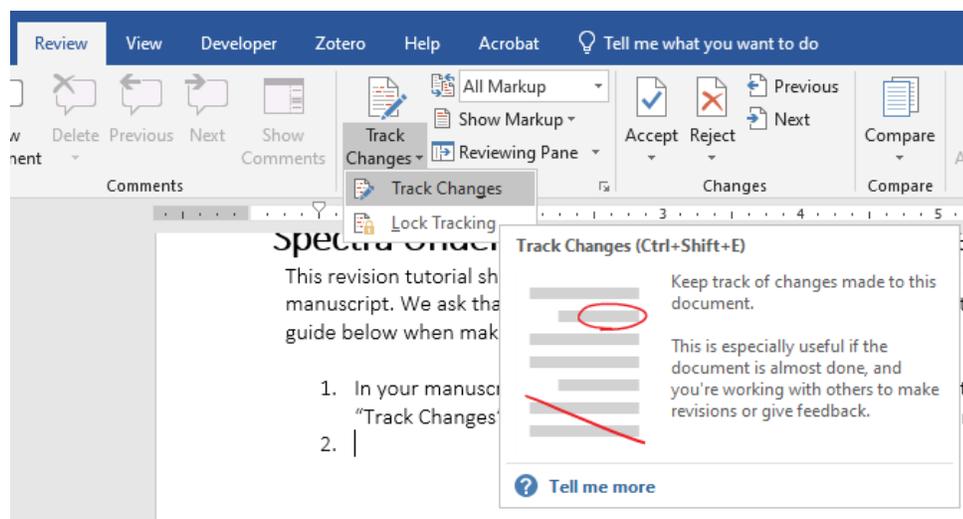


Spectra Undergraduate Research Journal Revision Guide

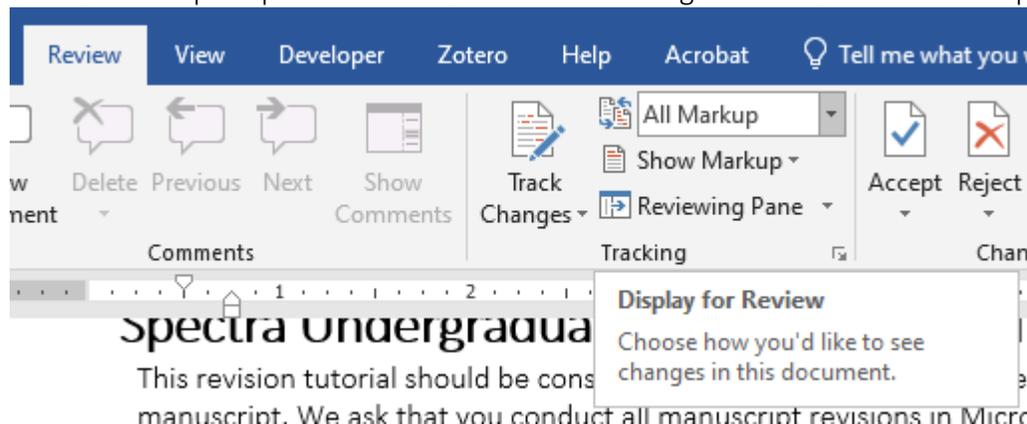
This revision tutorial should be consulted upon receipt of requested edits to your submitted manuscript. We ask that you conduct all manuscript revisions in Microsoft Word. Use the step-by-step guide below when making the necessary edits.

Step-By-Step Revision Guide

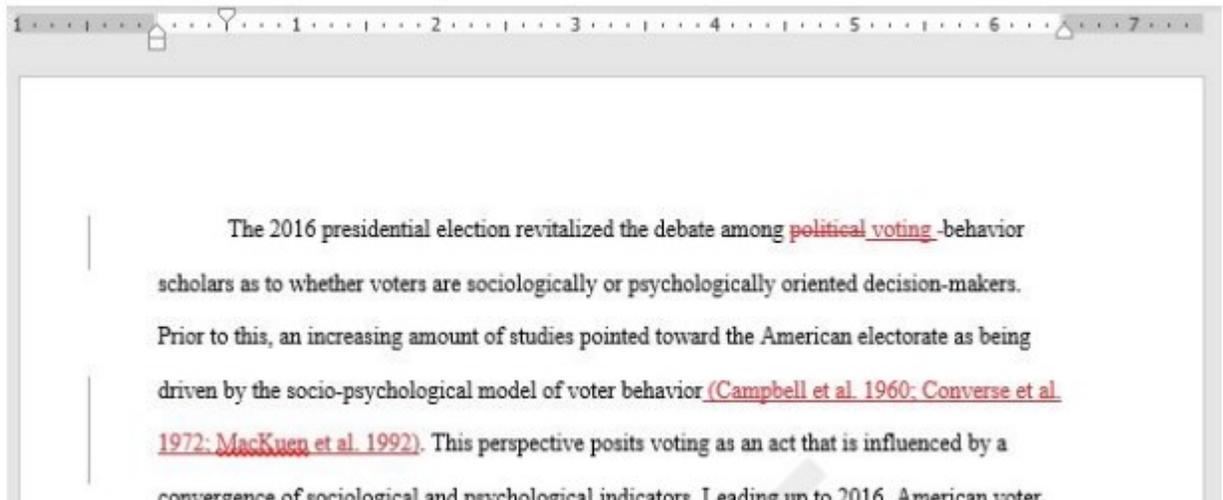
1. In your manuscript document, click on the “Review” tab and select “Track Changes”. When “Track Changes” is turned on, the track changes button will appear darker.



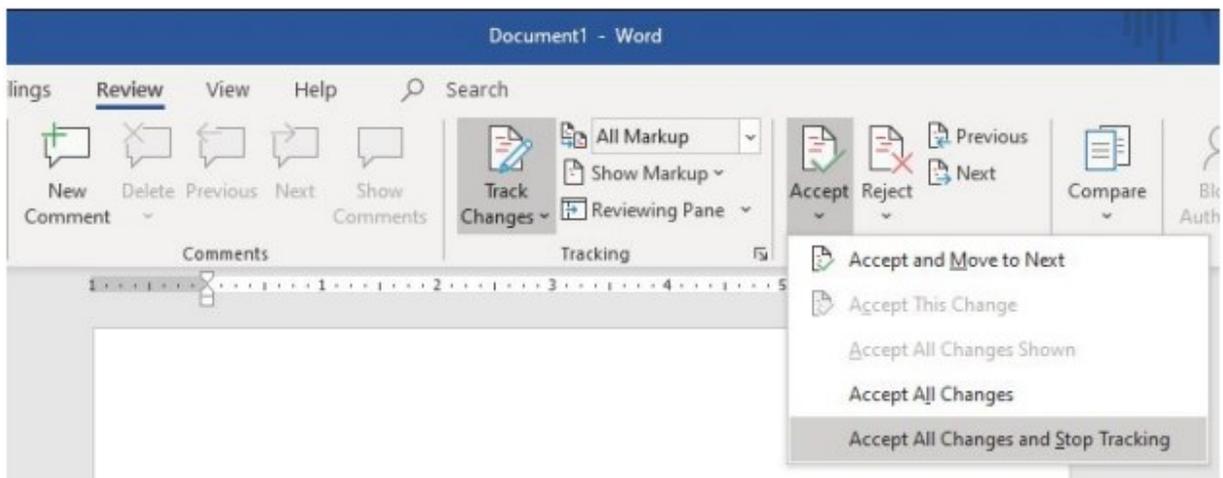
2. Click on the top drop-down icon next to “Track Changes” and select “All Markup”.



3. Start the necessary edits of the manuscripts. Note that changes you make will appear in red. When deleting or replacing text, a strikethrough will appear over the original text.



4. When you are finished making the necessary revisions, go to "File" and select "Save As". Name the document: LastName_Markup.
5. Next, go to the "Review" tab and click "Accept All Changes and Stop Tracking". Once you do, all red changes will become permanent.



6. Finally, go to "File" and select "Save As". Name this file: LastName_Final. Submit both documents via email to our@unlv.edu.