**Responsibilities of Editors**

Editors could be full-timers or influential researchers in the industry, undertaking the editing role on behalf of the Editorial Office. The following duties and responsibilities of editors are also applicable to all Editorial Board Members.

1. Decisions on manuscripts should only be premised on their scientific value rather than author's institution, nationality, ethnicity, gender, age or other personal information.

2. Editors should deal with all submitted manuscripts equally and timely.

3. Confidentiality of all submitted manuscripts should be maintained. Editors should not divulge detailed information of manuscripts to anyone without author's permission except for reviewers, unless it is part of the investigation on unethical behaviors.

4. Editors should report potential conflict of interest to the Editorial Office in a timely manner.

(1) Manuscripts written by editors of the journal should be handed over to other editors for independent review.

(2) Manuscripts written by the present or previous colleagues or individuals who have established work relationship with editors of the journal should be handed over to other editors for review.

(3) Editors shall not use research results of unpublished papers in their own research. For the manuscript whose topic is too similar to that of editor's, it should also be transferred to other editors for review.

5. Editors should select reviewers with careful consideration so as to ensure an impartial review process.

(1) Editors should be discreet in using reviewers recommended by authors to avoid overly positive comment. For example, the recommended reviewer is the co-author, supervisor, or student of the author.

(2) Editors should verify the information of the recommended reviewer to maintain equality of the peer review.

(3) If authors request to avoid certain reviewers, editors should avoid using them as much as possible.

6. Editors should keep reviewers' names and other information confidential.

7. Any appeal against review results or process should be treated fairly and carefully.

8. Editors should comply to the regulations on data security.

9. A stringent investigation should be conducted for any academic misconduct. For article suspected of academic misconduct, editors should initiate an investigation as soon as possible.