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# Are adolescents chronically sleep-deprived? An investigation of sleep habits of adolescents in the Southwest of Germany 

B. Loessl, ${ }^{*}$ G. Valerius, $\dagger$ M. Kopasz, ${ }^{*}$ M. Hornyak, ${ }^{*}$ D. Riemann ${ }^{\star}$ and U. Voderholzer ${ }^{\star}$<br>*Department of Psychiatry and Psychotherapy, University Medical Center Freiburg, Hauptstrasse 5, 79104 Freiburg, and $\dagger$ Department of Psychosomatic Medicine and Psychotherapy, Central Institute of Mental, Health Mannheim, J 5, 68159 Mannheim, Germany<br>1 Accepted for publication .. .... ....

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Correspondence: Ulrich Voderholzer, Department of Psychiatry and Psychotherapy, University Medical Center Freiburg, Hauptstrasse 5, 79104 Freiburg, Germany E-mail:
ulrich.voderholzer@ uniklinik-freiburg.de


#### Abstract

Background Adolescent sleep receives increasing attention. Several studies have shown that adolescents generally do not sleep enough. This survey assessed adolescents' sleep patterns, and results were compared with sleep logs. Methods A total of 818 students aged 12-18 attending three different school types were asked to complete a questionnaire, adapted from the 'School Sleep Habits Survey', and filled in a sleep protocol over 2 weeks. Information on sleep patterns and demographic data were obtained additionally. Results A total of 601 students completed the questionnaire (i.e. $73.5 \%$ return rate), $55.1 \%$ female and $44.9 \%$ male. Average sleep duration during the week amounted to $8.04 \pm 0.89 \mathrm{~h}$ and $9.51 \pm 1.65 \mathrm{~h}$ on weekends. Sleep duration times on school days decreased from an average $8.64 \pm 0.83 \mathrm{~h}$ for the age category $12-13$ years to $7.83 \pm 0.72 \mathrm{~h}$ for students above 16 years. $91.6 \%$ of all students slept less than 9.2 h per night during the week. Data from the 153 returned sleep logs showed even lower sleep times ( $7.75 \pm 0.82 \mathrm{~h}$ for school nights). Conclusions The main hypothesis that students sleep on average considerably less than the recommended 9 h during weekdays was confirmed. Bedtimes changed throughout the week with the latest on Friday and Saturday nights and the least sleep around midweek. There were no significant group differences regarding school type and environment (rural vs. urban). Interestingly, the majority reported only little daytime sleepiness and no impaired performance. Results regarding the consequences of chronic sleep deprivation in the literature are inconclusive. The impact on physiological parameters, especially metabolic functions, requires further investigations.


investigation by Strauch and Meier (1988) in Germany yielded similar results. Although there were some cultural differences in the area of sleep hygiene practices, school starting times and students' work loads the general trend remained the same (Tynjala et al. 1993; Ohayon et al. 2000; Takemura et al. 2002; Gau et al. 2004; LeBourgeois et al. 2004; Gaina et al. 2005; Lazaratou et al. 2005; Liu et al. 2005; Chen et al. 2006).
Results from the most recent surveys in Hungary, Italy and France confirmed the phase delay and reduced amount of sleep on weeknights for older adolescents,(Violani et al. 2006; Viot-Blanc et al. 2006). A Swedish longitudinal study concluded that boys seemed to be sleeping even less than girls (Gillberg et al. 2006). Carskadon and colleagues (2006) provided data from a large telephone poll by the National Sleep Foundation. It was conducted throughout the USA and obtained information on sleep habits of 1602 11-17-year-old middle and high school students of various ethnic and socio-economic backgrounds. Again the results confirmed the worrisome trend towards chronic sleep deprivation in the older adolescents. Both Carskadon and colleagues (2006) demonstrated a relationship between insufficient sleep, poor performance, increased daytime sleepiness, reduced exercising and increased absenteeism at school.
An interesting report from Croatia, where students attended school in two shifts - morning or afternoon - showed that students acquire more sleep during the afternoon shifts despite the fact that they are going to sleep later at night (Koscek et al. 2006). This ties in with Carskadon (1990) and Carskadon and colleagues (1998), who found that students will not go to bed sooner with earlier school starting times, and that without any curfews or schedules adolescents will sleep for an average of 9.2 h , which therefore might be considered the physiologically 2 optimal sleep duration.

Normal sleep is important for the development of children and adolescents (Anstead 2000; Dahl \& Lewin 2002). Although inconsistent, evidence suggests that the consequences of sleep deprivation in children and adolescents are likely to manifest across several functional domains (Fallone et al. 2002; Fredriksen et al. 2004). Teenagers with low or irregular amounts of sleep have more sick days and an increased rate of injuries (Acebo et al. 1997). Students with insufficient sleep report decreased self-esteem, increased sleepiness and impaired mood, and exhibit more risk-taking behaviour (Owens 2001; Fallone et al. 2002; Fredriksen et al. 2004; Brand et al. 2005; O’Brien \& Mindell 2005). There is a negative association between sleep duration and use of alcohol and tobacco, amount of physical activity, TV watching and playing video games and doctor's visits, whereas a healthy diet, effective stress management and
increased life appreciation correlate positively (Tynjala et al. 1993; Chen et al. 2006).
The objective of this study was to investigate the relationship between adolescents' sleep habits, the characteristics of students (age, gender, school type, environment) and daytime functioning (school performance) in a representative sample of southwest Germany, and compare the results from the survey with the sleep logs. The area is typical for central Europe with a mix of urban and rural population from various ethnic backgrounds. In addition, we obtained data on family structure, drug consumption, time spent for hobbies and working and health problems. By surveying all school types we covered the different socio-economic subpopulations.


## Subjects, procedure and instruments

The study was designed as a cross-sectional sampling. The targets of the survey were students from German secondary schools in the Southwest of Germany. After 4 years primary school, the German three-stream school system allocates students according to their grades and general performance to (i) a lower secondary school (Hauptschule), qualifying after year 9 for vocational school or apprenticeship; (ii) a secondary school (Realschule), which continues to year 10 and qualifies for further secondary education or apprenticeship; and (iii) grammar school (Gymnasium), finishing at year 13 with a high school certificate (Abitur) required for tertiary education.
Sample schools were selected randomly. The survey was conducted during normal class times from June to December 2005 with permission of the local Department of Education. As an incentive for the schools to participate, we gave a $20-\mathrm{min}$ talk on sleep and learning to the students after the questionnaires were filled in. Study subjects below 16 years had to have their consent form signed by a legal guardian. Inclusion criteria were age between 12 and 18 years (grades 7-12) and the ability to understand the aim of the study and the questionnaire. A translated and slightly abbreviated version of the School Sleep Habits Survey (SSHS) (http://www.sleepforscience.org) was handed out to all students who agreed to participate. The rural subpopulation was asked to additionally complete a sleep diary over a fortnight, which was adapted from the 'EveningMorning Protocol' by the German Society for Sleep Medicine. Both tools have been widely used and shown to be reliable and validated in a comparison with actigraph data (Wolfson et al. 2003; Gaina et al. 2005).
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## Data analysis

Statistical analysis was mainly descriptive. Group comparisons were performed through multiple analyses of variance, including post hoc tests (Bonferroni). As the data were normally distributed, weekday and weekend sleep durations were compared with a dependent $t$-test. Sleep duration was defined as time in bed, for example, getting-up times minus bed times. The relation of sleep duration and daytime sleepiness and school performance was examined through Pearson's rank correlations.

## Results

## Description of population

Of the potential 881 students 601 ( $73.5 \%$ ) agreed to participate and filled in the SSHS; $55.1 \%$ were female, $44.9 \%$ male, 286 students came from rural schools, 311 attended schools in Freiburg, which is a city of roughly 216000 inhabitants. Age was normally distributed with a mean of $15.4 \pm 1.7$ years and a median of 15 years. A total of 113 participants attended lower secondary school, 212 secondary school; and 272 were students at grammar schools. The ethnic background of students differed distinctly with the school types with $52.7 \%$ from
non-German backgrounds at the Hauptschule, 25.1\% and only $14.1 \%$ at Realschule and Gymnasium, respectively.
A tenth of the population had chronic health problems, most of which were allergies, in particular asthma. Around $11 \%$ stated to have had treatment for psychiatric problems. $70.2 \%$ of the students drank alcohol, $20.2 \%$ smoked and $10.4 \%$ consumed illegal drugs (note: use could range from 'less than once a month' to 'more than 4 times weekly').

## Sleep duration

Reasons for going to bed changed from early to late adolescence. Although all students named 'being tired' as their main motivation, the younger children were still told by their parents to go to sleep. Watching television also played a major role for all adolescents, as did pursuing hobbies for the over 16 -years old (refer to Fig. 1).

Bed times changed significantly with increasing age from $2152 \pm 0045 \mathrm{~h}$ for the $12-13$-year-old children to $2248 \pm$ 0042 h for the 16 plus population ( $P=0.000$ ) while getting-up times remained nearly the same owing to the early school starting times, which were usually between 0735 and 0750 h . Boys went to bed later on both school and non-school nights while the girls got up earlier during the week (Table 1).

Table 1. Bed times and getting-up times during the week and on weekends $(n=597)$

|  | Bed times (school nights) (Mean $\pm$ standard deviation) |  |  | Getting-up times (school days) <br> (Mean $\pm$ standard deviation) |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Age categories |  |  | Age categories |  |  |
|  | 12-13 | 14-15 | $\geq 16$ | 12-13 | 14-15 | $\geq 16$ |
| All | 21:52 $\pm 0.45$ | 22:33 $\pm 0.55$ | 22:48 $\pm 0.42$ | 06:31 $\pm 0.29$ | 06:35 $\pm 0.28$ | 06:38 $\pm 0.25$ |
| Girls | 22:00 $\pm 0.40$ | $22: 20 \pm 0.44$ | $22: 43 \pm 0.43$ | 06:24 $\pm 0.24$ | $06: 32 \pm 0.25$ | 06:34 $\pm 0.25$ |
| Boys | 21:45 $\pm 0.49$ | 22:51 $\pm 1.04$ | $22: 54 \pm 0.44$ | 06:39 $\pm 0.32$ | 06:40 $\pm 0.32$ | 06:44 $\pm 0.23$ |
|  | Going-to-bed times (weekend) (Mean $\pm$ standard deviation) |  |  | Getting-up times (weekend) (Mean $\pm$ standard deviation) |  |  |
| All | 23:34 $\pm 1.11$ | 00:36 $\pm 1.35$ | 01:24 $\pm 1.31$ | 09:38 $\pm 1.23$ | $10: 18 \pm 1.51$ | 10:30 $\pm 1.35$ |
| Girls | $23: 24 \pm 0.57$ | 00:12 $\pm 1.16$ | 01:17 $\pm 1.28$ | 09:39 $\pm 1.09$ | $10: 08 \pm 1.26$ | 10:11 $\pm 1.25$ |
| Boys | $23: 47 \pm 1.24$ | 01:07 $\pm 1.45$ | 01:34 $\pm 1.35$ | 09:37 $\pm 1.38$ | $10: 32 \pm 2.19$ | $10: 51 \pm 1.42$ |

Data from questionnaires.


Figure 2. Comparison of sleep duration for age groups $(n=587)$. Data from questionnaries.

The mean for sleep duration on school nights was $8.04 \pm 0.89 \mathrm{~h}$, which was significantly lower than on weekends with $9.51 \pm 1.65 \mathrm{~h}(P<0.000)$. The majority of students ( $91.6 \%$ ) slept less than 9.2 h with $7 \%$ even below 7 h . For the $12-13$-year olds, sleep times were $8.64 \pm 0.83 \mathrm{~h}$ during the week and $10.07 \pm 1.47 \mathrm{~h}$ on the weekend, $8.03 \pm 0.97 \mathrm{~h}$ and $9.71 \pm 1.82 \mathrm{~h}$, respectively for the students from 14 to 15 years of age, and finally for those over $167.83 \pm 0.72 \mathrm{~h}$ and $9.09 \pm 1.45 \mathrm{~h}$. Especially, the $12-13$-year-old boys slept significantly longer $(P<0.001)$. Both the difference between the age groups and the time of the week, for example, school nights or weekend were significant (see Fig. 2), whereas the difference in sleep duration on weekends was not $(P=0.816)$. There were no differences for sleep duration, going-to-bed and getting-up times between the rural and urban population or among the different school types. Table 2 summarizes the statistical analysis.

Table 2. Group comparisons $(n=583)$


Data from questionnaires, calculated by multiple analysis of variance (MANOVA) with post hoc tests, $\alpha=0.05$.

## Sleep diary results

Of the 286 rural participants 153 ( $53.5 \%$ ) returned the sleep diaries. Mean sleep duration for the subpopulation was $7.75 \pm 0.82 \mathrm{~h}$ during the week and $8.44 \pm 1.46 \mathrm{~h}$ on weekends. Compared with the mean sleep times for the whole rural population of $8.02 \pm 0.84 \mathrm{~h}$ for school nights and $9.31 \pm 1.49 \mathrm{~h}$ for weekends, this was significantly shorter $(P=0.000)$. With regards to bed times, students went to bed earlier around midweek and stayed up longest on Saturday nights (refer to Fig. 3). Therefore, sleep duration changed drastically across the week with the lowest values on Thursday night and the longest time in bed from Friday to Saturday.
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Figure 3. Bed times across the week $(n=144)$. Data from sleep diaries, rural population only.


## Consequences of sleep habits

Only $13.7 \%$ of the participants did not feel rested after sleep. $83.4 \%$ of the students considered themselves as 'good sleepers' compared with $16.6 \%$ 'bad sleepers'. $2.4 \%$ of the subjects said that they never woke during the night, $31.6 \%$ woke up only once. When asked how much sleep they thought they needed, students stated their subjective sleep requirement to be $9.22 \pm 1.73 \mathrm{~h}$. Only $5.3 \%$ of students would prefer to get up before 0745 h . Likewise, $53.4 \%$ would pick their bedtimes between 2215 and 0030 h , and $53.9 \%$ did not feel tired before 2215 h . With regards to napping, $27.8 \%$ never napped, $35.8 \%$ occasionally on schooldays, with differences between the age categories: $20 \%$ of the $12-13$-year-old, $27.7 \%$ 14-15-year-old and $48.7 \%$ of the above 16 -year-old students.

We found no significant correlation between sleep duration and grades, and sleep duration and daytime sleepiness for the whole population, although more than $50 \%$ of the students stated that they had a 'few problems with daytime sleepiness'. However, for 14-15-year-old students, who slept less than 9 h , a small significant positive correlation of school-night sleep duration and daytime sleepiness was found ( $r=0.230, P=0.001$ ). There was a weak tendency towards very good performance at school (average grade ' 1 ', i.e. the highest) and weekend sleep duration ( $r=0.094, P=0.025$ ).

Students with alcohol, drug or nicotine consumption slept significantly less on schooldays ( $P=0.000$ for alcohol and smoking, $P=0.002$ for drugs). $61.6 \%$ of the study subjects participated in sports activities outside school (team sports, dancing, swimming) and $45.9 \%$ had other hobbies (playing an instrument, being a member of youth groups). While sports did not have an influence on sleep duration, the other
activities showed a small negative correlation, for example, the more time spent with hobbies, the shorter the weeknight sleep duration ( $r=0.151, p=0.013$ ). A third of the students (32.5\%) also worked, which had no impact on sleep duration.

## Discussion

Adolescents sleep significantly less than the recommended 9 h , and sleep duration decreases with increasing age. This probably has both physiological and socio-psychological reasons. Relating the results to the reference values and generational trends from the longitudinal investigation by Iglowstein and colleagues (2003), we found that students in our sample had even shorter sleep durations, which might indicate that subsequent generations sleep less than earlier birth cohorts. Although that study did not differentiate between weekday and weekend sleep duration making it somewhat problematic to compare the results with our school-night sleep times, this might indicate that subsequent generations sleep less than earlier birth cohorts. Additionally, the fact that we did not find differences for school types and urban/rural areas suggests physiological reasons for adolescent sleep habits. Carskadon and colleagues (1993) designate pubertal maturation as the major factor for the delayed phase preference in adolescents. Intrinsic regulatory mechanisms obviously change: the homeostatic system does not seem to alter during puberty, but circadian timing in adolescents shows a deferred onset of melatonin secretion resulting in later going-to-bed times.

These biological factors are confounded by psychosocial ones: an increased desire for independence, decreasing parental
control, more social opportunities, enhanced peer pressure, academic responsibilities, jobs and hobbies and the use of electronic devices (computer, mobile phones, etc.) (Carskadon 1990; Ohayon et al. 2000; Dahl \& Lewin 2002). External constraints, such as parent control over bedtimes or specific cultural sleep practices also have a significant influence (Carskadon 1990; LeBourgeois et al. 2004). Parental influence on when their children should go to bed was only relevant in the youngest age group in our sample, while the older students determined their bedtimes more autonomously. There were some slight gender differences. Girls got up earlier during the week, presumably because they need more time for styling. Younger boys slept longer on school nights, which is probably due to their lower pubertal status compared with girls of the same age and was in line with findings from other studies (Carskadon et al. 1980; Laberge et al. 2001; Fallone et al. 2002).

As we defined time in bed as sleep duration, it can be assumed that the actual sleep duration was much lower. We can also deduce that adolescents in general underestimate their sleep duration. This was confirmed through the data from the sleep logs, which verified the survey results, and total sleep times calculated from the diaries were significantly lower than results from the survey - about 15 min less on school nights. As expected, there was a significant difference between week and weekend nights, and the older students slept about an hour less per night compared with the youngest. Students mostly slept through the night and judged their level of performance as 'good' to 'moderate', which compares with 'no' or 'few problems with daytime sleepiness' in the questionnaire. This underestimation of the consequences of sleep deprivation has been demonstrated in other studies (Van Dongen et al. 2003). Hansen and colleagues (2005) confirmed the accuracy of sleep diaries with actographic data from school nights. We can therefore reason that the sleep duration in our subsample is more realistic than the survey results. Return rate for the sleep diaries was lower than for the questionnaires and required a lot more effort from the study subjects. Consequently, the students, who handed in the diaries, were probably the academically 'better' and more conscientious ones. This might mean that sleep duration is even lower than the results from the sleep logs indicate.

It is interesting that in several studies, including our own, students stated their optimal sleep requirement as around 9 h . Obviously, the adolescents were aware that they do not get enough sleep. To compensate for the accumulating sleep debt, they slept longer on weekends and about one-third had a nap during the day. In fact, nearly half of those in the 16 plus age group stated that they nap on schooldays. The students
obviously adapted to the short school nights, seemed to have good quality sleep and, according to their grades in the previous school report, were able to maintain their performance levels during the week.

Sleep laboratory data suggest, that adolescents actually need more sleep than preadolescents, and daytime sleepiness is pronounced throughout the day even after sufficient sleep (Carskadon 1990; Sadeh et al. 2000). Both objective and subjective assessments demonstrated that teenagers suffer from sleepiness which impairs higher cognitive functions while routine performance is relatively maintained. There is inconclusive evidence concerning the effect on school grades (Fallone et al. 2002; Fredriksen et al. 2004; Taras \& PottsDatema 2005; Gibson et al. 2006). Our study could not find a connection between school performance and sleep duration. However, this was only based on subjective data and the opposite could well be the case if objective tests for sleepiness were to be applied. Smoking, alcohol and drug consumption were all related to less school-night sleep in our study sample, whereas out-of-school activities had little or no impact. The students seemed to be honest in answering these questions, probably because they were assured several times that the data would be kept strictly confidential.

In retrospect, some additional information on particular topics would have been interesting: travel times to school, time of out-of-school activities (i.e. late afternoon, evening, etc.), caffeine consumption and questions pertaining to the emotional status including any necessity for treatment. Also, students from the Hauptschulen were underrepresented due to the fact that recruitment there was difficult as many students refused participation and return rates were sometimes as low as $24 \%$. Statistically, we accounted for that fact by using a multiple variance analysis.

This paper supports findings from various studies in other countries. Chronic sleep deprivation in adolescents is obviously a global problem: they do not sleep enough and the recommended 9 h of sleep are probably an unrealistic goal to achieve. The results regarding the consequences of chronic sleep deprivation in the literature are inconclusive. To some extent, the adolescents seem to have adapted to having short nights during school periods. They obviously compensate well enough to keep up a certain level of performance. Parents and other caregivers, health professionals and teachers need to be aware of these facts and should be educated on adolescent sleep patterns if necessary. When promoting a healthy lifestyle and school schedules that enable students to perform well and to reach their potential, adolescent sleep patterns, too, need to be considered.

## Key messages

- Over $90 \%$ of secondary school students sleep less than 9 h per night during the week.
- Students obviously compensate the accumulated sleep debt on weekends, but how well and how long can they do this?
- How and to what extent does daytime sleepiness affect the students' cognitive and emotional capacities?
- Teenagers might benefit from the inclusion of sleep topics in health education. Parents together with their children could develop a mutually satisfying sleep hygiene programme, for example, setting of bed times during the week, removing electronic devices from the bedrooms, providing the opportunity for catching-up on sleep on the weekends.
- The issue of sleep deprivation is also a political one, as school starting times, duration of commuting to school and back and school schedules have an impact on sleep duration, student performance and daytime sleepiness.


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## Dear Author,

During the preparation of your manuscript for publication, the questions listed below have arisen. Please attend to these matters and return this form with your proof.

Many thanks for your assistance.

| Query References | Query | Remarks |
| :---: | :---: | :---: |
| q1 | PE: Please provide the accepted date. |  |
| q2 | Au: the sentence '. . . without any curfews or schedules adolescents will sleep . . . is it correct? |  |

## Please correct and return this set

Please use the proof correction marks shown below for all alterations and corrections．If you wish to return your proof by fax you should ensure that all amendments are written clearly in dark ink and are made well within the page margins．

| Instruction to printer | Textual mark | Marginal mark |
| :---: | :---: | :---: |
| Leave unchanged | ．．．under matter to remain | （1） |
| Insert in text the matter indicated in the margin |  | New matter followed by $\text { 人 or } h^{(0)}$ |
| Delete | ／through single character，rule or underline $\qquad$ through all characters to be deleted | 万7 or $7 / \times$ |
| Substitute character or substitute part of one or more word（s） | ／through letter or $\longmapsto$ through characters | new character／or new characters／ |
| Change to italics | －under matter to be changed | C |
| Change to capitals | $\equiv$ under matter to be changed | 三 |
| Change to small capitals | ＝under matter to be changed | ＝ |
| Change to bold type | $\sim$ under matter to be changed | $\sim$ |
| Change to bold italic | $\bar{\sim}$ under matter to be changed | 5r |
| Change to lower case | Encircle matter to be changed | 三 |
| Change italic to upright type | （As above） | 4 |
| Change bold to non－bold type | （As above） | npr |
| Insert＇superior＇character | ／through character or $h$ where required | $Y$ or $X$ under character e．g．${ }^{2}$ or $\dot{x}^{2}$ |
| Insert＇inferior＇character | （As above） | 人 over character e．g．今 |
| Insert full stop | （As above） | $\bigcirc$ |
| Insert comma | （As above） |  |
| Insert single quotation marks | （As above） | $\dot{y}$ or $\dot{X}$ and／or $\dot{y}$ or $\dot{x}$ |
| Insert double quotation marks | （As above） | $\begin{aligned} & \ddot{y} \text { or } \ddot{x} \text { and/or } \\ & \ddot{y} \text { or } \ddot{x} \end{aligned}$ |
| Insert hyphen | （As above） | 1 |
| Start new paragraph | $\checkmark$ | $\checkmark$ |
| No new paragraph | $\stackrel{\sim}{\sim}$ | $\checkmark$ |
| Transpose | ப | ᄂ |
| Close up | linking $\int_{\text {characters }}$ | $\bigcirc$ |
| Insert or substitute space between characters or words | ／through character or $\alpha$ where required | $Y$ |
| Reduce space between characters or words | between characters or words affected | $T$ |

## USING E-ANNOTATION TOOLS FOR ELECTRONIC PROOF CORRECTION

## Required Software

Adobe Acrobat Professional or Acrobat Reader (version 7.0 or above) is required to e-annotate PDFs. Acrobat 8 Reader is a free download: http://www.adobe.com/products/acrobat/readstep2.html Once you have Acrobat Reader 8 on your PC and open the proof, you will see the Commenting Toolbar (if it does not appear automatically go to Tools>Commenting>Commenting Toolbar). The Commenting Toolbar looks like this:


Note Tool - For making notes at specific points in the text
Marks a point on the paper where a note or question needs to be addressed.


## How to use it:

1. Right click into area of either inserted text or relevance to note
2. Select Add Note and a yellow speech bubble symbol and text box will appear
3. Type comment into the text box
4. Click the $X$ in the top right hand corner of the note box to close.

## Replacement text tool - For deleting one word/section of text and replacing it

Strikes red line through text and opens up a replacement text box.


## How to use it:

1. Select cursor from toolbar
2. Highlight word or sentence
3. Right click
4. Select Replace Text (Comment) option
5. Type replacement text in blue box
6. Click outside of the blue box to close

Cross out text tool - For deleting text when there is nothing to replace selection Strikes through text in a red line.
substitute part of one or more word(s)
Change to italics
Change to capitals Change to small capitals

## How to use it:

1. Select cursor from toolbar
2. Highlight word or sentence
3. Right click
4. Select Cross Out Text

Approved tool - For approving a proof and that no corrections at all are required.


Page 1 of 2

## How to use it:

1. Click on the Stamp Tool in the toolbar
2. Select the Approved rubber stamp from the 'standard business' selection
3. Click on the text where you want to rubber stamp to appear (usually first page)

Highlight tool — For highlighting selection that should be changed to bold or italic.
Highlights text in yellow and opens up a text box.


## How to use it:

1. Select Highlighter Tool from the commenting toolbar
2. Highlight the desired text
3. Add a note detailing the required change

Attach File Tool - For inserting large amounts of text or replacement figures as a files. Inserts symbol and speech bubble where a file has been inserted.

## matter to be changed matter tg be chaged matter to be changed natter to be changed

## How to use it:

1. Click on paperclip icon in the commenting toolbar
2. Click where you want to insert the attachment
3. Select the saved file from your PC/network
4. Select appearance of icon (paperclip, graph, attachment or tag) and close

## Pencil tool - For circling parts of figures or making freeform marks

Creates freeform shapes with a pencil tool. Particularly with graphics within the proof it may be useful to use the Drawing Markups toolbar. These tools allow you to draw circles, lines and comment on these marks.


## How to use it:

1. Select Tools $>$ Drawing Markups $>$ Pencil Tool
2. Draw with the cursor
3. Multiple pieces of pencil annotation can be grouped together
4. Once finished, move the cursor over the shape until an arrowhead appears and right click
5. Select Open Pop-Up Note and type in a details of required change
6. Click the X in the top right hand corner of the note box to close.

## Help

For further information on how to annotate proofs click on the Help button to activate a list of instructions:


