How to Blind a Manuscript for Online Submission

Inadequately blinded manuscripts will be returned to authors for further anonymizing. This can slow down the review process; therefore, before you upload your files, please ensure that all steps in the following checklist have been taken:

1. **Title page and running header/footers.**
   - Remove author names and institutions

2. **Acknowledgments**
   - Acknowledgments are not required for a submitted manuscript and are best removed. If necessary, remove author names, institutions, grant titles, and grant numbers.

3. **Research locations.**
   - If clues to authorship might result from providing the names of institutions where research was conducted or data were gathered, blind or omit those names. For example, replace “University of Wisconsin” with “a large public university in the United States.”

4. **Authors’ prior research.**
   - Do cite yourself if this submission replicates, extends, or contradicts findings of your published research. This is often necessary in order to demonstrate the originality and importance of the current submission. Please do so by following these steps.
     - Step 1: If your self-citations are used to refer to methodology, consider dropping the citation and adding a supplementary appendix to describe methodological details. For example, do not say “a facsimile of the questionnaire appears as Figure 1 in Smith 2015.” Instead, say “a facsimile of the questionnaire is included in Supplementary Appendix B.” Appendices not intended for print publication (Supplementary Online Materials) are not included in manuscript word counts.
     - Step 2: Always cite one’s self in the third person, as in "Thomas argued..." or "Thomas and her colleagues found..." Avoid pronouns such as “I” “we” or “our” when citing one’s prior work.
     - Step 3: Do not employ (Author 2016) and similar devices. If third person citation is not possible, consider eliminating all self-citations that appear in lists of prior research.
     - Step 4: Avoid citing unpublished manuscripts, especially if reviewers cannot readily find these in conference proceedings or other paper archives. Often this can be avoided by completing Step 1.

5. **Revision memos.**
   - When you submit a revision, you will be required to upload a memo describing how you have addressed editor and referee comments. Please make sure the memo is blinded according to the instructions listed above.