

## Anonymisation of Manuscripts

### First Review

Created: 21 January 2021 (A Windle)

Modified: 28 January 2021 (A Windle)

### Check List

*Can the author(s) be traced by...*

1. Googling the **project names**?
2. **Image sources** in the **captions** to images?
3. How unique a **place name** is?
4. **References**
5. **Footnotes**
6. **Acknowledgements**

### How to Anonymise:

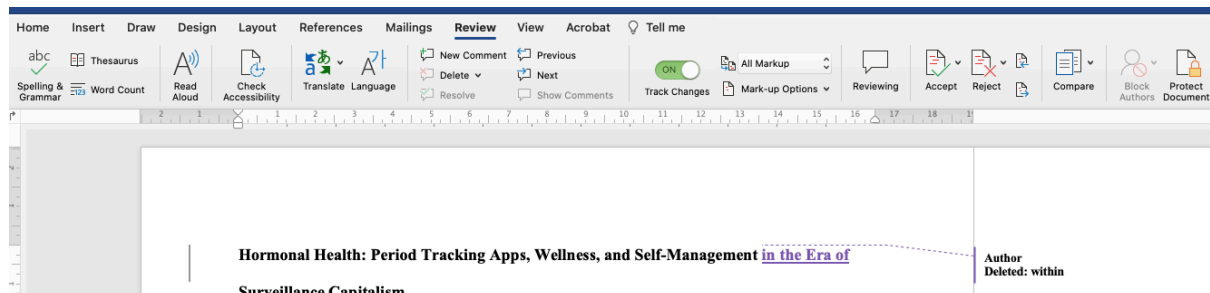
Authors may also include their name within the article, footnotes, or references, in which case the editor will have to remove it prior to sending for review. Alternatively, authors can be asked to redact their names from the submission file, with "Author" and year used in the references and footnotes instead of the authors' name, article title, etc., prior to submission.

### Microsoft Word for Windows 2021

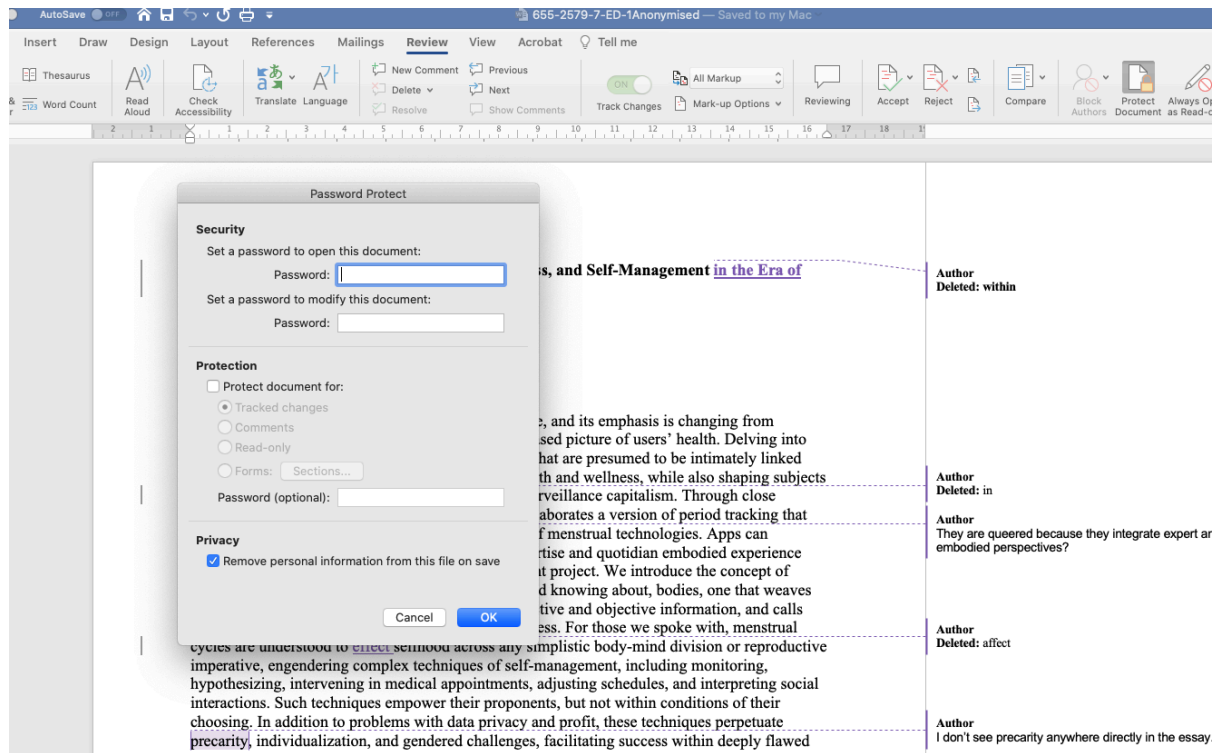
Go to Review Ribbon

Select Protect Document

Tick



**Step 1.** Protect document is top right.



**Step 2.** Tick the privacy box.

### Earlier Word 2007/10

- Go to File
- Select Info
- Click on Check for Issues
- Click on Inspect Document
- In the Document Inspector dialog box, select the check boxes to choose the types of hidden content that you want to be inspected
- Click Remove All
- Click Close
- Save the document

### Microsoft Word for MacOS #

- Go to Tools
- Click Protect Document
- Select **Remove** personal information from this file on save
- Click OK and save the file

Sujatha's point: In general, I think self-citations are ok under these conditions: 1.) the sentence doesn't draw attention to the fact that they are citing their own previous work and 2.) the manuscript doesn't rely too heavily on such citations to their own work. Occasionally, people will withhold citation to their work in a way that ironically makes it easier to detect their identity, but I don't think these manuscripts had that problem.