

Job Description Editor-in-Chief, *Music Therapy Perspectives*

Music Therapy Perspectives (MTP) is designed to appeal to a wide readership, both inside and outside the profession of music therapy. Articles focus on music therapy clinical practice, as well as academics and administration. The Editor-in-Chief (EIC) is responsible, overall, for the journal's content and its publication. MTP's mission is as follows:

Music Therapy Perspectives seeks to promote the development of music therapy clinical practice through the dissemination of scholarly work. It publishes all forms of reports that have implications for music therapy practice including clinically-focused research reports, innovative developments, case studies, educational research, and theoretical articles. With a focus on clinical benefits of music therapy, *Music Therapy Perspectives* strives to serve as a resource and forum for music therapists, music therapy students and educators, and those in related professions.

The Editor-in-Chief (EIC) for MTP is responsible, overall, for the journal's content and its publication. The EIC formulates and leads 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 MTP. 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 Editorial Board, the EIC is the arbiter of the content of the journal. Above all, the EIC serves as ambassador of MTP, AMTA, and the profession. As such he or she must possess excellent organization 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 2

Duties and Responsibilities

Advancing and Supporting the Mission of the American Music Therapy Association and *Music Therapy Perspectives*. The mission statement for the journal guides the work, actions, and decisions of the EIC who serves as a representative for the AMTA, *Music Therapy Perspectives*, and the 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 and 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 the publication of two issues (Spring/Summer issue in June; Fall/Winter issue in December) of MTP 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 using ScholarOne system;
- receives articles for review;
- evaluates suitability of articles for inclusion in review process;
- manages and works with Associate Editors for assigned manuscript reviews;
- collaborates with the editor of the *Journal of Music Therapy* to insure 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;
- reviews a submitted manuscript and determines if it is being considered for publication as a feature article or as a potential contribution to the “Information Sharing” or “My Viewpoint” sections;
- sends articles for review to selected members of the Editorial Board or to outside reviewers, as deemed appropriate based on article content and reviewer expertise;
- considers feedback/recommendations from review panel and makes an editorial decision as to whether the manuscript is to be published, sent back to the author for revision, or rejected;
- oversees communications/feedback to the author;
- notifies/appraises authors of proposed schedule;
- reviews new books/other publications that have been submitted for review as well as unsolicited reviews to determine whether they are appropriate for inclusion in the “Book Review” section;
- 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 and manages a pipeline of accepted articles;
- supports reviews are impartial and fair; and,
- works to maintain the confidentiality of the 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 status of the submission;
- writes letters (upon request) documenting article submission status for authors' promotion and tenure file;
- answers inquiries from prospective authors about submission and/or publication policies and guidelines;
- advises authors on when to seek copyright permissions for reprinted material;
- advises authors regarding the revision process and supports authors, to the extent possible, in developing articles to the fullest potential.

Publishing Special Focus Issues. 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 MTP for special focus issues or invited feature articles.

Indexing. The EIC monitors index listings for the journal.

Business Administering 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;
- attends and facilitates Editorial Board meetings (in person and teleconference);
- participates with Oxford University Press and the AMTA Business Manager in related meetings; and
- works with Associate Editor/Communications and Marketing lead at Oxford University Press regarding the marketing plan for MTP.

Reporting to the Board of Directors. The EIC provides a mid-year and annual report to the AMTA Board of Directors and MTP 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 MTP Editor-in-Chief

Education. Master's degree (doctorate preferred) in music therapy or a related field;

Publishing Experience. Record of publishing in peer-reviewed journals and background serving on an Editorial Advisory Board.

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

Clinical Background. Minimum of five (5) years but preferably ten (10) or more years clinical experience as a practicing music therapist and evidence of advanced training or competency in music therapy or related disciplines.

Board Certification. Board Certification through CBMT or equivalent music therapy credential.

Electronic Publishing/Submission Experience. Familiarity with book or journal publishing or handling electronic resources or publications Familiar with online peer review submission software systems.

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

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