

Job Description Editor-in-Chief, *Journal of Music Therapy*

The **Journal of Music Therapy (JMT)** is a forum for authoritative articles of current music therapy research and theory, including book reviews and guest editorials. Its mission is as follows:

The Journal of Music Therapy seeks to advance research, theory, and practice in music therapy through the dissemination of scholarly work. Its mission is to promote scholarly activity in music therapy and to foster the development and understanding of music therapy and music-based interventions. To this end, the journal publishes all types of research, including quantitative, qualitative, historical, philosophical, theoretical, and musical, and may include discipline, profession, and foundational research topics. The journal strives to present a variety of research approaches and topics, to promote critical inquiry, and to serve as a resource and forum for researchers, educators, and clinicians in music therapy and related professions.

The Editor-in-Chief (EIC) for JMT is responsible, overall, for the journal's content and its publication. The EIC leads and formulates a strategic vision for the journal and is responsible for overseeing the direction of the journal and ensuring ethical publication practices in accordance with standards.

The EIC serves as the principal architect of the content of JMT. The EIC is an active professional and highly-experienced music therapist, scholar, and scientist. (See qualifications below) Working with the journal's team of Associate Editors and the Editorial Board, the EIC is the arbiter of the content of the journal. Above all, the EIC serves as ambassador of JMT, AMTA, and the profession. As such he or she must possess excellent organizational and communication skills, and maintain the integrity of the journal and its mission.

Term of Service

The term of service consists of one four (4) year term with the possibility of a second four (4) year term contingent upon successful performance review and reappointment. See the AMTA Bylaws, Article XIII, Section 1.

Duties and Responsibilities

Advancing the Missions of the American Music Therapy Association (AMTA) and *Journal of Music Therapy*. The mission statement for the journal guides the work, actions, and decisions of the Editor-in-Chief who serves as a representative for the AMTA, the *Journal of Music Therapy*, and music therapy profession. The EIC works to support and advance the mission of the AMTA and journal by sustaining and advancing the quality of the journal through development and refinement of journal policies/procedures, ensuring that the journal keeps pace with developments occurring in the broader research and clinical communities.

Maintaining Journal Policies and Procedures. The EIC maintains, implements, and adheres to policies and procedures of the journal; assists in developing and revising policies, with input from the Editorial Board and within guidelines predetermined by the AMTA Board of Directors; and prepares updates accordingly.

Maintaining an Editorial Board and Overseeing Associate Editor Team. In consultation with existing Editorial Board Members, the EIC selects, appoints with approval of the AMTA Board of Directors (as vacancies become available), trains, and provides direction to incoming Editorial Board members. In addition, the EIC works to maintain an Editorial Board that represents the diversity of clinical approaches and research methods in the music therapy profession and whose members review and return manuscripts in timely fashion. The EIC evaluates Editorial Board member performance and coaches as necessary, and plans, organizes, and leads annual Editorial Board meetings at AMTA national conferences. The EIC oversees and manages the work of Associate Editors assisting in the manuscript review process and dissemination of content.

Publishing. The EIC oversees publication of 4 issues per year within the budget specified by the Board of Directors.

Reviewing Manuscripts. The EIC provides oversight for the review process as follows:

- develops reviewer guidelines, rating criteria, and oversees guidance for high quality reviews;
- receives articles for review;
- evaluates suitability of articles for inclusion in review process (approximately 70 per year);
- collaborates with the *Music Therapy Perspectives* EIC to ensure appropriateness of the submission for the journal to which it was submitted, and to identify ways to advance the missions of AMTA and its respective journals through special issues, communications and media features, or other activities;
- sends articles for review to selected Editorial Board members or guest reviewers, as deemed appropriate based on article content and reviewer expertise;
- reviews and appraises reviewer comments/recommendations and makes final publication decisions about submitted manuscripts in a timely fashion;
- accepts, rejects, or requests revisions of articles;
- notifies/appraises authors of proposed schedule;
- previews manuscripts for completeness of content, proper format, permission to use copyrighted material, and any other requirements for publication;
- monitors articles under consideration, i.e., rejected, accepted pending revision, and accepted as final;
- develops a pipeline of accepted articles;
- supports reviews that are impartial and fair; and
- works to maintain confidentiality of the double-blind review process.

Corresponding with Authors. As the primary correspondent with submitting authors, the EIC:

- maintains professional communication with all authors and reviewers;
- answers author inquiries about manuscript submission status;
- writes letters (upon request) documenting article submission status for authors' promotion and tenure file;
- maintains professional relationships with Editors from other journals;
- answers surveys of journal ranking;
- answers inquiries from prospective authors about submission and/or publication policies and guidelines;
- advises authors on when to seek copyright permissions for reprinted material; and

- advises authors regarding the revision process.

Publishing Special Focus Issues and Feature Articles. Occasionally, the EIC publishes special focus issues devoting an entire issue (or substantial part of an issue) to a single topic. Topics are often determined with input from the Editorial Board, along with names of potential contributors and/or guest editors. The EIC may solicit authors to submit their work to JMT for special focus issues or invited feature articles.

Indexing. The editor monitors index listings for the journal.

Business Administration and Consulting. The EIC or his/her designee:

- consults with the AMTA Executive Director, who is the business administrator for the journal, about electronic access to journal, subscription costs, etc.
- edits inside covers of journal if policies or other issues such as subscription pricing changes;
- works closely with Associate editors, copy editors, and publishing staff with Oxford University Press (publishing partner) to address issues related to journal production and maintain the journal production schedule;
- provides periodic management reports to business administrator and/or publisher;
- works with Associate Editor/Communications and Marketing lead at Oxford University Press regarding the marketing plan for JMT

Reporting to Board of Directors. The EIC provides a mid-year and annual report to the AMTA Board of Directors and JMT Editorial Board, and other reports as requested.

Transition. At the end of his/her term, the EIC provides for an orderly transition of editorship responsibility to the newly appointed EIC.

Applicant Qualifications

The following represent the desired qualifications and attributes for applicants interested in applying for the position of JMT Editor-in-Chief

Education. Doctoral degree in music therapy or a related field.

Publishing Experience. Record of sustained publication in peer-reviewed journals and service as an Editorial Board member and/or reviewer for a peer-reviewed journal.

Research Background. Five (5) or more years post-master's research experience, with expertise in quantitative or qualitative methods of inquiry.

Clinical Background. Five (5) or more years clinical experience as a music therapist and evidence of advanced training or competency in music therapy or related disciplines.

Board Certification. Board Certification through the Certification Board for Music Therapy (CBMT) or equivalent music therapy credential.

Electronic Publishing/Submission Experience. Familiarity with book or journal publishing or

handling electronic resources or publications.

Managerial Experience. Demonstrated ability to communicate, lead, and organize (as evidenced by employment recommendations). Ability to manage and interact with members of Editorial Board and communicate with authors and the AMTA Board of Directors on an ongoing basis.

Professional Membership. Current professional membership in the American Music Therapy Association.