Procedures for anonymization of documents

Firstly, the author should highlight in color the content that might enable external reviewers to identify authorship. For instance: self-citation of the author/s by which the situation is made explicit in the text, footnotes or endnotes, source of graphic elements.
In each document sent for the submission of the article, the name of the author should be removed from the file properties as detailed below according to the type of file and the program version used:

For Microsoft 2003 and previous versions, and Macintosh versions of Word:

On the File menu, select: Save as > Tools (or Options in Mac) > Security > Remove personal information from this file properties on save > Save.

For MacIntosh Word 2008 files (and later versions)

On the File menu, select "Properties".
On the Summary tab, delete all identifying information from all fields.
Save the File.

For Word 2007 (Windows) files:

Click the Office button in the top left corner of the Office application.
Select "Prepare" from the Options menu.
Select "Properties" on "Prepare" from the Options menu.
Delete all the information from the document properties fields that appear below the main options menu.
Save the document and close the document properties fields section.

For Word 2010 (Windows) files:

On the File menu, select "Prepare for sharing ".
Click the "Check for issues" icon.
Click the "Inspect document" icon.

Uncheck all checkboxes except "Document properties and personal information".
Run the document inspector, which will then search the document properties and indicate if any document property field contains any information.
If the document inspector finds information, you will be notified and the option "Remove all" will be displayed; by clicking this option, all the document properties and personal information will be removed.

For PDF files:

Go to the File tag on the main menu of the document and select Properties.
Go to the Description tag and leave the author field empty.
Go to Custom and leave the Name field empty.
Click accept and save the new version of the document.

For Excel 1997-2003 files and later versions (Windows):

Click the Office button on the top-left corner of the Office application.
Select "Prepare" from the Options menu.
Select "Properties" on "Prepare" from the Options menu.
Remove all the information from the document properties fields.
Save the document and close the document properties fields section.