of peer-review

**Step 5** First round of meeting evaluation

**Step 6** To be accepted

**Step 7** Revision by the author(s)

**Step 8** Second round of meeting evaluation

**Step 9** To be accepted/revised/rejected



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**Step 10** Final review by the Editor-in-Chief (final quality control for academic content and language quality)

**Step 11** Final acceptance and charging of publication fee

**Step 12** Language editing

**Step 13** Production

**Step 14** Proofreading by scientific editor

**Step 15** Proofreading by deputy editor

**Step 16** Final review by Editor-in-Chief

**Step 17** Release of online open-access papers in electronic form on the BPG website

**Step 18** Release of online papers on PubMed Central

**Step 19** Delivery of high-quality PDF reprints to the author(s)

**Step 20** End of the publication process

## 8 MANUSCRIPT REGISTRATION PROCESS

After authors successfully submit their manuscript via the *F6 Publishing*, the assistant editor will check and register the manuscript. The manuscript registration process is as follows:

### Manuscript Submission

After authors successfully submit their manuscript via *F6 Publishing*, they will receive an automatic message acknowledging receipt of the manuscript; this e-mailed message includes the submission-related information such as the manuscript code number and title. When the assistant editor logs in to *F6 Publishing* in the background, he/she will be able to readily browse the submission-related information in their task list table.

### **Retrieval of Authors' Submission History**

Based on information provided by the authors, including the authors' names and e-mail addresses, the assistant editor retrieves the authors' submission histories to check whether any of the authors have any poor publication history, such as not paying a publishing fee or plagiarism. If the authors are found to have any bad publication history, their manuscript will be immediately rejected.

### **Detection of Duplicate Publication**

Based on manuscript-related information, including the manuscript title, key words or the authors' e-mail addresses, the assistant editor searches *F6 Publishing* to check whether the manuscript represents a duplicate publication.

### **Manuscript Check**

The assistant editor downloads the manuscript submitted by the authors and checks whether the manuscript meets the following requirements: (1) The file can be opened normally. If the file is damaged and cannot be opened or the file has password protection, the assistant editor contacts the corresponding author to ask him/her to provide the file that can be normally opened, and updates the file via *F6 Publishing*; (2) The language of the manuscript is English. The manuscript should be written in English. If the manuscript contains non-English characters, the assistant editor contacts the corresponding author to ask him/her to provide the manuscript that is totally in English (i.e. no non-English fonts or symbols), and updates the file via *F6 Publishing*; (3) The content of the manuscript is complete. The manuscript should contain a title, the author(s) information, an abstract, all required sections of the main text, figures and tables or any other supplementary content mentioned in the text. If the manuscript is

incomplete or the tables are not clear, the assistant editor contacts the corresponding author to ask him/her to provide the complete manuscript, and updates the file via *F6 Publishing*; (4) The manuscript title and authors information provided in the manuscript are identical to those registered in *F6 Publishing*. The assistant editor checks whether the manuscript title and authors information provided in the manuscript are identical to those registered in *F6 Publishing*. If not, the assistant editor contacts the corresponding author to ask him/her to change the corresponding information; (5) The file size should not be too large. If the size of the file submitted by the authors is larger than 3 Mb, it will be inconvenient for peer-reviewers to download and review the manuscript. In this case, the assistant editor converts the file format or compresses the file, and updates the file via *F6 Publishing*.

### **Check of Registered Manuscript Information**

The assistant editor checks the following manuscript information registered by the authors:

#### ***Journal name***

Based upon the cover letter, manuscript content, or other letters from authors, the assistant editor checks whether the authors have submitted the manuscript to the correct journal. If not, the assistant editor informs the authors of the need to re-submit the manuscript to the correct journal and to delete the incorrect submission record.

#### ***Manuscript title***

The assistant editor checks whether the manuscript title in *F6 Publishing* is identical to the title in the manuscript and cover letter documents. If not, the assistant editor contacts

the corresponding author to confirm the title and inform on the need to revise the recorded information to match accordingly.

### *All authors*

The assistant editor checks whether the names of all authors in *F6 Publishing* are identical to those in the manuscript. If not, the assistant editor contacts the corresponding author to confirm the correct authors and to inform on the need to revise the recorded information to match accordingly.

### *Manuscript source*

For invited manuscripts, the assistant editor searches the invitation record in *F6 Publishing* and registers the manuscript based on the Invited Manuscript ID that was provided by the authors. If the information such as the manuscript title and column is not identical to that in the invitation record, the assistant editor contacts the corresponding author and the company Editor-in-Chief to confirm the appropriateness of the different information. If the authors are found to have any poor publication history, the assistant editor deletes the manuscript record and does not register the manuscript.

### **Academic Misconduct**

The assistant editor checks whether the authors have truthfully answered all of the questions regarding academic misconduct listed below. If the authors answer “Yes” to question 9 and provide the file of the manuscript’s previous publication in a non-English journal, then the assistant editor consults the editorial director regarding whether the manuscript should be registered:

- 1 Does your manuscript have any instances of plagiarism?
- 2 Does your manuscript have any instances of fabricated information?
- 3 Does your manuscript have any instances of falsified information?
- 4 Does your manuscript have inappropriate authorship?
- 5 Does your manuscript represent a duplicate submission/multiple submissions?
- 6 Does your manuscript represent an overlapping publication?
- 7 Does your manuscript represent a salami publication?
- 8 Does your manuscript have any instances of digital image manipulation?
- 9 Has your manuscript been published in a journal in any other language than English, including your native language?

### **Academic Rules and Norms**

The assistant editor checks whether the authors have truthfully answered the following questions regarding academic rules and norms based on the manuscript type, and whether all content of the uploaded files is consistent with the answers to the following questions:

- 1 Does your manuscript contain the Institutional Review Board statement in the main text?
- 2 Does your manuscript contain the Informed Consent statement in the main text?
- 3 Does your manuscript contain the Clinical Trial Registration statement in the main text?
- 4 Does your manuscript contain the Institutional Animal Care and Use Committee statement in the main text?
- 5 Does your manuscript contain the Animal Care and Use statement in the main text?
- 6 Does your manuscript contain the Biostatistics statement in the main text?
- 7 Does your manuscript contain the Data Sharing statement in the main text?

8 Does your manuscript contain the Conflict-of-Interest statement in the main text?

### **Confirmation of Receipt of the Manuscript**

Once the manuscript meets the above requirements, it can be registered. The assistant editor confirms the receipt of the manuscript via *F6 Publishing*, and the status of the manuscript changes from “submitted” to “received”. The assistant editor downloads the manuscript cover file via *F6 Publishing* and prints it. Next, the assistant editor sends the manuscript to the science editor for preview, at which time the status of the manuscript on *F6 Publishing* changes to “ready for peer-review”. Finally, the assistant editor checks whether the printed manuscript cover file is identical to the received manuscript, at which point the manuscript is sent to the science editor for further processing. (Contributed by Xiang Li, assistant editor)

## **9 MANUSCRIPT PEER-REVIEW PROCESS**

### **The Science Editor Previews the Manuscript**

Only manuscripts that pass the preview and meet the following standards are considered for moving on to the peer-review process; otherwise, the manuscript will be rejected: (1) Manuscript topic. The science editor assesses whether the manuscript topic falls within the scope of the journal, based upon the title and key words of the manuscript; (2) Academic misconduct. The science editor confirms whether the authors have truthfully answered all of the questions regarding academic misconduct, and determines whether the manuscript has been published in a non-English language journal; (3) Academic rules and norms. The science editor confirms whether the authors

have truthfully answered all of the questions regarding academic rules and norms for the particular manuscript type, and whether the content of each uploaded file is identical to the answers provided; and (4) Duplicate publication detection. The science editor performs electronic screenings to detect academic misconduct in the manuscript prior to it being sent out for peer-review. For these screenings, the title and corresponding author of each manuscript will be searched in Google Scholar (<http://scholar.google.com/>) and in BPG Articles Published Processes (<http://www.wjgnet.com/esps/articlespublishedonline.aspx>), and screenshots will be made of the retrieval results and saved. If potential duplicate publication is found, the science editor carefully checks the full text of the manuscript. Once duplicate publication is confirmed, the manuscript will be returned to the authors immediately.

### **The Science Editor Sends the Manuscript for Peer-Review**

Based upon the title and key words of the manuscript, the science editor searches the high influential scientist database within the *F6 Publishing* to identify the editorial board members of the journal or the high influential scientists who may act as peer-reviewers. Referring to the manuscript review records for these editorial board members or high influential scientists, the science editor selects 3-4 of them as peer-reviewers and sends the manuscripts that pass the preview to them for peer-review via *F6 Publishing*.

### **Peer-Review Requirements**

Once the science editor has assigned the manuscript for peer-review, all peer-reviewers and the authors can see the status of peer-review via *F6 Publishing*. Once a peer-reviewer completes the review, the authors will receive an e-mail notification and be able to

browse the peer-review report on *F6 Publishing*. Meanwhile, each peer-reviewer can also browse the peer-review reports of other reviewers. In the manuscript work list, each peer-reviewer can find the status and time of each step through the process up to publication, and can download the final published PDF file. The requirements for peer-reviewers are as follows:

### ***Confidentiality agreement***

All peer-reviewers must maintain a strict and perpetual confidentiality for the content of all manuscripts under their review and for any related correspondences with BPG and/or the journal editorial team. Reviewers must not share any part of the manuscript with a third party or discuss its content with the authors of the manuscript or any other person. Reviewers must not plagiarize or cite any of the content of a manuscript before the manuscript has been formally published. Reviewers will decline participation in the peer-review process for any manuscript if a conflict of interest exists, including interests related to the manuscript's authors, or for personal, academic or economic interests. If a conflict of interest arises or becomes apparent during the peer-review process, the reviewer must inform the editorial office immediately.

### ***Deadline of peer-review***

The comments for each manuscript under peer-review should be completed and returned to the editorial office within 14 days. A gentle reminder will be delivered by email when there are 7 days left before the deadline.

### ***Key issues in peer-review***

There are five key issues addressed by the peer-review process: (1) importance of the research and significance of the research findings; (2) novelty and innovative nature of

the research; (3) quality of the manuscript's presentation and readability; (4) ethics-related aspects of the research; and (5) scientific misconduct.

#### *Academic quality grading*

The academic quality of the manuscript can be classified into five grades, including A: Excellent, B: Very good, C: Good, D: Fair, and E: Poor.

#### *Language quality grading*

The language quality of the manuscript can be classified into four grades, including Grade A: Priority publishing, Grade B: Minor language polishing, Grade C: A great deal of language polishing, and Grade D: Rejected.

#### *Reasons for rejection of a manuscript*

The manuscript can be rejected due to: (1) Scientific content not corresponding to the journal's aims and scope; (2) Data being inadequate to support proper explanations or conclusions; (3) Related work having been previously published and only a few new points having been added; (4) Article containing accumulated information that has been previously published, with only few technical improvements; (5) Article being expected to attract only a very small portion of the journal's readership audience; and (6) Article having been rejected previously and resubmitted without addition of any new valuable content.

#### **The Science Editor Urges Peer-Reviewers to Facilitate Review, or Finds New Peer-Reviewer(S)**

For peer-reviewers who accepted the invitation for performing the peer-review but who

have not submitted the peer-review report one week after the manuscript assignment, the science editor sends a reminder to submit the peer-review report on time. In the case that a peer-reviewer does not accept the invitation for performing the peer-review, the science editor finds a different peer-reviewer.

### **The Science Editor Reviews the Peer-Reviewers' Comments**

Two weeks after the manuscript assignment, the science editor reviews all peer-reviewers' comments. If the manuscript reaches the standards of peer-review (given by 1-3 peer-reviewers), it will proceed to next step. If the manuscript does not reach the standards of peer-review, the science editor finds new peer-reviewers for further review until the standards of peer-review are reached. The peer-reviewers classify the academic quality of the manuscript according to a five-grade range (A-E), and the language quality of the manuscript according to a four-grade range (A-D).

### **The Science Editor Uses the Peer-Reviewers' Comments to Confirm Whether the Authors Should Revise the Manuscript**

Manuscripts to be accepted are returned to the authors for revision. The science editor uses the peer-reviewers' comments to confirm whether the authors should revise the manuscript, which includes addressing and providing answers to the peer-reviewers' comments. If the authors return the manuscript with revisions that do not completely address the peer-reviewers' comments, the revised manuscript should be sent back to the peer-reviewers for further evaluation. If the manuscript meets the editing and publishing requirements, it will be sent to the editorial director for further review.

### **The Journal Editor-in-Chief Reviews the Manuscript**

After the revised manuscript passes the review by the editorial director, it is sent to the

journal Editor-in-Chief for review. The journal Editor-in-Chief classifies the academic quality of the manuscript according to a five-grade range (A-E), and the language quality of the manuscript according to a four-grade range (A-D). If the journal Editor-in-Chief suggests revision, the manuscript is returned to the authors for further revision. When the authors return the further revised manuscript it will be reviewed again by the journal Editor-in-Chief. If the journal Editor-in-Chief suggests acceptance of the manuscript, it will be sent to the company Editor-in-Chief for review.

#### **The Company Editor-in-Chief Reviews the Manuscript**

The company Editor-in-Chief reviews the manuscript based on the collected evaluation reports given by the science editor, the peer-reviewers and the journal Editor-in-Chief, and decides to accept or reject the manuscript. If the manuscript is accepted, the editorial director will arrange the production. (Contributed by Fang-Fang Ji, science editor)

### **10 SCIENTIFIC EDITING PROCESS FOR MANUSCRIPTS**

#### **The Science Editor Conducts the First Crosscheck Screening for Detection of Plagiarism in the Manuscript**

Manuscripts to be accepted are subject to a screening using the CrossCheck plagiarism detection system. The manuscript should have an overall similarity of less than 30% or a single-article similarity of less than 5% (or less than 200 words). The science editor downloads the CrossCheck report of detection results from this screening. If the manuscript does not meet the standard, the science editor sends the CrossCheck report to the authors and asks them to revise the manuscript accordingly. If the authors are not willing to revise the manuscript, it will be rejected. If the manuscript meets the standard,

the science editor informs the authors of the detection results by sending the CrossCheck report to them.

### **The Science Editor Checks Whether the Language of the Manuscript Meets the Standard**

Language quality control is not negotiable for manuscripts to be accepted. The language in the manuscript must meet the publishing standard and reach grade A. Each of the peer-reviewers generates a language evaluation report for the manuscript and submits it to the science editor. If any one of the language evaluation reports gives grade C or below, the science editor suggests that the authors seek language editing service from one of the following companies: Filipodia Publishing, LLC: <http://www.filipodia.com/> or <https://filipodia.submittable.com/submit/38884>; Jing-Yun Ma Editorial Office: <http://majingyun.baikemy.com>; American Journal Experts: <http://www.aje.com>; and Nature Publishing Group Language Editing: <http://languageediting.nature.com>.

The authors should provide a language certificate with the revised manuscript, assuring that the manuscript's language has reached grade A. If the authors do not provide a language certificate, the manuscript will be rejected.

### **The Science Editor Checks the Title of the Manuscript**

For manuscripts to be accepted, the title of the manuscript should be concise and informative, and contains key words that can express the core content of the manuscript. The title should not begin with "the", "a", "an" or Arabic numerals, should not contain uncommon abbreviations, and should not exceed 12 words. If the title of the manuscript

does not meet the requirements of the journal, the science editor informs the authors to make corresponding revisions. The science editor should also check whether the manuscript contains a running title. If a running title is not present, the science editor informs the authors to add a running title of no more than six words. If the running title of the manuscript does not meet the requirements of the journal, the science editor informs the authors of the need to make corresponding revisions.

#### **The Science Editor Checks the Author Information**

The names of all authors must be present in a given order, and co-first authors are not allowed. The author names should not contain any superscript character. The affiliation and address of each author should contain affiliation, city, zip code, and country. The zip code must be placed before the city for European countries.

#### **The Science Editor Checks Author Contributions and Funding Information**

For manuscripts to be accepted, an “Author Contributions” section must be present. This section should list the contribution of each author to the manuscript. If the manuscript does not contain this section or the section is incomplete (i.e., contributions are missing for any author), the science editor informs the authors to add or augment this section accordingly. For funding information, the grant number(s) should be provided.

#### **The Science Editor Checks the Corresponding Author Information**

For all manuscripts, only one corresponding author can be designated and presented. If two or more corresponding authors are present, the science editor informs the authors to make the corresponding revisions. The corresponding author information must include given name and family (sur)name, academic degree, professional title, affiliation, and

postal information (including street address, city, zip code, and country). The name, affiliation, and postal information must be identical to those provided in the author information section. In addition, the corresponding author must provide telephone and fax numbers. A mobile phone number is not acceptable, and the phone number must include a country code, an area number, and a local number (for example, +86-10-85381892).

### **The Science Editor Checks the Academic Rules and Norms**

Manuscripts of different columns have different requirements for the academic rules and norms. For non-research manuscripts (such as Review), the authors must include the Conflict-of-interest statement and provide the corresponding document. For research manuscripts (such as Retrospective Study), the authors must include statements on Ethics approval, Informed consent, Conflict-of-interest, and Data sharing, and provide the corresponding documents. If any of the above documents are missing or incomplete, the science editor informs the authors of the need to add or complete accordingly.

### **The Science Editor Checks the Abstract of the Manuscript**

Depending on the column, the abstract can be non-structured or structured. For the non-research manuscripts of Commentary, Field of Vision, Frontier, Review and Topic Highlight, the abstract is non-structured and should not be less than 200 words. For the non-research manuscripts of Case Report and Letter to the Editor, the abstract is non-structured and should not be less than 150 words. For the research manuscripts of Evidence-Based Medicine, Case Control Study and Retrospective Cohort Study, the abstract is structured and should include sections for AIM (no more than 20 words), METHODS (no more than 80 words), RESULTS (no more than 120 words), and

CONCLUSION (no more than 26 words). If the abstract of the manuscript does not meet the above requirements, the science editor informs the authors of the need to make the corresponding revisions.

### **The Science Editor Checks the Key Words of the Manuscript**

Each manuscript should list 5-10 key words that express the core content of the manuscript. The first letter of each key word should be capitalized, and the key words must be separated by commas. If the authors do not provide key words or provide less than 5 key words, the science editor informs the authors of the need to add key words.

### **The Science Editor Checks the Core Tip of the Manuscript**

For manuscripts to be accepted, the authors must provide a Core tip that summarizes the core content of the manuscript and highlights the novel and important findings. The Core tip should be no more than 100 words. If the manuscript does not contain the Core tip, the science editor informs the authors of the need to add it.

### **The Science Editor Checks the Main Headings of the Text**

Depending on the column, the main headings of the manuscript's text are different. For non-research manuscripts, such as Case Report, the main headings of the text must include INTRODUCTION, CASE REPORT and DISCUSSION, as well as COMMENTS. For research manuscripts, such as Basic Study, the main headings of the text must include INTRODUCTION, MATERIALS AND METHODS, RESULTS and DISCUSSION, as well as COMMENTS. If the manuscript contains inappropriate main headings, the science editor informs the authors of the need to make corresponding revisions.

### **The Science Editor Checks the References of the Manuscript**

The references should be indicated in Arabic numerals, which should be superscripted in square brackets at the end of the sentence with the citation content or after the cited author's name (e.g., Ma<sup>[1]</sup> reported ...; Pan et al<sup>[2-5]</sup> believed ...; PCR has a high sensitivity<sup>[6-9]</sup>). The science editor first checks whether the PMID and DOI numbers are provided for each reference. If yes, the science editor next checks whether there are duplicate references using the tool at <http://www.baishideng.com/reference/reference.aspx>. If duplicate references are found, the science editor informs the authors to revise the references accordingly and adjust the order of the citations. If the PMID and DOI numbers are not provided, the science editor informs the authors of the need to add these. The references should be numbered according to the citation order in the text. If the references are not numbered in the correct order, the science editor informs the authors of the need to revise accordingly. The number of references must be identical to that in the text; if not, the science editor informs the authors to confirm and make corresponding revisions.

### **The Science Editor Checks the Line Drawings, Images, and Tables**

The line drawings, images, and tables should be placed at the end of the manuscript in the order of their appearance in the text. Supplementary line drawings, images, and tables are not allowed. Each figure must be separate, have high resolution, and contain a short title, with all symbols and words in the figures being editable. If the figures do not meet these requirements, the science editor informs the authors of the need to make corresponding revisions. Only three-line tables are allowed, and tables in image format are not acceptable. Each column/row in the tables must be separate, able to be copied as a whole, and without separated by spaces. If the content of each row is separated by spaces, the science editor informs the authors of the need to re-prepare the table as a

three-line table. Arrows or other symbols present in the figures must be concisely explained in the corresponding figure legend; if no explanation is provided, the science editor informs the authors of the need to add the information.

### **The Science Editor Checks the Abbreviations in the Manuscript**

Terms should not be abbreviated unless they are used three times or more. Uncommon abbreviations should be defined upon first mention in the text. Standard abbreviations should be used and do not need definition (e.g., *Helicobacter pylori* abbreviated as *H. pylori* or deoxyribonucleic acid abbreviated as DNA). If abbreviations in the manuscript do not meet the requirements, the science editor informs the authors to confirm and make the corresponding revisions.

### **The Science Editor Checks the Units and Statistical Expressions in the Manuscript**

Statistics should be expressed accurately. For example, for *P*-values, statistical significance should be expressed as <sup>a</sup>*P* < 0.05 or <sup>b</sup>*P* < 0.01 (*P* > 0.05 can be omitted). If several series of *P*-values are provided, they should be expressed as <sup>c</sup>*P* < 0.05, <sup>d</sup>*P* < 0.01 *vs* control A; <sup>e</sup>*P* < 0.05, <sup>f</sup>*P* < 0.01 *vs* control B. Statistical data should be expressed as mean ± SD or mean ± SE. For units, month should be expressed as mo, and week as wk. If incorrect units and statistical expressions are found in the manuscript, the science editor informs the authors of the need to make corresponding revisions.

### **The Science Editor Returns the Manuscript to the Authors for Revision**

The science editor renames the initially edited manuscript “xxx-edited” and returns it to the authors via the *F6 Publishing* for revision according to the reviewers’ and editor’s comments.

### **The Science Editor Urges the Authors to Return the Manuscript**

One week after the manuscript was returned to the authors, the science editor checks whether the authors have sent back the revised manuscript. If not, the science editor presses the “Remind” button in *F6 Publishing* to urge the authors to send the revised manuscript back on time. If the revised manuscript is still not returned at two weeks after the manuscript was returned to the authors and the authors have not made a reply, the science editor sends an e-mail to the authors to urge them to send the revised manuscript back on time. If the authors still have no reply one week after this e-mail reminder, the manuscript will be withdrawn. If a failure occurs when the manuscript is returned to the authors via *F6 Publishing*, the science editor sends the manuscript to the authors by e-mail.

### **The Science Editor Checks the Returned Revised Manuscript**

The science editor checks whether the authors have provided all of the following documents: (1) For manuscripts whose language does not reach grade B or above, an English language certificate should be provided. If the authors do not provide the language certificate, the science editor sends an e-mail to the authors to urge them to send the certificate; (2) The signatures of the authors in the copyright transfer agreement should be complete, and the order of signatures in the copyright transfer agreement should be identical to the order of authors in the manuscript. If not, the science editor informs the authors to make the appropriate revisions; (3) The authors should carefully revise the manuscript according to the reviewers’ comments and provide the Answering Reviewers document. If the authors do not revise the manuscript or provide the document, the science editor informs the authors of the need to revise the manuscript or provide the document. If the authors are not willing to revise the manuscript, the

manuscript will be immediately withdrawn; and (4) The documents regarding academic rules and norms should be provided, such as the Institutional review board statement, Institutional animal care and use committee statement, and Animal care and use statement. If the authors do not provide all or the relevant set of these documents, the science editor informs the authors of the need to provide them.

### **The Science Editor Conducts the Second Crosscheck Screening For Detection of Plagiarism in the Manuscript**

For the returned revised manuscript that meets the above standards, the science editor conducts the second CrossCheck screening. The manuscripts should have an overall similarity of less than 30% or a single-article similarity of less than 5% (or less than 200 words). The science editor downloads the CrossCheck report of detection results from this screening. If the manuscript does not meet the standard, the science editor sends the CrossCheck report to the authors and asks them to revise the manuscript accordingly. If the authors are not willing to revise the manuscript, it will be rejected. If the manuscript meets the standard, the science editor makes and saves a screenshot of the first page of this CrossCheck report.

### **The Science Editor Processes the Manuscript**

For the returned revised manuscript that passes the second CrossCheck screen, the science editor processes the manuscript according to the task list for science editors and other requirements of the journal. For example, the manuscript should use the font of Book Antiqua, have 1.5 line spacing.

### **The Science Editor Returns the Processed Manuscript to the Authors for Confirmation**

The science editor sends the processed manuscript to the authors by e-mail, who should confirm all the textual content of the manuscript, as well as the line drawings, images, and tables.

### **The Science Editor Conducts Screenings to Detect Duplicate Publications Using Google Scholar and the BPG Articles Published Processes System**

In order to prevent missed detection of any duplicate publication in the pre-view and by the CrossCheck plagiarism detection system, the science editor searches the manuscript's title and name of the corresponding author in Google Scholar and in the BPG Articles Published Processes system, and makes a screenshot of the retrieval results. If an article has been published with the same title, the science editor carefully checks the previously published manuscript for similarities in content. Once a duplicate publication is confirmed, the manuscript is rejected immediately. If the previously published article only has the same title but no duplicate publication of the content, then the manuscript is sent back to the authors for revision of the title. Once the manuscript passes the duplicate publication screening, the science editor checks all the files.

### **The Science Editor Checks All the Files**

The science editor checks all the files and standardizes their names, e.g., xxxx-Copyright assignment, xxxx-Answering reviewers, and xxxx-Peer-review(s). After, the science editor completes the handover check list for science editors.

### **The Science Editor Sends the Manuscript to the Editorial Director for Further Review**

After the science editor checks all the files, he/she sends the manuscript via *F6 Publishing* to the editorial director for further review.

## **Process for the Responsible Science Editor to Update Information of an Accepted Manuscript and Replace the Files on *F6 Publishing* Prior to Release As an Article in Press**

### ***Duties of the responsible science editor for updating the information of an accepted manuscript and replacing the relevant files on *F6 Publishing****

Once a manuscript has been given final acceptance by the company Editor-in-Chief, the editorial director (or deputy editorial director) will return it to the responsible science editor. The responsible science editor will then perform the following sequential duties to completion: (1) Process the manuscript based on the comments given by the company Editor-in-Chief; (2) Replace the old file on *F6 Publishing* with the finalized manuscript (without any comments or tracked changes) in the background of the system; (3) Fill in the “task list for responsible science editors to update information of an accepted manuscript and replace the files on *F6 Publishing* prior to release as an Article in Press” (hereinafter referred to as the “task list”); and (4) Submit the completed task list to the editorial director (or deputy editorial director) for review.

### ***Duties of the editorial director (or deputy editorial director) for reviewing the updated manuscript's information and replacing files prior to release as an Article in Press***

The editorial director (or deputy editorial director) will review the updated manuscript's information and the files that have been replaced by the responsible science editor on *F6 Publishing* in the background of the system. The editorial director (or deputy editorial director) will then fill in their portion of the task list and perform a final review, after which he/she will help the company Editor-in-Chief to release the final updated

manuscript as an Article in Press.

*Duties of the company Editor-in-Chief for reviewing the final updated manuscript's information and related files following release as an Article in Press*

The editorial director (or deputy editorial director) will help the company Editor-in-Chief to review the final updated manuscript's information and the replaced files following release as an Article in Press. Finally, the remaining portion of the task list will be filled out and the completed task list will be sent to the responsible science editor for archiving. (Contributed by Ya-Juan Ma, science editor and Jin-Lei Wang, editorial director)

## **11 MANUSCRIPT EVALUATION PROCESS**

### **The Science Editor Evaluates the Manuscript**

The science editor checks, downloads and saves the reviewers' comments for each manuscript via the *F6 Publishing*. Then, the science editor outputs the information for the entire set of manuscripts that have been suggested to be accepted to Excel, and provides suggestions as to whether each manuscript should be finally accepted or not based upon the reviewers' comments. The five-grade range used to classify manuscript academic quality includes A: Excellent, B: Very good, C: Good, D: Fair, and E: Poor. The four-grade range used to classify language quality includes A: Priority publishing, B: Minor language polishing, C: A great deal of language polishing, and D: Rejected. The science editor determines the column in which the manuscript should be published, based upon the content of each manuscript, and registers the column in Excel. For manuscripts that do not reach the standards of peer-review, the science editor finds new peer-reviewers

for further review until the standards of peer-review are reached. After the science editor checks all the manuscripts that reach the standards of peer-review, he/she sends the Excel file and the reviewers' comments to the editorial director for evaluation.

### **The Editorial Director Reviews and Evaluates the Manuscripts**

The editorial director uses the Excel file and the reviewers' comments that have been sent by the science editor to review each manuscript. The editorial director downloads the manuscript and skims the entire article to determine whether the subject of the manuscript falls within the scope of the journal. Then, the editorial director carefully reads the reviewers' comments and reviews the science editor's suggestions. For manuscripts that do not reach the standards of peer-review, the editorial director returns them to the science editor for further peer-review.

### **The Editorial Director Summons All Science Editors to Discuss the Manuscripts**

For manuscripts which have received conflicting comments from different reviewers or for which the science editor and the editorial director expressed differing opinions, the editorial director summons all science editors to discuss whether the manuscripts should pass the peer-review or be returned to the science editor for further peer-review; The editorial director assigns the evaluated manuscripts: The editorial director assigns each evaluated manuscript that is registered in the Excel table to the corresponding science editor via *F6 Publishing*. The science editor then makes the decision to either reject the manuscript, accept it, or send it back to the authors for revision.

### **The Science Editor Reviews the Revised Manuscript**

According to the work list, the science editor confirms whether the authors need to revise the manuscript according to the reviewers' and the science editor's comments,

whether the authors need to provide the documents regarding academic rules and norms, and whether the non-English speaking authors need to provide the language certificate. Once the manuscript meets all the editing and publishing requirements, it will be sent to the editorial director for review.

### **The Editorial Director Reviews the Revised Manuscript**

The editorial director reviews all the documents sent by the science editor. Once all the documents are found to have met all the editing and publishing requirements, the editorial director will send them to the journal Editor-in-Chief for evaluation of academic and language quality.

### **The Journal Editor-in-Chief Evaluates the Academic and Language Quality**

The editorial director informs the journal Editor-in-Chief of the need to evaluate the reviewers' comments, the author's response to the reviewers' comments, and the revised manuscript and make a decision to reject or accept the manuscript. If the manuscript does not meet the publishing requirements, the science editor will return it to the authors for revision, after which the revised manuscript must undergo further evaluation by the journal Editor-in-Chief. (Contributed by Jin-Lei Wang, editorial director)

## **12 WORK FLOW OF JOURNAL EDITOR-IN-CHIEF**

### **Step 1 Classification of manuscript academic content evaluation**

Grade A (Excellent)

Grade B (Very good)



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Grade C (Good)

Grade D (Fair)

Grade E (Poor)

### **Step 2 Classification of manuscript language quality evaluation**

Grade A (Priority publishing)

Grade B (Minor language polishing)

Grade C (Major language polishing)

Grade D (Rejected)

### **Step 3 Conclusion**

Accept

High priority for publication

Revision

Rejection

### **Step 4 Journal Editor-in-Chief (Associate Editor) comments to authors**

Please write your detailed comments of revision/rejection for the manuscript, or the reason(s) for your decision to accept this manuscript in the “Journal editor-in-chief comments to authors” column. Then, we will handle these comments accordingly.

## **13 WORK FLOW OF COMPANY EDITOR-IN-CHIEF FOR INITIAL AND FINAL ACCEPTANCE OF A MANUSCRIPT**

The Company Editor-in-Chief reviews the content of the initially accepted manuscript

along with that of the corresponding *Peer Review Report for Initial Acceptance* prepared by the Editorial Director and verifies adherence to the *BPG Task List for Science Editors, Editorial Director and Company Editor-in-Chief to Initially Accept or Reject Manuscripts*. Following additional review of the *Academic Misconduct Detection Report*, all documents relevant to the *Academic Rules and Norms* and the suggestions given by the Science Editor and Editorial Director, the Company Editor-in-Chief either confirms the initial decision to accept or chooses to reject the manuscript.

Following revision of the initially accepted manuscript by the authors, the Company Editor-in-Chief reviews the revised manuscript, the authors' replies to the *Peer Review Report for Initial Acceptance* and the corresponding *Peer Review Report of the Revised Manuscript* to verify adherence to the *BPG Task List for the Editorial Director and Company Editor-in-Chief to Finally Accept Manuscripts*. Additional review of the updated documents relevant to the *Academic Rules and Norms*, the *Academic Misconduct Detection Report*, the *Certificate of Language Editing for Manuscripts Submitted by Non-native Speakers of English* and the *Journal Editor-in-Chief's Manuscript Recommendation for Acceptance Report* prepared by the Editorial Director is carried out. Then, the content of the accepted manuscript is reviewed in detail to ensure its meeting the publishing criteria developed by the Committee on Publication Ethics, as well as the BPG-mandated grades for academic quality and language quality. With final consideration given to the suggestions of the Editorial Director and the Journal Editor-in-Chief, the Company Editor-in-Chief makes a decision to formally accept or reject the manuscript. (Contributed by Lian-Sheng Ma, Company Editor-in-Chief)

#### **14 WORK FLOW FOR LANGUAGE EDITING OF MANUSCRIPTS SUBMITTED BY NON-NATIVE SPEAKERS OF ENGLISH**

We will, with the right attitude and approach, cooperate with authors who are not native speakers of English so that they may successfully complete the final publication of their manuscripts. Quality control of a manuscript's language is not negotiable with the BPG or any of its journals. The language of the manuscript must meet the requirements of academic publishing.

For manuscripts submitted by non-native speakers of English, the authors are required to provide a language editing certificate which will serve to verify that the language of the manuscript has reached grade A. Before the manuscript is finally published, the language of the manuscript must also pass the proofreading test by an English language editor (native or non-native) who will be designated at the discretion of the journal's editorial office.

The language editing process for manuscripts submitted by non-native speakers of English is as follows:

### **Language Evaluation**

Grade A: priority publishing; Grade B: minor language polishing; Grade C: intensive language polishing; Grade D: rejected. The language of revised articles should reach grade A.

Please pay careful attention to the details of the English language presentation of the paper prior to resubmission since author(s) are allotted only one opportunity for revision.

If you believe that the language of your manuscript has reached or exceeded Grade A

without the need for employing a professional editing service, you may choose to sign a personal guarantee for the language presentation of your manuscript. However, if we find that the language of your manuscript has not reached Grade A, your paper will be rejected.

### **Manuscript Submission by Authors**

After the manuscript passes the preliminary review conducted by a science editor, it will be sent to peer-reviewers for evaluation of its academic and language qualities. The language of manuscripts will be classified according to the following four grades: A (priority publishing), B (minor language polishing), C (a great deal of language polishing), and D (rejected).

### **Pending Acceptance**

The science editor will send the revised manuscript, along with the peer-reviewers' comments (including language quality evaluation), the CrossCheck reports and the documents regarding Academic Rules and Norms, to the authors. The documents regarding Academic Rules and Norms will include the Human and Animal Rights statement, the Institutional Review Board statement, the Informed Consent statement, the Clinical Trial Registration statement, the Institutional Animal Care and Use Committee statement, the Animal Care and Use statement, the Biostatistics statement, the Conflict-of-interest statement, and the Data sharing statement.

### **Manuscript Revision by Authors**

The authors' attitudes towards the peer-review process and the quality control process will also play a significant role in whether the manuscript garners final acceptance for



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publication. We require that authors carefully address each problem raised by the peer-reviewers and the science editor, and revise their manuscript accordingly.

### **Manuscript Finalization by Authors**

Authors must complete the manuscript revision based on the peer-reviewers' comments and advice, and to ensure that their contents correspond to the academic rules and norms. In addition, authors must also format all charts and images, tables, and references according to the journal-specific requirements as well as those specified by the science editor.

### **Manuscript Language Editing by Authors**

We strongly recommend that authors use language editing services provided by the following biomedical editing companies, based on their good reputation and reliable quality:

**Filipodia Publishing, LLC:** <http://www.filipodia.com/>

or <https://filipodia.submittable.com/submit/38884>

**Jing-Yun Ma Editorial Office:** <http://majingyun.baikemy.com>

**American Journal Experts:** <http://www.aje.com>

**Nature Publishing Group Language Editing:** <http://languageediting.nature.com>

These companies often provide several different types of language editing services, typically including proofreading, standard editing, extensive editing and rewriting. We strongly recommend that authors use the extensive editing service so as to completely address the language problems of the manuscript. For example, extensive editing will

involve editing the manuscript for proper grammar and spelling and the correct usage of articles, prepositions, conjunctions, abbreviations, punctuation, italic font of Latin words, biomedical terms, tenses, active voice and passive voice, and sentence structure, as well as checking of the academic rules and norms, and for scientific misconduct, details of the materials and methods, manuscript integrity, manuscript title appropriateness, logical organization of the Introduction, Results and Discussion sections, and image features.

After authors confirm the revisions made during the professional editing process, the companies listed above should provide authors with an official manuscript language editing certificate, through which the company guarantees that the language of the manuscript has reached grade A.

### **Processing of the Revised Manuscript by the Science Editor**

Based on the worklist, the science editor checks whether the authors have revised the manuscript according to the reviewers' comments and whether the non-native English speaking authors have submitted a language editing certificate. If all the documents have met the requirements of academic publishing, they will be sent to the editorial director for review.

### **Review of the Revised Manuscript by the Editorial Director**

The editorial director will review the manuscript and all the related documents. If all the documents have met the requirements of academic publishing, the manuscript will be sent to the journal's editor-in-chief for further evaluation of the academic and language qualities.

### **Acceptance of the Revised Manuscript by the Journal's Editor-in-Chief**



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The journal's editor-in-chief will evaluate the academic and language quality of the manuscript. Based on whether authors have revised the manuscript according to the reviewers' comments and whether the language of the manuscript has met the requirement of academic publishing, the journal's editor-in-chief will decide whether the manuscript should be accepted, further revised, or rejected. The manuscripts that the journal's editor-in-chief recommends for acceptance will be sent to the company's editor-in-chief for further review and approval of the acceptance.

### **Approval of the Manuscript's Acceptance by the Company's Editor-in-Chief**

The company's editor-in-chief performs a final evaluation of the manuscript's editing and publishing qualities. Based on comments of the reviewers' and the journal's editor-in-chief, and whether the language editing certificate and the documents regarding academic rules and norms have met the requirements of academic publishing, the company's editor-in-chief will make the final decision for whether the manuscript will be accepted, further revised or rejected. The accepted manuscript will then enter into the production process, and a formal letter of acceptance will be issued to the authors.

For manuscripts submitted by non-native speakers of English, we take special measures to control the quality of the manuscript's language. For example, Chinese authors must provide a language editing certificate to verify that the language of their manuscript has reached grade A before the manuscript is finally published. In addition, the language of the manuscript must also pass a proofreading test conducted by a language editor who has been designated at the discretion of the editorial office. If the certificate is issued by a native English editor, we will arrange for a language editor whose native language is Chinese to proofread the manuscript. If the certificate is issued by a non-native English



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editor, we will arrange for a language editor whose native language is English to proofread the manuscript. Because the culture and language habits of each country are different, such cross-cultural proofreading can ensure the academic and language quality of each manuscript submitted by non-native speakers of English.

### **15 MANUSCRIPT PRODUCTION PROCESS FOR ELECTRONIC EDITORS**

#### **The Electronic Editor Receives the Manuscript**

The electronic editor receives the final accepted version of manuscript, according to the decision made by the journal Editor-in-Chief and the company Editor-in-Chief, from the editorial director as a file folder containing the manuscript file cover and electronic copies of all documents.

#### **The Electronic Editor Checks the References**

The electronic editor checks the references of the manuscript using an online tool to detect whether the number of references is continuous, whether there are any duplicate references, and whether the format of the references meets the journal's requirements. Subsequently, the electronic editor corrects the incorrect references, contacts the science editor to confirm the duplicate or missed references, and prepares a copy of references that fully meet the publishing requirements.

#### **The Electronic Editor Typesets the Manuscript**

The electronic editor processes the Word file using InDesign desktop publishing software, and revises the manuscript, in a word-by-word manner, based upon the BPG editing and publishing standards; this revision includes changing the font and line spacing and substituting any special symbols to meet the journal's requirements.



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### **The Electronic Editor Prepares Figures and Tables**

Based upon the figures and tables contained in the Word file, the electronic editor re-prepares the figures and tables according to the BPG editing and publishing standards. InDesign is used to re-draw line drawings and re-input text in figures and tables.

### **The Electronic Editor Prepares the Electronic Version of the Manuscript**

The electronic editor uses InDesign to insert the prepared figures and tables into the manuscript in the appropriate places according to the BPG editing and publishing standards.

### **The Electronic Editor Proofreads and Revises the Manuscript**

The electronic editor prints the electronic version of the manuscript, carefully proofreads the hard copy against the Word file, and revises the InDesign file accordingly.

### **The Authors Check the Proof**

The electronic editor exports the InDesign file as a PDF proof, sends it to the corresponding author, and asks him/her to check the proof within a specified deadline.

### **The Electronic Editor Revises the Indesign File According to the Authors' Comments on the PDF Proof**

The electronic editor revises the InDesign file according to the authors' comments, then exports the revised InDesign file as a PDF version and sends it to the authors for further check; this process is repeated until the authors are fully satisfied with the prepared file.



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### **The Responsible Electronic Editor Prepares and Proofreads the Complete Electronic Version of the Manuscript**

The responsible electronic editor revises the numbers for the issue and volume and publishing date based upon the publishing plan, adjusts the page numbers for the manuscript based upon the order of its publication, and prepares the front cover, table of contents, and back cover. The responsible electronic editor prints the entire issue of manuscripts, checks each manuscript according to the BPG editing and publishing standards, checks whether the table of contents is identical to the main body, and revises the InDesign file accordingly. Then, the responsible electronic editor prints the file and sends it to the responsible science editors for proofreading.

### **The Responsible Science Editor Proofreads the Electronic Version of the Manuscript, and the Authors Check the Proof**

The responsible science editor proofreads the electronic version of the manuscript and makes comments that are subsequently used by the responsible electronic editor to revise the InDesign file accordingly. The responsible electronic editor then exports the revised InDesign file as a PDF version, and sends it to the authors for further checking; this process is repeated until the authors are fully satisfied with the prepared file.

### **Heima Proofreading**

The responsible electronic editor uses the Heima proofreading system to conduct a spell check and screen for words that are suspected to be misspelled. The words identified by the program as suspected misspellings are then checked by the responsible science editor to determine whether they should be changed or not. The responsible electronic

editor then revises the InDesign file and sends the PDF version to the editorial director and the company Editor-in-Chief for proofreading. The editorial director's and the company Editor-in-Chief's comments are used by the responsible electronic editor to revise the InDesign file accordingly.

### **The Responsible Electronic Editor Prepares the Online Version**

The responsible electronic editor revises the InDesign file according to the comments provided by the authors, the editorial director and the company Editor-in-Chief, and prepares the PDF version. Based upon this final electronic version of the manuscript the responsible electronic editor prepares the final published Word version and the online version (XML file and linked figures).

### **The Responsible Electronic Editor Releases the Online Version**

The responsible electronic editor uploads the prepared PDF version, the final published Word version, and the online version (XML file and linked figures) to the journal release system and releases them. The responsible electronic editor then checks all of the released content. Afterwards, the responsible electronic editor sends a letter to the authors to ask them to proofread the online version, and informs the responsible science editor and the responsible editorial director to proofread the online version. Based on the subsequent comments provided by the authors, the responsible science editor and the responsible editorial director, the responsible electronic editor revises the file accordingly.

### **The Responsible Electronic Editor Prepares the Online Version for PubMed Central (PMC)**

The responsible electronic editor prepares the PMC and DOI files, including the PDF version and the online version (XML file and linked figures). The responsible electronic editor uploads the DOI file, and the responsible editorial director uploads the PMC file. The responsible electronic editor checks the file to be released on PMC using the PMC preview site. After confirming that there are no errors, the responsible electronic editor informs the responsible editorial director to release the online PMC version formally.

#### **The Responsible Electronic Editor Prepares the High Quality Reprint**

The responsible electronic editor prepares a high quality reprint for each manuscript, which includes front cover, table of contents, main body, and back cover. The responsible electronic editor registers the title, authors, core tips (textual and audial), keywords, and bibliographic information of the manuscript in *F6 Publishing*, and uploads the high quality reprint to the system.

#### **The Responsible Electronic Editor Releases the Articles Published Processes**

The responsible electronic editor updates the title, authors, core tips, keywords, and bibliographic information of the final published manuscript in the background of *F6 Publishing*, uploads the PDF version and the Word version, and informs the responsible science editor of the need for further checking of all related files. The responsible science editor checks the updated title, authors, core tips, keywords, and bibliographic information of the final published manuscript in the background of *F6 Publishing*, and informs the editorial director (or deputy editorial director) for further checking. The editorial director (or deputy editorial director) checks the article information and the uploaded files after the release of Articles Published Processes.



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### Archiving

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