

How to submit your manuscript for anonymous peer review

To ensure that article referees or peer reviewers do not know your identity (as author[s] of the manuscript being reviewed), you will need to make sure that you remove any information in your manuscript (including footnotes and acknowledgements) that could identify you, and disguise all references to personally identifiable information such as the research institution where your work was carried out.

1. If you are submitting your manuscript in hard-copy format, submit an extra title page which can be removed before it is sent to the reviewers. The first page that reviewers should see should not contain author names or affiliations but should contain only the title, abstract and keywords, with no acknowledgements, footnotes or any other information identifying the authors.
2. If you are submitting your manuscript via an online submission system, or as an email attachment, you should send two separate files, one with the author(s) details, and one without.
3. In text, you can replace any information that would identify the author(s) by substituting words such as: [name deleted to maintain the integrity of the review process].
4. Do not mention a grant awarded to a named person. (This information can be added later.)
5. Do not add any running headers or footers that would identify authors.
6. Refer to your own references in the third person. For example, write 'Smith and Black (2007) have demonstrated', not 'We have previously demonstrated (Smith & Black, 2007)'.
7. Check that all identifiers have been removed from electronic files, for example, documents prepared using Microsoft™ Word®. Personal or hidden information is stored in **File Properties**. These properties include **Author, Manager, Company, and Last Saved By**. Hidden information includes hidden text, revised text, comments, or field codes, and these can remain in a document even though you can't see them. If you entered your name or email address when you registered your software, this will be stored as part of the

document. Information contained in custom fields that you add to the document, such as an 'author' or 'owner' field, is not automatically removed. You must edit or remove the custom field to remove that information. On the **Tools** menu, click **Options**, and then click the **Security** tab. Select the **Remove personal information** from **File properties** on **Save** check box.

8. When you submit the final draft of the manuscript for publication, you will need to put back any references to yourself, your institution, grants awarded, etc.).
9. Avoid or minimize self-citation. If it is necessary to cite your own work, delete the names of authors and other identifying information and place substitute words in brackets, such as: [name deleted to maintain the integrity of the review process]. In the reference list, you should delete the citation and add it before submitting your final draft.