

# How to Review Your Edited Manuscript

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Please find attached editors track changes and in some cases, notes

**Please take the time to review each change carefully as it has been highlighted for your consideration...**the decision to accept or reject the changes lies solely with you.

Any feedback for our editors would be most welcome.

**The following will provide you with a brief guide to using Word Track Changes.**

1. To make sure that all of the edits and Track Changes are showing, go to the Review menu and select Markup.
2. To ensure that the Reviewing Toolbar is showing, go back to the View menu and select Toolbars. Select Reviewing from the drop-down menu.
3. Place the cursor at the beginning of the document.
4. On the Reviewing Toolbar, press the icon button of the arrow that points to the right. This will take you to the editor's first correction.
5. After reviewing the editor's correction, decide whether you would like to ACCEPT or REJECT the change (we will not enter into dialogue on each editor's changes – you have the final say).
  - If you agree with the editorial suggestion, you may ACCEPT the change by pressing the icon button of the blue checkmark on the Reviewing Toolbar.
  - If you disagree with the editorial suggestion, you may REJECT the change by pressing the icon button of the red X on the Reviewing Toolbar.
  - Sometimes you will advance to a Comment rather than one of the Track Changes (as outlined above). These comments can be distinguished easily because they appear as highlighted text in the document and usually pose a question to you the author. Once you have considered the editor's query, (this could be by having either answered the question or amending the text etc.) you should delete the Comment by REJECTING it as a tracked change. You can do this by pressing the icon button with a red X on the Reviewing Toolbar.
6. After ACCEPTING or REJECTING the correction, the program should automatically advance to the next edit. However a vertical line on the left hand side margin will show if a corrections has been missed. To ensure that you have answered or addressed all of the tracked changes in the document, press the icon button of the arrow that points to the right. Microsoft Word will give you a message that says there are no more tracked changes in the document when you have finished looking at them all.
7. It is recommended to reread the manuscript at least once more after ACCEPTING and REJECTING the tracked changes and answering the queries.

Remember...an edit does not necessarily mean perfection...you must take responsibility for the final manuscript and we would encourage you to thoroughly go through your manuscript again.