

Notes to help in the
Minor Revision of papers for publication in
Computers & Structures
& Advances in Engineering Software

If you have been referred to this note please ensure that you **carefully** revise your paper according to the following instructions. If you do not observe the instructions below your paper will be returned to you or rejected.

1. Each set of review comments, enclosed with the letter asking for minor revisions should be labelled: Review A, Review B etc. You must use the original review. DO NOT retype the reviewers' comments.
2. Each and every point made by the reviewer should be numbered: A1, A2, A3etc and B1, B2, B3,etc.
3. Revise the paper by incorporating text, tables and figures as requested by each reviewer.
4. Correct spelling and grammar as indicated on marked copies of the original paper (if enclosed).
5. Print out TWO copies of your revised paper mark the first copy "Revised Paper"
6. The second copy of the revised paper should be marked "Revised Paper – Corrections Marked in RED". Take a highlighter pen and a red biro and mark all corrections and additions. Each correction or addition should be marked A1, A2, A3,etc B1, B2, B3,etc. You can also make any additional points in red biro on the manuscript.
7. Every comment in every review should have a note indicating the location of each and every correction or addition. (eg A8: Page 2, paragraph 2, line 4). Original reviews must be used – the reviews must not be retyped.
8. If you delete any text without replacing it please enclose an extra copy of the original paper submitted "Marked Original- Deletions Marked" and clearly mark the deletions.

Please ensure that all reviewers' comments are fully addressed in your revised paper otherwise your revised paper will have to be fully re-reviewed. Please ensure that you answer the reviewers' concerns in the revised paper and not in your description of the revisions.

In some cases one of the reviewers will determine if the minor revisions are satisfactory. In other cases this role will be undertaken by Professor Topping.

To summarise your revised submission should ONLY consist of the following:

- Copy of Revised Paper (Unmarked)
- Copy of Revised Paper (Corrections Marked)
- Copy of each Review, with each review point numbered and the location of the corresponding correction recorded clearly on the copy of the Review
- Copy of any Marked Copies sent to you
- Copy of Original Paper marked "Original Deletions Marked" (if you make deletions)
- Electronic version of the revised paper on CD or Disk