SUGGESTIONS FOR WORKING WITH EDITED DOCUMENTS

Please note that your edited document will contain many editing, formatting, and layout changes. We strive to optimize the scientific content in your document. This can involve implementing the preferred subject-verb-object sentence structure (e.g., removing modifying phrases at the start of a sentence and inserting the relevant information into the sentence), reorganizing sentences to fit a linear timeline, removing “filler” words (e.g., furthermore, moreover, nevertheless, not only…but also), defining abbreviations, and increasing specificity. These changes will improve the document’s readability and understandability for your reviewers.

Your document will contain two types of markups: text edits and comments. The text edits should be processed first throughout the document before processing the comments. There are two kinds of comments. Most comments simply ask you to check whether a specific edit preserves your meaning. The other comments identify specific challenges that need to be resolved, and usually provide suggestions on how to resolve them. After processing all text edits and comments, read through the final document once more to catch any remaining issues (time permitting).

The following three workflows use different methods for processing the text edits, but the same method for processing the comments.

Workflow 1 is the fastest method, whereas Workflow 3 is the slowest.

**WORKFLOW 1: REVIEW THE EDITED DOCUMENT**

*Processing the text edits.* (1) Use the file named “clean”, which has all edits accepted. (2) Read through the document, paying close attention to areas where there is a comment asking if your meaning was preserved. Identify any text where your meaning is not preserved, and change that text accordingly by comparing with your original.

*Processing the comments.* (1) Go back through the document to read the comments. Most of the comments simply ask you to check that the edit preserves your intended meaning. These can be deleted directly because you already performed this task. (2) The remaining comments bring specific issues to your attention. Address these issues and make any necessary changes. These comments can be deleted after working through each specific issue.

**WORKFLOW 2: REVIEW THE EDITS IN EACH SECTION OR PARAGRAPH**

*Processing the text edits.* (1) Use the file named “markup”. (2) Click on Review, and in the drop-down menu select “No Markup” to turn off the editing markup. (3) Read through a whole paragraph/section, paying close attention to areas where there is a comment asking if your meaning was preserved. Go back to the Review menu and select “All Markup”. Reject any changes that do not preserve your meaning. Make sure that the restored text agrees with other edits in that sentence and surrounding sentences. Then select the paragraph/section, and select “Accept This Change” from the Review tools to accept all remaining changes within the selected text. (4) Work through the whole document this way.

*Processing the comments.* (1) Go back through the document to read the comments. Most of the comments simply ask you to check that the edit preserves your intended meaning. These can be deleted directly because you already performed this task. (2) The remaining comments bring specific issues to your attention. Address these issues and make any necessary changes. These comments can be deleted after working through each specific issue.
WORKFLOW 3: REVIEW EACH EDIT

Processing the text edits. (1) Use the file named “markup”. (2) Leave all Tracked Changes intact in the edited document. (3) Read through each sentence, paying close attention to areas where there is a comment asking if your meaning was preserved. (4) If you agree with the edited version, select the sentence (right-click and move the cursor over the text to select), and then click “Accept Changes” from the Review tools. If your intended meaning is not preserved, hover the mouse at the start of the edit you wish to revert to the original, right-click, and then select “Reject edit” from the drop-down menu (or highlight the change and select “Reject Change” from the Review tools). If you agree with the other edits in the sentence, select the sentence as described above and then click “Accept Changes” from the Review tools. (5) If you do not agree with any of the edits in the sentence, highlight the sentence as above and then select “Reject Change” from the Review tools. Please consider that any rejected changes in steps 4 and 5 will likely affect the edited text in that sentence and the surrounding sentences, so read through the paragraph again after you finish. (6) Work through the whole document this way.

Processing the comments. (1) Go back through the document to read the comments. Most of the comments simply ask you to check that the edit preserves your intended meaning. These can be deleted directly because you already performed this task. (2) The remaining comments bring specific issues to your attention. Address these issues and make any necessary changes. These comments can be deleted after working through each specific issue.