

ESC RULES

7. Editorial Team

7.1. Terms of Reference

- The Journal will be managed by an Editorial team consisting of an Editor-in-Chief (EiC), one or two Deputy Editors-in-Chief (E(s)iC) and up to 8 Editors. The Editorial Team may co-opt members to serve on the Committee when their contribution will play a vital role in the running of the Society or where an Editorial Team member can no longer carry out their role. This co-option will be ratified by the EC and will last until the next round of applications.
- They will be supported by an Editorial Board. They will work in very close collaboration with:
 - a. Each other.
 - b. The ESC Board, Executive Committee, Science and Education Committee and other committees or groups as agreed with the Executive Committee.
 - c. The Central Office.
 - d. The publisher.
- Members of the Editorial team must be fully paid-up ESC members.
- Members should be aware of which other committees or groups they may join. See table (below)

	EC	SEC	WMC	ET	EB
EC		NO*	YES	NO	YES
SEC	NO*		YES	NO	YES
WMC	YES	YES		YES	YES
ET	NO	NO	YES		NO
EB	YES	YES	YES	NO	

EC = Executive committee (* one member of the EC is on the SEC)

SEC = Scientific and Education committee

WMC = Website and Multimedia committee

ET = Editorial Team

EB = Editorial Board

- Mandate for
 - a. Editor-in-Chief is 4 years renewable on application for a further 4 years. In exceptional circumstances, the Executive Committee may allow the EiC to apply for a further 4 years.
 - b. Deputy Editor-in-Chief is 4 years renewable on application for a further 4 years. The EiC and Editors appoint the Deputy E(s)iC using simple majority voting; that appointment is ratified by the Board. A deputy does not automatically become the EiC.

- c. Other team members is 4 years, renewable once on re-election.
- d. To ensure continuity, the past EiC may be nominated as Honorary Editor-in-Chief.
- Renewal at any level is not automatic – the member must submit an application form and follow the usual appointment process.

7.2. Election Procedure for the Editorial Team

The election procedure is included in the Policies. An application form is held at the Central Office.

7.3. Tasks and duties of the Editor in Chief (EiC), the deputy E(s)iC, the Editors and the Editorial Office

Editor-in-Chief

- Decides ultimately whether a submitted manuscript will be published in the Journal.
- Decides on changes in the number of pages and/or issues in consultation with the publisher.
- Meets at least annually with the Publisher and the Executive Committee of the Society to review the performance of the Journal and to agree on future action and policy. The aim of such meetings shall be to formulate and maintain good working practices and to establish a clear and agreed editorial and promotional focus to enable accurate targeting of expenditure and effort.
- Delivers the contributions in good order to the Publisher, on or by the agreed deadlines set in the Journal's production schedule, to enable the Journal to be published on time.

Deputy E(s)iC

- Supports the Editor-in-Chief in the accomplishment of his tasks and duties and can stand in for the Editor-in-Chief.

Joint tasks and duties of the EiC, the deputy E(s)iC, and the Editors:

- Procure and select manuscripts for the Journal.
- Coordinate the peer review of or evaluate independently all submissions for consideration for publication.
- Comply with the Journal's policy on the ethics of the Journal.

Editorial Office (Central Office)

- Manages the non-scientific secretarial matters pertaining to the Journal, particularly the receipt of manuscripts, the forwarding of the latter to the EiC and to the publisher.
- Organises the meeting between the EiC, the Executive Committee and the Publisher.
- Supports the Editor-in-Chief in the management of the non-scientific related tasks.

Policies

Cfr Rule 7.2. Election procedure for the Editorial Team

Election of the Editor-in-Chief

Vacancies for the Editor-in-Chief (EiC) will be advertised on the web site and application forms made available. Dates and timing dependent on when vacancy occurs.

1. An Advisory committee will be formed comprising a representative from ESC EC, the current EiC (or deputy if not available) and a representative from Editors-in-Chief or other relevant persons of appropriate medical journals.
2. The EC will be responsible for making the choice of the representative from another appropriate medical journal.
3. Completed application forms are reviewed by the Advisory committee and a short list is agreed.
4. Shortlisted candidates are interviewed virtually
5. The Advisory committee writes a report on the candidates to the Executive Committee who informs the current Board members.
6. Voting is by secret ballot using absolute majority voting. It may be undertaken by email, web based or at a Board meeting, dependent on timing.

Election of Editors

1. Vacancies for Editors will be advertised on the web site and application forms made available. Dates and timing dependent on when a vacancy occurs.
2. Completed application forms are reviewed by a committee comprising the full Editorial Team (excluding any who have submitted re-applications), a representative from the Editorial Board, chosen by the EiC and a representative from the EC
3. The committee compiles a short list and selected applicants are invited to make a virtual presentation
4. The committee reviews all the presentations and if possible, makes a unanimous decision. If this is not the case, then the committee will vote by secret ballot and simple majority voting for each vacancy.
5. The EC and Board will be informed of the results

Election of Deputy Editor(s)-in-Chief.

The EiC and Editors appoint the Deputy E(s)iC using a secret ballot and simple majority voting; the appointment(s) is/are ratified by the Board. Application is via the Generic Application form.