ELECTRONIC PROOFING SYSTEM

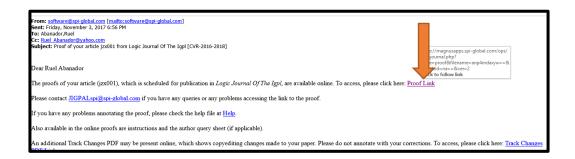
This document will guide you on how to annotate your proof using the Electronic Proofing System.

There are two options to annotate your proof. This depends on the compatibility of EPS with your default browser and version of Adobe Acrobat installed on your computer.

If both options are not working, save your proof and annotate the PDF offline. Please send the annotated PDF file as an attachment to journal team's e-mail account stated in the proof-out e-mail.

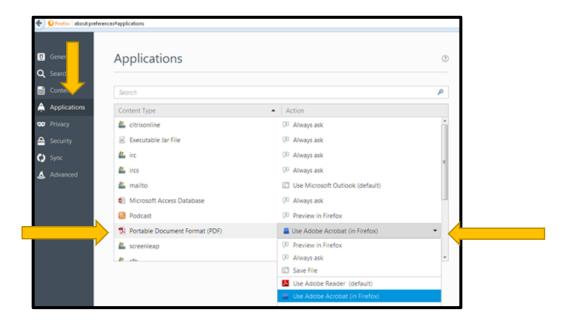
A. Annotating Your Proof Using The Commenting Tools in Electronic Proofing System

- 1. Make sure that you are connected to the Internet in order to annotate your article PDF online.
- 2. Click 'Proof Link' in the e-mail notification received.

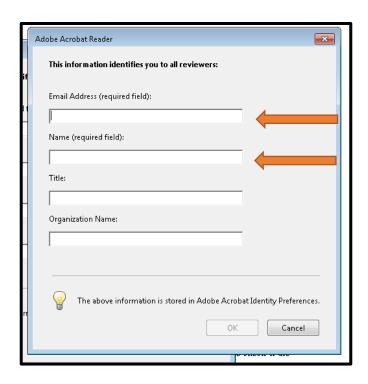


- 3. We recommend that you use Firefox, but Internet Explorer and Chrome can also be used.
 - a. To enable Adobe Acrobat in your Firefox browser, open the browser and type about:preferences in the address bar.

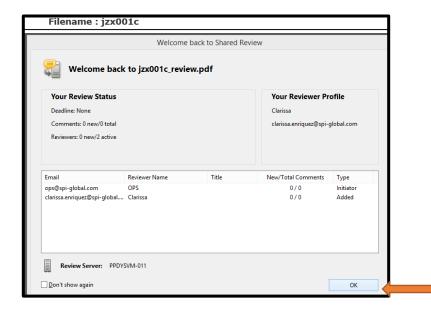
b. In the screen, select 'Applications' and from the list of applications select 'PDF' and then choose "Use Adobe Acrobat (in Firefox)" option.



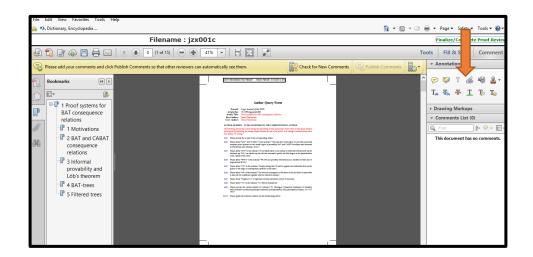
- 4. Once Adobe is enabled correctly in the browser, Acrobat will be embedded, and the PDF file will open in the browser.
- 5. If you are first time to use the system, you will need to fill in the 'E-mail Address' and 'Name' fields.

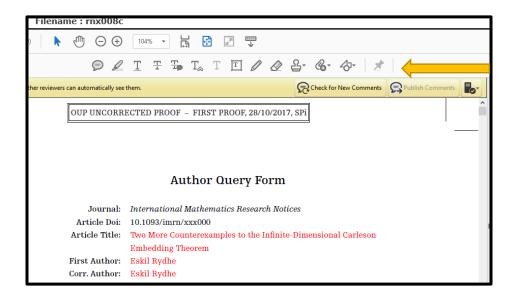


6. Another window will pop up. Please click 'OK'.



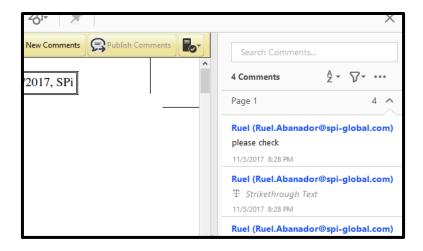
7. You may now start annotating your article PDF using the commenting tools. Note that placement of commenting tools may vary depending on the browser and the Adobe Acrobat version used.



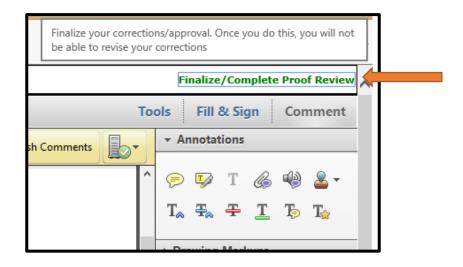


8. Once done, please click 'Publish Comments' and wait for a confirmation message stating that comments have been published.

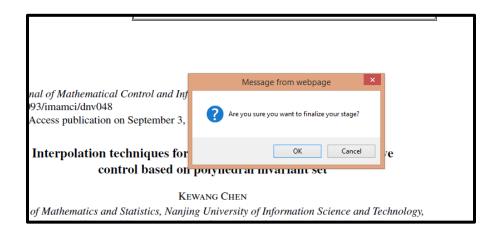




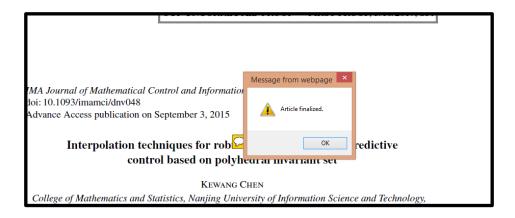
9. To finish, click the 'Finalize/Complete Proof Review' button.



10. You will be asked to confirm if you are sure about finalizing your corrections. Please click 'OK' to confirm or 'Cancel' if you need to add more comments or markups to your article.

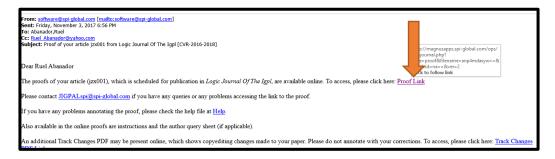


11. After clicking 'OK', your corrected article is sent back to the system and you will no longer be able to access the article.



B. Annotating Your Proof if Commenting Tools are Not Available in Your Screen

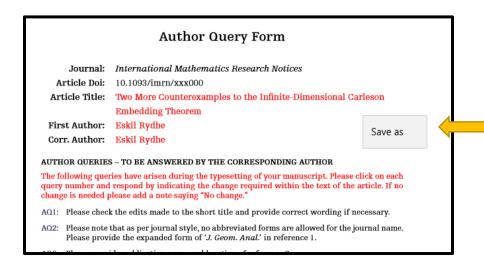
- 1. Make sure that you are connected to the Internet in order to access your proof and return the annotated PDF to the application server.
- 2. Click 'Proof Link' in the e-mail notification received.



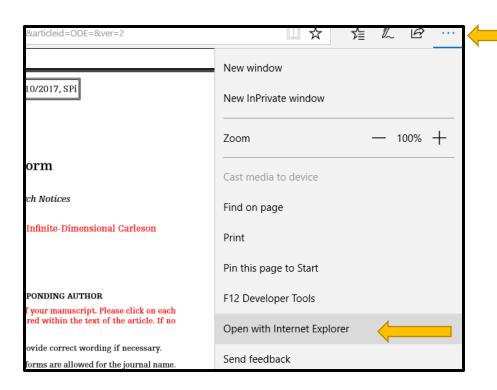
3. If the commenting tools are not available after clicking the link, save the proof to your local drive. Do <u>not</u> close the screen after saving the proof. There are several ways to save the proof depending on the browser you

are using. You may use any of the suggestions below (see items a-d below).

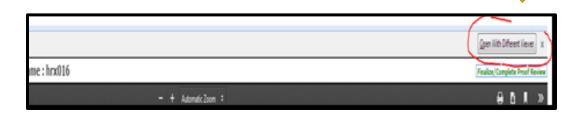
a. Right click on the proof, and press "Save As".



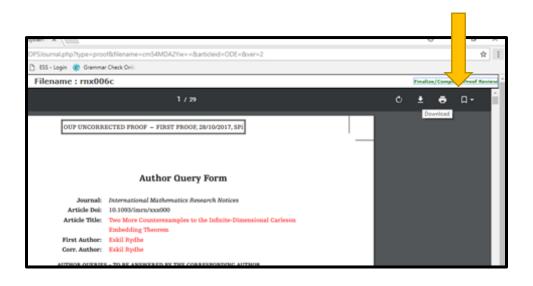
b. Open using another browser.



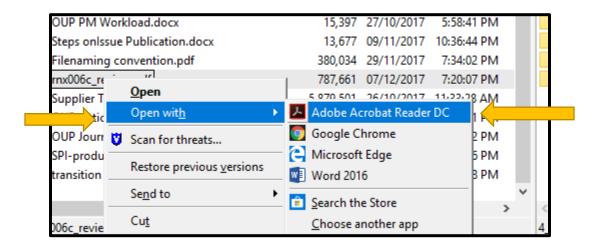
c. Click 'Open With Different Viewer".



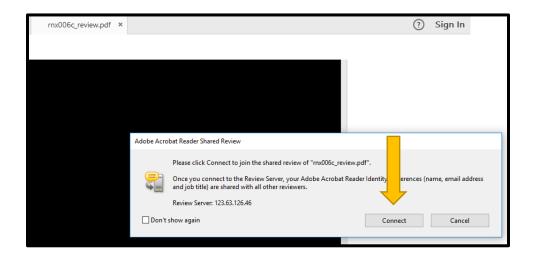
d. Click the download icon.



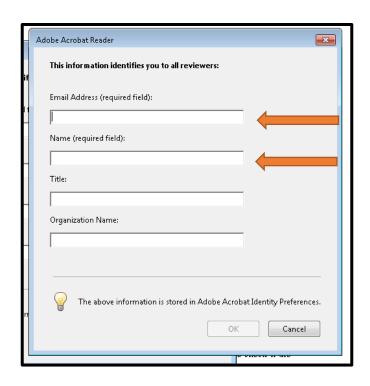
4. From your local drive, open the downloaded proof using Adobe Acrobat Reader.



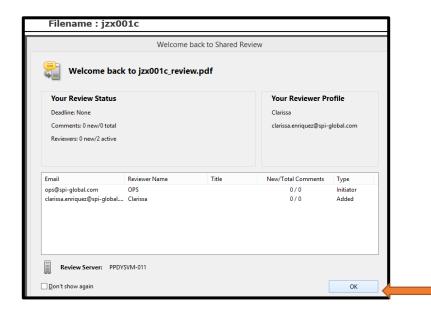
5. A prompt will open, and you will be asked to connect to the server. Please click 'Connect'.



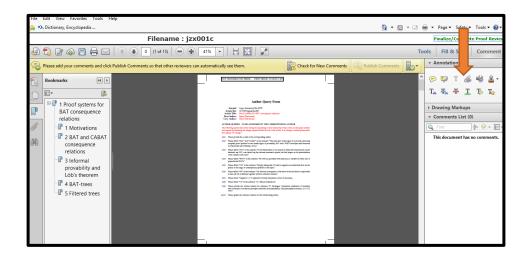
6. If you are first time to use the system, you will need to fill in the 'E-mail Address' and 'Name' fields.

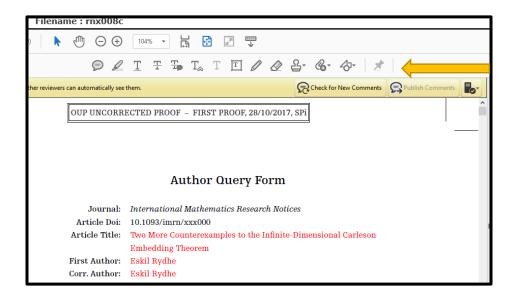


7. Another window will pop up. Please click 'OK'.



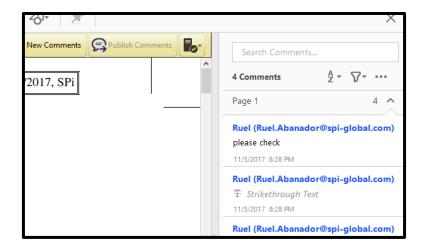
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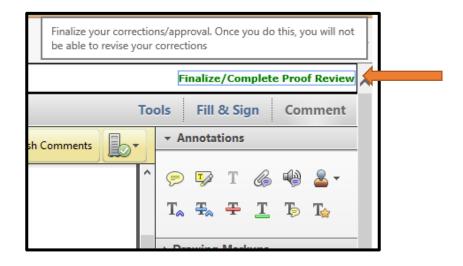
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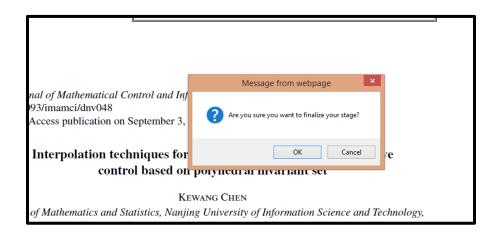


10. Close and save the document.

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