

## Preparing a Document for Blind Review at Noēsis: A Checklist

To prepare your document for blind review at Noēsis, ensure you have taken the following steps to remove any identifying information from your paper and its file:

- 1) Remove your name, student number, professors' names, and course codes from the paper itself. Places to look for this information are the top of the paper, a title page, and headers. Ensure that your name appears nowhere in the paper itself when it is identifying you as the author of the paper. Your professors' names should appear only in a citation of their lectures or written works.
- 2) If you are citing your own works, ensure that you do so in the third person and do not indicate that you are the author of that other work. I.e., avoid statements such as, "As I argue elsewhere, '...' (Author 12)," to avoid the risk of detection.
- 3) The most difficult-to-detect form of author identification is in the paper's digital file. Often a word processor will include authorship information from one's computer with or without one's knowledge, and it is important when submitting a file for blind review at Noēsis that such information is deleted from the file. The fix is simple; find the file in your computer's files, click 'Properties', and delete any author/editor information that may be lurking in the file.

Following these steps and keeping a keen eye out for identifying information should ensure that your paper is eligible for review. If you have any further questions about blind review or preparing your documents for blind review, feel free to contact us at [eic.noesis@gmail.com](mailto:eic.noesis@gmail.com).