



BYLAWS OF THE BRAZILIAN JOURNAL OF CARDIOVASCULAR SURGERY – BJCVS

ARTICLE I GENERAL INFORMATION

Section 1 - The *Brazilian Journal of Cardiovascular Surgery* (BJCVS) is the official scientific publication of the Sociedade Brasileira de Cirurgia Cardiovascular (SBCCV), which provides institutional support. However, the BJCVS maintains full scientific and editorial independence, without any interference from the SBCCV in decisions on content, evaluation criteria, composition of the editorial board or selection of manuscripts, being regulated exclusively by these Bylaws.

Section 2 - As of August 2023, the BJCVS has adopted a continuous publication model, issuing six editions per year, exclusively in the English language, and disseminated primarily through electronic media, with open and free access. The BJCVS receives collaborations on a continuous basis, according to the categories defined in the Instructions for Authors.

ARTICLE II PURPOSES

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

Section 4 - Special editions and/or supplements may be issued on topics of significant interest to the community, provided they are approved by the Editor-in-Chief and the Co-Editors.

Section 5 - Contractual and financial decisions concerning the BJCVS are the responsibility of the SBCCV Executive Board, respecting the journal's editorial independence regarding scientific content and the management of the editorial process.

ARTICLE III ORGANIZATIONAL STRUCTURE

Section 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;
- VII. Editorial Assistant

Section 7 - The positions of Editorial Manager and Editorial Assistant are part of the SBCCV staff and are not voluntary. All other positions are considered voluntary service to the BJCVS, rendered exclusively for educational and scientific purposes

ARTICLE IV MANDATES

Section 8 - The term of office of the Editor-in-Chief is six (6) years, with the possibility of reelection, in accordance with the SBCCV Statute.

Section 9 - At the end the mandate, the Editor-in-Chief shall submit to the SBCCV Board of Directors up to three (3) names eligible to run for the position of Editor-in-Chief in the SBCCV elections.

Section 10 - The selection of nominees will be coordinated by a committee composed of the current BJCVS Editor-in-Chief, a former Editor-in-Chief and the current president of the SBCCV, taking into account the following selection criteria:

- I. Be a cardiovascular surgeon;
- II. Be serving as an Associate Editor at the time of selection;
- III. Have previously served as Associate Editor of the BJCVS;
- IV. Hold an academic or research appointment at a nationally or internationally recognized university or research institution, with demonstrated expertise in the area of cardiovascular surgery;



- V. Hold at least a Master's or Doctoral degree, demonstrate ethical conduct in research, professional practice, and scientific publication, and have proven experience as a reviewer for peer-reviewed scientific journals.

Section 11 - In the event of temporary or permanent vacancy in the position of Editor-in-Chief, the Executive Board of the SBCCV shall appoint, within a maximum of fifteen (15) days, one of the current Co-Editors to assume the position, considering both productivity and length of service at the BJCVS.

Section 12 - The term of office of the Co-Editors shall coincide with that of the Editor-in-Chief.

Article 13 - The term of office of the Associate Editors shall be four (4) years, with the possibility of reappointment at the discretion of the Editor-in-Chief and the Co-Editors. Reappointment shall be evaluated based on productivity during the previous term.

Section 13.1 - The terms of office of the Associate Editor and the Editor-in-Chief shall begin in different years, ensuring that the renewal of the Editorial Board is always partial.

Section 14 - Co-Editors, Associate Editors and members of the Editorial Board who consider themselves temporarily unable to fulfill their duties may request a leave of absence of up to six (6) months, extendable once for the same period, upon submission of a justified request by e-mail to the BJCVS Editor-in-Chief.

ARTICLE V DISMISSAL AND REMOVAL FROM BJCVS POSITIONS

Section 15 - Any member of the Editorial Board, Co-Editor, Associate Editor, Junior Editor or Reviewer may voluntarily resign from their position at any time, upon request to the Editor-in-Chief.

Section 16 - Co-Editors, Associate Editors and members of the Editorial Board shall be removed from their positions if they:

- I. Fail to perform their duties in the BJCVS without justification;
- II. Engage in conduct ethically incompatible with the functions of the BJCVS;

- III. Are convicted in judicial proceedings and/or found guilty in investigations by their home Institutions, Specialty Societies (national or international), or professional councils, with decisions that have become final and unappealable;
- IV. Damage the reputation or assets of the BJCVS and/or the SBCCV.

Section 16.1 - Failure by Co-Editors or Associate Editors to pay SBCCV membership fees may result in the temporary suspension of their editorial functions until all outstanding obligations with the Society are regularized.

Section 17 - Repeated and unjustified non-compliance with the editorial deadlines, as well as consistently low productivity in the exercise of functions, shall result in the following sanctions:

- I. Written warning;
- II. Exclusion from the BJCVS Editorial Board.

Section 17.1 - An excluded member of the Editorial Board shall be ineligible to rejoin the BJCVS Editorial Board for a period of 3 (three) years, counted from the date of exclusion.

Section 18 - In the event of an observed ethical violation, the Editor-in-Chief may refer the matter to the SBCCV Ethics Committee, which shall initiate the appropriate administrative process, applying, where applicable, the general rules of administrative procedure.

ARTICLE VI EDITORIAL BOARD

Section 19 - The Editorial Board is composed by researchers of recognized scientific expertise in their respective fields and has a normative, deliberative, evaluative, and supervisory nature, being mandatorily composed of the Editor-in-Chief, up to two (2) Coeditors, and the Associate Editors.

Section 20 - The Editorial Board is composed of up to fifteen (15) national and international members of recognized expertise, appointed exclusively by the Editor-in-Chief.

Section 21 - The Editorial Board shall meet at least once a year, or whenever deemed necessary, upon convocation by the Editor-in-Chief, and may be held either in person or virtually.



Section 22 – The Editorial Board is responsible for:

- I.** Ensuring the scientific quality of the BJCVS;
- II.** Promoting professional and editorial ethics within the BJCVS;
- III.** Recommending members for inclusion in the Bank of Reviewers;
- IV.** Advising on manuscript evaluation guidelines;
- V.** Participating in BJCVS meetings.

ARTICLE VII EDITOR-IN-CHIEF

Section 23 – The BJCVS Editor-in-Chief is responsible for ensuring compliance with the BJCVS' Editorial Policy and supervising the scientific content published therein.

Section 24 – It is incumbent upon the Editor-in-Chief:

- I.** Represent the BJCVS before the SBCCV and other bodies and institutions relevant to scientific publications;
- II.** Coordinate the production of the BJCVS;
- III.** Appoint the BJCVS Co-Editors and Associate Editors;
- IV.** Convene and preside over ordinary and extraordinary meetings of the BJCVS;
- V.** Maintain regular communication with the Editorial Board, Co-Editors, Associate Editors, and other members of the editorial team;
- VI.** Preserve the scientific character and reputation of the BJCVS, ensuring its periodicity, evaluation standards, and circulation;
- VII.** Ensure the seriousness of purpose and accuracy of the content published in the BJCVS;
- VIII.** Adopt, ensure and continuously apply good publication practices established by external evaluation bodies to which the BJCVS is a signatory;
- IX.** Monitor the productivity of Associate Editors and Reviewers, with authority to remove them from their positions in accordance with Chapter V of these Bylaws;
- X.** Prepare, together with the Editorial Manager and Editorial Assistant, the annual accountability reports to be presented at BJCVS meetings and at the SBCCV Annual General Meeting, or whenever requested by the SBCCV board;

- XI.** Oversee, with the Editorial Manager and Editorial Assistant, financial projects and accountability reports for the funding agencies;
- XII.** Ensure the maintenance of the scientific and technical quality of the BJCVS;
- XIII.** Assess whether submitted manuscripts fall within the scope of the BJCVS;
- XIV.** Supervise the editorial flow, ensuring compliance with established deadlines, and taking appropriate measures in case of delays;
- XV.** Organize the nomination of up to three (3) candidates for election to the position of Editor-in-Chief, pursuant to Article 9 of these Bylaws;
- XVI.** Coordinate the selection process of Co-Editors, Associate Editors, Reviewers and Junior Editor, under the terms set forth in these Bylaws;
- XVII.** Protect the rights of authors and consultants, ensuring confidentiality in the evaluation and transparency in the editorial process;
- XVIII.** Maintain performance records of ad hoc consultants, particularly regarding quality and deadlines for issuing opinions;
- XIX.** Exercise final responsibility for the acceptance or rejection of publications;
- XX.** Ensure that the BJCVS is properly maintained, updated, and indexed in scientific databases.

ARTICLE VIII CO-EDITORS

Section 25 – The BJCVS shall have up to two (2) Co-Editors, appointed by the Editor-in-Chief, who must meet the following qualification criteria:

- I.** Be serving as an Associate Editor at the time of appointment;
- II.** Have demonstrated consistent productivity, commitment, and ethical conduct as an Associate Editor during the previous two (2) years.

Section 25.1 – Co-Editors may be replaced at any time, at the discretion of the Editor-in-Chief, considering criteria such as productivity, commitment to the BJCVS, and compliance with the SBCCV. In such cases, the individual shall return to perform the functions of Associate Editor.



Section 26 – It is incumbent upon the Co-editors:

- I.** Replace the Editor-in-Chief in the event of temporary or permanent vacancy of the position;
- II.** Perform the functions designated by the Editor-in-Chief;
- III.** Report to the Editor-in-Chief, whenever requested, on the activities carried out;
- IV.** Collaborate with the Editor-in-Chief in planning procedures and managing the distribution of manuscripts for review;
- V.** Develop and maintain a database of ad hoc reviewers;
- VI.** Assist the Editor-in-Chief in preparing reports for external evaluation bodies, whenever requested.

ARTICLE IX ASSOCIATE EDITORS

Section 27 – The Editor-in-Chief shall appoint Associate Editors, taking into account the following requirements:

- I.** Hold at least a Master's or Doctoral degree, demonstrate ethical conduct in research, professional practice, and scientific publication, and have proven experience as a reviewer for peer-reviewed scientific journals;
- II.** Maintain an affiliation with universities or nationally or internationally recognized research centers, with demonstrated expertise in cardiovascular surgery;
- III.** For Brazilian cardiovascular surgery Associate Editors: be at least expert members of the SBCCV;
- IV.** For international cardiovascular surgery Associate Editors: hold an equivalent degree and demonstrate remarkable experience in the area;
- V.** For Brazilian or international Associate Editors in related areas: meet equivalent requirements in their respective fields, including membership in relevant specialty societies or professional councils.

Section 28 – It is incumbent upon the Associate Editors:

- I.** Advise the Editor-in-Chief in identifying ad hoc reviewers for manuscripts submitted to the BJCVS;
- II.** Assist the Editor-in-Chief in evaluating objective aspects of manuscript assessments;

- III.** Meet deadlines established in the editorial workflow to ensure smooth running of the editorial organization;
- IV.** Maintain productivity in manuscript evaluation, according to the Associate Editors' Productivity Report, automatically generated by the submission system;
- V.** Determine whether submitted manuscripts fall within the scope of the BJCVS;
- VI.** Conduct desk reviews of the submitted articles;
- VII.** Select reviewers for manuscripts under their responsibility;
- VIII.** Ensure impartiality in reviewer selection, avoiding possible conflicts of interest;
- IX.** Select reviewers according to the manuscript's subject matter;
- X.** Send manuscripts to reviewers of each area;
- XI.** Receive opinions;
- XII.** Communicate reviewers' recommendations to authors;
- XIII.** Issue an opinion on the evaluation of manuscripts under their responsibility;
- XIV.** Preserve the anonymity of authors and reviewers;
- XV.** Prepare opinions on any ethical issues in publication, after consultation with the Editor-in-Chief;
- XVI.** Deliberate on scientific aspects of the editorial process of the BJCVS, whenever requested.

ARTICLE X JUNIOR EDITOR

Section 29 – For the role of Junior Editor, only resident members of SBCCV or members of ABRECCV will be selected, at the discretion of the Editor-in-Chief and Co-Editors, becoming part of the editorial team.

Section 30 – It is incumbent upon the Junior Editor:

- I.** Manage the BJCVS social media accounts and Blog, with the support of an advisory committee previously approved by the Editor-in-Chief;
- II.** Assist in the formation of the Bank of Reviewers;
- III.** At the discretion of the Editor-in-Chief, the Junior Editor may become a reviewer under the supervision of the Editor-in-Chief or the designated Co-Editor.



ARTICLE XI REVIEWERS

Section 31 – BJCVS Reviewers shall hold a Master's or Doctoral degree and possess recognized training and experience in Medicine, Cardiovascular Surgery, and/or related specialties, affiliated with national or international educational and/or research institutions.

Section 32 – It is incumbent upon the reviewers:

- I. Have knowledge of and adhere to the rules of good practice and conduct presented in these Bylaws;
- II. Strive for professional ethics;
- III. Promptly report possible conflicts of interest in assigned manuscripts, declaring themselves prevented when applicable;
- IV. Maintain anonymity in the reviews under their responsibility;
- V. Read and analyze the manuscripts under its responsibility and provide a scientific, clear and objective opinion, including necessary recommendations for correction;
- VI. Comply with deadlines stipulated in the editorial workflow schedule, paying attention to the good progress of the BJCVS.

ARTICLE XII FUNDING SOURCES

Section 33 – The SBCCV shall be responsible for raising funds for the BJCVS and may count on the collaboration of the Editor-in-Chief and Co-Editors.

Section 34 – The BJCVS is published in a continuous flow throughout the year, totaling six (6) annual editions, and is

funded by budget allocations provided for in the SBCCV annual budget, duly approved by its Board of Directors. The journal may also obtain revenue from the following sources:

- I. Sale of print or digital advertising;
- II. Government funding sources

Section 35 – The inclusion of advertising material in the journal must be approved by the Editor-in-Chief, observing the regulatory standards for medical advertisements, defined by governmental authorities, as well as international standards for biomedical journals, as outlined in the document Uniform Requirements for Manuscripts Submitted to Biomedical Journals, available at: <https://www.icmje.org/recommendations/>.

Section 36 – The commercialization of advertising linked to the publication of scientific articles is prohibited.

Section 37 – Subject to the legal and regulatory provisions governing the advertising of medical or health-related products, institutional advertising may be included in the BJCVS, on its website and application, throughout the year and across its six (6) annual editions.

ARTICLE XIII GENERAL PROVISIONS

Section 38 – Cases omitted in these Bylaws shall be resolved by the Editor-in-Chief, or, alternatively, by the SBCCV Board of Directors, when requested.

Section 39 – These Bylaws shall enter into force on the date of its approval, and any provisions to the contrary are hereby revoked.