

Instructions for anonymizing Word files

To ensure the integrity of anonymous peer-review, every effort should be made to prevent the identities of the authors and reviewers from being known to each other. This includes the removal of personal data appearing in the text and in the metadata of the file.

1. Personal data should not appear in the text of the file.

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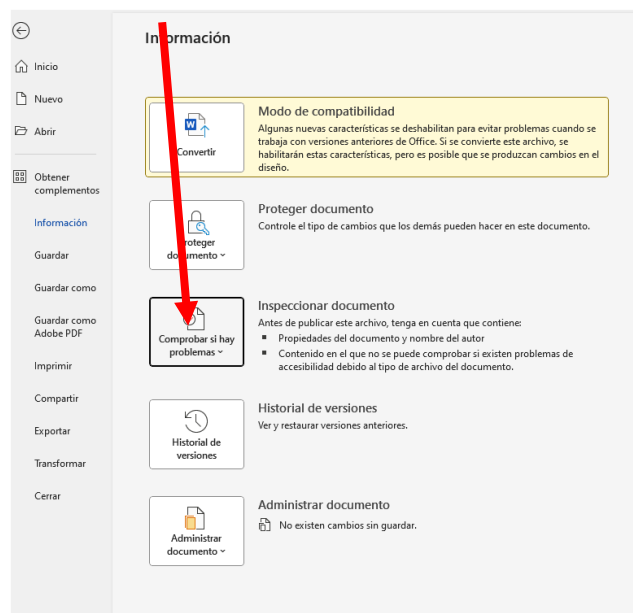
2. Authors' data will be provided through the OJS platform and will never be included in the manuscript.

3. Data on project funding should be removed.

4. The author's name should not be substituted in citations or in the final bibliography.

5. Personal data should be removed from the metadata of the file.

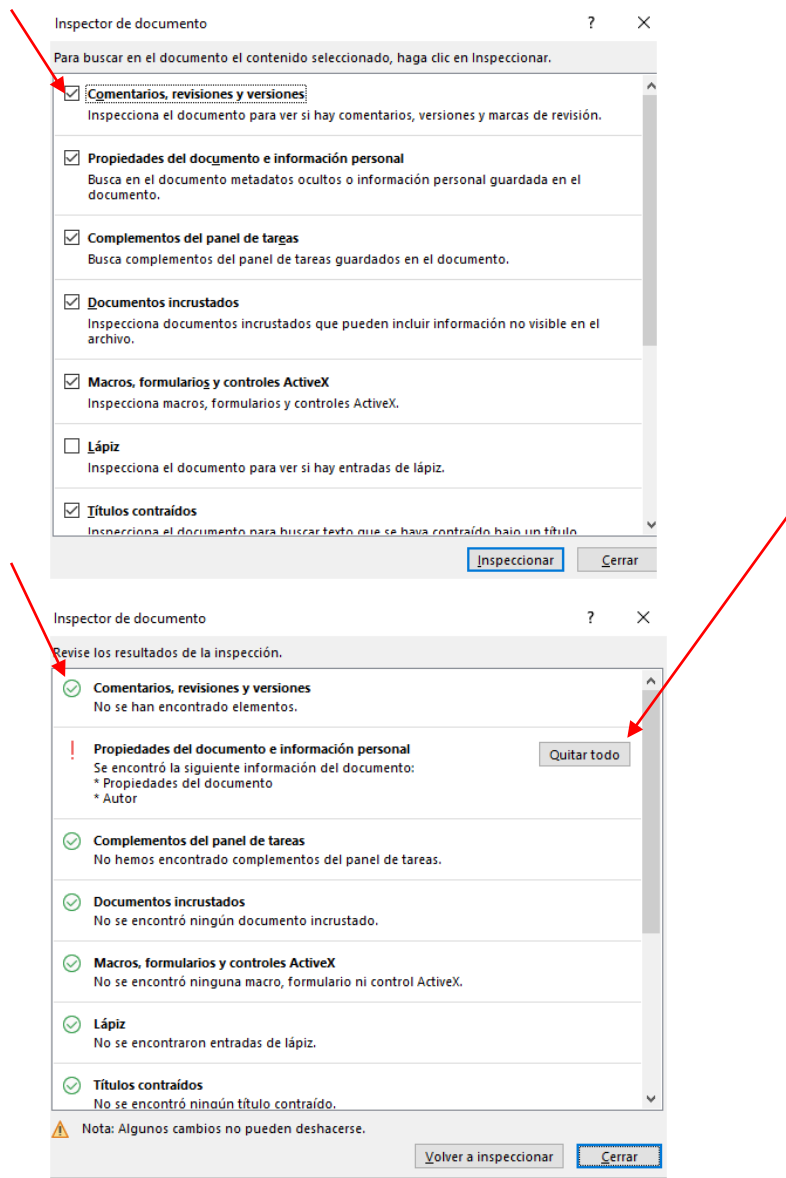
- In the File menu select “**Information**” and click on the icon “**Problem Check**”.



- Click on the “**Inspect document**” icon, and click on inspect, the system will search the document properties and indicate if any document property fields contain any information.
- The checkboxes will turn green if it is correct.



- If the document inspector finds information it will give you the option to “Remove all”, which you will have to click on to remove all document properties and personal information. Then save the document.



Make sure that your name no longer appears on the right and the document is anonymized.