

# INTERNATIONAL JOURNAL OF ANAPLASTOLOGY

## **Instructions for the use of the International Journal of Anaplastology Reviewer Forms**

Download the IJA reviewer forms that will have been sent to you from a Section Editor with the manuscript. They will be:

1. Manuscript
2. Confidential Report to Editor
3. Report to Author and Editor

Open into a file on your hard drive.

We ask you to return an email to the Section Editor accepting the review or stating you are unable to review the manuscript if you feel the manuscript is outside your area of expertise or you are unable to perform the review during the time requested.

The reviewer forms are in MS Word RTF format [rich text format] so you can open and work directly on the forms in Word.

Place a capital X in one box on every line on the Confidential Report to Editor.

If you have confidential comments to make to the Editor, place them on this form.

If your comments are not confidential place all comments on the Report to Author and Editor form.

Transfer the files into PDF format and return both forms electronically to the appropriate Section Editor. This is to ensure your comments can not be altered in any way as they are returned to the Section Editor electronically.

To transfer a word document into PDF format you can download the software without charge from [cutepdf.com](http://www.cutepdf.com).

<http://www.cutepdf.com/Products/CutePDF/writer.asp>

The free downloads are on the top left hand side of the page.

1. Free download.
2. Free converter.

Once you have installed the software onto your computer and wish to transfer a Word file into PDF simply click on

1. file:
2. print:

Cute PDF Writer will now show up as a print option.

Click print and then save the document. It can now be emailed to the editor in PDF format.

If you have any difficulties with this process, contact the Managing Editor Robert Mann at [rmann@ufl.edu](mailto:rmann@ufl.edu)