

Editorial Roles for *JHLT Open*

Deputy Editor

The *JHLT Open* Deputy Editor will assist the Editor-in-Chief (EIC) in:

- Overall strategy for the Journal.
- Making decisions on manuscripts; will communicate with the EIC and Associate Editors concerning manuscript decisions.
- Recruiting Associate Editors.
- Developing new content for the Journal including Virtual Special Issues, and for Digital and Social Media output.
- Attending regular 1-2/monthly live video conferences to discuss Journal items.
- Attend ISHLT Annual Meeting and yearly Editorial Board Meeting, which may be held virtually or at the ISHLT Annual Meeting.
- Grading Associate Editors in quality and timeliness.

The Deputy Editor will serve a three-year term, renewable as determined by the EIC and the ISHLT Publications Oversight Committee (POC). Each of the three years is dependent on satisfactory performance during the prior year as determined by the EIC and the POC.

Associate Editor

Requirements

- This position is designed for mid-career ISHLT members from all interest areas and professional specialties with significant experience in their specialty.
- The Associate Editor will serve for a three-year term, renewable as determined by the EIC and the POC. Each of the three years is dependent on satisfactory performance during the prior year as determined by EIC and the POC.
- Associate Editors are volunteers and do not receive compensation. Associate Editors will be recognized on the *JHLT Open* and ISHLT websites.

Responsibilities

- Review manuscripts assigned based upon expertise and decide to send manuscript out for peer review or streamline.
- Identify 2-3 external peer reviewers per manuscript.
- Ensure reviewers provide reviews within 12 days through reminders and other communications.
- Take on the role of peer review if reviewers fail to provide in a timely fashion.
- Formulate opinions on manuscripts based upon reviewer comments, decide what items of the reviewer comments the authors should address if invited to revise, and communicate their opinion to the Deputy Editor and/or Editor-in-Chief.
- Formulate opinion about whether a peer reviewed manuscript should be invited to revise or not.

- Attend the annual *JHLT Open* Editorial Board meeting, which may be held virtually or at the Annual ISHLT meeting.
- Grade peer reviewers for quality and timelines.

Editorial Board Member

JHLT Open Editorial Board Members will:

- Serve as peer reviewers for *JHLT Open*, reviewing 10-12 papers per year as invited by the Associate Editors.
- Return high quality, objective reviews of manuscripts within 12 days.
- Add insight as needed where there are conflicts or disagreements about manuscript acceptance, including making recommendations after resolving the conflicts or achieving consensus.
- Provide assistance to peer reviewers as needed.
- Recruit manuscript submissions from colleagues, at relevant professional and industry meetings, and through their own networks.
- Remain an ISHLT member in good standing while serving in this role.

JHLT Open Editorial Board members will serve by invitation in a term that is three years in length, and renewable at the discretion of the Editor-in-Chief and Deputy Editor. Each of the three years of each term is dependent on satisfactory performance during the prior year as determined by the Editor-in-Chief, Deputy Editor, Associate Editors, and/or the ISHLT Publications Oversight Committee.

Digital Media Editor

The roles of the Digital Media Editor include:

- Tweet using the official *JHLT Open* Twitter handle, under the direction and strategic advisement of the Editor-in-Chief and/or Deputy Editor.
- With approval of the EIC or Deputy Editor, the Digital Media Editor may Tweet on behalf of *JHLT Open* on topics of important to the readership.
- Advise EIC and Deputy Editor on the effectiveness of digital or social media platforms for dissemination of journal and overall journal impact.
- Attend the annual *JHLT Open* Editorial Board meeting, which may be held virtually or at the ISHLT Annual Meeting.
- Assist the Editor-in-Chief or Deputy editor in developing podcasts, including conducting podcasts themselves.
- Provide novel uses or applications of social media to disseminate *JHLT Open* content.

The Digital Media Editor will serve a three-year term, renewable as determined by the EIC and the POC. The first 6 months is considered a trial period. Completion of the remaining 6 months of the first 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.

Relevant to All Editor roles:

Conflict of Interest: All Editors should recuse themselves in reviewing/handling a manuscript if a conflict of interest (financial or otherwise) is evident.