

Journal of Heart and Lung Transplantation
Editorial Roles and Responsibilities
November 2024

Editor in Chief

The Editor-in-Chief (EiC) shall have total responsibility and accountability for the editorial and scientific content of the Journal of Heart and Lung Transplantation (JHLT) and shall:

- Assemble and manage an editorial team that reflects the diversity of the International Society for Heart and Lung Transplantation (ISHLT)
- Work with ISHLT and the Publisher to develop strategies for content development of JHLT
- Engage the editorial team in continuous improvement and development of the Journal process and content
- Develop and oversee 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 and Executive Managing Editor
- Ensure that sufficient numbers of contributions of superior scientific, academic, and professional merit are accepted and published
- Work with the Standards and Publications Oversight Committee (SPOC), the editorial team, the publisher, and ISHLT staff to develop and refine Journal strategy that is consistent with the ISHLT Publications Strategy and overall Strategic Plan.
- Provide regular reports to the SPOC and ISHLT Board of Directors regarding the Journal
- Convene an annual meeting of the Editorial Board
- Serve in the following volunteer capacities:
 - As an active, participating member of the Publications Oversight Committee
 - As an active, advisory member of the Standards and Guidelines Committee
- Adhere to the established conflict of interest policies for JHLT
- 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.

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Executive Managing Editor

The Executive Managing Editor (EME) will work closely with the EiC to ensure that the day-to-day processes are running in accordance with the strategic and operational plans of JHLT

- Serve as member of the JHLT executive editorial team (along with the EiC and Deputy Editors). This group will be responsible for analyzing and changing process to ensure effective and efficient management of JHLT
- Actively solicit manuscript submissions for JHLT
- Collaborate with the Managing Editor to ensure the executive editorial team has information that will facilitate data-driven decisions
- Track status of reviewer assignments, review completion, and Associate Editor decisions
- Prepare the agenda for the Editorial Board meetings
- Curate and prepare manuscript decisions for authors
- Adhere to established conflict of interest policies for JHLT

The Executive Managing Editors will serve 3-year renewable terms. Performance of the EME will be evaluated annually by the EiC and the ISHLT's Standards and Publications Oversight Committee (SPOC).

Deputy Editors

The Deputy Editor shall work with the EIC as follows:

- Serve as member of the executive editorial team of JHLT (along with the EiC and EME). This group will be responsible for analyzing and changing process to ensure effective and efficient management of JHLT
- Assist in developing and implementing the overall strategy for the JHLT
- Actively solicit manuscript submissions for JHLT
- Manage the international editorial board meetings with the EiC
- Be available for bi-monthly editorial meetings, 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 manuscript disposition
- Assist in developing new content for JHLT
- Assist in developing content for Digital and Social Media output from JHLT
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- Attend the ISHLT Annual Meeting and annual Editorial Board Meeting
- Listen to 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 during the Term of Agreement

Deputy Editors will serve 3-year renewable terms. Performance of the Deputy Editors will be evaluated annually by the EiC and the SPOC.

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Associate Editors

The Associate Editors will:

- Participate in setting journal strategy
- Work with the executive editorial team to define and commission unique content for State-of-the-Art reviews and mini-focus themes
- Actively solicit manuscripts for JHLT
- Review manuscripts assigned and decide to send manuscript out for peer review or streamline
- Identify 3-4 reviewers / manuscript

- Serve as a reviewer if the manuscript does not have 2 reviews at the time of the editorial board meeting
- Be available for bi-monthly editorial meetings, 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 manuscript disposition
- Attend the annual JHLT Editorial Board meeting
- 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

Associate Editors will serve 3-year renewable terms. Performance of Associate Editors will be evaluated annually by the EIC and the SPOC.

Editorial Board Member

The Editorial Board Member will:

- Commit to peer reviewing manuscripts up to 12 manuscripts annually
- Actively solicit manuscripts for JHLT
- Solicit Professional Communities and Interdisciplinary Networks to determine novel and innovative content that would be meaningful to ISHLT members
- Nominate author candidates for specialty content from Professional Communities and Interdisciplinary Networks
- Listen to best practice peer review Webinar developed by EIC and JHLT office
- Provide objective reviews of manuscripts within the time frame of 12 days.
- Attend the annual JHLT Editorial Board meeting and regular, ongoing meetings of the JHLT Board
- Adhere to the established conflict of interest policies for the JHLT
- Remain a member in good standing with ISHLT while serving in this role

Editorial Board Members will serve 3-year renewable terms. Performance of the Editorial Board Members will be evaluated annually by the EIC and the SPOC.

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Social Media Editors

The Social Media Editors will:

- Maintain an environmental scan of ways in which publishers of scientific content are using social media to deliver and measure the impact of digital content
- Provide novel uses or applications of social media to disseminate JHLT content
- Develop and post Tweets for predetermined JHLT articles using the official JHLT X handle
- Review and edit the Tweets provided by authors to maximize message visibility and impact .
- Advise the executive editorial team of the effectiveness of Twitter or other Social Media platforms for dissemination of journal and overall journal impact.
- 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 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 SPOC.

Digital Media Editors

The Digital Media Editors will:

- Assist EIC in developing podcasts, including conducting podcasts 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 Editors will serve 3 year renewable terms. 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 SPOC.

Technical Editor

JHLT Technical Editors will review manuscripts that contain data generated from a laboratory bench (western blots, cell culture, etc) or research core (microscopy, flow cytometry, etc).

Their role will be to:

- Ensure that authors have provided uncut gels for western blots, gating strategy for flow cytometry, and in general that experiments have obvious controls .
- Check experimental methods to ensure there is sufficient detail for rigor and reproducibility.
- Provide feedback to Associate and Deputy Editors on assigned papers in a timely and clear fashion

ISHLT membership is encouraged for these editors, but not required. Technical Editors will serve 3-year renewable terms. Performance of Technical Editors will be evaluated annually by the EIC and the SPOC.

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Guest Editors

The Guest Editors will independently solicit reviews and make publication decisions for manuscripts submitted by the EiC, Deputy Editors, and Associate Editors. The Guest Editor will adhere to the established conflict of interest policies for the *JHLT*.

Guest Editors will serve 3-year renewable terms. Performance of the Deputy Editors will be evaluated annually by the EiC and the SPOC.