Author’s response to reviews

Title: Action research study on advance care planning for residents and their families in the long term care facility

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Version: 3 Date: 23 Oct 2019

Author’s response to reviews:

Maria Zalm
Editor
BMC Palliative Care

2019.10.23

Dear Dr. Maria Zalm:

Re: Document reference No. PCAR-D-19-00138 R2

Please find attached a revised version of our document “Action research study on advance care planning for residents and their families in the long-term care facility”. We would like to resubmit for publication as an original article in BMC Palliative Care.

Your comments and those of the reviewers were highly insightful and enabled us to improve the quality of our document. In the following pages are our responses to each comment from the reviewer(s) as well as your own comments.

We hope that our revisions to the document combined with our accompanying responses will be sufficient to render our document suitable for publication in BMC Palliative Care.

We look forward to hearing from you soon.
Yours sincerely,

Sincerely,
Wen-Yu Hu

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Responses to the comments of Editor: Dr. Maria Zalm

1. Thank you for providing the full name of the ethics committee in the “Ethics approval and consent to participate” section. However, please clearly state in this section if Hualien Tzu Chi Hospital, Buddhist Tzu Chi Medical Foundation, Research Ethics approved the study.

Response: → We thank the editor for this suggestion. The content has been revised accordingly. Please see page 33 (line 626) and page 34 (line 627) of the manuscript.

2. Please include a statement on consent to participate in the “Ethics approval and consent to participate” section of the Declarations.
If a ‘consent to participate’ statement is already present within the main text/Methods section that gives the above information, please also copy/place it under this sub-section.

Response: → We thank the editor for this suggestion. The content has been revised accordingly. Please see page 34 (lines 627–629) of the manuscript.

3. The “Consent for publication” statement covers manuscripts that contain any individual person’s data in any form (including individual details, images or videos). Please clarify whether written consent to publication was obtained from participants of the study to publish the potentially identifying quotes included in your manuscript. If so, please clearly state this in the “Consent for publication” section.

Response: →We thank the editor for this suggestion, which is valuable for improving the quality of this article. The content has been revised accordingly. Please see page 34 (lines 632–634) of the manuscript.

4. Please consider the list of authors as it currently stands with reference to our guidelines regarding qualification for authorship (http://www.biomedcentral.com/submissions/editorial-policies#authorship).
Currently, the contributions of author TYC does not automatically qualify them for authorship. Please provide clarification on their contributions, or remove their names from the list of authors and place them in the “Acknowledgements” section instead.

Response: → We thank the editor for this suggestion. The contributions by author TYC have been added in accordance with the reviewer’s suggestions. Please see page 13 (lines 229 and 230) and page 35 (lines 650 and 651) of the manuscript.

5. Please remove all information related to funding from the Acknowledgments subsection. Funding information should be presented solely in the Funding subsection. The Acknowledgments subsection should solely feature information which acknowledges anyone who contributed towards the article who does not meet the criteria for authorship including anyone who provided professional writing services or materials. If no acknowledgements are necessary then please state 'None'.

Response: → We thank the editor for this suggestion. The content has been revised accordingly. Please see page 35 (line 654) of the manuscript.

6. Please remove the response to reviewers from the file inventory, as it is no longer needed at this stage of the editorial process.

Response: → We thank the editor for this suggestion. The responses to reviewers from the file inventory have been removed.

7. Please remove any figure titles and captions from the figure files as these files should contain the image graphics only. Upon doing this, please place the titles/captions at the end of the main manuscript after the References section under a newly created “Figure legend” heading.

Response: → We thank the editor for this suggestion. The figure titles and captions were removed from the figure files, and the content has been revised accordingly.

8. Please delete the duplicate copy of Figure 1.

Response: → We thank the editor for this suggestion. We have deleted the duplicate copy of Figure 1.

9. At this stage, please upload your manuscript as a single, final, clean version that does not contain any tracked changes, comments, highlights, strikethroughs or text in different colours. All relevant tables/figures/additional files should also be clean versions. Figures (and additional files) should remain uploaded as separate files.
Response: We greatly appreciate this suggestion. We have uploaded our manuscript as a single, final, clean version that does not contain any track changes, comments, highlights, strikethroughs or text in different colors. Clean versions have also been uploaded for all relevant tables, figures, and additional files. The figures (and additional files) have been uploaded as separate files.