

This checklist is provided to shorten the length of period from the submission to the final decision of publication. Please read followings carefully and see if each item is followed. Please visit the website of the Gut and Liver at https://www.gutnliver.org/content/authors/file/Gutnliver_Manuscript-Checklist.pdf. (drafted on September, 1, 2012)

1. GENERAL FORMAT

- Is the manuscript double-spaced in an A4-size paper?
- Are pages numbered consecutively at the center of the footer on each page, starting from the title page?
- Did you have the title page, abstract, the text (introduction, methods, results, and discussion), references, legends for figures, and tables starting from a new page for each?
- Did you refer to the "list of English abbreviation" for the abbreviations used in your manuscript?

2. TITLE PAGE

- Did you present a shortened title if your manuscript is in English and the title is longer than 12 words?
- Did you correctly provide contact information for the corresponding author (mailing address, zip code, telephone and fax numbers, and email address)?

3. ABSTRACT

- The abstract should not be longer than 250 words: the number of words in your abstract is _____.
- Did you capitalize the first letter of nouns and adjectives in the title of the article?
Ex) Prognostic factors of uncler bleeding (X)
Prognostic Factors of Ulcer Bleeding (O)
- Did you place the last name after the first name?
Ex) Hong Kil Dong (X)
Kil-dong Hong (X)
Kil Dong Hong (O)
- Are the names of authors separated by commas? Is the name of the last author separated by "and"?
- Did you correctly use the official name for organizations?
Ex) Seoul National University Medical College (X)
Seoul National University Medical School (X)
Seoul National University College of Medicine (O)
- Did you correctly list the names of multiple departments and/or organizations as follows?
Ex) Department of Internal Medicine¹, Department of Radiology², Department of Pathology³ (X)
Departments of Internal Medicine¹, Radiology² and Pathology³ (O)
- Did you change lines for the beginning of each session? Did you structure your manuscript in the order of Background/Aims, Methods, Results, Conclusions?
- Did you capitalize the first letter of key words? Did you list no more than five words, separated by semi-colons? Are the key words following the style of MeSH? Does your format of key words look like as follows?
Ex) Key Words: Hepatitis B, Chronic; Lamivudine; Drug therapy, Combination; Carcinoma, Hepatocellular; alpha-Fetoprotein

4. INTRODUCTION, METHODS, RESULTS, DISCUSSION

- Did you number references serially?
- Did you make sure that all references are mentioned in the text?
- Did you put the superscripts for references as follows?
Ex) Examples are presented¹⁰⁻¹³. (X)
Examples are presented.^{10,11,12,13} (X)
Examples are presented.¹⁰⁻¹³ (O)
- Did you put a space between an English words and a parenthesis or between a number and a parenthesis?
Ex) tumor necrosis factor(TNF) (X) tumor necrosis factor (TNF) (O)
8 patients(16%) (X) 8 patients (16%) (O)
11/20(55.0%) (X) 11/20 (55.0%) (O)

- Did you put a proper space between numbers and a unit?
 Ex) amylase 99U/dL (X) amylase 99 U/dL (O)
 9.2mg/dL (X) 9.2 mg/dL (O)
 170cm (X) 170 cm (O)
- Are there any unnecessary spaces between numbers and %, °C?
 Ex) 78 % (X) 78% (O)
 39 °C (X) 39°C (O)
- Did you use the numbering in a logical and consistent way?
 Ex) 1. Method
 1) Serum Test
 (1) Enzyme Linked Immunosorbent Assay (ELISA)
- Did you italicize the names of bacteria?
 Ex) Helicobacter pylori (X) *Helicobacter pylori* (O)
- Did you separately describe the “Methods” session under a sub-session for each?
- Did you describe your “Results” under several sub-sessions?
- Did you list any irrelevant facts or knowledge in your “Discussion”?

5. REFERENCES

- Did you list all the authors for references with no more than 7 authors? Did you list the first three authors, followed by “, et al.” when the reference has more than 6 authors?
 Ex) 1. Meyer JH, Kirkman S, et al. (X)
 1. Meyer JH, Gueller R, Kirkman S, et al. (O)
- Did you put the last name before the first name?
 Ex) Kelly A Allan (X) Allan KA (O)
 Pei Pei Cheng (X) Cheng PP (O)
 YS Kim (X) Kim YS (O)
- Did you correctly list the co-authors as follows?
 Ex) 1) Meyer JH, Gueller R, Kirkman S, et al: Technical factors ... (X)
 1. Meyer JH, Gueller R, Kirkman S, et al. Technical factors ... (O)
- Are there any duplicate of references under different numbers?
- Did you use the official abbreviations for the journal titles?
 Ex) Gastroenterol (X) Gastroenterology (O)
 Cell Growth and Differentiation (X) Cell Growth Differ (O)
- Did you correctly format the year, volume, and page numbers for journal articles as follows?
 Ex) Prognosis of peptic ulcers. Gut 1987;325:103. (X)
 Prognosis of peptic ulcers. Gut 325;103-106, 1987. (X)
 Prognosis of peptic ulcers. Gut 1987;325:103-106. (O)
- Did you capitalize the first letter of the title you cited?
 Ex) Meltzer R. Oncogene Abnormality in Colon Cancer. Gut 1987;30:23-30. (X)
 Meltzer R. Oncogene abnormality in colon cancer. Gut 1987;30:23-30. (O)
- Did you correctly format the book references?
 Ex) Day RA. How to write a scientific paper. London: Willey, 1988. (X)
 Day RA. How to write a scientific paper. 3rd ed. Willey; London 1988. (X)
 Day RA. How to write a scientific paper. 3rd ed. London: Willey, 1988:1-5. (X)
 Day RA. How to write a scientific paper. 3rd ed. London: Willey, 1988. (O)
- Did you correctly format the book chapter references?
 Ex) 5. Costa M, Jery S. History of diarrhea. In: Smith JR, ed. Medical history and perspective. 2nd ed. New York: Rave, 1987:1-40. (X)
 5. Costa M, Jery S. History of diarrhea. In: Smith JR, ed. Medical history and

- perspective. Volume 1. New York: Raven, 1987:1-40. (X)
5. Costa M, Jery S. History of diarrhea. In: Smith JR, ed. Medical history and perspective. Volume 1. end ed. New York: Raven, 1987. (X)
5. Costa M, Jery S. History of diarrhea. In: Smith JR, ed. Medical history and perspective. Volume 1. 2nd ed. New York: Raven, 1987:1-40. (O)

6. FIGURE LEGENDS

- Did you title all figures? Does each figure have a sub-title in English and a short paragraph long explanation in the appendix?
- Did you capitalize the first letter of each legend? Did you correctly number (in format of (A), (B), ...) the explanation when it mentions more than two figures?
- When presenting a microphotography, did you correctly indicate the stain method and magnification?
Ex) Fig. 1. Microscopic findings of the parathyroid gland. (A) The picture shows capsularinvasion (H&E, x100). (B) Nuclear atypia is noted (H&E, x400).

7. TABLES

- Did you present no more than 7 tables?
- Did you properly format the note for abbreviations at the bottom of the table?
Ex) A: apical, C: cytoplasm, M: mucus. (X)
A: apical
C: cytoplasm
M: mucus (X)
A, apical; C, cytoplasm; M, mucus. (O)
- Did you properly format the superscript to enumerate notes in each table?
Ex) ^aRIBA positive, ^bRIBA indeterminate, ^cRIBA negative (X)
^aRIBA positive.
^bRIBA indeterminate.
^cRIBA negative. (O)
- Did you capitalize the first letter of nouns and adjective in table captions?
Ex) Comparison of the culture sensitivity (X)
Comparison of The Culture Sensitivity (X)
Comparison of the Culture Sensitivity (O)
- Did you capitalize only the first letter of the first word in the table?
Ex) Number of Culture Positive (X)
Number of culture positive (O)

8. FIGURES

- Are all figures and photos are less than 8 cm in the width?
- Did you present all your figures and photos within 7 figures?
- Did you attach color images with resolution of 300 dpi or higher, and black-and-white images (e.g. x-ray films) with 600 dpi or higher?
- Are your image files in formats of JPG, JPEG?