# Guidelines for submitting letters for review

This is a checklist that all submitters will have to fill out before being able to upload their material.

Have you removed all personal identifying information?

Have you removed all sensitive information (e.g. grades)

Where will this letter be submitted?

Provide 3 suggested reviewers and please include their email addresses and institutions

Have you completed a quick run through with spell check? We will also do this; however, it will help us focus on other aspects of the letter review if misspellings and grammar mistakes are minimized.

Have you run the letter through a gender-based calculator?

Have you read the code of conduct and do you agree to it?

Please upload your letter for review - nominal review times are [1 month]