

**CARDIOVASCULAR PATHOLOGY:
CALL FOR SENIOR ASSOCIATE EDITOR APPLICATIONS
DEADLINE: November 1, 2019**

Cardiovascular Pathology (CVP), the official journal of the Society for Cardiovascular Pathology (SCVP) is seeking applications for a new role of Senior Associate Editor (SAE) to work closely with the Editor-in-Chief of CVP, L. Maximilian Buja, MD, who has been appointed for a third 5-year term, beginning January 2022. The SAE will work in partnership with and under the direction of the EIC to ensure the review and timely publication of original work and review articles within the scope of the journal. Details of the position are described below. The Senior Associate Editor will serve a 5-year term beginning **January 1, 2020**.

Content

The Editor-in-Chief (EIC) and the editorial team (including the SAE) will continue to be responsible for the content of the journal. **CVP** is a bimonthly publication that currently receives over 300 submissions annually. The Journal publishes peer-reviewed articles on all aspects of cardiovascular disease, but with a particular focus on the pathology and pathogenesis of these entities. Authors are invited to submit original research articles. Brief communications, case reports with significant new findings, as well as letters to the Editors will be considered. Review articles may be invited or unsolicited submissions. It presents information drawn from morphologic and clinical laboratory studies with direct relevance to the understanding of human diseases. Papers published concern morphologic and clinicopathologic observations, reviews of diseases, analyses of problems in pathology, significant collections of case material and advances in concepts or techniques of value in the analysis and diagnosis of disease. Theoretical and experimental pathology and molecular biology pertinent to human disease are included. This critical and authoritative journal is well illustrated with exceptional reproductions of photomicrographs and microscopic anatomy. Information on the journal's content and a description of its editorial policies, which concern such issues as the article consideration process and conflict of interest procedures, is available in the Information for Authors & Editorial Policies, accessible at the journal website: www.cardiovascularpathology.com.

Roles and Responsibilities

Editor-in-Chief

The EIC defines the overall strategy for the journal and upholds the mission of the publication. Currently, the EIC evaluates each submission and decides whether the manuscript should be sent to reviewers or rejected without review, based on how it ranks relative to other submissions under consideration and whether the manuscript satisfies the goals and mission of the journal. In 2018, 27% of submissions were rejected without review. At the time of a decision to revise, the EIC assumes the paramount role through the revision and reconsideration process. The EIC also handles Letters to the Editor, Editorials, Correspondences, and Announcements.

Senior Associate Editor

The SCVP Publications Committee, in coordination with the EIC, will select the Senior Associate Editor (SAE). **The EIC and SAE, in association with the SCVP Publications Committee, will develop a division of labor for editorial responsibilities, subject to review and approval by the SCVP Publications**

Committee — according to the guidelines described in detail below. In broad strokes, the initial responsibilities of the SAE will include evaluating and recommending review or rejection of case reports and images manuscripts, inviting manuscript submissions, and developing and supporting new initiatives. The SAE will be selected on the basis of expertise and also to reflect the diverse distribution in geography and interests of the authors and readership of *Cardiovascular Pathology*.

General Guidelines for the SAE position are as follows:

- 1) The SAE shall work in partnership with the EIC who has ultimate responsibility and authority for editorial decisions for CVP;
- 2) The SAE is to have primary responsibility for evaluation, selection of reviewers and recommendations for editorial decisions for case reports and images manuscripts submitted for publication in CVP;
- 3) The EIC is to have primary responsibility for evaluation, selection of reviewers and recommendations for editorial decisions for full length original articles, review articles, editorials and letters to the editor.
- 4) The SAE is to participate with the EIC in weekly editorial meetings whose primary purposes are to track progress in the review process of manuscripts, to evaluate comments and recommendations of manuscript reviewers and to make final editorial decisions regarding the disposition of all manuscripts; these meetings are to be conducted using electronic communication media.
- 5) The SAE is to participate with the EIC in ad hoc editorial meetings when deemed needed.
- 6) The SAE is to participate with the EIC in strategic planning for CVP including selection of members of the Editorial Board.
- 7) The SAE is to serve along with the EIC as an ambassador and promotor of CVP to colleagues individually and at scientific meetings and other venues. This includes solicitation of review manuscripts on themes pre-discussed and agreed upon.
- 8) The SAE and the EIC are to provide oversight, recommendations and assistance to the Associate Editor for Social Media in order to advance CVP in social media.
- 9) The SAE is to participate with the EIC and the Associate Editor for Social Media and the Elsevier publisher in the preparation and conduct of the annual meeting of the CVP Editorial Board.

A modest stipend is available for this position.

SAE Time and Effort

The editorial office is beginning to use Editorial Manager as its online submission system in 2019. All processes described in the Time and Effort section take place within the framework of the online submission system; the progress of each manuscript is seamless—from the author's first submission, through external peer review, to transmittal of the final revised version to Elsevier for publication.

Meetings and Supervision of Editorial Office Staff

- The EIC and SAE participate in weekly editorial meetings and ad hoc editorial meetings as needed (1h/week).
- The EICs rule on editorial disputes in accordance with best publishing practices, monitor journal metrics and the publishing pipeline, assess and update journal procedures and policies, plan new journal initiatives; the SAE provides input to the EIC in these areas. (1h/month)

- The SAE will attend an annual Editorial Board meeting (held at the United States and Canadian Academy of Pathology annual meeting) and provide feedback and content coverage suggestions to the EIC.

Manuscript Handling—division of labor between EIC and SAE subject to change

- The SAE is to have primary responsibility for evaluation, selection of reviewers and recommendations for editorial decisions for case reports and images manuscripts submitted for publication in CVP (1-2 h/wk);
 - The EIC is to have primary responsibility for evaluation, selection of reviewers and recommendations for editorial decisions for full length original articles, review articles, editorials and letters to the editor.
- According to manuscript type, the SAE and EIC review each manuscript for which a revision is being requested, and edit and approve revision letters before sending (3 h/wk).
- When potential errors are brought to light in published articles, the EIC works together with the SAE to develop and approve corrections (3 h/y).

Acquisition of Journal Content

- The EIC in conjunction with the SAE identifies topics of interest to the journal’s readership and approaches potential authors to contribute articles on these topics. He or she acts as an ambassador for the journal, and encourages submission of high-quality research. (1-5 h/mo)

Communications with the Editorial Board

- The EIC and SAE are responsible for keeping the Editorial Board members engaged and aware of current journal priorities and projects. This responsibility is fulfilled by periodic email updates and preparation of a presentation for the annual Editorial Board meeting. In addition, the EIC works with the SAE and the Associate Editor for Social Media as needed to plan and refine feature content. Often this is handled via email correspondence, but conference calls may also be held. (10 h/y)

Characteristics of an Ideal SAE

The ideal *Cardiovascular Pathology* SAE should have:

1. an international reputation as an outstanding pathologist, researcher, and educator in pathology,
2. a demonstrated commitment to constructive participation in academic peer review,
3. an understanding of and passion to satisfy the goals and mission of the journal,
4. an interest and desire to spread the best practices of diagnostic pathology and research in pathology worldwide,
5. the energy and dedication to meet deadlines and to find time virtually every day over a period of 5 years to devote to the journal,
6. no major conflicts of interest,
7. an ability to work diplomatically with authors, other editors, and reviewers,
8. intellectual curiosity and enthusiasm for the field of pathology as a whole,
9. an interest in remaining abreast of issues and developments in medical publishing,
10. an unwavering commitment to quality, integrity, and the principles of academic freedom,
11. a willingness to work within an online manuscript handling system and handle voluminous email correspondence,
12. the cooperative spirit essential to handling whatever needs to be handled, regardless of job description, particularly during those occasions when life intervenes.

How to Apply

Completed applications are will be accepted through **November 1, 2019**. Nominations, accompanied by a curriculum vitae and a cover letter describing the candidate's qualifications and goals for the journal, or for more information or to discuss the position in greater detail should be sent to:

Lindsay Allen

Publisher, *Cardiovascular Pathology*

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