Roles and Responsibilities of *Sustainability Science* Editorial Board

Editorial Advisors

Advisors are asked to read over journal issues and provide feedback. They will be invited to participate in at least one teleconference with Sustainability Science Editorial Office to give their input / advice on the:

- contents of the journal (topics covered, focus and scope of papers, length, quality, etc.)
- current and future directions of the journal (special issues, journal focus), objectives and goals to be achieved for the successful development and growth of journal (increasing subscriptions, appeal)
- editorial / administrative procedures
- may be asked to take on Editorial role and assist with manuscripts in some circumstances

Editors

Editors will be invited to take on individual manuscripts and carry them through the review process, which includes assigning reviewers, and communicating reviewer comments and recommendations to authors. Author revisions will be looked at by the Editor again, and once the manuscript is ready for publication, the Editor can send it to the Editor In Chief (EIC) for a final decision. The Editorial Office will assist Editors in every step, and can take over duties by proxy if necessary. The Editor's role will be to:

- accept a manuscript that has been given a first English and Technical screening (for unacceptable format, poor English) by the Editorial Office
- read the manuscript and decide if it contributes original ideas, uses acceptable methods, and conforms to general standards of scientific inquiry. The editor should keep in mind *Sustainability Science* looks for science based predictions and impact assessments of global change: specifically interactions between global, social and human systems. Submissions should, when appropriate, try to articulate future visions and policy recommendations.
- invite reviewers using the default invitation letter, with a minimum of 3 to accept. At the Editor's discretion, the list of invited reviewers should include as many as possible of the following:
  - one from the submitting author's reference list
  - one of the author's preferred reviewers (if specified)
  - one who is an expert in a different but related discipline
  - one from a developing country
  - one from a native English speaking country

- accept reviewer comments and communicate to author with revision instructions for re-submission, or rejection. The revised manuscript may need to be looked at by original reviewers again, or Editor may send additional comments directly to author at his/her discretion. When acceptable for publication, Editor can send the manuscript to EIC for final approval.