Appendix 1: how to make editing with Track Changes less painful

Please ensure Track Changes is turned on! This is extremely important to allow your Production Editor and Copyeditor to see what you have changed from the previous edition, so we can make the best use of our resources and get your manuscript through Production as quickly and smoothly as possible. It will also mean that we will come back to you with fewer queries about your manuscript.

In your document in Word, go to the ‘Review’ tab. Turn on Track Changes in the tracking section.

You can control the level of detail you see by using the settings detailed on the following pages. Please note that all of your changes will be tracked, but using these settings can help to limit the clutter on your screen and make tracked changes more user friendly!

All Markup (shows details of all changes made, including formatting); select ‘All Markup’ from the top dropdown box next to Track Changes and keep all options ticked in the ‘Show Markup’ dropdown menu.
No Markup (changes are all tracked, but hidden from view); select ‘No Markup’ in the top dropdown box next to Track Changes.