Responsibilities of the editor-in-chief of the *Journal of Cardiovascular Computed Tomography (JCCT)*

Summary

The Editor-in-Chief (EIC) has primary responsibility for the scientific quality, editorial integrity, strategic direction and reputation of *JCCT*. The EIC exercises independent editorial judgment regarding the content of the Journal while working collaboratively with SCCT leadership, the publisher, editorial staff, associate editors and the *JCCT* Editorial Board.

1. Establish and oversee the editorial vision, priorities, policies and scientific direction of *JCCT* and recommend appointments to the SCCT Board of Directors for Associate Editors and Editorial Board Members.
2. Supervise and manage the distribution and timely peer review of manuscripts, ensuring that manuscripts are evaluated fairly, rigorously, efficiently and without inappropriate influence.
3. Exercise final editorial authority to determine which manuscripts will be accepted without changes, accepted subject to recommended changes or declined, informed by peer reviews and the opinions of the *JCCT* editorial board. Peer review is advisory and final editorial decisions reside with the EIC or an appropriately delegated editor.
4. Safeguard the editorial independence, scientific integrity, ethical standards and reputation of *JCCT*.
5. Oversee the Journal's compliance with accepted standards of publication ethics and research integrity.

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 Manager™ 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 regular communications and the annual editorial board meeting. The EIC may delegate editorial responsibilities to deputy editors, associate editors or other designated editors as appropriate but retains overall responsibility for the integrity and quality of the Journal's editorial processes.
3. Actively participate in discussion with SCCT Board of Directors upon request.
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 the managing editor regarding manuscripts submitted, pipeline issues and need for assignment/reassignment of reviews.

7. In a timely fashion, read or ensure appropriate editorial screening of all manuscripts submitted to determine suitability for *JCCT*. Select and assign associate editors to manuscripts. The EIC may choose to assign manuscript peer reviewers directly without assigning an associate editor, may independently assess manuscripts and may obtain additional expert review when appropriate. Editorial decisions may be delegated to an Associate Editor when appropriate, including when the EIC has an actual or perceived conflict of interest.
8. Work with managing editor and associate editors to achieve the shortest time possible from submission to final decision.
9. Ensure appropriate identification, disclosure and management of actual, potential or perceived conflicts of interest involving authors, reviewers, editors and the EIC. When the EIC has a conflict of interest, responsibility for the manuscript shall be transferred to an appropriately designated independent editor and the EIC shall have no involvement in the editorial decision.
10. Oversee the Journal's response to concerns regarding research integrity and publication ethics, including allegations of plagiarism, duplicate publication, data fabrication or falsification, inappropriate authorship, undisclosed conflicts of interest, image manipulation, peer-review manipulation and other potential misconduct. In collaboration with the publisher and appropriate institutional or organizational authorities, determine when corrections, expressions of concern, retractions or other post-publication actions are warranted.
11. Work with journal staff to ensure a steady flow of manuscripts is in process to maintain a timely bi-monthly production schedule.
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 publisher 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 publisher, 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. Collaborate with SCCT and the publisher on strategies to increase the quality and diversity of submissions, readership, subscriptions, dissemination and scholarly impact of *JCCT*, while maintaining appropriate separation between editorial decision-making and commercial activities, including advertising and sponsorship.
17. On an as-needed basis, recommend names of editorial board members and associate editors to be added or removed from *JCCT*.
18. While fulfilling all editor-in-chief responsibilities under the *JCCT* contract with SCCT, maintain editorial independence from SCCT leadership, the publisher, advertisers, sponsors and other external interests, while ensuring fiduciary and strategic alignment between the Journal and SCCT. Decisions regarding peer-reviewed scientific and scholarly content shall be based on scientific merit, methodological rigor, relevance, originality and ethical considerations, free from commercial, financial, organizational or political influence. *JCCT* may publish academically rigorous viewpoints differing from official SCCT positions, provided editorial decisions and actions do not undermine either entity's responsibilities or strategic direction.

19. In collaboration with the publisher, SCCT staff, associate editors and Editorial Board, recommend strategies to increase quality submissions and to increase readership.
20. Maintain the editorial and scientific standards necessary for continued indexing in major bibliographic databases, including MEDLINE and promote the scholarly influence, visibility and appropriate citation of *JCCT* without allowing journal metrics, including the Impact Factor, to compromise editorial judgment.
21. The EIC will develop and support, in collaboration with SCCT staff and the publisher, strategies for digital dissemination and engagement, including social media, multimedia, visual abstracts, podcasts and emerging communication platforms, while maintaining appropriate editorial oversight and scientific accuracy.
22. Develop, maintain and periodically review Journal policies regarding appropriate use and disclosure of artificial intelligence and AI-assisted technologies in manuscript preparation, image generation or manipulation, peer review and editorial processes, consistent with applicable publisher and publication-ethics standards.
23. Submit/present periodic update reports to the SCCT Board of Directors regarding journal performance and progress toward mutually agreed-upon key performance indicators, while preserving the EIC's independent authority over individual editorial decisions.

Publishing phase

1. Maintain close and frequent communications with journal staff to resolve manuscript content and/or layout issues.
2. Provide or delegate appropriate editorial review of page proofs and resolve substantive scientific, methodological or editorial issues identified during production, with particular attention to the accuracy of tables, charts and figures.

Post-publishing phase

1. Respond to membership feedback and inquiries regarding journal content.
2. Determine whether manuscript challenges, disagreements, allegations of error or misconduct or other post-publication concerns warrant additional communication with authors, peer reviewers, Editorial Board members, the publisher, appropriate institutional authorities or the SCCT Board of Directors, while preserving confidentiality and editorial independence as appropriate.
3. Determine if a correction, expression of concern, retraction, editorial response or follow-up publication (including, when appropriate, an alternative point of view) is indicated.

Approved by SCCT Executive Committee Oct 14, 2026