

Call for Associate Editor for Qualitative Research

To Apply: Please send a letter detailing your journal/reviewer/ editorial board experience and highlighting qualitative research interests/experience and current CV to the editor, Cindy Pfalzer, PT, PhD, FACSM, FAPTA (email: cpfalzer@umich.edu).

Associate Editor (AE) for Qualitative Research Job Description:

- Provide constructive criticism and suggestions to editor regarding journal policies and procedures.
- Provide confidential comments to editor regarding journal metrics such as annual publisher report, bi-annual journal report, and annual reader survey.
- Propose and undertake significant initiatives which impact on oncology physical therapy through extending the authorship and readership of the Journal
- Attend Editorial Board meeting at CSM annually and mid-year conference call meeting.
- Bring to the attention of the Editorial Board potential contributors, and act as a source of advice to authors
- Undertake such special responsibilities or initiatives as may be agreed by the Editorial Board, e.g. for reviews or other sections, special issues, or thematic development in an interdisciplinary and international context.
- Liaising with the Editor to ensure the efficient conduct of the business of the Editorial Board
- Provide annual nomination for Gudas Award in late fall (by October 31st).

In addition to Editorial Board Member requirements above:

- When assigned responsibility for a submission, arranging the reviewing process, evaluating the results, making a written recommendation to the Board, and undertaking editorial work as necessary
- Receive 8 – 10 manuscripts per year for blinded peer review and assign 2 reviewers per manuscript
- Serve as a reviewer when reviewers assigned to review manuscript are not in agreement on decision regarding manuscript or upon request of editor:
- Emphasis on quality of science: importance of research question, clarity of study design, appropriateness of analysis, accuracy of interpretation of results
- 2-3 week turn around for review
- Possible recommendations to editor: reject, revise with additional review, minor revision, accept

- Provide confidential comments to editor
- Provide constructive criticism and suggestions to authors
- Provide constructive criticism and suggestions to reviewers
- When assigned editor of a paper which has been conditionally accepted, liaising with the author(s) to oversee revisions and preparation for publication following reviewed manuscripts through revision process with use of and materials available at www.editorialmanager.com/
- Accept feedback on associate editor skills and further develop review skills
- **Length of appointment:** 5 year renewal term, AEs appointed by editorial board based on review of cv with no limits on number of reappointments. Editorial Board members appointed by Editor after review by Editorial Board.

There is no stipend or honorarium paid to Associate Editors

Associate Editor Qualifications/Prerequisites:

- Graduate Degree beyond entry level (e.g., PhD, EdD, DSc, or t-DPT or DPT with clinical specialization)
- Have a proven record of research and scholarship relevant to the field of qualitative research and/or oncology physical therapy that may include but not be limited to cancer rehabilitation, pediatric oncology, hospice and palliative care and HIV/AIDS physical therapy and rehabilitation.
- Been a member of the Oncology Section for a minimum of 10 years
- Been a regular reviewer for Rehabilitation Oncology
- Publication of at least 6 manuscripts in a peer-reviewed journal with at least 3 in Rehabilitation Oncology
- Be able to propose and undertake significant initiatives to which impact on oncology physical therapy through extending the authorship and readership of the Journal
- Have regular access to a networked computer, as the editorial process is managed in a web-based system
- Possess high organizational and communication skills and be well networked in oncology physical therapy that may include but not be limited to cancer rehabilitation, pediatric oncology, hospice and palliative care and HIV/AIDS physical therapy and rehabilitation.
- Editorial Board members may reside anywhere in the world from where travel to APTA CSM Meeting venues is practicable. While employment in an institution of higher education may be relevant, this is not a requirement

In addition to Editorial Board Member requirements above (e.g. Graduate Degree beyond entry level, e.g., PhD, EdD, DSc, or t-DPT or DPT with clinical specialization, Been a member of the Oncology Section for a minimum of 10 years, Been a regular reviewer for Rehabilitation Oncology, Submission, revision,

and acceptance of at least 6 manuscripts in a peer-reviewed journal with at least 3 in Rehabilitation Oncology)

- Have experience of editorial revision for publication, including being able to communicate effectively and tactfully with contributors about desirable revisions
- Be willing and able to participate in a collaborative editorial process, including the nomination of reviewers and the drafting of recommendations based on peer review