Instructions for anonymizing Word files

In order to ensure the double-blind evaluation, **all files exchanged between authors and reviewers must be anonymized**. This includes **the omission of the personal data that appears in the text and the metadata of the file**. Papers that contain personal data of the authors will be rejected.

1. **Personal data should not appear in the text of the document**

   a. The data of the authors will be provided through the OJS platform and will never be included in the manuscript.

   b. Data on project financing should also be removed.

   c. If you want to include self-citations, the third person must always be used. For example, do not use statements of the type: "As we have previously shown (López and Santos, 2021)"; but: "As López and Santos (2021) have shown…" In this case, the reference will be included normally in the references section: López, S. and Santos, P. (2021). Title, …

   d. If it is necessary to use the first person, do not include the last names of the authors, but simply "Author". In this case, in the references section only "Author (YEAR)" will be indicated, and the reference will be sorted alphabetically by "A" for Author.

2. **Personal data will need to be removed from the file metadata**

   a. For Microsoft 2003 and earlier versions, and Macintosh versions of Word:

      i. Choose File\ Save As > Tools (Options on Mac) > Security.
      Remove personal information in file properties.
      Save the file.

   b. For MacIntosh Word 2008 (and later versions)

      i. Choose File\ Properties.
      In the Summary tab remove the identifying information from all fields
      Save the file.

   c. For Microsoft Office 2007 (Windows):

      i. Click the Office button in the upper left corner of the Office application
      Select "Prepare" from the Options menu.
      Select "Properties" for the "Prepare" Options menu.
      Remove all information from the document properties fields that appear under the main options menu.
      Save the document and close the document properties fields section.

d. For Microsoft Office 2010 (Windows):

i. Select "Information" from File menu and click on "Check for issues"
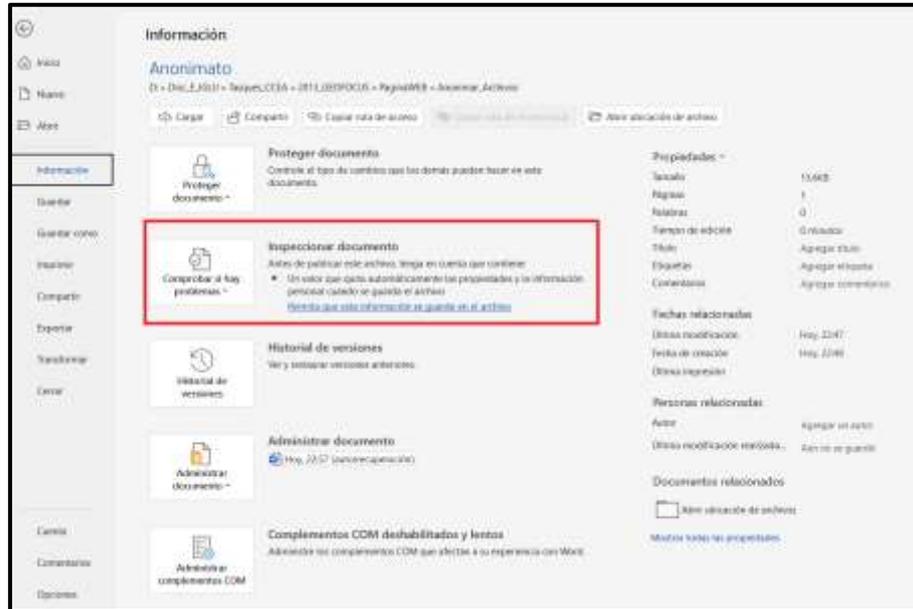
ii. Click the "Document Inspector", which will perform a search of the document properties and indicate whether any document property fields contain any information. If the "Document Inspector" finds information about properties and personal information you must "Remove All". Then save the document.