

Journal of Heart and Lung Transplantation
Editorial Roles and Responsibilities
September 2020

Editor in Chief

The Editor-in-Chief shall have total responsibility for the editorial content of the Journal and shall:

- Maintain and manage a team of deputy and other editors, as well as an Editorial Board
- Work with ISHLT and the Publisher to develop strategies for editorial development of JHLT
- Engage the Editorial Board in discussing continuous improvement and development of the Journal and improving their understanding of criteria for selecting papers and expanding coverage in new areas
- Develop and oversee appropriate peer-review procedures for the contributions submitted for publication in the Journal
- Adjudicate conflicts involving authors, reviewers, or others in the Journal publication process.
- Oversee the work of the Managing Editor
- Ensure that sufficient numbers of contributions of superior scientific, academic and professional merit are accepted
- Work with the Publications Oversight Committee, the Deputy Editors, the publisher, and ISHLT staff to develop and annually refine a Journal strategy that is consistent with the ISHLT Publications Strategy and overall Strategic Plan.
- Provide regular reports to the ISHLT Board of Directors regarding the Journal
- Convene an annual meeting of the Editorial Board
- Serve in the following volunteer capacities: (1) as an active, participating member of the Publications Oversight Committee and (b) as an active, advisory member of the Standards and Guidelines Committee
- Adhere to the established conflict of interest policies for the Journal of Heart and Lung Transplantation
- Fulfill all other responsibilities as outlined in the agreement between the EIC and ISHLT

The EIC shall serve a 5-year term renewable for one additional five-year term at the sole discretion of the ISHLT Board of Directors.

Deputy Editor

The Deputy Editor shall, during the Term of Agreement, work with the EIC as follows:

- Assist in developing and implementing the overall strategy for the JHLT
- Make decisions on manuscripts and communicate with EIC and Section Editor concerning manuscript decisions
- Assist in recruiting Section Editors and Editorial Board members
- Assist in developing new content for JHLT
- Assist in developing content for Digital and Social Media output from JHLT
- Be available for regular 1-2 /monthly live video conferences to discuss JHLT issues
- Attend the ISHLT Annual Meeting and annual Editorial Board Meeting
- Grade the Section Editors in quality and timeliness
- Adhere to the established conflict of interest policies for the JHLT
- Remain a member in good standing with ISHLT during the Term of Agreement

The Deputy Editor will serve 3 years. Each of the three years is dependent on satisfactory performance during the prior year as determined by EIC and the POC.

Section Editor

The Section Editor will:

- Review manuscripts assigned based upon expertise and decide to send manuscript out for peer review or streamline
- Identify 2-3 external peer reviewers / manuscript
- Ensure and remind the reviewers to provide reviews within 12 days
- Take on the role of peer review if peer review fails to provide a timely review
- Formulate opinion on manuscript based upon reviewer comments, decide what items of the reviewer comments the authors should address if invited to revise
- Formulate opinion about whether a peer reviewed manuscript should be invited to revise or not
- Attend the annual JHLT Editorial Board meeting
- Grade the peer reviewers for quality and timelines
- Listen to best practice peer review Webinar developed by EIC and JHLT office
- Adhere to the established conflict of interest policies for the JHLT
- Remain a member in good standing with ISHLT while serving in this role

The Section Editor will serve 3 years. Each of the three years is dependent on satisfactory performance during the prior year as determined by EIC and the POC

Editorial Board Member

The Editorial Board Member will:

- Commit to peer reviewing manuscripts up to 15 manuscripts/ invited by Section Editor
- Listen to best practice peer review Webinar developed by EIC and JHLT office
- Provide objective dispassionate reviews of manuscripts within the time frame- 12 days.
- Attend the annual JHLT Editorial Board meeting
- Adhere to the established conflict of interest policies for the JHLT
- Remain a member in good standing with ISHLT while serving in this role

The Editorial Board Member will serve 3 years. Each of the three years is dependent on satisfactory performance during the prior year as determined by EIC and the POC.

Social Media Editor

The Social Media Editor will:

- Tweet using each publication official JHLT Twitter handle
- Review Tweet (peer reviewed) provided by authors on their manuscript and edit accordingly.
- Advise EIC and Dep Editors the effectiveness of Twitter or other Social Media platforms for dissemination of journal and overall journal impact.
- Attend the annual JHLT Editorial Board meeting
- Provide novel uses or applications of social media to disseminate JHLT content
- Adhere to the established conflict of interest policies for the JHLT
- Remain a member in good standing with ISHLT while serving in this role

The Social Media Editor will serve 3 years. The 1st 6 months is considered a trial period. Completion of the remaining 6 months of 1st year is dependent on satisfactory performance. Each of the three years is dependent on satisfactory performance during the prior year as determined by EIC and the POC.

Digital Media Editor

The Digital Media Editor will:

- Assist EIC in developing podcasts, including conducting podcast themselves.
- Assist EIC in updating JHLT website
- Attend the annual JHLT Editorial Board meeting
- Adhere to the established conflict of interest policies for the JHLT
- Remain a member in good standing with ISHLT while serving in this role

The Digital Media Editor will serve 3 years. The 1st 6 months is considered a trial period. Completion of the remaining 6 months of 1st year is dependent on satisfactory performance. Each of the three years is dependent on satisfactory performance during the prior year as determined by EIC and the POC.

Guest Editor

The Guest Editor will assist specifically in the review of manuscripts submitted by EIC and Deputy Editor. They will independently consult with Section Editors over suitability of manuscripts submitted by EIC and Deputy Editors and serve as an independent expert in evaluating the work of EIC/Deputy Editors. The Guest Editor will adhere to the established conflict of interest policies for the JHLT

The Guest Editor will serve 3 years. Each of the three years is dependent on satisfactory performance during the prior year as determined by EIC and the POC.