

Ensuring a double-anonymous review process

The International Journal for Students as Partners (*IJSaP*) uses a double-anonymous peer review process. Uniquely, *IJSaP* has an International Reviewer Panel of students and staff that review submitted articles. The double-anonymous review means that reviewer and author identities are concealed, with no party knowing the name or other information about others. This process attempts to ensure that research is judged fairly with minimal bias; however, anonymity is difficult to achieve even with perfect anonymization of manuscripts. For the review process to run smoothly, authors must ensure that identifying information is removed.

There are a few common places where identifying information occurs in a manuscript, so authors should take care to revisit their work and ensure that the following guidelines are met prior to submission:

- All author names and institutional affiliations must be removed
- Authors citing their own work should replace in-text citations with “Author (Year)” and exclude other information
- For anonymizing in the reference list, replace any publications by the manuscript author with: “Author (Year). Details omitted for double-anonymous reviewing.”
- Third person should be used to refer to authors’ own works. Replace phrases like “as we/I have shown in our/my previous study” with “as shown before in Author (Year).”
- Do not include cover pages, biographies, acknowledgements, references to funding sources, or any other identifying features in the manuscript.
- Remove any information that would identify you from the “properties” section of your Word file. To do this go to the document and click on “file,” scroll down to “properties” and delete any identifying information.
- Author details should be added into the journal system (rather than the manuscript) and should include all authors’ names, affiliations, and contact information for the corresponding author, including a phone number and e-mail address. The author details will be used by journal administrators and will not be available to reviewers.

When submitting a manuscript for prospective publication, authors should ensure that the document is anonymized and submitted properly through our journal system. Any additional files (video, audio) should be submitted to the editorial team at ijsap@mcmaster.ca, along with any other questions for the review process.