

AUTHOR GUIDELINES ON VIEWING AND ANNOTATING PDF FILES

A PDF file can be used to review and annotate galley proofs on-screen and to transfer them between the author/editor and De Gruyter. It allows the user to add comments easily on-screen. **Advantages:** Reduction of delivery time and cost, elimination of errors caused by illegible or confusing handwritten annotations, easy to access and store (do not restrict by a password!), less use of paper and therefore more environmentally friendly.

How to Use the Annotation Tools

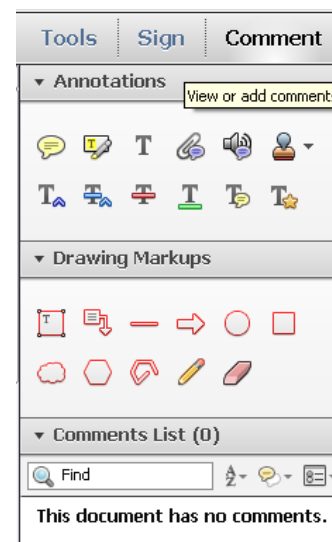
Step 1: Please use the freely available program Adobe Acrobat Reader (version XI or higher) to view and annotate the galley proofs of your article or book. It can be downloaded for Windows PC, Mac and other platforms at: <http://get.adobe.com/reader/>.

- Take care to annotate your corrections as simply, as short and as clear as possible. General comments should be written in an e-mail.
- Do not change the actual text in the pdf file, and use the Comment tool bar to annotate your changes to be incorporated (see below).

Standard Tools in Adobe Acrobat Reader XI (or higher versions)

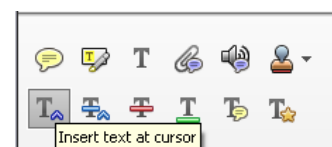
Step 2: Open the PDF file and click on 'Comments' (if this option is not available you will need to upgrade your current version of Adobe Reader to a higher version; see the link above).

Step 3: This opens a task pane and, below that, a list of all possible 'Annotation' tools you are able to use:



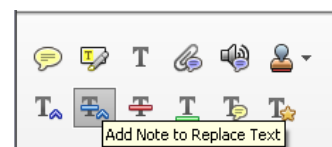
Insert Text

Select the icon 'Insert Text' from the Comment tool bar. Then click to set the cursor location in the text and simply start typing. The text will appear in a comment box. You may also copy-and-paste text from another file into the comment box.



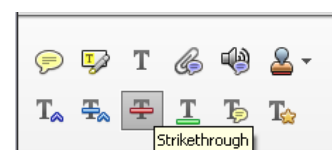
Replace Text

Select the icon 'Replace Text' from the Comment tool bar. To highlight the text to be replaced, click and drag the cursor over the text. Then simply type in the replacement text, which will appear in a comment box. You may also copy-and-paste text from another file into this box. To replace formatted text (e.g. an equation) please attach an authorized file (see below 'Attach a file').



Remove Text

Select the icon 'Strikethrough' from the Comment tool bar. Then click and drag over the text to be deleted and it will be struck through.



Highlight Text

Select the icon 'Highlight Text' from the Comment tool bar. Then click and drag over the text (e.g. to highlight an index entry). To make a comment, double click on the highlighted text and simply start typing (see below 'Add note to text').



Add Note to Text

Select the icon 'Add note to text' from the Comment tool bar. Then click and drag over the text and a comment box will open automatically to simply start typing.



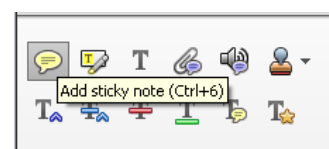
Attach a File

Select the icon 'Attach File' from the Comment tool bar. Then click on the element to be replaced (fig., tab. or text passage). A window will automatically open allowing you to attach the file and a graphic (graph, paperclip, attachment, tag) will appear at the chosen spot indicating the insertion of a file.



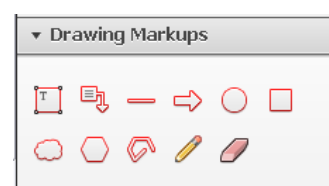
Leave a Note

Select the icon 'Add Sticky Note' from the Comment tool bar. Then click to set the placement of the note on the document and simply start typing. **Attention:** Do not use this feature to make text edits!



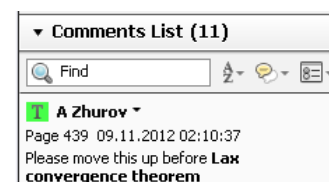
Drawing Markups

The 'Drawing Markups' may be used for corrections that other tools may not be able to express (e.g. alignment or spacing comments). Use the comment box by double clicking on the drawing markup (or right click and select 'Open Pop-Up Note') and typing in your annotation.



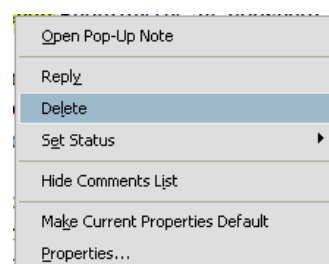
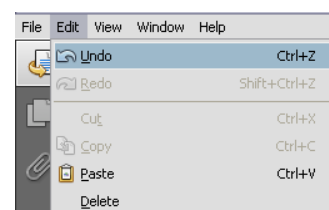
Review (Comments List)

Your changes will appear automatically in a list below the Comment tool bar. You can navigate by clicking on a comment in the list. Alternatively, double click on any comment to open the comment box.



Undo Comment / Delete Comment

To undo any comments made, click on 'Edit' in the main Adobe menu and then 'Undo'. To delete comments, use the right click and select 'Delete' (or choose the comment to be deleted in the Comments List and click 'Del' on your keyboard).

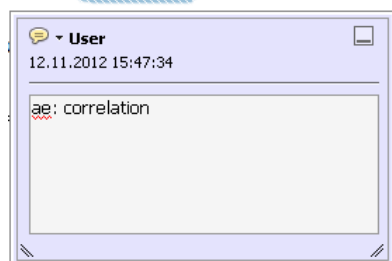


Always Indicate the Type of Changes

Please designate your individual changes as Author Errors (ae), which are subsequent changes to the manuscript, or Typesetting Errors (te). Enter 'ae' or 'te', a colon, then a space and a comment (if needed) for the necessary correction.

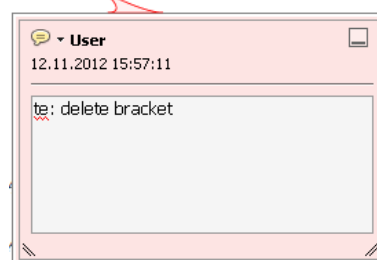
Author Error (ae)

le 18.2. Show that X is a
find the covariance function



Typesetting Error (te)

$$\mathbb{B}(x_j, r + \epsilon) \cap \mathbb{B}(x_j, 2\epsilon) \equiv 1$$



Learning Video

The basics of commenting are shown in a short video provided on the official Adobe website:

<http://tv.adobe.com/watch/learn-acrobat-x/getting-started-the-basics-of-commenting/>

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Last but not Least

Please ensure that you have answered any questions raised in margin notes in the galley proofs (see an example below) and that you have inserted all corrections. Please note that later inclusions of any subsequent corrections cannot be guaranteed.

any $u \in \mathbb{R}^d$. Hence, $b|s| < n$ implies $|A(u)s| < n$ and $|A(u)s| < n$ implies $a|s| < n$.
Therefore,

$$\begin{aligned} \int_{\mathbb{R}^d} \int_{a|s| < n} p_T(u, s) ds du &= \int_{\mathbb{R}^d} \int_{|A(u)s| < n} p_T(u, s) ds du \\ &\leq \int_{\mathbb{R}^d} \int_{a|s| < n < b|s|} |p_T(u, s)| ds du. \end{aligned}$$

CE Note 2:
Please check
the “|” in
formula

Finally: Please send back the annotated pdf file to the Volume Editor (edited works) or responsible Production Editor (monographs).