

***NAIS* journal**  
**Author Guidelines for Making a Manuscript Anonymous**

**What is an anonymous manuscript?**

The main point of an anonymous manuscript is that the peer reviewer should not be able to identify the author(s). This helps the reviewer provide an honest and fair reading of the manuscript. *NAIS* uses a “double-anonymous” review system: this means that the Editorial Team does everything possible to shield the identity of authors from reviewers, and to shield the identity of reviewers from authors. Mutual anonymity can be difficult to achieve, especially in a small field where many researchers and practitioners might know one another, or one another’s work, but the *NAIS* Editorial Team does our very best to meet this bar of professional scholarly practice.

An anonymous manuscript does not contain author name(s) in: the manuscript, any in-text citations, the reference list, **or** in the properties section of the Word document.

Please provide us with a manuscript that follows these directions; if you do not know how to remove your name from the properties of your document, please let us know and the Managing Editors can help you.

When you submit your manuscript, submit a separate Microsoft Word file that includes the author(s) bio sketch and contact information.

**Remove all identifying information from your manuscript.**

Authors are responsible for removing any information from their manuscript that might lead a reviewer to discern their identities or affiliations. Identifying information that requires masking is typically found at the beginning of the manuscript, in location names, IRB statements, and in authors’ self-citations of published work.

**Mask location and university affiliation.**

*NAIS* suggests that authors perform a word search of their manuscript for location, and when found, make revisions as shown in the examples below.

Instead of writing:

“These data were collected from incoming master’s level students at the Navajo Technical University School of Diné Studies” mask the location using one of the following options:

1. “Data were collected from first-year social work students enrolled in a graduate-level program at a university in the Southwest United States.”
2. “Data were collected from first-year students enrolled in the SDS program at [location masked for anonymous review].”

**Mask university affiliation in statements of Institutional Review Board approval.**

Instead of writing:

“This research was approved by the Navajo Technical University Institutional Review Board,” give the region of the university or research site:

1. “This research was approved by the Institutional Review Board of a southwest public university.”

### **Mask authors' self-citations of published materials.**

Most researchers' current work builds on previous investigations, requiring self-citation of published findings. *NAIS* suggests that the authors replace their names in self-citations with "Authors" in both in-text citations and reference entries. Entries in the reference list should be listed only as Author1, Author2, etc. (do not include the substance of the reference), taken out of alphabetical order, and placed at the beginning of the Reference list.

### **An example of self-citation in the text of the manuscript:**

CHANGE "In our investigation of Navajo language, we found that there has been drastic decline of fluent Navajo speakers in the 1980s and 1990s... (Author)." TO "Scholarship on the Navajo language has found a drastic decline of fluent speakers in the 1980s and 1990s (Author)."

### **An example of a masked reference:**

References

Author. [masked for anonymous review].

Place these citations at the beginning of your References list, not where they would appear if listed in alphabetical order.

### **Remove meta-data hidden in electronic word files.**

If you have collaborated with others on writing a manuscript, used Microsoft Word Track Changes to make revisions or add comments, or exchanged the manuscript through e-mail, it is likely that your manuscript contains hidden personal data that you will not want to share with your reviewers. Directions for cleaning your documents of hidden meta-data are given below for the most commonly used versions of Word.

### **Microsoft software that removes hidden data**

Download the **Remove Hidden Data Tool** from Microsoft, available at

<https://support.office.com/en-gb/article/remove-hidden-data-and-personal-information-by-inspecting-documents-presentations-or-workbooks-356b7b5d-77af-44fe-a07f-9aa4d085966f>

Be sure to print or save the instructions for using the tool that are given on the download page.

### **Microsoft Word 2007, 2010, 2013**

Recent versions of Microsoft Office have a built-in feature to inspect documents of hidden data. First, note that changes made during this procedure are **not reversible**, so make a copy of the document you want inspected.

**Microsoft Word 2007** Open your Word document, and then click the **Office Button** (logo icon in upper left corner). Select **Prepare** from the drop-down menu, and then click **Inspect Document**.

**Microsoft Word 2010, 2013** Click on the File tab in the upper left of the Word ribbon, from the center of the document page that opens, click on the box (center of page) for Prepare to Share and then choose the Inspect Document option.

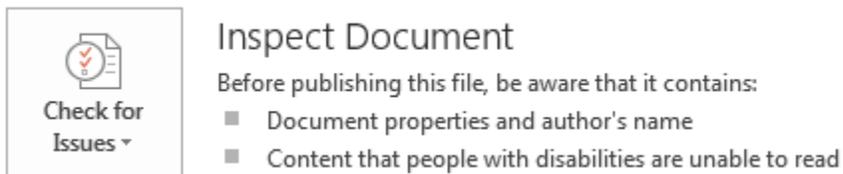
**Microsoft Word 2007, 2010, 2013** The **Document Inspector** box will open and present options for what types of data to be scrubbed. Check the appropriate boxes for (a) Comments, Revisions, Versions, Annotations; (b) Document Properties and Personal Information; (c) Custom XML data; and (d) Hidden text.

**Do Not** check the fourth option for **Headers, Footers, and Watermarks** because it will remove page numbers. Manually check your headers and footers to ensure they do not contain identifying information.

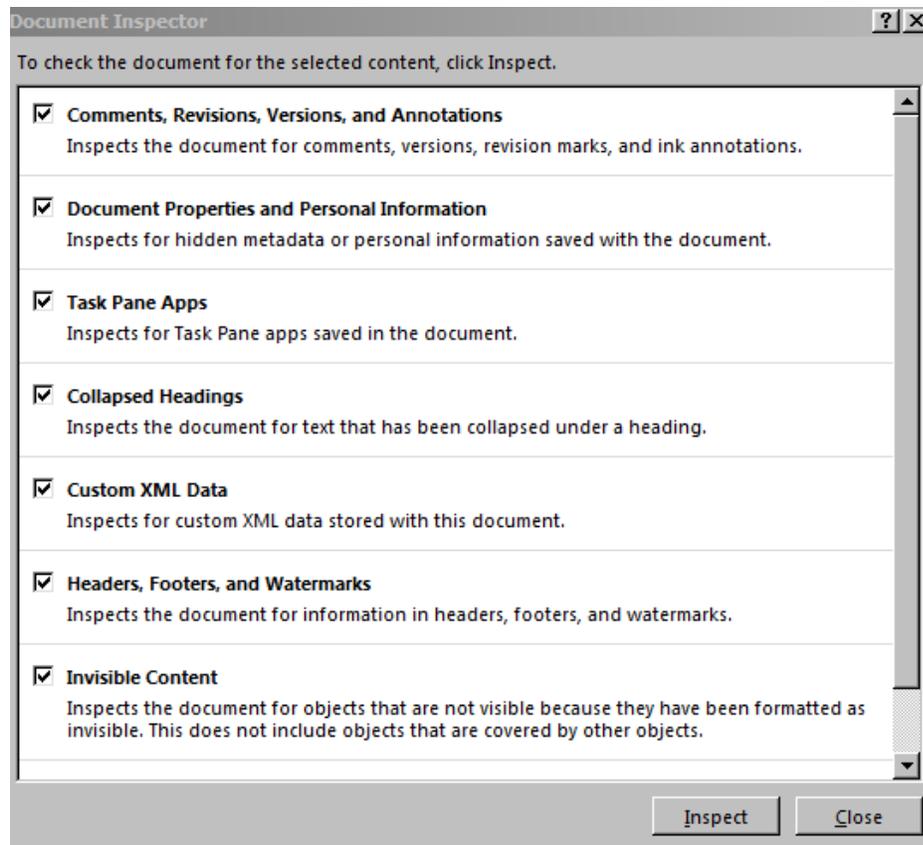
### **Macintosh – Microsoft Word 2004 and 2008**

In both versions of Office for Mac, the remove hidden data feature is built-in to the application. Open your Word document; select **Preferences** from the Word drop-down menu, then select **Security**. Select the option “**Remove personal information from this file on save.**”

In Word, click on File (it is located on the left corner). Once you click on File, the Inspect Document bottom will appear.



Once you click on Inspect Document, the screenshot below shows the priorities and functions that appear:



Click on Inspect Document.