RAAE INSTRUCTIONS FOR REVIEWERS

Annotating Anonymously

The RAAE is a scholarly open access, **double blind peer-reviewed** international journal.
Please make sure that your comments are free of person data.

ADOBE ACROBAT:
Before you begin adding your reviewer comments or editing the text:
1. Under "**Edit**" in the upper toolbar, select "**Preferences**."
a. Under "**Categories**" (the left column of choices), select "**Commenting**."
i. Under "**Making Comments,**" uncheck the box "**Always use Log-in Name for Author**."
ii. Click "**OK**."

2. Insert your first comment [use "**Note Tool," "Text Edits," or "Add Sticky Note**"].
a. *Right-click* (Windows) or Control-click (Mac OS) the comment or edited text box and select "**Properties**."
i. Under "**General,**" *remove* the name that appears under "Author." Leave this field blank or insert "**Reviewer**."
ii. Click **"Close**" or "**Okay**."
b. To make this setting a default so that your identity will continue to be hidden in all subsequent comments and text edits, right-click (Windows) or control-click (Mac OS) the same comment or edited text box and select "**Make Current Properties Default**."