

BYLAWS OF THE BRAZILIAN JOURNAL OF CARDIOVASCULAR SURGERY – BJCVS

CHAPTER I GENERAL INFORMATION

Article 1 - The Brazilian Journal of Cardiovascular Surgery (BJCVS) is the official scientific publication of the Brazilian Society of Cardiovascular Surgery (SBCCV), and it is dedicated to encourage and contribute to the dissemination of scientific production inherent to cardiovascular surgery and related areas, collaborating for the consolidation of research to the society. BJCVS has scientific and editorial independence, as stated in these Bylaws.

Article 2 - BJCVS is published bimonthly, 6 (six) issues per year, only in English, with promotion primarily in electronic media, with free access. The BJCVS continuously accepts submissions of manuscripts, according to the categories listed in its Instructions for Authors.

CHAPTER II OBJECTIVES

Article 3 - The main objective of BJCVS is to publish representative manuscripts in cardiovascular surgery and related areas, according to the categories listed in the Instructions for Authors.

Article 4 - There may be a special issue and/or supplement, when the subject is of relevant interest to the community, as long as it is approved by the Editor-in-Chief and the Co-Editor.

Article 5 - Contractual and financial decisions regarding the BJCVS will be the responsibility of the SBCCV Executive Board.

CHAPTER III ORGANIZATIONAL STRUCTURE

Article 6 - The BJCVS is composed of the following positions:

- I. Editor-in-Chief;
- II. Co-Editor;
- III. Associate Editors;

- IV. Junior Editor;
- V. Reviewers;
- VI. Editorial Manager and
- VII. Editorial Assistant.

Article 7 - The Editorial Board has normative, deliberative, evaluative and supervisory roles, and it is compulsorily comprised of Editor-in-Chief, Co-Editor and Associate Editors.

Paragraph one of one - The Editorial Board members will be researchers of recognized expertise in their specialties.

Article 8 - The Editor-in-Chief will be selected with the election of the BJCVS Board. The BJCVS Editor-in-Chief is responsible for ensuring the execution of the BJCVS Editorial Policy and for the scientific content published in the journal.

Article 9 - For the position of Co-Editor, the Editor-in-Chief will appoint up to 3 (three) specialists who must be submitted for analysis by the SBCCV Executive Board, who will be responsible for selecting one of the nominees for the position, within a maximum period of 15 (fifteen) days. This period may be extended for another fifteen (15) days, upon justification presented to the SBCCV Executive Board.

Paragraph 1 - After the Editor-In-Chief takes office, he/she will have a period of 15 (fifteen) consecutive days to bring forward the appointment of the 3 (three) specialists to the position of Co-Editor.

Paragraph 2 - In the case of impediment or vacancy of the position of Editor-in-Chief, for any reason, the Co-Editor will automatically assume the position of Editor.

Article 10 - It will be up to the Editor-in-Chief and Co-Editor to appoint the Associate Editors, paying attention to the following requirements:

I - Brazilian Associate Editors in cardiovascular surgery must be Full Members of the SBCCV and hold a PhD degree. Foreign Associate Editors in cardiovascular surgery or related fields must hold equivalent degrees or notable knowledge.

II - Associate Editors in related areas must hold a PhD degree.

Article 11 - For the position of Junior Editor, young talents will be selected, at the discretion of the Editor-in-Chief and Co-Editor, who must be associated with the Brazilian Department of Academic Cardiovascular Surgery Leagues (DBLACCV) or be a Resident Member of the SBCCV. The Junior Editor will be part of the Editorial Board, always mentored by the Co-Editor and the

Associate Editors, which allows him/her to learn all the stages of the BJCVS editorial process.

Article 12 - The BJCVS Reviewers will be professionals with recognized training and experience in Medicine, Cardiovascular Surgery and/or related specialties, preferably PhDs and affiliated to teaching and/or research universities.

Article 13 - The positions of Editorial Manager and Editorial Assistant are part of the SBCCV staff and are not voluntary. The other positions are classified as voluntary service provided to the BJCVS, exclusively for educational and scientific purposes.

CHAPTER IV TERM LENGTHS

Article 14 - As established in the SBCCV Statute, the term length of the Editor-in-Chief and Co-Editor is 6 (six) years, immediately preceded by at least one term as Associate Editor.

Article 15 - The term length of Associate Editors is 4 (four) years, with the possibility to reappointment for another period of equal duration, at the discretion of the Editorial Board. The reappointment of the Associate Editor will be considered based on the productivity of his/her last term.

Paragraph 1 - The terms of Associate Editor and Editor-in-Chief begin in different years, so that the renewal of the Editorial Board is always partial.

Paragraph 2 - The Editorial Board member who considers him/herself temporarily prevented from exercising the function may request, with explanation sent by e-mail to the BJCVS Editor-in-Chief, removal from his/her duties for up to 6 (six) months, renewable once for the same period.

Paragraph 3 - If an Editorial Board member abstains from his/her duties without explanation, such member will be replaced.

Paragraph 4 - An Editorial Board member whose conduct is ethically incompatible with his/her duties at the BJCVS, and who has been convicted in court and/or under investigations carried out by their Institutions, national or international Specialty Societies to which he/she is affiliated and/or Class Councils, both final and unappealable, will be replaced from the position.

Paragraph 5 - The Editorial Board will meet at least once a year or when necessary, when called by the Editor-in-Chief and/or Co-Editor, which may be in person or virtually.

CHAPTER V

RESPONSIBILITIES OF THE EDITORIAL BOARD

Article 16 - The Editorial Board:

- I.** Define and monitor compliance with the BJCVS Bylaws;
- II.** Review and/or propose amendments to the BJCVS Bylaws every 2 years;
- III.** Decide on cases not provided for in these Bylaws;
- IV.** Ensure the scientific quality of the BJCVS;
- V.** Strive for professional and editorial ethics of the BJCVS;
- VI.** Appoint members to compose the Bank of Reviewers;
- VII.** Define and reformulate editorial policies;
- VIII.** Define dissemination strategies;
- IX.** Define manuscript assessment guidelines;
- X.** Define manuscript submission guidelines;
- XI.** Define the creation of new sections and special editions of the BJCVS;
- XII.** Participate in BJCVS review meetings.

CHAPTER VI

RESPONSIBILITIES OF THE EDITOR-IN-CHIEF

Article 17 - The Editor-in-Chief:

- I.** Respond for the BJCVS to the SBCCV and other bodies and institutions relevant to scientific publications;
- II.** Coordinate the production of the BJCVS;
- III.** Chair the Editorial Board meetings;
- IV.** Choose the BJCVS Co-Editor and Associate Editors;
- V.** Convene and preside over the BJCVS ordinary and extraordinary meetings;
- VI.** Establish periodic communications with the Editorial Board, Associate Editors and other members of the BJCVS editorial team;
- VII.** Preserve the reputation and good name of the BJCVS, taking care of its periodicity, assessment and circulation;
- VIII.** Ensure the seriousness of purposes and veracity of the facts published in the BJCVS;
- IX.** Adopt, watch over and continuously apply the best publishing practices established by external evaluation organizations to which the BJCVS is a signatory;
- X.** Prepare, with the Editorial Manager and the Editorial Assistant, the annual accountability reports to be presented at the BJCVS meetings and at the SBCCV Ordinary General Meeting;
- XI.** Follow up, with the Editorial Manager and the Editorial Assistant, the project finances and accountability for the funding agencies;
- XII.** Strive for the maintenance of the BJCVS scientific and technical quality;

- XIII.** Analyze whether the submitted manuscripts fit the BJCVS scope;
- XIV.** Oversee the editorial workflow, paying attention to compliance with the deadlines stipulated in the work schedule, intervening and taking appropriate measures in case of delays;
- XV.** Organize the selection of Associate Editors and Reviewers;
- XVI.** Act to protect the rights of authors and consultants, guaranteeing the confidential nature of the evaluation and the transparency of the editorial process;
- XVII.** Keep the record of performance appraisals of ad hoc Consultants, especially in aspects related to quality and deadlines for issuing opinions;
- XVIII.** Have ultimate responsibility for the acceptance and rejection of manuscripts;
- XIX.** Organizing, with the Editorial Board, the preliminary version of the BJCVS for editing;
- XX.** Provide, update and maintain the BJCVS as an indexed journal.

CHAPTER VII RESPONSIBILITIES OF THE CO-EDITOR

Article 18 - The Co-Editor:

- I.** Substitute the Editor-in-Chief in case of temporary or permanent vacancy of the position;
- II.** Plan with the Editor-in-Chief the procedures and manage the BJCVS distribution;
- III.** Develop and maintain a database referring to the body of ad hoc reviewers appointed by the Editorial Board;
- IV.** Prepare, together with the Editor-in-Chief, reports for external evaluation bodies, whenever requested.

CHAPTER VIII RESPONSIBILITIES OF THE ASSOCIATE EDITORS

Article 19 - The Associate Editors:

- I.** Assist the Editor-in-Chief in the assignment of ad hoc reviewers for the evaluation of manuscripts submitted to the BJCVS;
- II.** Advise the Editor-in-Chief in the assessment of the objective aspects of the evaluation process of manuscripts submitted to the BJCVS;
- III.** Meet the deadlines set in the editorial workflow, contributing to the smooth running of the editorial organization;
- IV.** Maintain the productivity in manuscript assessment, according to the Associate Editors' Productivity Report, automatically generated by the submission system;

- V.** Analyze whether the submitted manuscripts fit the BJCVS scope;
- VI.** Perform the desk review of articles submitted;
- VII.** Proceed with the choice of reviewer for the manuscripts assigned to them;
- VIII.** Preserve equality in the choice of evaluators, paying attention to possible conflicts of interest;
- IX.** Select reviewers according to the topic of the manuscript;
- X.** Send manuscripts submitted to reviewers in each area;
- XI.** Receive opinions;
- XII.** Communicate reviewers' recommendations to authors;
- XIII.** Issue an opinion on the evaluation of manuscripts assigned to them;
- XIV.** Ensure the anonymity of authors and reviewers;
- XV.** Prepare an opinion on possible ethical problems of publication, after consulting the other Associate Editors;
- XVI.** Decide on issues related to the scientific aspects of the BJCVS editorial process, whenever requested.

Paragraph 1 - Repeated and unjustified non-compliance with the deadlines set in the editorial workflow, as well as low productivity in the exercise of his/her functions, will give rise to the following sanctions:

- a)** Written warning to the Associate Editor;
- b)** Exclusion of the Associate Editor from the BJCVS Editorial Board.

Paragraph 2 - In case of exclusion, the Associate Editor will not be able to integrate the BJCVS Editorial Board for 3 (three) years from the date of his/her exclusion.

CHAPTER IX RESPONSIBILITIES OF THE JUNIOR EDITOR

Article 20 - The Junior Editor:

- I.** Manage the BJCVS social media and BJCVS Blog, composing a committee of advisors to assist him/her;
- II.** Assist in the formation of the Bank of Reviewers.

CHAPTER X RESPONSIBILITIES OF THE REVIEWERS

Article 21 - The reviewers:

- I.** Are aware of and apply the codes of conduct and good practice presented in these Bylaws;
- II.** Strive for professional ethics;
- III.** Immediately report possible conflicts of interest in manuscripts received, declaring themselves prevented, when applicable;

- IV. Maintain anonymity in the reviews assigned to them;
- V. Read and analyze the manuscripts assigned to them and present a scientific, clear and objective opinion, listing the necessary corrections;
- VI. Meet the deadlines set in the editorial workflow schedule, paying attention to the good progress of the BJCVS.

Paragraph 1 - Repeated and unjustified non-compliance with the deadlines set in the editorial flow, as well as low productivity in the exercise of his/her functions, will give rise to the following sanctions:

- a) Written warning to the Associate Editor;
- b) Exclusion from the BJCVS Editorial Board.

Paragraph 2 - In case of exclusion, the Reviewer will not be able to integrate the BJCVS Editorial Board for 3 (three) years from the date of his/her exclusion.

CHAPTER XI FINANCING SOURCES

Article 22 - The BJCVS' Editions will be funded by resources from budget allocations provided for in the SBCCV annual budget, duly approved by the SBCCV Board, and may obtain revenues that are allocated to it from the following sources:

- I – Sale of print or digital advertising;
- II – Sale of article reprints (according to the journals' license policy);
- III – Government funding sources.

Paragraph 1 - The SBCCV will be responsible for raising funds for the BJCVS, with the collaboration of the Editor-in-Chief and Co-Editor.

Paragraph 2 - The insertion of advertising material in journals must be approved by the Editorial Board, observing the regulatory standards for medical advertisements, defined by government entities, as well as international standards for biomedical journals, as defined in the document "Uniform Requirements for Manuscripts Submitted to Biomedical Journals": www.icmje.org.

Paragraph 3 - The commercialization of advertising linked to the publication of scientific articles is prohibited.

Paragraph 4 - In compliance with the legal and regulatory provisions that govern the advertisements for medical or health products, institutional advertising is allowed in the full publication of the editions, provided that it is on the cover pages or back cover (printed version), as well as on the respective journal website.

CHAPTER XII GENERAL PROVISIONS

Article 23 - Cases not covered in these Bylaws will be resolved by the Editor-in-Chief, consulting the Editorial Board when necessary.

Article 24 - These Bylaws shall enter into force on the date of its approval; all other provisions to the contrary are hereby revoked.