Li Paper SOP			
Item No	**Field Name**	**Recommendation**	**Where to Find in Paper**
Title and Abstract			
1	EndNote_Index	Verify the machine-generated EndNote index is present and accurate.	Generally in metadata or header of electronic document.
2	Pubmed_ID	Confirm the machine-generated PubMed identifier is correctly listed and matches the article.	In article metadata; can be cross-checked with PubMed database.
3	Review_Date	Record the date when the paper is being reviewed. Note whether this is automatically generated or entered manually via button.	Entered by reviewer; not part of the original paper.
4	Year	Document the publication year of the article.	Found in citation information, typically on first page or in header.
5	Article_Name	Verify the complete title of the article is correctly captured.	Top of first page of article.
6	Abstract	Confirm that the abstract is complete and properly extracted.	Usually appears at beginning of article before introduction.
7	First_Author	Verify the primary author is correctly identified.	Author list at beginning of article; first name listed.
8	Key_words	Document all keywords provided with the article.	Usually found after abstract or at end of article.
Introduction			
9	Research_Design (Primary Objective)	Extract the primary research objective as stated by authors. If not an exact match to standard terminology, make a note in Comments section.	Found in abstract and/or last paragraph of introduction where purpose of study is typically stated.
10	Study_Design_Type	Classify the study design using standard terminology (e.g., cohort, case-control,	Methods section, typically within first few paragraphs

		cross-sectional). Use OCRe flowsheet to determine category based on author's description or your inference from methods.	where study design is described.
Methods - Data Sources			
11	Database/Datasource	Document all sources of data used in the research. Be specific about databases, registries, or other sources from which data was obtained.	Methods section under subsections like "Data Sources," "Data Collection," or in Abstract.
12	Country/district	Record the geographical level of data analysis (country level, not city).	Methods section, typically in "Statistical Analysis" subsection.
13	Unit_of_Analysis	Identify the level at which analysis was conducted (person, clinic, site, state).	Methods section where population or sample is described.
14	Computable Phenotype	Determine if the authors used diagnostic or procedure codes to define the study cohort. Note the specific coding system if mentioned (e.g., ICD-10, CPT).	Methods section under "Cohort Definition," "Case Identification," or "Eligibility Criteria."
15	Analytic Goal	Classify the primary analytic approach as Descriptive, Trend, Association, or Intervention based on stated objectives and methods.	Methods section, particularly in "Statistical Analysis" subsection.
Methods - Variables			
16	X (Independent Variable)	List all predictor/exposure variables used in analyses. If many, categorize them (e.g., "demographics" including age, sex, race).	Methods section, often in paragraphs describing statistical models or under separate "Variables" subsection.
17	Y (Outcome/dependent variable)	Document all outcome measures analyzed. Be specific about primary vs. secondary outcomes.	Methods section, typically clearly stated in "Outcomes" subsection or in statistical analysis description.

18	Z (Confounders)	Identify all variables used to control for confounding in analyses.	Methods section, within description of statistical models or in separate paragraph about adjustment variables.
Methods - Analytic Methods			
19	Analytic method	Describe what analytic methods was used in this paper	Methods section, in description of statistical approach.
20	Regression	If the paper used regression or not (yes/no)	Methods section, "Statistical Analysis" subsection.
21	Regression methods	If the paper used Document whether regression analysis was used and, if so, which specific type (e.g., linear, logistic, Cox proportional hazards).	Methods section, within statistical analysis description or separate paragraph on missing data.
22	Regression based covariate adjustment	Document how covariates were handled in regression models. Note if complete case analysis, imputation, or sensitivity analysis was used.	Methods section, in description of statistical models and approach to missing data.
23	Non-regression confounding adjustment	Identify any non-regression methods used to address confounding (e.g., matching, stratification, propensity scores). Note whether in design phase (e.g., controls) or analysis phase (e.g., stratification).	Methods section, in study design description and/or statistical analysis.
24	Sensitivity Analysis	Determine if sensitivity analyses were performed to test robustness of findings. Document specific approaches used.	Methods section, typically in later paragraphs of statistical analysis description.
25	Analytic_tool	Record whether specific software or analytic tools were mentioned.	Methods section, often at end of statistical analysis description.
Results			

26	Descriptive Section (Table One)	Verify presence of a descriptive statistics table (typically Table 1). Note which sections of results are separated by delimiters.	Results section, usually first table presented.
27	Mention_Missing_Data	Identify where authors discuss missing data. Look for terms such as "missing," "not available," or "not feasible."	Can appear in Methods, Results, or Discussion sections; search for relevant terms.
28	Assessed_Missing_Data	Document methods used to assess pattern or impact of missing data.	Methods section (approach) and Results section (findings).
Discussion			
29	Use the word "confounding*"	Check if authors explicitly use the term "confounding" or related phrases.	Throughout paper, but especially in Methods and Discussion sections.
30	Where did they use "confounding"	Record specific sections where confounding is discussed. Look for terms like "confounding," "bias," "spurious association," or "mediating variable."	Search entire paper; pay special attention to Methods and Discussion.
31	If yes, specify the method	Document methods used to address confounding. Record EndNote ID reference for methods cited.	Methods section for approach; Discussion for limitations related to confounding.
32	Use the word "Bias"	Check if authors explicitly discuss bias or use related terminology.	Throughout paper, but especially in Methods (how bias was addressed) and Discussion (limitations).
Compliance Check			
33	Check_List	Determine if authors cite adherence to reporting guidelines such as RECORD, STROBE, or STaRT-RWE.	Methods section, often in a statement about reporting guidelines; sometimes in footnotes.
34	Sensitivity analysis terms	Identify specific terminology used for sensitivity analyses, such as robustness analysis,	Methods section, in description of statistical approach.

		uncertainty analysis, scenario analysis, parameter variability analysis, monte carlo simulation.	
35	Phenotyping terminology	Note terms used to describe phenotyping approaches, such as computable phenotype, electronic phenotyping, algorithmic phenotyping, phenotype algorithm, digital phenotyping, data-derived phenotypes, structured phenotyping, EHR phenotyping, clinical phenotyping.	Methods section, in description of cohort definition or patient identification.