# Author response to reviewers

*Read the following instructions carefully and complete the below tables with your responses to the reviewer and editor comments.*

## Instructions for authors

* Add each individual comment from reviewers and editors to the first column
* Add more rows to each table where needed
* If you are responding to more than two reviewers, copy and paste one of the tables and edit the first column to read ‘Reviewer 3 Comment’, for example
* Highlight the changes made in a copy of your revised manuscript
* Add page numbers to the highlighted of version your revised manuscript
* Describe what you have changed in the Author Response column
* State the page number where each change can be found
* If you feel unable to address a comment or implement a suggestion, state why
* IMPORTANT for journals with **double-anonymized** peer review: Use [Document Inspector](https://docs.microsoft.com/en-us/office/vba/library-reference/concepts/using-the-document-inspector) to remove all personal information
* When submitting your revised manuscript, upload this form under the View and Respond to Decision Letter step
* Upload **two** copies of your revised manuscript under the File Upload step:
  + One clean copy, using the file designation ‘Main Document’
  + One copy with changes highlighted, using the file designation ‘Main Document’

## Top tips

* Consider reviewer and editor comments carefully - don’t rush!
* Submit your revision on time
* Be positive and constructive
* Keep your comments clear and concise
* Comprehensive updates and responses to reviewer and editor comments will minimize the need for future revisions

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