

Author Procedures for Reviewing Manuscripts Online

Your manuscript has been edited online, which simply means that all editing was performed on the Microsoft Word (version 97 or higher) disks that you initially supplied with your manuscript. The enclosed disks or the email attachment that accompanies this document represents the entirety of your manuscript and should be reviewed line-by-line for accuracy. When you receive the files (either via e-mail or fax) please be sure to save a copy on your hard drive.

Before you begin your review of the manuscript, there are a few simple procedures that must be followed:

- ✧ After opening the file in Word, you need to set up the REVIEWING toolbar, which is done by clicking on *View*, then on *Toolbars*, and then on *Reviewing*.
- ✧ In order for us to be able to review the changes you have made to the manuscript, you must activate the tracking mechanism. This is done by clicking on *Tools*, then on *Track Changes*, then on *Highlight Changes*, then on *Track Changes While Editing*, then on *Highlight Changes on Screen*. Be certain that the last option in that box, *Highlight Changes in Printed Document*, is not selected.

The first five icons (starting at the far left) on the REVIEWING toolbar involve “comments.” Your manuscript will very likely contain comments, or queries, from the copyeditor that are addressed to you (and occasionally to the production editor). The first icon is for *inserting* a comment. The second is for *editing* a comment (this should be used to respond to queries). The third and fourth are for moving from one comment to another, and the fifth is for *deleting* comments—which is something we would prefer you refrain from unless it is your own comment.

The next five icons involve “changes.” Of these five, the only ones you will need to use are the second and third (for moving from one to another) and the fifth (for *rejecting* changes). As far as *accepting* changes is concerned, we will assume that any change that you have not rejected is one that you would like to have made. *Please do not use the Accept Change icon.*

All changes made by the copyeditor are highlighted (the color of which may vary depending on the computer being used at the time). Please review these changes carefully and address all queries (which appear as yellow boxes. To view these queries, simply place your cursor anywhere within the yellow area (no clicking). The query should pop up almost instantly. [To view the queries as you are going through the text, simply click on *View*, then on *Comments*. This will split your screen and show all queries for that chapter.]

Please do not make any changes to the style of your manuscript. The files have been coded with our formatting tags as needed to let the typesetter know what each element

should look like. As you will notice, all text is in 10 pt. Times New Roman text, and it should remain as such. If you would like to enlarge the type for reviewing purposes, please use the *Zoom* tool under the *View* toolbar. This will enlarge the text without altering the format.

During your review of the online manuscript, you should also frequently save your work. If you have any difficulties or concerns about the online review procedure, please do not hesitate to contact your production editor (who has copies of all files and can go through step by step if necessary). Please keep in mind also that, because the cost of revisions from this point forward is high, this is the last time you will be able to make substantive changes to your text. When you have completed your review of the manuscript, please email or send all files back to your production editor.

Westchester Book Services
7 Finance Drive, Danbury, CT 06810 (203) 791-0080