Antarctic Environments Portal
Editorial Work Flow

DESCRIPTION OF KEY STAGES IN THE WORK FLOW

The following text provides a short text based description of the key stages of the work flow as illustrated in the Antarctic Environments Portal Editorial Work Flow diagram. Only the key roles and stages are described, and the reader should refer to the full diagram for a comprehensive view of the process.

1. EDITORIAL GROUP

The *Editorial Group* is responsible for both selecting the topics to be displayed on the Portal and assessing their topicality. The selected topics will to a large degree be concerned with issues identified by the Committee for Environmental Protection (CEP) as issues that merit attention (priority issues) through its 5 year work plan, but they may also be selected from suggestions provided by any individual scientist or user. The *Editorial Group* is also responsible for keeping the existing content under review and determining what should be revised and when, what should be displayed and what archived.

2. THE EDITOR

The Editor is responsible for conducting an initial scoping of the topics, identifying a suite of at least three suitable authors (as far as possible ensuring a wide geographic spread), and commissioning the summary text along with appropriate guidance material. *The Editor* may reject a submitted draft if it proves unsatisfactory in terms of content or style and may either send it back for revision or commission a new set of authors. *The Editor* will at this stage also consider and provide guidance on any illustrations and graphics suggested by the authors. When an acceptable draft has been submitted *the Editor* will send the text to CO- SCATS for at least two independent reviews. *The Editor* may provide suggestions to CO-SCATS on possible reviewers, and may also approach additional reviewers from outside the science area if this is appropriate.

3. CHIEF OFFICER OF SCATS (CO-SCATS)

The Chief Officer of SCAR's Standing Committee on Antarctic Treaty System (*CO-SCATS*) is responsible for identifying at least two independent scientific reviewers on receipt of the draft text from the Editor. *CO-SCATS* sends review request to the identified persons (copy to Editor) noting that the process will be administered by the Editor and that the reviews are to be submitted to Editor. The Editor is responsible for following up the review process (maintaining overview, send reminders, etc.) from here on, but will copy the submissions to CO-SCATS for information and requesting any further comments from *CO-SCATS*.

4. THE EDITOR

The Editor will iterate the draft with the principal author until all reviewers' comments have been appropriately dealt with. S/He will edit and redraft the submission in accordance with the Portal Style Guide before a final iteration with the principal author to ensure that no meaning has changed in this process. S/He will check references, graphics and illustrations against the editorial guidelines, and ensure revision of any that do not conform to the guidance. S/He will then pass the revised complete draft to the Editorial Group for their assessment and comments. A final revision and check will be undertaken in light of any comments and suggestions from the Editorial Group,

which will include consultation with the principal author if necessary, before a final version is sent to the translators and finally to the Web Administrator.

5. WEB ADMINISTRATOR

The *Web Administrator* will integrate maps, tables and illustrations into text pages and prepare them for publishing. On receiving the translated pages s/he will publish the final versions of the texts in four languages to the Portal.

6. TRANSLATORS

A *translator* will prepare an initial draft of the submitted material into French, Russian and Spanish. The initial drafts will be checked by a second *translator* before being returned to Web Administrator and Editor for publishing.

7. COMMUNITY INPUT

Individuals (users and the community at large) can propose topics and/or volunteer for authorship. In such instances they will be asked to propose their ideas for the Editor's assessment and attention before initiating any work. Anyone can also post comments on published material. Individual comments will not be made publically available, but relevant information from comments (posted in English) will be regularly synthesized by the Editor and posted as a comment to the summary text in question in all four languages.