



The *Journal of Physical Therapy Education (JOPTE)* is the official publication of Academy of Physical Therapy Education (APTE). The Academy’s mission is to advance PTs and PTAs as educators through professional development and research.

The *JOPTE* supports the Academy in all initiatives:

- Resources: Advance PT and PTA members in their role as educators.
- Research: Elevate the educational research in physical therapy.
- Advocacy: Promote the interests of PT and PTA educators through collaboration and advocacy.
- Strength: Strengthen the Academy through sustainable infrastructure and transparent governance to foster a resilient community.

Editor(s) participate in actively administering the *JOPTE* editorial processes and functions, including selection of members of the editorial board and peer reviewers. The Editor(s) make all final editorial decisions, utilizing the results of the peer review process, and communicate with prospective authors. The Co-Editor(s) are also responsible for editorial contributions within each of the four annual issues. Editor(s) are expected to enhance the *JOPTE's* reputation as the leading source for physical therapy educational research. Editor(s) are expected to be discerning, fair and timely in coordinating the peer review process and disposition of submitted manuscripts and ensure confidential, professional and timely handling of manuscripts. The roles of the Editor(s) have two main foci: publication of high quality peer-reviewed manuscripts that support the development of evidence for physical therapy education, and the administrative and management support necessary to assure production of such manuscripts. Further detail on responsibilities can be found below.

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Term of Editorship

- Term of Editorship: July 1, 2020 – June 30, 2023, with a proposed pre-term apprenticeship period of transition from April 1 – July 1, 2020 (coinciding with production of the June 2020 issue)
 - First Issue: August 2020
 - Final Issue: June 2023
- Production: Four issues annually, typically August, December, March, and June
- Stipend Payment: \$2,000 per issue, payable on or around the 15th of the month of production

Editor(s) Responsibilities

- Manuscript production role
 - Make the final decision on publication for all manuscripts in consultation with Editorial Board
 - Attract high quality manuscripts for review
 - Work in day-to-day operations with those entities responsible for copy-editing, publishing, printing, and website access
 - Appoint peer reviewers, specialty content consultants, guest Editor(s), and others, as needed, to ensure quality content of the Journal.



- Manage the EditorialManager site, or its equivalent, used for submission of manuscripts
- Administration and management role
 - Oversee the progress of the Journal in meeting goals and objectives established in consultation with the Editorial Board and Academy Leadership
 - Plan and implement strategies to enhance the scholarly reputation of the Journal
 - Appoint the Editorial Board
 - Chair Editorial Board meetings, 1-2 per year, CSM and/or teleconference
 - Actively promote the journal to the physical therapy community
 - Oversee the selection of the Journal Awards
 - Provide professional development activities to support strong educational research and publication
 - Collaborate with US and international Editor(s) in physical therapy and attend electronic meetings of the international society of physiotherapy journal Editor(s) (ISPJE) special interest group of WCPT.
 - Administer/manage all non-fiscal activities related to the Journal
 - Participate in the selection of those entities responsible for copy-editing, publishing, printing, and website access
 - Serve as primary point of contact for the Publisher
 - Maintain written procedures for management of the Journal
 - Work with the Treasurer and Academy staff to prepare and manage the Journal budget, ensuring forecasting for and adherence to the annual budget
 - Submit an annual report to the Board of Directors as well as other reports as requested

Expectations and Selection Criteria

- Lead Editor must be a member of APTE
- Ideal editorial candidates will have a substantial list of publications, with emphasis in educational research, and extensive experience in the peer review process (prior editorial board experience with *JOPTE* or a comparable peer reviewed journal preferred)
- Demonstrated ability to fulfill the identified responsibilities of the Editor
- Demonstrated leadership and vision appropriate to further the position of *JOPTE* as the leading journal in physical therapy education research as well as provide guidance and development for the editorial board members and peer reviewers in achieving that aim
- Demonstrated experience in writing and editing scholarly manuscripts
- Demonstrated strength in written and verbal communication
- Demonstrated ability to lead and function effectively in a professional team

Proposal Requirements

- Letter of interest, including a description of why you wish to serve, goals for the first term of service, demonstrated understanding of expectations for and responsibilities of the role, and demonstrated understanding of the mission of APTE and *JOPTE*.
- Proposed staffing structure of choice (single Editor, co-Editors, Editor and Editorial Assistant, etc.). We strongly encourage innovative and flexible staffing structures that utilizes technology to enhance collaboration
 - Please include responsibilities and qualifications of any proposed staff
 - Note: All tasks included in a manuscript production role require that the person(s) carrying them out should be a physical therapist
- Summary of biographical information and qualifications for each proposed staff member:
 - Name, Credentials



- APTA Member Number
- Email Address
- Telephone
- Physical Address
- Name of Institution
- Department, College, School
- Current Position Title
- Highest Degree earned (PhD, EdD, or equivalent)
- Years of editing or peer review experience for English-language journals
- Full curriculum vitae of all proposed staff
- A plan and schedule for effecting the transition and selection of editorial board members
- Three letters of recommendation from individuals who can speak objectively to attributes needed for success as Editor

Proposed Timeline and Submission Instructions

- November 6, 2019: Distribution of RFP
- January 15, 2020: Deadline for submission of proposal materials to Sarah Berke (sarah@aptaeducation.org).
- February 12, 2020: Board of Directors to approve recommended proposal
- ~ March 1, 2020: Completion of MOU (APTE to provide) and submission of W9 to Sarah Berke
- April 1, 2020: Commence pre-term apprenticeship and transition period
- July 1, 2020: Term begins

The editors are appointed by the President APTE with approval of the Board of Directors for a three-year term. Questions should be directed to Sarah Berke, APTE Executive Director: sarah@aptaeducation.org (email only – no phone calls).