



## **The Role and Responsibilities of Editorial Board Members**

**June 2021**

*The VAD Journal* was established in 2015 by Dr. Maya Guglin. It is dedicated to the multidisciplinary fields that use and research mechanical assisted circulation and advanced heart failure.

In order to ensure the dissemination of high-quality scientific communication, *The VAD Journal* is dedicated to the use of open access publication; thus, interested investigators from all over the globe are able to download the published articles at no cost. As soon as an article has completed the review and copyedit processes, it is published online. This process ensures that the latest research is published and released as soon as possible. Each year, the journal will close out two issues (July and January).

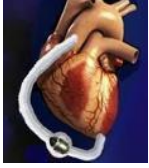
The editorial board is a critical component of the journal's success. Each year, the field of heart failure expands with new and promising technology and techniques. The board plays a vital role in the recruitment of trending and novel topics. In addition, the journal receives many articles that must be reviewed and scientifically critiqued in a timely fashion. In addition, the input of the editorial board is needed to ensure the journal continues to evolve and meet the needs of the scientific community.

Editor-in-Chief: Maya Guglin,  
University of Indiana

Chairman of Editorial Board: Igor.  
D. Gregoric, University of Texas  
Health Science Center at Houston

Managing Editor: Michelle Sauer  
Gehring, University of Texas  
Health Science Center at Houston

This document outlines the role and responsibilities of editorial board members.



## Expectations

As an Editorial Board member, you are an ambassador of the Journal. As such, there is an expectation that all members act in an ethical and professional manner at all times. All editorial board members should be familiar with and uphold the principles and guidelines set forth by the [Council of Science Editors](#) and the [International Committee of Medical Journal Editors](#).

The editorial board will meet virtually **twice a year** to discuss the status and goals of the publication. Attendance is highly encouraged. Should a member be unable to attend, they must review and acknowledge the minutes taken within 30 days. Ideally, board members who are unable to attend the meeting will have an individual conference with the Editor-in-Chief and/or the Chairman of the Editorial Board to ensure their thoughts and ideas are included in the journal progression and plan.

A key aspect of editorial board meetings will be the identification of topics and potential authors for upcoming issues. Editorial board members will be expected to put forth areas of interest and to **solicit experts to submit manuscripts and/or editorials** that are relevant and needed.

Peer-review is essential to the integrity of the journal. As an editorial board member, you are expected to **review at least two manuscripts** each year. Alternatively, board members can recruit other experts who may have more specific knowledge or experience in the field that is discussed in the manuscript.

## Confidentiality

All information regarding the discussion at editorial board meetings is to be held in confidence. Further, any information related to submitted manuscripts is to be confidential. The documents should only be shared and discussed with those directly involved in the evaluation, review, and publication process.

## Conflict of Interest

Each year, editorial board members will be requested to complete a conflict of interest disclosure. Should a conflict of interest be discovered in regards to a manuscript that is under review, the editorial board member should refrain from serving as a reviewer.