How to read proposals from editor

Here are some tips on how to read the comments made on your draft paper. All modifications have been recorded to allow you to accept or reject them (see below), except for some very minor editing (double spaces, missing punctuation...) and some formatting. There will be some very final formatting after your reviewing of the comments and changes, but no further scientific editing.

**If you disagree with the editor on some changes**, please mention the page, line, reproduce the text and add your comments, for instance (example taken from this very page), you can send an email to the editor with the following comment:

*Page 1, line 23: the words “text in blue” should not be italicized, since they do not represent a key concept nor a book title.*

In this case, the editor will contact you if he rejects your comments on his comments. If possible, given the limited time left, please make comments on major points of scientific disagreement only.

Here are some examples of how changes appear in the text:

This is some text. **hence it is in grey.** This text has been deleted.** (Please note the red bar in the margin).** This is some text.

This is some text. **This text has been added, so it appears in green (please note the red bar in the margin).**

The format of the **text in blue** has been changed (here, I put it in italics. The blue color just means that the formatting has been changed).

**This sentence is followed by a note written for you** (not for the readers of the published book) included in your draft paper, since they mean the editor is unsure about what to do with part of you text. Failing to answer the note will lead the editor do what he thinks is best.

To see the notes, place your mouse (without clicking) on the icon that looks like a piece of paper (just after the words “the published book” on line 25 above), or click (or double-click) on the icon, or click on the “Comments” tab on the bottom left of the screen (this opens the comments list), or choose menu “View”, item “Show comments list”.

Displaying the full comments list is the recommended way of looking at them, since you are sure not to forget any of them.

If the above ways to display the notes do not work, you should upgrade to a more recent version of Adobe Reader, which you’ll find here for free:


If it does not automatically detects your language and computer operating system, you’ll be able to choose them here: http://www.adobe.com/products/acrobat/readstep2_allversions.html

Notes are preceded by the initials of their author (HL stands for Hine-Wai Loose, the intern who was present during the workshop, who served as the native English language proofreader), and the date. When referring to notes, please mention the page and line (and its author and/or part of the text of the note if there are several notes).

On the **next page** of this pdf document, you’ll see a screenshot of how the notes can be displayed with Adobe Reader.
Please note that the “hand tool” (the icon with the hand) must be selected to be able to have a tooltip or to (double-)click successfully on the comment icon.