



Job Description for Editor, *Journal of Marital and Family Therapy*

Scope of JMFT

The American Association for Marriage and Family Therapy (AAMFT) publishes a peer reviewed, quarterly, independently-edited scientific journal that advances the profession of marriage and family therapy. The goal of the *Journal of Marital and Family Therapy* (JMFT) is to ensure and promote the continued development of the science, theory, and practice of marriage and family therapy.

The JMFT is the flagship scholarly journal of both AAMFT and the field of family therapy. As such, the journal *must* disseminate excellent, relevant, and contemporary scholarship that advances the practice and profession of marriage and family therapy.

The Journal is intended to focus primarily on issues related to the clinical practice of marriage and family therapy and the profession of marriage and family therapy. Articles of a scientific, theoretical, or practice perspective are legitimately within the purview of the journal, as are articles that reflect on the development of the profession. Articles related to the training of MFTs may also be included but are not the primary focus of the journal.

Overview

The job of the journal editor is to support the purposes of the JMFT by serving as the final arbitrator for the journal's content and publication process. The editor also works collaboratively with AAMFT staff and advisory boards to develop and carry out editorial policies that are consistent with the association and the journal's strategic plan.

The journal editor provides a vision for the journal and understands and meaningfully uses data analytics to inform decision making.

The journal editor is accountable to AAMFT and the Board of Directors, which evaluates and holds the editor responsible both for the content of the journal and for the process of producing the journal.

The journal editor is responsible for establishing performance metrics for the journal with the assistance of publishing company staff.

The journal editor is responsible for increasing readership and visibility of the journal. Accordingly, the journal editor partners with AAMFT professional staff and, as needed, the publishing company staff, to promote JMFT content to the press, media, and social media outlets. In addition, the journal editor partners with AAMFT and publishing company staff to engage AAMFT members and other consumers of JMFT content.

Editorial duties and responsibilities

Develop and carry out editorial processes by ensuring the ethical integrity of the review, editorial action, and publication process.

Keep the AAMFT Chief Executive Officer (CEO) and any other groups or governance units designated by the AAMFT CEO informed of all decisions that could impact AAMFT.

Provide a written annual plan and report regarding JMFT's format and content, income and expenditures, and other relevant matters on a timely basis.

Meet annually for a review with the CEO, Board of Directors, or others designated by the CEO, during which the editor will provide an update on the state of the journal and future plans for publication.

Develop written processes in line with current best practices to address author misconduct, appeals processes, authorship concerns, and other issues related to ethics in research and publication.

Assume responsibility for all editorial content of the journal as well as the acceptance or rejection of manuscripts for publication.

Develop and maintain relationships with a diverse range of scholars who are able to participate in the peer review process and serve on the editorial board.

Develop and maintain author development programs to help prepare authors with expertise in marriage and family therapy to submit high-quality manuscripts to the journal.

Develop and maintain relationships with authors who address social justice in their research.

Recruit, train, and supervise reviewers, associate editors, editorial assistants, and others who participate in the review of manuscripts, keeping in mind AAMFT's commitment to expand opportunities and lower barriers in pursuit of diversity, equity, and inclusion in JMFT.

Ensure the preparation and editing of manuscript copy for final production.

Be knowledgeable about technology and media platforms. Work with designated AAMFT staff and, where appropriate, publishing company resources, to develop a plan to utilize media platforms important to JMFT and the Association. Maintain an active role and participate on platforms that offer the opportunity to represent the journal and AAMFT in an appropriate and timely manner. The editor must be capable and comfortable with YouTube (e.g., developing short videos to encourage authorship, Q&A sessions), LinkedIn, Twitter, Facebook, and other outlets, acting as the public "face" of the journal and representing it and the Association in an appropriate and timely manner.

Direct the work of the special issue in 2032 that will cover a decade of MFT research while maintaining regular duties and responsibilities.

Other general expectations

The Board recognizes that the editor will have their own style and preferred process for receiving and reviewing articles submitted for publication in the journal. At the same time, there are general expectations regarding the process that are directed by the Board.

- It is expected that the editor will conduct operations in a timely manner. This includes the timely notice of articles received, managing the flow of manuscript review, author correspondence, preparation of accepted articles for publication, and

other duties. Work habits should also include attention to detail, work ethic, ability to delegate tasks, and ability to make difficult editorial decisions.

- The editor should have a strong, diverse, and engaged Editorial Advisory Board, with the ability to review the majority of articles submitted for publication in the journal and the Board should be fully utilized in evaluating the content of the journal. The editor should be familiar with the academic and scholarly work of Editorial Advisory Board members and should take care to choose reviewers who have expert knowledge in the content areas of articles they are asked to review. The use of associate editors is encouraged.
- The editor may use guest or ad hoc reviewers when it is necessary to ensure that there is sufficient diversity of perspectives in reviewing submissions, provided that the ad hoc reviewers have specific content, research method, or statistical knowledge related to the submitted articles. When the articles submitted address content related to the profession (such as regulatory or reimbursement issues) or the Association, it is expected that the CEO of the Association and/or staff with expert content knowledge may be used as ad hoc reviewers, with a process consistent for all reviews.
- Either reviewers or the editor should have sufficient knowledge of the content areas and/or strong research skills to make an evaluation of the appropriate use of methods and sources that are cited within submissions under review. The editor should establish a process to ensure that such an evaluation is conducted. Ad hoc reviewers or consultants with particular methodological expertise may be utilized in accordance with the editorial arrangements established with the CEO.
- The journal editor must have extensive experience with the research process including the development and publication of manuscripts in professional journals within a field similar to the primary scope of the journal.

Relationship and collaboration with AAMFT staff

- The editor is expected to have a collaborative partnership with and accountability to the AAMFT CEO for the timely submission of journal issues for publication. The CEO is responsible for establishing and administering the agreement between the editor and AAMFT. The CEO is accountable to the AAMFT Board for reporting on the journal consistent with Board policies.
- The editor is to provide the CEO with administrative reports related to the journal, and to seek approvals as specified in the written agreement between the editor and AAMFT.
- The CEO is responsible for advertising policy, design, and format of the journal, which are determined based on AAMFT's policies and branding. The CEO establishes processes in the AAMFT office and/or with external vendors for production and printing of the journal (currently Wiley Publishing), consistent with the policies of the AAMFT Board.

- The editor and, typically, the editorial assistant will work in collaboration with assigned AAMFT staff to ensure the journal is promoted continuously on social media. This can include, but is not limited to, announcing early view issues, published issues, author video abstracts, and comments on a special section or issue; highlighting and introducing a guest editor; announcing winners of the JMFT awards; announcing events and meetings at conferences and symposia; and providing other commentary or insights on research and theory.
- Staff will provide assistance as requested to the editor and will take part in strategic and goal-planning sessions as needed and requested.
- In accordance with the JMFT Strategic Plan, the editor must work to maintain and increase citation metrics. Thus, the editor should ensure that articles have sufficient academic weight and timeliness to be considered for publication, and should ensure that over time, the journal has a balance of different types of articles (e.g., topics focused on diversity, multi-culturalism, transnationalism, gender and race issues).
- The editor may invite articles for special topics or to address areas that have not received sufficient submissions to create balance in the journal. Initiatives and plans for any special issue(s) of the journal or a special series of articles should be begun only after consultation with the CEO.
- In accordance with the JMFT Strategic Plan's focus on diversity, equity, and inclusion, the Board expects that a diversity of viewpoints be given voice in the journal, but that articles or submissions which in principle are not consistent with the values of the Association (e.g., reflect discriminatory views of certain individuals or populations) would not generally be considered for publication. If the editor believes that articles that may be viewed as discriminatory are worthy of publication, the editor should consult with the CEO and president of the Association prior to acceptance for publication.
- The CEO may request from time to time that the editor handle other certain projects or tasks to support the goals of the journal.