



The *Journal of Physical Therapy Education (JOPTE)* is the official publication of Academy of Education (Academy). The Academy’s mission is to advance PTs and PTAs as educators and vision is to be the premier resource for PT and PTA educators.

The *JOPTE* supports the Academy in all initiatives:

- Advance: Inspiring PTs and PTAs in their roles as educators.
- Connect: Leading physical therapy education through organizational collaboration and member engagement.
- Elevate: Elevating the profession by furthering physical therapy educational research.
- Lead: Exhibiting strong leadership to advance the Academy.

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 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.

## Contents

Term of Editorship .....	1
Editorial Structure.....	1
Compensation and Support .....	2
Managing Editor .....	2
Editor(s) Responsibilities and Oversight:.....	2
Expectations and Selection Criteria .....	3
Proposal Requirements.....	3
Submission Instructions.....	4
Interview Invitation.....	4

## Term of Editorship

- Term of Editorship: January 1, 2023 – December 31, 2025, with a proposed pre-term apprenticeship period of transition from September 1 – December 31, 2022 (coinciding with production of the December 2022 issue)
  - First Issue: March 2023
  - Final Issue: December 2025
- Production: Four issues annually, typically August, December, March, and June

## Editorial Structure

- There is currently an editor-in-chief, an associate Editor, and an 18-member editorial board.

- In the past, there have been co-editors who shared the responsibilities and stipend.
- The structure (editor-in-chief or co-editors) is at the discretion of the applicant, subject to Academy approval.
- Appointment of one or more associate editors is at the discretion of the applicant.
  - If the plan is to name and compensate an associate editor, this must be included in the applicant's overall compensation negotiation
- The Journal is an online only publication of Wolters Kluwer.

## Compensation and Support

- Stipend: Currently \$2,000 per issue or \$8,000 per year, with consideration to increasing the stipend pending (and negotiable)
  - Alternative: Buy-out of a portion of an institutional appointment will be considered in lieu of stipend if desirable.
- Managing Editor Support: A part-time managing editor (contracted through KGL Editorial) provides administrative support to the Editor-in-Chief at the expense of the Academy (and not included within the editor's stipend).

## Managing Editor

The duties and responsibilities of the managing editor may be modified to suit the needs of the new editor(s). Under the supervision of the editor (or designated leader), the *current* scope of work for managing editor includes:

- Oversee day-to-day operations and communication with those entities responsible for copy-editing, publishing, printing, and website access
- Appoint peer reviewers and editorial board members at manuscript submission and through revision process
- Assign reviewers to each new manuscript under the direction of the editors
- Monitor workflow of associate editors and editorial board members
- "Chase" unresponsive/late reviewers per *JoPTE* protocols
- Flag issues with peer review of assigned manuscripts and notify appropriate editor
- When a new configuration is needed, or when technical problems arise, work with the designated contact at the publisher or the system vendor on behalf of the journal to resolve issues as quickly as possible
- Assist authors with procedural issues at submission, review, and through the production processes
- Manage the Editorial Manager site, or its equivalent, used for submission of manuscripts:
  - Maintain and update reviewer and editorial board member database inclusive of contact information and topics of content expertise
  - Maintain and update communication templates and timelines as necessary
- Oversee the selection of the Journal Awards
- Serve as primary point of contact for the Publisher
- Maintain written procedures for management and publication of the Journal

## Editor(s) Responsibilities and Oversight:

- Manuscript Production
  - Make the final decision on manuscript publication in consultation with Editorial Board
  - Oversee day-to-day operations with Wolters Kluwer on 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 Editorial Manager site, or its equivalent, used for submission of manuscripts
- Administration and management role
  - Attract high quality manuscripts for review
  - 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
  - Propose and plan 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.
  - Oversee all non-fiscal activities related to the Journal
  - Participate, when needed, in the selection of those entities responsible for copy-editing, publishing, printing, and website access (currently Wolters Kluwer/LWW)
  - 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

- Ideal editorial candidates will have a credible list of publications and substantial experience in the peer review process (prior editorial board experience with *JOPT*E or a comparable peer reviewed journal preferred)
- Knowledge of or experience with education research is desired but not required
- Demonstrated potential to fulfill the identified responsibilities of the editor
- Demonstrated leadership and vision appropriate to further the position of *JOPT*E 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

- Cover letter including a description of why you wish to serve, what you believe best qualifies you for the position, and target goals for the first term of service
- Proposed leadership/management structure of choice (single editor, co-editors,

associate editor(s), managing editor. We strongly encourage innovative and flexible staffing structures that utilizes technology to enhance collaboration

- Please include responsibilities and qualifications of any proposed paid support staff
- A proposed plan and schedule for effecting the transition of editors
- A plan for whether you will continue with the current editorial board or reconstitute the board. If the later, include how will your recruit and select editorial board members
- Three letters of recommendation from individuals who can speak objectively to attributes needed for success as Editor
- , demonstrated understanding of expectations for and responsibilities of the role, and demonstrated understanding of the mission of the Academy and *JOPTTE*

## Submission Instructions

- [Click here to submit Proposal](#)
- Questions on proposals shall be submitted to [Academy@aptaeducation.org](mailto:Academy@aptaeducation.org) with JoPTE in the subject heading.
- Ideal Timeline
  - Proposals will be accepted until the position is filled
  - September 1, 2022: Commence pre-term apprenticeship and transition period (if feasible)
  - January 1, 2023: Term begins (if feasible)

## Interview Invitation

- The Academy executive committee will review submitted proposals
- Candidates considered to be qualified will be invited to a required virtual interview with the executive committee
- The *JOPTTE* leadership will be appointed by the Academy President with approval of the Board of Directors for an initial two-year term.