



## Appendix B

### **Responsibilities of the editor-in-chief of the *Journal of Cardiovascular Computed Tomography***

#### **Summary**

1. Recommend appointments to the SCCT Board of Directors for Associate Editors and Editorial Board Members
2. Supervise and manage the distribution of manuscripts for assessment by Associate Editors and peer reviewers
3. Determine which manuscripts will be accepted without changes, accepted subject with recommended changes, or declined, based upon the reviews and opinions of the JCCT editorial board.

#### **Annual responsibilities**

Journal production occurs on a recurring and ongoing cycle involving pre-publishing, publishing, and post-publishing phases for each issue.

#### **Ongoing and post-publishing phase responsibilities**

1. Maintain awareness of associate editor assignments, peer reviewer assignments, and history. Use Elsevier Editorial System™, and be capable of using online system for statistic review regarding manuscripts and peer reviewers.
2. Direct discussion and manage relationships with JCCT associate editors and managing editor via weekly teleconferences and the annual editorial board meeting.
3. Actively participate in discussion with SCCT Board of Directors.
4. Monitor journal manuscript submission pipeline, publication history and types, and "topic saturation" potential.
5. Monitor health profession-related news, literature, policy, and education.
6. Communicate with managing editor regarding manuscripts submitted, pipeline issues, and need for assignment/reassignment of reviews.
7. In a timely fashion, read all manuscripts submitted as an initial screen to determine suitability for JCCT. Select and assign associate editors to manuscripts. EIC may choose to assign directly manuscript peer reviewers without assigning to an associate editor. EIC may serve as self-designated peer reviewer on any manuscript.
8. Work with managing editor and associate editors to achieve the shortest time possible from submission to final decision.
9. On an annual basis, review all abstracts accepted for presentation at the SCCT Annual Scientific Meeting to determine suitability for publication on the JCCT website, and solicit accordingly.
10. Monitor and avoid any potential conflict of interest issues.
11. Work with journal staff to ensure a steady flow of manuscripts is in process to maintain a timely bi-monthly production schedule.



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12. Monitor editorial board and peer reviewer timeliness and quality of review work on all completed manuscripts. Monitor grade performance trends for future peer review assignments.
13. With managing editor and associate editors, plan, develop, and schedule special focus issue topics for select issues of JCCT.
14. Periodically write or solicit editorials to reflect timely issues related to planned JCCT manuscript publications. Screen all unsolicited editorials for timeliness and suitability for publication.
15. In collaboration with the managing editor, plan and conduct an editorial board meeting at the SCCT Annual Scientific Meeting, including presentation and explanation of yearly trends and statistics related to JCCT.
16. Develop and support strategies for increasing submissions, readership, subscriptions, and advertising.
17. On an as-needed basis, recommend names of editorial board members and associate editors to be added or removed from JCCT.
18. While complying with all editor-in-chief responsibilities as outlined in the JCCT appointment letter, ensure that an "arm's length" relationship is maintained with the SCCT by publishing peer-reviewed manuscripts that are academically rigorous but may represent an alternative viewpoint
19. In collaboration with the SCCT staff, associate editors, and Editorial Board, recommend strategies to increase quality submissions and to increase readership.
20. Ensure that the processes for Medline recognition and Impact Factor are upheld and continually strengthened.
21. Editor will develop a social media and/or digital content strategy in collaboration with SCCT staff.
22. Submit periodic update reports to the SCCT Board of Directors

## **Publishing phase**

1. Maintain close and frequent communications with journal staff to resolve manuscript content and/or layout issues.
2. Carefully review and return comments on all page proofs with specific attention to detail regarding research methodology and accuracy of tables, charts, and figures.

## **Post-publishing phase**

1. Respond to membership feedback and inquiries regarding journal content.
2. Determine if any manuscript challenges or disagreements warrant additional communication with peer authors, peer reviewers, Editorial Board members, or the SCCT Board of Directors.
3. Determine if a follow-up publication (perhaps representing the alternative point of view) is indicated.

Approved by SCCT Executive Committee Sept 8, 2017