

Ensuring Anonymous Review: step-by-step

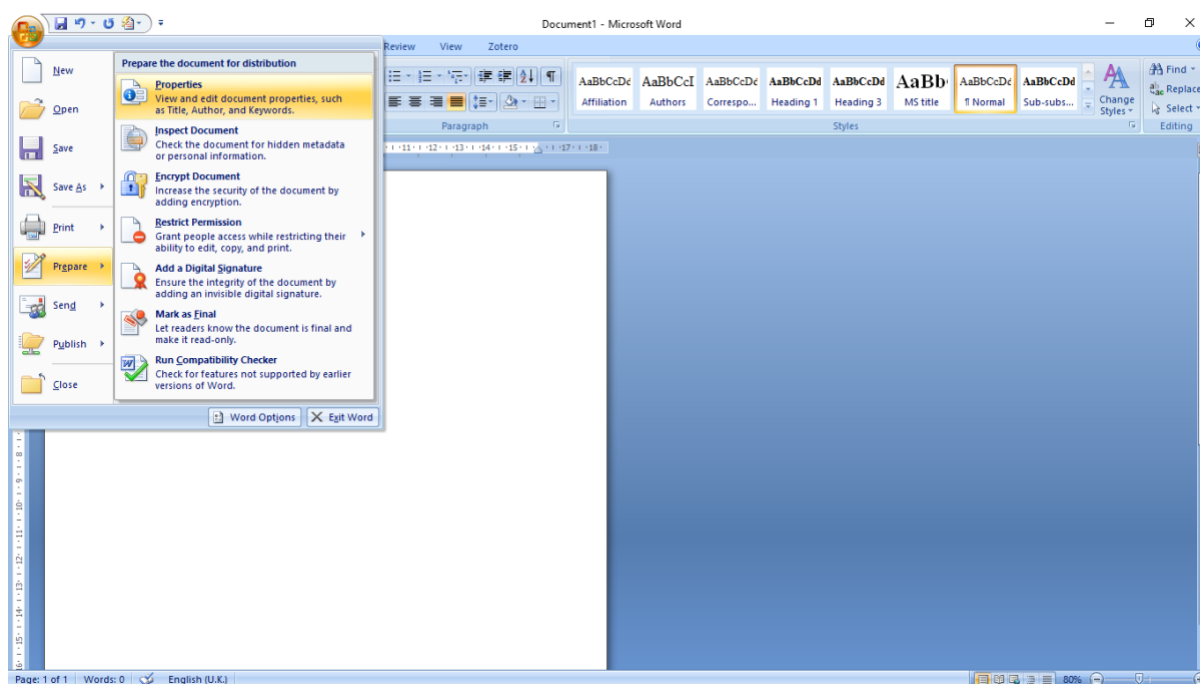
Volcanica is trialling a so-called soft anonymous-review approach, in order to reduce real or perceived bias during the peer-review process. Both authors and reviewers can opt-in to an anonymous peer-review. Note that if the author provides their name and affiliation it does not guarantee that the reviewer will not be anonymous, and vice versa.

If an author decides to opt-in to an anonymous-review system, then it is their responsibility to anonymise the manuscript appropriately.

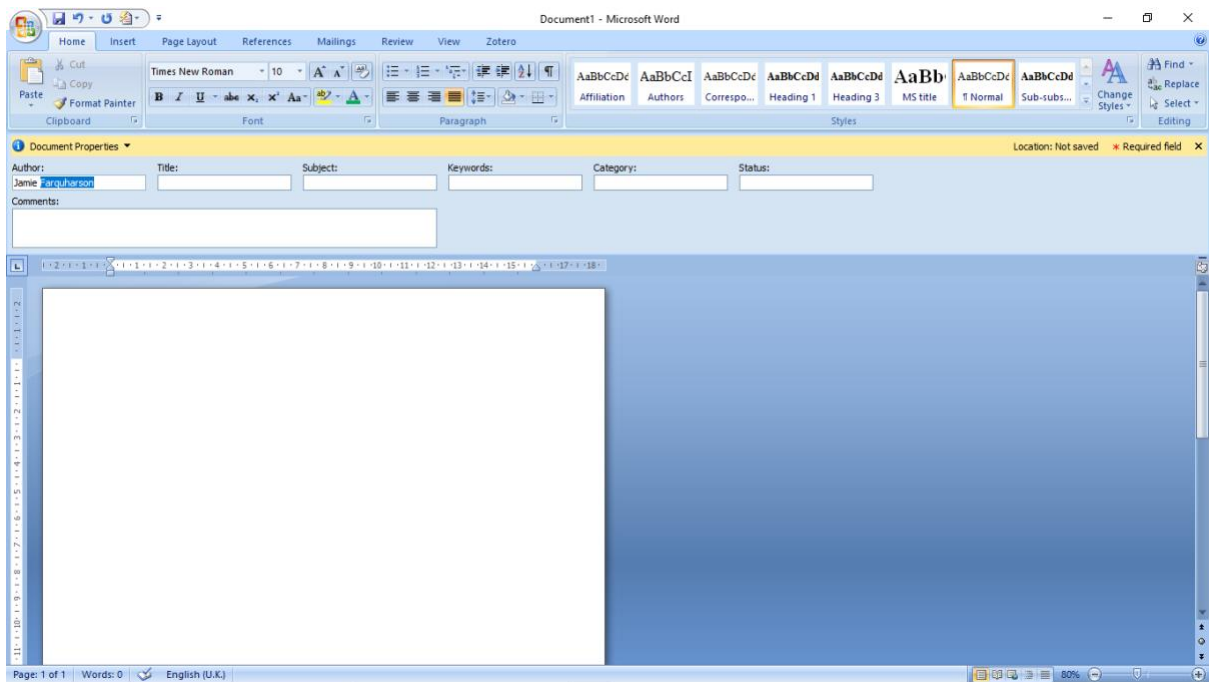
Below we outline the methods to ensure your manuscript is effectively anonymised prior to submission. Note that a complete title page, acknowledgements, and author contributions must be uploaded alongside the anonymised manuscript.

If the manuscript is in Word format, follow steps 1 - 4 (these steps are appropriate for Word 2007 and later, steps for earlier versions may vary).

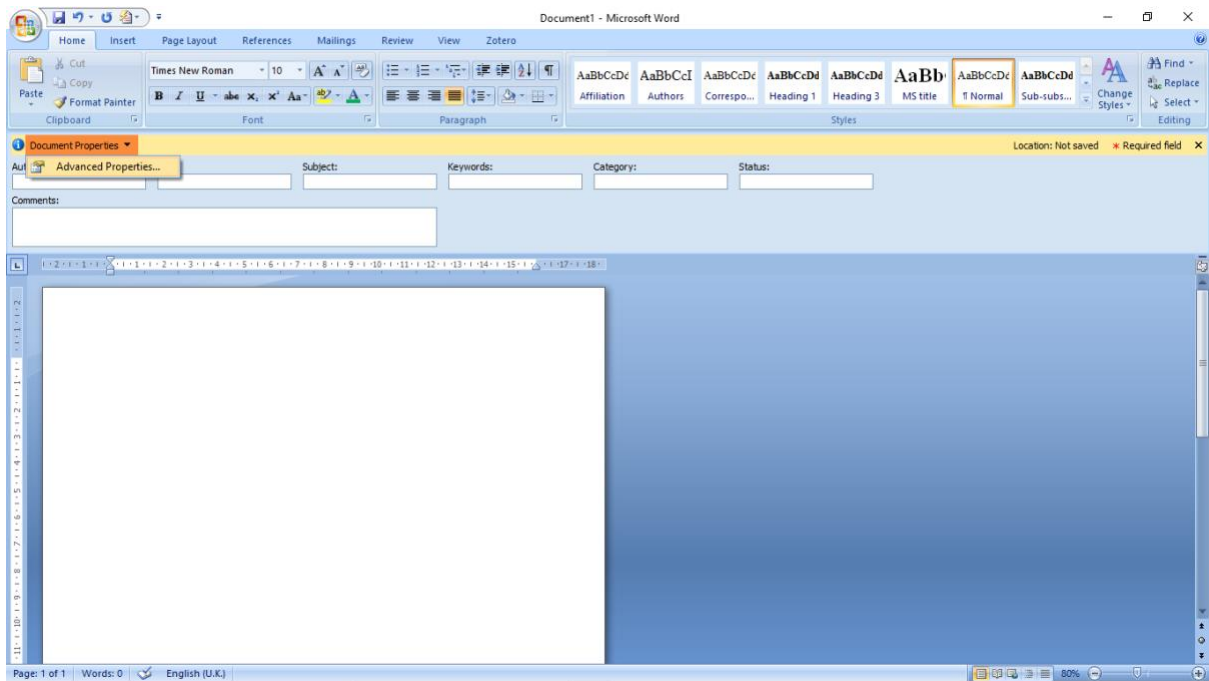
1. In Word, navigate to **Document Properties**.



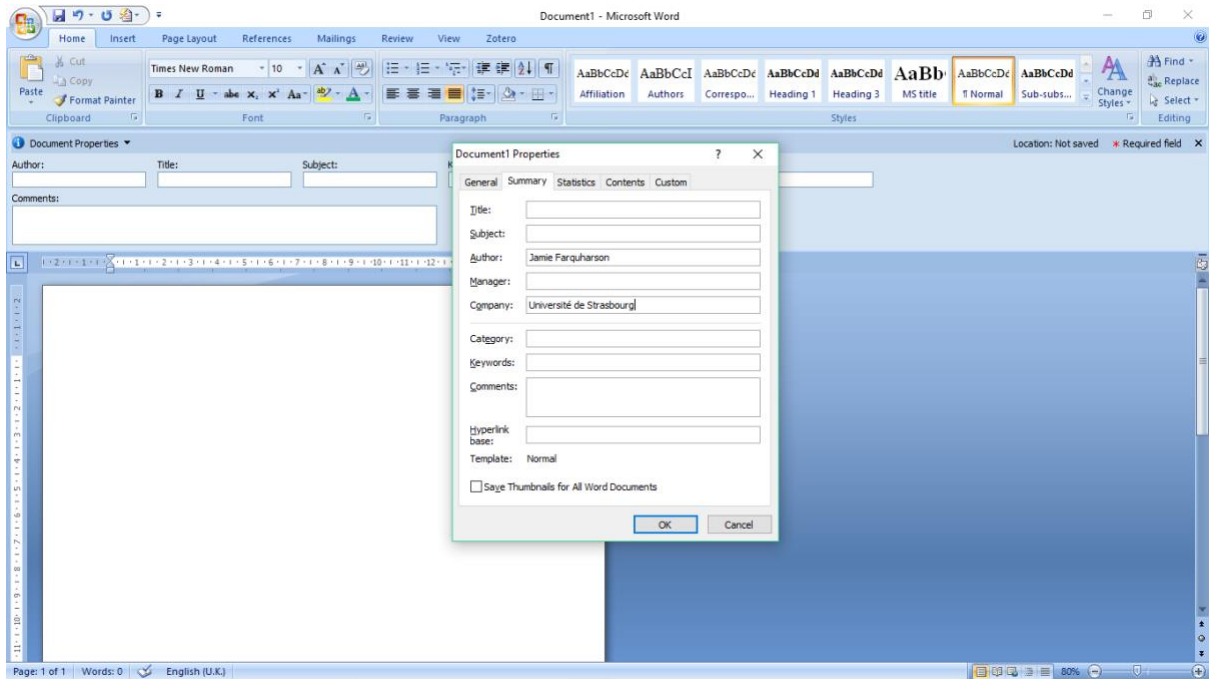
2. Remove any identifying metadata, such as the author's name.



3. Navigate to Advanced Properties.



Similarly, remove any identifying metadata, including the institution.



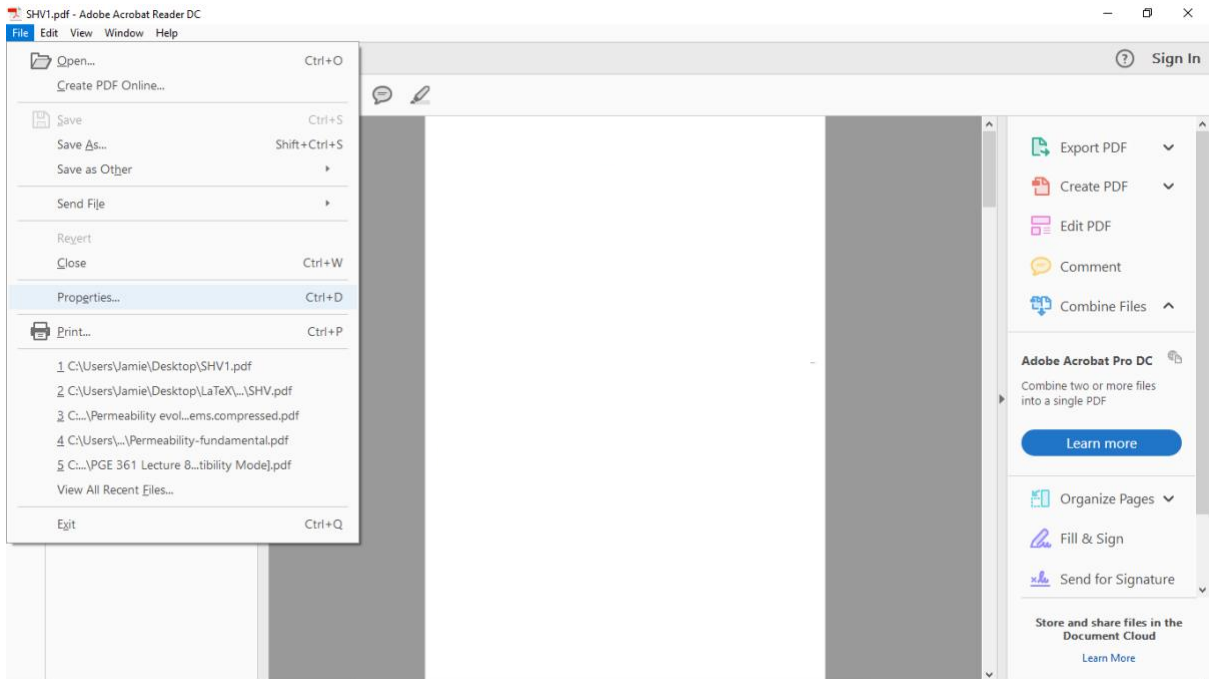
4. Ensure your manuscript does not contain identifying remarks, such as "Our previous work shows...", or specific reference to an institution or research group.

If authors have used the LaTeX template, submissions should be uploaded as a .pdf and as the .tex source file.

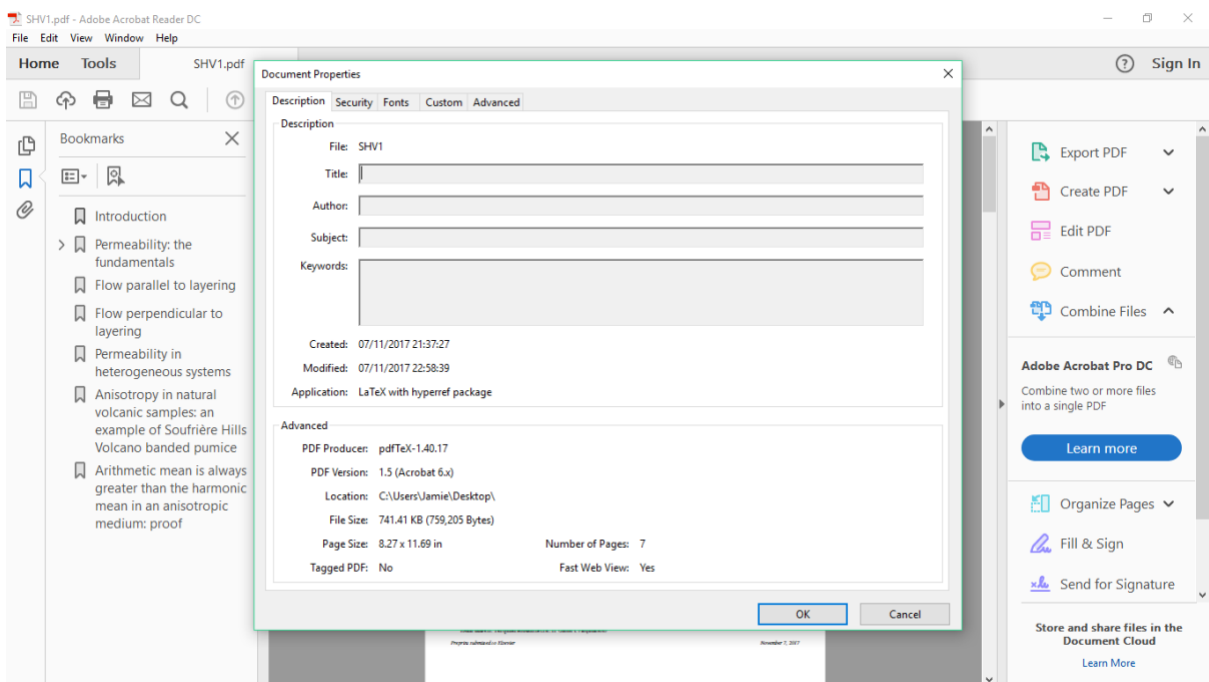
The primary .tex file can be accompanied by a redacted .tex file, where the author name and affiliation fields have not been filled in.

To check that the .pdf file does not contain any identifying metadata, follow the subsequent steps.

5. Navigate to properties in the file menu.



6. Ensure fields such as "author" are not filled in. If these fields contain identifying information, you may need to **redact** the .pdf using the Adobe environment, or another PDF



However, PDFs produced with PDFLaTeX and XeLaTeX are essentially anonymous. We

bolster this by including:

```
\pdftrailerid{} %Remove ID
\pdfsuppressptexinfo15 %Suppress PTEX.Fullbanner and info of imported PDFs
in the LaTeX template.
```