

**Editor-in-Chief of the Cardiopulmonary Physical Therapy Journal**

***Position Description***

**Overview of the Position:**

The Editor-in-Chief is responsible for the overall visionary leadership to assure that the *Cardiopulmonary Physical Therapy Journal* (*CPPT Journal*) remains a high quality, peer-reviewed journal that supports cardiovascular & pulmonary physical therapy scholarship that informs clinical practice. The *CPPT Journal* is the primary publication through which the Academy strives to achieve its Vision to lead “for the enhancement of the human experience through integration of cardiovascular and pulmonary physical therapist practice, education and research across all settings.” The editor works closely with the Editorial Board, the Academy Executive Director and the Academy Board of Directors to implement and support the Academy’s Mission, Vision and Strategic Plans and Initiatives. The *CPPT Journal* Editorial Board determines the content and format of the Academy’s peer-reviewed research journal. The Editor acts as a conduit for submissions; the Editorial Board will review submitted articles for consideration of publications. Among the duties of Editor are the solicitation of articles, identifying and appointing peer reviewers, determining member needs, and meeting with the Editorial

Board twice annually. The Editor-in-Chief shall receive an honorarium per issue, as well as some reimbursement for travel and per diem to cover expenses to attend the annual CVP BOD and membership business meetings of the Academy at the APTA Combined Sections Meeting.

**Major Responsibilities:**

The *Cardiopulmonary Physical Therapy Journal* Editor-in-Chief is an ex-officio member of the APTA Academy of Cardiovascular & Pulmonary Physical Therapy Board of Directors and is required to communicate regularly (in person and via conference calls) regarding the status and goals of the Journal. The responsibilities of this contracted position to Academy are as follows:

I. Produce four issues per year

* Screen new submissions for appropriateness and compliance with manuscript requirements
* Assign manuscripts to Associate Editors for review process
* Render final decision on manuscripts
* Oversee copyediting, layout and choice of content for each issue
* Obtain special content (Linda Crane lecture, CSM abstracts, etc.) from designated Academy liaison

II. Coordinate the Editorial Board

* + Recruit and equip editorial board members who will guide the journal forward
	+ Communicate with board at least annually for feedback on current status and determining goals for the future

III. Maintain and improve qualified reviewers

* + Solicit new reviewers
	+ Determine appropriate qualifications
	+ Provide feedback to improve quality of reviews
	+ Solicit input from reviewers and Associate Editors regarding review process

IV. Communicate and coordinate with publisher (Wolters Kluwer) and the Academy

* + Maintain a close working relationship with publisher, managing editor and website team regarding print, online and other content preparation for issues
	+ Coordinate with publisher regarding non-dues revenue such as institutional and international subscriptions and advertising
	+ Regularly communicate with Academy Board and/or Executive Committee for issues related to budget, membership subscriptions and other activities of the Board that impact the journal

V. Promote the Journal

* + Utilize information from publisher, Editorial Board, Academy Board and others to continue to advance the journal for both domestic and international subscribers
	+ Represent the journal in forums both internal to the society (Academy, APTA) and those in the larger rehabilitation science journal community