**Author/Contributors Guide
on Adobe Cloud**

When you receive your Adobe Cloud proofs from your desk editor you will have around **2 weeks** to check through the files, adding any essential amends, and responding to comments and queries from the proofreader.

1) When working on Adobe Cloud we recommend that you make an Adobe account as this is the only way to delete your own comments and makes it easier to return to checking your proofs. You can make an account here: https://acrobat.adobe.com/us/en/

2) You will be sent an email with an attached Word file, showing a list of links for each chapter of your book (if it's long or a contributed work), or one link for a shorter authored title. See sample email and list below:

At Edward Elgar Publishing we are now using the 'Adobe Cloud' tool to send you your book proofs for checking. We are using this software as it means that I will be able to see your comments appear as you work, and also to allow you to see, approve and answer our Proofreader's comments and any queries they may come across whilst checking the document proofs. Adobe Cloud documents are live PDF documents which will be based online so as to best streamline the correction process, so you will also be able to see each other's comments as you work.

Please see attached for some instructions on how to use the Adobe Cloud program. Do let me know if you have any questions and I'll be happy to help.

I am pleased to let you know that your first proofs are ready for your review with Adobe Cloud via the links below. For your contributors, I would ask that you forward them the following bank of links, which is also attached as a word document, along with the attached instructions on how to use the Adobe Cloud program:

| File Name	Chapter Title	Author/s	Adobe Cloud Link
Shaw Frontmatter.pdf	Frontmatter List of contributors Preface	All authors	https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:0a80cb33-5779-3286-85cc-39c04aec5ca0
Shaw Ch1.pdf	Concepts and recent developments on climate change adaptation and disaster risk reduction	Rajib Shaw	https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:b1a52c08-699b-3a17-9570-825e7d0845f7
Shaw Ch2.pdf	Sustainable Development Goals (SDGs) and its implications to risk reduction	Yulida Safitri, Bismark Adu-Gyamfi, and Rajib Shaw	https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:f3061cf2-09a9-311d-9fbd-5fdac64c2661
Shaw Ch3.pdf	Paris Agreement and its implications to disaster risk reduction	Dwi Putri Agustianingsih, Ariyaningsih, Vibhas Sukhwani and Rajib Shaw	https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:56e5de5b-ed9a-35ed-bf53-f5e926da8a27
Shaw Ch4.pdf	Sendai Framework and its implementation	Reni Diah Ningsih, Ariyaningsih, Vibhas Sukhwani and Rajib Shaw	https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:20db940b-2e02-34e3-adbc-036f41d33018
Shaw Ch5.pdf	Climate change and flood risk reduction measures	Mikio Ishiwatari	https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:70bfca46-f9ab-3448-ac73-ad4f63034b15
Shaw Ch6.pdf	Climate change and landslide risk reduction	Basanta Raj Adhikari, Sanjaya Devkota and Rocky Talchabhadel	https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:4c766b40-8dad-31d2-aa6f-e303ec4be7ef
Shaw Ch7.pdf	Climate change and cyclone risk reduction	Imon Chowdhooree and Fuad Hassan Mallick	https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:bb4c002f-9b33-3f67-9f60-5b8720e8423d
Shaw Ch8.pdf	Climate change and drought	Mostafa Jafari	https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:

3) When you have received the email please check the links work for you, and forward the links on to any contributors or co-editors/co-authors who aren't copied in. You need to let them know the return date, and send them these instructions which are also attached to your email so they can use the tools. If they have any questions they can email the desk editor directly, and they should be marking their amends using 'sticky notes' or 'highlights' on Adobe Cloud.

4) The above screenshot shows what a chapter will look like on your web browser once you click the link. Comments from the proofreader will show in the 'Comment' bar on the right hand side and you can click on the comment to type a response to it.
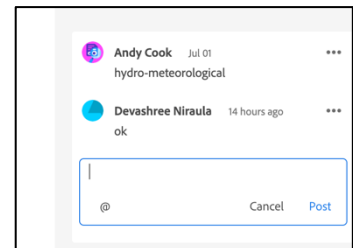
5) You will need to use the 'Highlight', 'Underline' or 'Strikethrough' tools to add your own comments. You can use these to indicate text you're referring to or text to be deleted and a pop up on the right will allow you to add an associated comment. If you have any trouble with these tools please let your desk editor know. **Please note:** If you use the 'sticky note' or 'drawing tool' please ensure you're extremely clear with your meaning and placement, as it can be hard to interpret hand drawn/hand-placed elements created with a mouse, and it's best to stick with the 3 other tools or add a comment in the pop up on the right when you use these two tools.
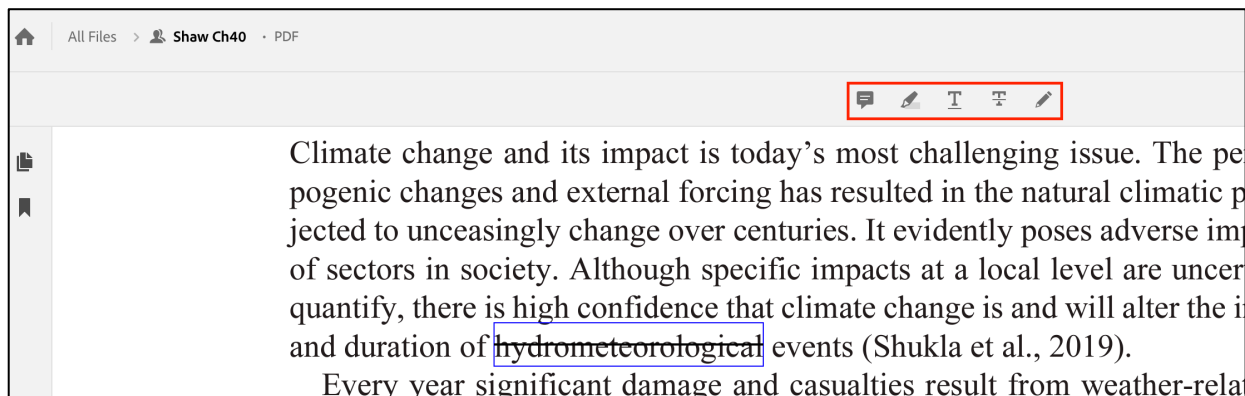
6) If you reply to any comments or if you create any of your own comments please ensure you click 'post' to save the comment onto Adobe Cloud. This ensures that no comments are missed.
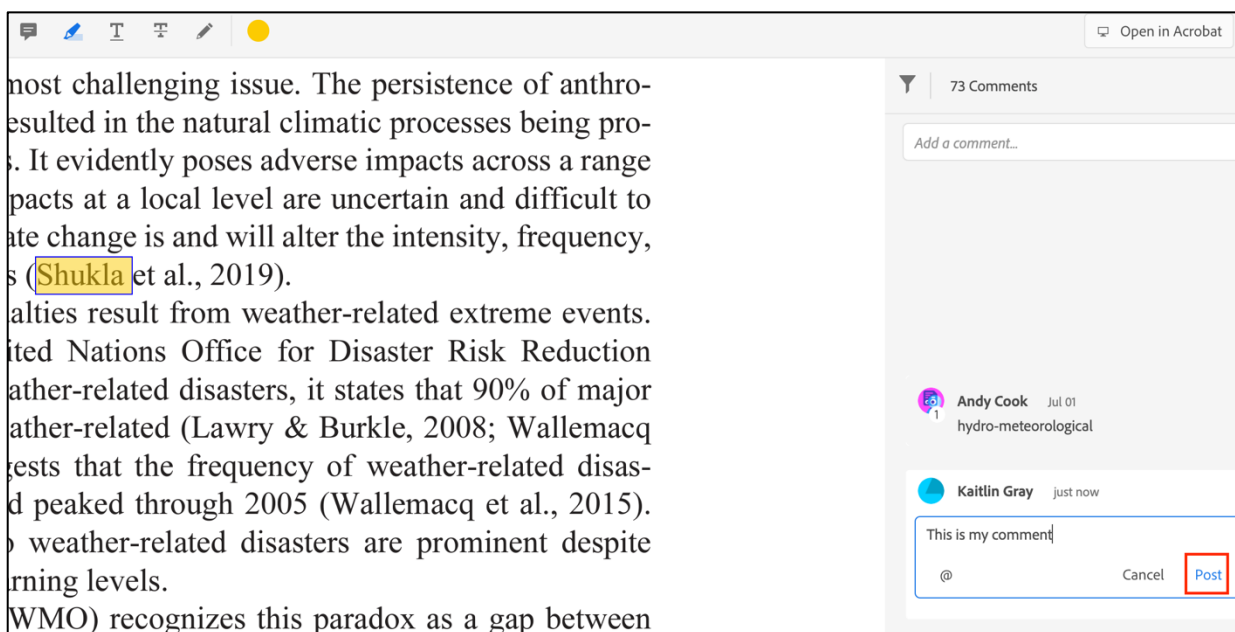
7) You can always test whether the comments have saved by refreshing your page and checking the comment is there, we recommend doing this after your first comment to ensure nothing is missed.

8) You should aim to check the file over the two weeks, responding to any queries from your proofreader, and confirm that you are happy with the text. If any chapter amends need to be made please use the tools mentioned above to mark these as Comments on the Adobe Cloud link you have received.

9) If you do not have any comments to add then please just add a comment saying "Chapter checked and approved – no comments". Please ensure you look for any comments from your proofreader which start with 'AQ:' for 'Author query' or which are questions directed to you, and respond to these.

10) Once you have finished with the file please email the desk editor to confirm that the file has been checked. Once the deadline has passed and files have been returned the desk editor will download the marked up file and no new amends can be made after this time.

Please do not choose to 'Resolve' or 'Mark as Read' any of the comments you make as this may mean your corrections will disappear before your Desk Editor gets a chance to see them.

Please note: Your proofreader may use the same 'Sticky notes', 'Highlight', 'Underline' or 'Strikethrough' tools you are working with or they may also use proof correction symbols to make their revisions.
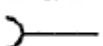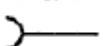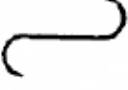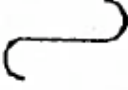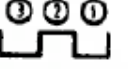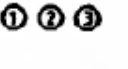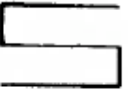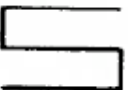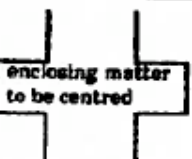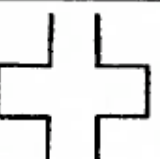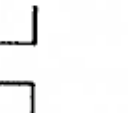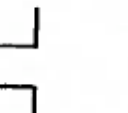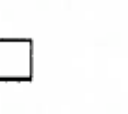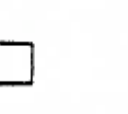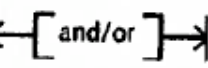
Please see the next pages for the proof correction symbols for your reference:

Proof correction symbols

Instruction	Textual mark	Marginal mark
End of change	None	/ after every change that is not an insertion or deletion, or /⊗ to indicate number of times change is repeated in same line without interruption
Leave unchanged	- - - - - - - - - under characters to remain	⦵
Insert in text the matter indicated in the margin	⋏	New matter followed by ⋏ or ⋏⊗ to indicate number of times same insert is repeated in the same line without interruption
Insert additional matter identified by a letter in a diamond	⋏	⋏ preceded by, e.g. ◆A
Delete	/ through single character, rule or underline or ⊢——⊣ through all characters to be deleted	⤸ for deletion at the beginning or end of a word and where no space is to be left in place of deletion. or ⤸⊗ to indicate number of deletions in the same line without interruption
Close up. Delete space between characters or words	linking⌒characters	⌒
Wrong font. Replace by character(s) of correct font	Circle character(s) to be changed	⊗
Change damaged character(s) or remove extraneous marks	Circle character(s) to be changed or mark(s) to be removed	×
Substitute character or substitute part of one or more word(s)	/ through character or ⊢——⊣ through all characters	new character / or new characters /
Substitute ligature, e.g. ffi, for separate letters	⊢——⊣ through characters affected	‿ e.g. ﬃ
Substitute separate letters for ligature	⊢——⊣ through characters affected	Write out separate letters

Instruction	Textual mark	Marginal mark
Substitute or insert full stop or decimal point	/through character or ⋀ where required	⊙
Substitute or insert comma, semicolon, colon, etc.	/through character or ⋀ where required	, / ; / ⊙ / (/) /
Substitute or insert character in 'superior' position	/ through character or ⋀ where required	Y or ⋋ under character e.g. Ɏ or ⋋̌
Substitute or insert character in 'inferior' position	/ through character or ⋀ where required	⋀ over character e.g. ⋀̇
Substitute or insert single quotation marks or apostrophe	/ through character or ⋀ where required	Y̓ or ⋋̓ and/or Y̓ or ⋋̓
Substitute or insert double quotation marks	/ through character or ⋀ where required	Y̋ or ⋋̋ and/or Y̎ or ⋋̎
Substitute or insert ellipsis or leader dots	/ through character or ⋀ where required	⊙⊙⊙
Substitute or insert hyphen	/ through character or space or ⋀ where required	⊢⊣
Substitute or insert rule	/ through character or ⋀ where required	Give the size of the rule in the margin mark (1N) (4mm)
Substitute or insert oblique	/ through character or ⋀ where required	⊘
Insert underline	Circle characters/words	Circle horizontal line ⊂—⊃
Set in or change to italic	——— under character(s) to be set or changed. Where space does not permit textual marks, or for clarity, circle the affected area instead	↙

KG updated 12th Jul 2022

Instruction	Textual mark	Marginal mark
Change italic to roman/vertical type	Circle character(s) to be changed	⊥
Set in or change to capital letters	≡≡≡ under character(s) to be set or changed	≡
Set in or change to small capital letters	═══ under character(s) to be set or changed	=
Set in or change to bold type	∿∿∿ under character(s) to be set or changed	∿
Change bold to non-bold type	Circle character(s) to be changed	⥮
Set in or change to bold italic type	∿∿∿ under character(s) to be set or changed	∿
Change to non-bold and non-italic	Circle character(s) to be changed	≁
Change capital letters to lower case letters	Circle character(s) to be changed	≠
Change small capital letters to lower case letters	Circle character(s) to be changed	≠
Turn type or figure	Circle type or figure to be altered	(180) ↻ Use circled number to give number of degrees of rotation
Insert or substitute space between characters or words	/ through character or ∧ where required	Y Give the size of the space to be inserted when necessary
Reduce space between characters or words	∣ between characters or words affected	↑ Give amount by which the space is to be reduced when necessary
Make space equal between characters or words in entire line	∣ between characters or words affected	Ⴟ
Insert or substitute thin space	/ through character or ∧ where required	⍵
Insert or substitute fixed space	/ through character or ∧ where required	(2pt) Y or Y
Close up to normal interline spacing	(each side of column) linking lines	The marks are in the margins

Instruction	Textual mark	Marginal mark
Insert space between lines or paragraphs	The mark extends between the lines of text. Give the size of the space to be inserted when necessary	
Reduce space between lines or paragraphs	The mark extends between the lines of text. Give the amount by which the space is to be reduced when necessary	
Start new paragraph		
Run on (no new paragraph, no new line)		
Transpose characters or words	between characters or words	
Transpose a number of characters or words		
Transpose lines	Extend rules the full length of matter being transposed	
Transpose a number of lines		
Centre	enclosing matter to be centred	
Indent or move beginning of line(s) to the right	Vertical lines of mark show alignment	
Cancel indent or move end of line(s) to the left	Vertical lines of mark show alignment	
Set line justified to specified measure	and/or	Give the exact dimensions when necessary