

Service Checkpoints	Copy Editing	Substantive Editing
Structural Review		
Overall		
Has the paper been written in line with the intended audience and target journal?	x	✓
Is the logic in order? Is any rearrangement, rewriting, expansion or summary of sections required to achieve the most logical structure? If so, have you revised the text, or does the author need to?	x	✓
Have the arguments been presented clearly and unambiguously? Are there any unaddressed aims?	x	✓
Are the headings appropriate (and subheadings if any)?	x	✓
Was plagiarism of any kind evident?	x	✓
Title		
Is the title sufficiently informative and concise?	✓	✓
Is the title accurate? Does it give the reader the exact subject and nature of the study? Was the title considered after the entire manuscript was examined in depth?	x	✓
Are the terms appropriate for indexing and for mechanical retrieval?	x	✓
Abstract		
Does the abstract follow a logical structure?	✓	✓
Are the following stated: Purpose, Methods and Materials, Results, Conclusions?	x	✓
Is the length as per conventions in the field for this type of article?	x	✓
Introduction		
Is there a statement of what and why? Is there a statement of the relevance of the findings?	x	✓
Is the scope of the investigation indicated? Are the limits of the problem and investigation stated?	x	✓
Materials and methods		
Is the methodology described so that it could be reproduced by another investigator?	x	✓
Is the study designed properly to answer the questions(s) proposed?	x	✓
Are the definitions given? What is the composition of the sample(s)?	x	✓
Are the measurement procedures present? Is the discussion of procedures restricted to those directly affecting study results?	x	✓
Were statistical tests for significance to be applied? If so, were the samples truly randomized? Is the preselected risk of error stated, i.e., so that the reader will be prepared to determine if a result is cause-and-effect or if it occurred as a result of randomization?	x	✓
Are the statements of sensitivity, specificity, accuracy, probability or correlation clear? Are there any incorrect calculations?	x	✓
Results		
Are the results only stated in this section? Do the results include any items which should be in the discussion?	x	✓
Are the results contradictory?	x	✓
Are the controls adequate to evaluate the thesis?	x	✓
Are the data and findings relevant to the thesis?	x	✓
Are key results in tables and figures summarized in the manuscript text? Is the narrative in agreement with data given in tables or figures? (Note: Illustrative and tabular materials are intended to supplement, not duplicate narrative.)	x	✓

Can the results be depicted in peripheral text (figures/tables/graphs) for better presentation?	x	✓
Are there implications of statistical significance when such significance does not exist?	x	✓
Discussion		
Are all the key results discussed in light of whether they did or did not support the hypotheses? Is the presentation convincing? Is the thesis logically defended?	x	✓
Is the discussion too detailed? Is it too scanty? Does it repeat the results?	x	✓
Are the conclusions clear? Are there generalizations beyond the findings of this investigation and the pertinent literature that cannot be justified? Can these be justified?	x	✓
Are there any errors in reasoning?	x	✓
Are explanations for cause-and-effect statements proposed? If so, can such statements be justified on the basis of the investigation?	x	✓
Authorship/Acknowledgments		
Is the spelling of each name correct?	✓	✓
Are the contributors (in addition to the authors of the study) acknowledged appropriately?	x	✓
Was the study supported by a grant?	x	✓
Peripheral Text Review		
Figures and Tables		
Do the figures and tables complement the narrative? Are they cited in the narrative?	✓	✓
Does visual presentation require any improvement? Is the presentation of units in column headings and numbers in body of tables appropriate?	x	✓
Does the graphic material duplicate tabular material? If so, which one conveys the experimental findings better?	x	✓
Are the legends accurate? Are all symbols, abbreviations, and terms explained? Can each table stand alone without reference to the text?	x	✓
Have the figures and tables been placed correctly in the text?	x	✓
Are data easy to understand and labeled properly?	x	✓
Bibliography		
Are the statements of fact appropriately referenced?	x	✓
Is the literature cited pertinent to the investigation? Are an excessive number of references used?	x	✓
Are all references listed also cited in the narrative?	✓	✓
Are an excessive number of references used?	x	✓
Do the references follow a consistent citation format?	✓	✓
Language Review		
Overall		
Is the language used appropriate for an academic audience?	✓	✓
Is the tense used correct according to subject area and/or writing style?	✓	✓
Does the article appear to be written in different styles because different authors wrote different parts?	✓	✓
Paragraphs		
Are the topic sentences easily identified?	✓	✓
Is there appropriate transition and flow of thought from one paragraph to the next?	✓	✓
Is the tone and voice appropriate?	✓	✓
Is there repetition between paragraphs and sections?	✓	✓

Is there appropriate language and structural parallelism?	✓	✓
Sentences		
Do the sentences clearly and unambiguously express the intended meaning?	✓	✓
Is there a smooth transition from one sentence to the next? Have the appropriate transition words been used?	✓	✓
Is each sentence grammatically correct?	✓	✓
Do the sentences have straightforward construction? Does active voice (versus passive voice) predominate?	✓	✓
Do the sentences vary in length and type of construction? Is the variation in length appropriate?	✓	✓
Are the different length sentences spaced through the narrative so that reading is smooth and rhythmical?	✓	✓
Words and Phrases		
Has the author used abstract words for concrete ones?	✓	✓
Has the author used complex words for simple ones?	✓	✓
Has the author used superfluous words, roundabout expressions, or redundant constructions?	✓	✓
Has the writer made relative and complete comparisons? or has he used meaningless or inexact qualifiers (e.g., very, quite, rather small)?	✓	✓
Have the clichés and jargon been eliminated and replaced with appropriate words?	✓	✓
Grammar, Punctuation, and Spelling		
Do all the subjects agree with their verbs?	✓	✓
Is the tense consistent with the information being presented?	✓	✓
Have articles (a, an, and the) been used correctly? Are the articles and prepositions used consistently with respect to similar words/phrases?	✓	✓
Has there been appropriate use of periods, commas, dashes, semicolons, quotation marks?	✓	✓
Are there too many within-sentence punctuations so that reading is joggy? Would internal punctuation facilitate reading and meaning?	✓	✓
Is the manuscript free from spelling and typographical errors?	✓	✓
Content Review		
Content		
Are there any gaps in content? If so, can the needed information be supplied or described to help the author resolve them?	×	✓
Does the manuscript contain irrelevant information? Has it been deleted or does the author need to modify it to suit the paper's needs?	×	✓
Terminology		
Are the terms used valid in the field or have they been coined?	×	✓
Have all the method, technique, and instrument names been correctly presented?	✓	✓
Has the supplier's information been provided?	✓	✓
Is the scientific nomenclature (gene names, protein names) in order?	✓	✓
Are the appropriate units of measurement used?	✓	✓
Are the appropriate symbols and variables used?	✓	✓
Style and Format Review		
Style		
Does the capitalization follow conventions of the subject area?	✓	✓
Has American or British English style been followed consistently?	✓	✓
Have abbreviations been correctly defined and used?	✓	✓
Is the number style consistent with conventions of the subject area?	✓	✓

Is the hyphenation used correct and consistent?	✓	✓
Is spacing appropriate throughout? (between sentences; with operatives, dashes, and units; etc.)	✓	✓
Have all important changes been made consistently?	✓	✓
Has Mincho font been deleted throughout?	✓	✓
Journal Format (If Formatting = “Yes”)		
Have all the journal guidelines been followed? If not, has a remark been added for the author to what needs to be done next?	✓	✓
Does the main title need a subtitle? Does the journal indicate a preference of length of title?	✓	✓
Does the structure of the abstract conform to the journal guidelines? Is the length as desired by the journal?	✓	✓
Is the length of the paper (or a particular section) as desired by the journal? Has the length been increased, or the necessary reduction accomplished?***	✓	✓
Are any required sections/components missing? For example, keywords, short title, conclusion, competing interests statement, etc.? If so, have you provided it, or does the author need to?	✓	✓
Does the journal require the use of SI units only? If so, do any units require conversion?	✓	✓
Are the references listed in the sequence specified by the journal, e.g., as cited, alphabetical? Are all the parts of each reference included and are they accurate?	✓	✓
Did the guidelines stipulate following any particular style guide (Chicago, AMA, APA, ACS, etc.)? Was the style followed? Is there something that remains to be taken care of?	✓	✓
Did the guidelines stipulate application of any template? Were any difficulties faced with applying the template?	✓	✓
Is the page setup, heading style, paragraph spacing, and indentation consistent and in accordance with the guidelines?	✓	✓

*****Note on Word Count Reduction**

- Copyediting Service includes Word Count Reduction of **up to 10%**, when applicable.
- Substantive Editing Service includes Word Count Reduction of **up to 20%**, when applicable.