

# How to anonymise your article before submission to Gender[ed] Thoughts

Please read the following instructions carefully.

Your article will go through an anonymous peer review process. To ensure anonymity you therefore must remove all personal data from your Microsoft Word document before submitting your article.

Microsoft Office automatically saves a range of hidden metadata in your Word documents that make your text identifiable. The following steps will show you how you can view and remove hidden data.

In Office 2013 or 2010, click the **File** menu, click **Info** and then you will see the **Inspect Document** tool. It informs you about potentially sensitive information that your document automatically contains.

To view the hidden metadata in your document, click the **Check for Issues** button, click **Inspect Document**, and choose the types of metadata you want to examine the document for. You can just leave all the options selected to examine the document for all types of metadata.

Click **Inspect** and Office will examine the document for metadata. Click the **Remove All** button next to a type of metadata to remove it.

**Please note that you won't be able to recover most of this metadata after deleting it.** For this reason, we recommend that you **create a new copy of the document** (use the Save As feature) **before removing the metadata** and sending us the anonymised document. In this way you will still have a *security copy* of your document *including* the metadata.