

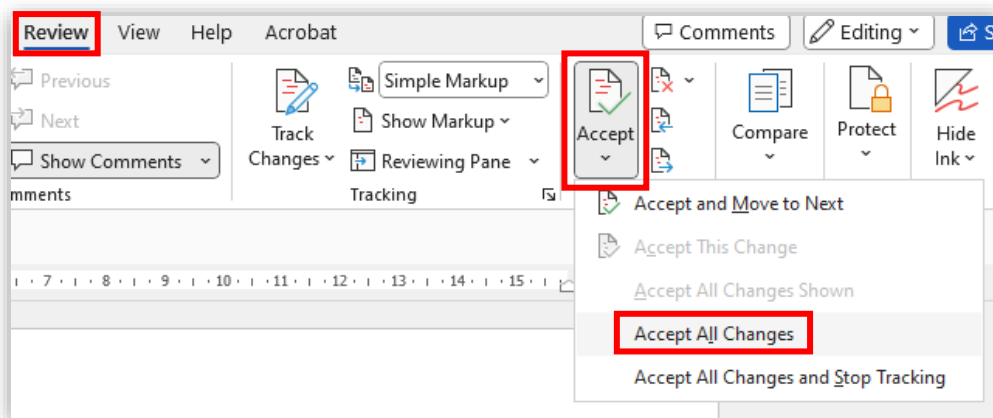


# How to Finalise your Manuscript

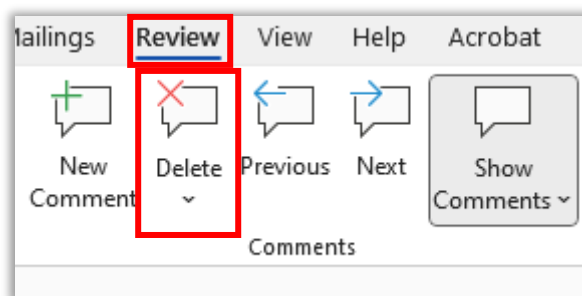
Now that you've received your fully edited manuscript, it's time to review the editor's work and accept or reject the changes they've made.

**IT IS EXTREMELY IMPORTANT TO GET THIS RIGHT, AS ANY ERRORS INTRODUCED IN THIS STAGE WILL NOT BE PICKED UP BY OUR IN-HOUSE DESIGNERS AND WILL LIKELY GO TO PRINT. YOU WILL NEED TO ENSURE THAT THE MANUSCRIPT IS AS ERROR FREE AS IT CAN BE BEFORE THE FULL TYPESETTING STAGE.**

1. Open your edited manuscript document in Word and save a copy using the **Save As** function in **File**. Name the new file as following: **[YOUR MANUSCRIPT TITLE]\_final manuscript**.
2. In the new copy of your manuscript, globally accept all changes. To do this, go to the **Review** tab, click the down arrow on **Accept**, and select **Accept All Changes**. See the image below:



3. Once you have all changes accepted, **read through and review your manuscript**. If you find anything amiss, first refer back to the original document with the editor's marks.
4. If your editor has left comments, read them carefully and address the issues they flag before deleting the comment. See the image below for how to delete a comment:



5. Consider having a family member or friend read through the manuscript afterwards.