

UBIQUITY

*The Journal of Literature,
Literacy, and the Arts*

Ensuring a Blind Review

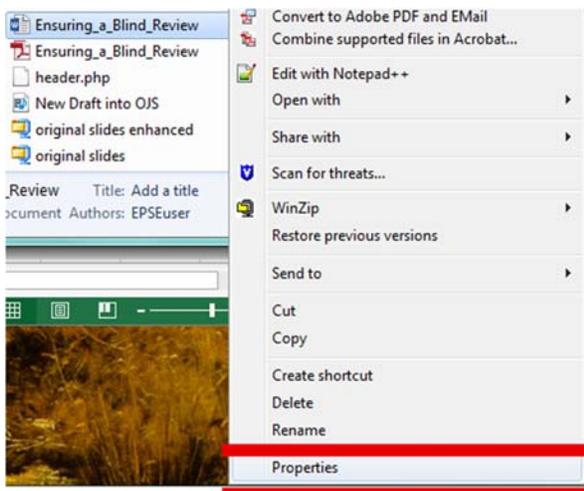
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Removing Personally Identifiable Material

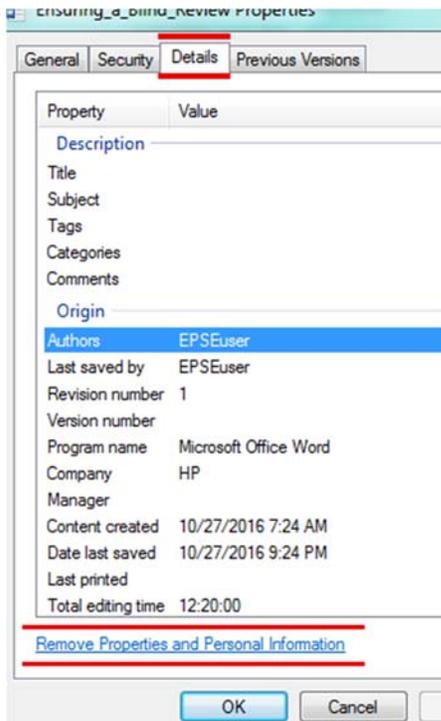
First, you will need to remove your name from your primary submission and anything that you believe will easily identify you as the author of the article.

Next, you will need to remove your name from the metadata of your file. To do this,

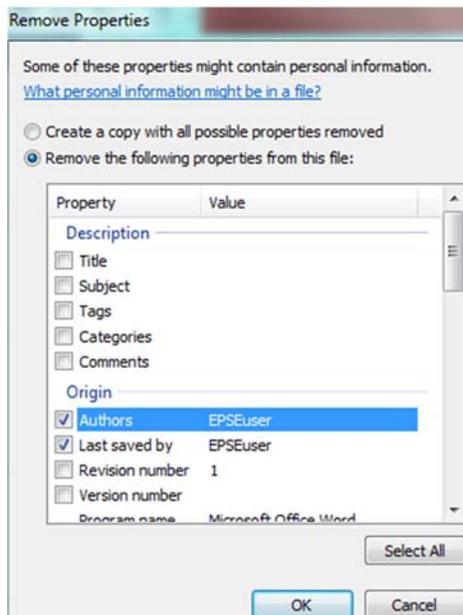
1. Find the file that you would like to submit on your computer.
2. Right click the file and then click **Properties** in the dialog box that appears.



3. In the new dialog box that opens, choose **Details** in the main menu.



4. Click the link for **Remove Properties and Personal Information** towards the bottom of the panel.
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Citing Your Own Work in Your Article

If you would like to cite a work that you have authored, please treat the work like you would any other citation and refrain from identifying yourself in the process.

In my book, *The Hitchhikers Guide to Ubiquity*, I wrote, “publishing in a journal is a grand adventure” (p. 987).

This can be changed to

According to McGrail, McGrail, Tinker Sachs, Hicks, and Jolly (2016), “publishing in a journal is a grand adventure” (p. 987).

Please follow the standard APA guidelines for citing every work.

Uploading Files with Identifiable Material Separately

Though you will need to remove your name from the article, please submit a separate title page with your name, contact information, and affiliated institution. You can add your title page and other accompanying materials as supplementary files during **step 4** of the submission process, **Uploading Supplementary Files**.

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Step 4. Uploading Supplementary Files

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA **4. UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

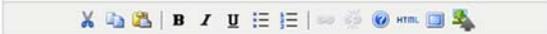
ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
<i>No supplementary files have been added to this submission.</i>				
Upload supplementary file		<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>	ENSURING A BLIND REVIEW
<input type="button" value="Save and continue"/>		<input type="button" value="Cancel"/>		

During this step, you will add one file at a time.

1. Select your file and press the **Upload** button.

Supplementary File Metadata

To index this supplementary material, provide the following metadata for the uploaded supplementary file.

Title *	<input type="text" value="Untitled"/>
Creator (or owner) of file	<input type="text"/>
Keywords	<input type="text"/>
Type	Research Instrument <input type="button" value="v"/> Specify other <input type="text"/>
Brief description	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"></div>

2. Add information about your supplemental file (you are only required to give it a title).

Supplementary File

File Name	214-872-1-SP.txt
Original file name	test_doc.txt
File Size	0B
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Present file to reviewers (without metadata), as it will not compromise blind review.

Replace file No file selected.

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3. Hit **Save and continue** and then you will be prompted to add more supplemental files.
4. If you do not need to add additional files, then click **Save and continue** again when you are back on **Step 4**.