

## IJAT LEAD ASSOCIATE EDITORS:

### **Equality, Diversity and Inclusion and Research Reporting Standards**

**TERM:** Three years.

**TIME COMMITMENT:**

- ½ day for Associate Editor tasks per week
- 4-6 half-day online IJAT Board meetings per year
- 1 peer review training day per year
- 1 Associate Editor training day per year
- Up to 5 days attendance at BAAT events per year

**EXPENSES:** Honorary position - travel expenses will be covered if travel is required.

**TRAINING:** Free access to Taylor & Francis editor symposiums plus one annual CPD course provided by British Association of Art Therapists.

**REQUIRED QUALIFICATIONS**

- Expertise relevant for the specific role i.e. **Equality, Diversity and Inclusion or Research Reporting Standards.**
- Expertise in methodologies and methods for areas of research including any of the following: quantitative; qualitative; mixed methods; arts-based and arts-informed; intervention development; evaluation; or other specialist areas of research.
- Experience of researching art therapy or a related field – including clinical, community, or education-based.
- A track record of peer reviewed research publications.
- Significant experience as a peer reviewer.
- Proficient IT skills including Microsoft Word, Excel, OneDrive and ScholarOne submission systems.
- Competence in using social media to disseminate publications.

**PREFERRED QUALIFICATIONS**

- Previous experience as an Editor.
- Previous experience as a peer review journal Associate Editor or Board Member.

**ROLE DESCRIPTION**

**Main Associate Editor (AE) responsibilities:**

- Supporting the Editor-in-Chief (EiC) to facilitate the smooth operation of the journal.
- Working with the EiC and other AEs to develop the strategic work of the journal.
- Collating peer reviewers' responses to submitted papers, making judgements as to the quality of those reviews, filling the gaps in reviews where necessary, then selecting the appropriate response that goes to the original author.

- Being an ambassador and a critical friend of the journal within appropriate forums.
- Contributing to the dissemination of the journal's publications through different social media activities.
- Acting as a mentor to new peer reviewers and new authors to help them understand the processes of journal submission and supporting them as they work towards reviewing/submission.
- Liaising with art therapy networks to ensure that there is a good understanding of the journal's processes within the wider art therapy profession.
- Contributing to the dissemination of IJAT publications via social media.

#### **Editorial:**

- BAAT sets high standards of quality for its journal. It is paramount that the AEs uphold these standards throughout the review process and recommendations re content. BAAT Council will review acceptance rates, usage, and citation statistics as indirect indicators of quality for its journal.
- Maintaining and strengthening BAAT's reputation in the scientific and scholarly community is an important goal for the journal. Visibility, site activity and downloads are important measures of success and reputation.
- The contents of the publication should be balanced, ensuring the journal accurately represents the full spectrum of high quality work ongoing in the field.
- The Editorial Board should be proactive in adapting the publication to changes in the field, adjusting the aims and scope of the journal when necessary.
- The ability of a publication to attract and select high quality content is also a function of the quality of its Editorial Board. AEs should have high stature and respect in the community. The technical abilities of the AEs should be sufficient to manage the publication's workload. Finally, the editorial board should reflect the diversity of the research community with respect to geography, gender, and types of institutions represented.
- The publication should have appropriate and well-defined procedures for peer review, which are fair, unbiased, and faithfully executed.

#### **Operations:**

- BAAT has a responsibility to deliver the publication to subscribers according to the contracted schedule. It is the responsibility of the AEs to ensure review deadlines are upheld.
- The journal should not have a backlog of accepted papers that is either too large or too small.
- The journal should provide submitting authors with a timely review which produces understandable and (whenever possible) actionable feedback.
- BAAT has ensured that an online submission system (ScholarOne) is available for IJAT, which provides the convenience of uniformity and stability for authors, reviewers, and editors, and is important for facilitating transitions between successive Editorial Boards. In addition, it provides the Editorial Board and BAAT with the ability to track the status of all publications. These electronic submission systems should be used in journal operations and review records maintained accurately. AEs should make appropriate efforts to learn the system

used for the journal, so that it is used as effectively as possible. Finally, problems with the system should be promptly reported to the Taylor and Francis.

- IJAT has an entry on the Taylor and Francis website which provides essential information for its authors, reviewers, and readers. This information includes the publication's aims and scope, lists the Editorial Board, provides information for authors, information for reviewers, and lists of forthcoming papers. The Editorial Board must ensure that the journal webpages are up-to-date.

#### **Relationships:**

- AEs should work to ensure that authors have a satisfactory experience in their interactions with the journal. Concerns and complaints of authors should be handled in a timely, courteous, and fair manner.
- AEs should work to ensure that reviewers have a satisfactory experience in their interactions with the publication. Referees should not be asked for immediate turnaround, asked to evaluate papers which are clearly unsuitable or which are far outside their area of expertise, asked to review multiple papers within a short time span, etc. Reviewers should be appropriately recognized for their efforts.
- AEs should report unusual cases or serious cases to the EiC, such as violations of policy during submission and review in a timely, effective, and fair manner.

#### **Innovations**

- BAAT particularly values Editorial Boards which are proactive in developing innovations consistent with the overall goals of the journal and the wider objects of the association, set out in the BAATs Articles. Examples of the general nature of such innovations follow.
- Innovations in generating content and reaching out to new constituencies, such as special issues.
- Innovative and effective use of electronic media in providing supplemental content, such as electronic appendices, archived data, software, and multimedia.
- Innovations that improve operations, providing a more satisfactory experience for authors, reviewers, and editors.