



## Role Description

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**Role:** Editor-in-Chief, *European Journal of Cardio-Thoracic Surgery*

**Accountable to:** European Association for Cardio-Thoracic Surgery Council

**Overview of Role:** Council representative for the EACTS publications portfolio; overall responsibility for strategy and budget for the portfolio with support from the EACTS Editorial Director responsible for the editorial office operations; overall responsibility for content, editorial policy, and reputation of EJCTS.

**Term of Office:** Five years

### ***European Journal of Cardio-Thoracic Surgery***

The *European Journal of Cardio-Thoracic Surgery (EJCTS)* publishes original scientific reports that document significant clinical and experimental advances in the fields of cardiac, congenital, vascular and thoracic surgery. By sharing valuable and cutting-edge research and clinical insights from around the world, we can support our community in achieving better outcomes for patients.

The Editor-in-Chief (EiC) is supported by a team of Associate Editors (AE) and the EACTS Editorial Office (EO). The EiC performs the initial triage of papers, passing papers to the relevant AE to oversee the peer review process, before submitting a decision recommendation for the EiC to confirm and submit the decision. The primary aim of *EJCTS* is to provide a medium for the publication of high-quality original scientific reports documenting progress in cardiac and thoracic surgery. The journal publishes reports of significant clinical and experimental advances related to surgery of the heart, the great vessels and the chest. *EJCTS* is an international leading journal in cardiothoracic surgery and accepts submissions from all regions. Beyond original scientific content, the EiC oversees the publication of clinical recommendation manuscripts such as guidelines and is responsible for professional political communication as well.

EJCTS is part of the European Association for Cardio-Thoracic Surgery (EACTS) family of publications, including the *Interdisciplinary CardioVascular and Thoracic Surgery (ICVTS)* journal; the *Multimedia Manual of Cardio-Thoracic Surgery (MMCTS)* an online video-based textbook; and the EACTS podcast, *A Cut Above*.

### **About EACTS and the Editorial Office**

EACTS is the leading membership organisation in Europe devoted to cardiothoracic surgery. Founded in 1986, EACTS supports the global cardiothoracic community with first-class education, cutting-edge learning opportunities, world-renowned journals and publications by championing pioneering research. Our mission is to improve outcomes for patients with heart and lung conditions by supporting the global surgical cardiothoracic community and informing best practice. EACTS manages the Editorial Office, led by the Editorial Director, the team includes the Managing Editor for the journals (EJCTS & ICVTS), the Managing Editor for digital projects (MMCTS, podcast and webinars), and an Editorial Assistant. The EACTS team works closely with the Editor-in-Chief (EiC) to provide comprehensive support in all editorial duties.



## Scope and Purpose

The EiC is responsible for representing the EACTS publications portfolio on the EACTS Council; overall responsibility for strategy and budget for the portfolio with support from the EACTS Editorial Director responsible for the editorial office operations; overall responsibility for content, editorial policy, and reputation of EJCTS.

## Duties of the Editor-in-Chief

Editorial leadership:

- Provide visionary leadership to the editorial team and foster a culture of excellence and innovation in scholarly publishing.
- Lead the Editorial team in the delivery of objectives agreed within the annual publications strategy meeting and editors working session.
- Develop and implement editorial policies and guidelines in accordance with industry best practices and ethical standards, with support from the Editorial Office.
- Ensure the peer review process is robust, rigorous, fair and timely.
- Represent and act as an ambassador for the journal within the field, promoting the journal at conferences, webinars, and society events.
- Maintain a balance of journal content, representing all areas of cardio-thoracic surgery.
- Actively commission journal content including: reviews, commentaries and editorials.
- Prepare for and present at the annual journal board meetings and editor working sessions.

Manuscript Management:

- Oversee the manuscript peer review process, including the triage and assignment to AEs.
- Review the AE decision recommendations and submit the decision to authors.
- Address escalation issues with the AEs, remove blockers and prevent delays within the publication process.
- Oversee the timely peer review and publication of EACTS Clinical Practice Guidelines (CPG) and other society documents in line with the specific CPG processes and requirements.

Editorial Board Management:

- Recruit, appoint, and manage a diverse and expert editorial board representing the international cardiothoracic community.
- Foster a collaborative and supportive environment among editorial board members, encouraging their active involvement in journal activities.
- Provide guidance and support to editorial board members in handling editorial responsibilities and resolving conflicts of interest.

Strategic Planning and Development:

- Review and update the Publications 3-Year plan, to ensure the continued success of the publication's portfolio.



- Identify emerging trends and opportunities in scholarly publishing and implement strategies to enhance the journal's visibility and impact.
- Collaborate with the publisher and EO to explore new initiatives, such as special collections, publications webinars and outreach activities.
- Attend the annual publication strategy meeting to review the publications portfolio and agree objectives to ensure the continued success of the portfolio.

#### Quality Assurance and Compliance:

- Ensure compliance with ethical standards, publishing guidelines, and industry regulations, including those related to plagiarism, data integrity, and authorship.
- Implement measures to safeguard the journal against fraudulent practices and maintain transparency and accountability in the editorial process.
- Regularly review editorial policies and practices to ensure continuous improvement and alignment with evolving standards.

#### Council Representative:

- Present the Publications report at the EACTS Council Meetings that take place in February, May, July and October.
- Present the Publications report at the EACTS General Assembly each year.

#### Person Specification

- An academic with a background in cardiothoracic surgery or an active cardiothoracic surgeon, with a strong publishing record.
- Significant editorial experience, as an Editor-in-Chief (desirable) or as an Associate Editor (essential) of a reputable scientific journal.
- Ability to dedicate the necessary time and effort to fulfil the duties of the EiC role effectively.
- Willingness to prioritise journal-related tasks and allocate time for manuscript handling, editorial meetings, and correspondence with authors and reviewers.
- Capacity to manage workload fluctuations and meet deadlines, especially during peak submission periods or when urgent editorial decisions are required.
- Strong leadership abilities to guide the editorial board.
- Strong networking skills to engage with the scientific community, attract high-quality submissions, and recruit expert reviewers and editorial board members.
- Demonstrated commitment to promoting diversity, equity, and inclusion across the journal's operations, including authorship, reviewer selection, and editorial board composition.
- High ethical standards and a commitment to upholding the integrity of the journal.
- Excellent organisational skills to manage multiple tasks, deadlines, and priorities effectively.
- Attention to detail to ensure accuracy and quality in editorial processes.
- Ability to work to specific deadlines agreed with the Editorial Office and our publishing partners Oxford University Press (OUP), as well as an awareness of the importance of publication deadlines.
- The candidate should have an extensive, international network of cardiothoracic surgeons and cardiologists and should be aware of new issues and challenges in the fields of cardiac, congenital, vascular and thoracic surgery.