



Position Description
Editorial Board Member
ADVANCE Journal

1. Each member agrees to review 1-2 manuscripts a year. This will help us provide high-quality reviews to our submitters and ensure that we all are connected to the publishing process of ADVANCE Journal.
2. Each member responds to journal-related questions via e-mail or phone each time they are posed, even if only to say that you have no view at this time.
3. Each board member facilitates one submission to the journal each year. This manuscript/proposal could be one of your own, or it could be a colleague's or student's. In soliciting manuscripts, board members shape the future of the journal and ensure that important topics and significant scholars are considered for inclusion.
4. Each board member shares information about ADVANCE Journal with a potentially interested group. Members can post a disciplinary/interdisciplinary list-serve announcement, take flyers to a conference to hand out to people who present strong papers, or encourage a colleague to consider us as a resource. By broadening scholars' knowledge about ADVANCE Journal, we continue to expand its usefulness to multiple communities.