

Responsibilities of the Editor in Chief

Overview

The Editor in Chief of the *Canadian Journal of Counselling and Psychotherapy* (CJCP) is responsible for determining what is published in the counselling and psychotherapy field in Canada. This responsibility demands the application of the highest principles within the profession to ensure that manuscripts meet the gold standard for publication in peer-reviewed journals (i.e., double-blind peer review). The pluralistic nature of Canadian society needs to be represented, respected, and honoured. Like all journals, publishing is not just a scholarly and academic responsibility: it is also a social and political one that requires the exercise of reflection and wisdom.

CJCP

The Canadian Counselling and Psychotherapy Association owns CJCP. Consequently, the Editor in Chief (herein referred to as the *Editor*) ultimately reports to the Chief Executive Officer and President of CCPA. Nonetheless, the Editor must maintain objectivity regarding publication and not be swayed by either private or public opinion. This is akin to diplomatic immunity, but it only applies to making final editorial decisions. All other aspects of the role are subject to managerial oversight (e.g., journal operations, budget decisions). CJCP operates 12 months a year and requires the Editor to contribute approximately 240 hours a year.

Detailed Roles

1. Management of the Journal

- Ensuring that the Open Journal Systems (OJS) platform continues to serve CJCP (as operated currently by the University of Calgary Press). If the OJS needs to be replaced at a future date, the Editor will look for a different host for CJCP.
- Hiring and supervision of the copy editor and the layout editor (the same person in most cases).
- Creation of guidelines and policies governing publication standards.
- Establishing and maintaining deadlines for publication.
- Ensuring office equipment is maintained.
- Ordering and procuring appropriate supplies.

2. *Monitoring Manuscripts*

- Reading all manuscripts to determine the initial disposition.
- Editing and proofreading of all manuscripts.
- Ensuring all manuscripts meet professional style, APA, and content standards.
- Making the final decision for acceptance or rejection of manuscripts.

3. *Supervising Editorial Assistant*

- Hiring and training of Editorial Assistant (EA).
- Training EA and other editors (when needed) to use the OJS platform.
- Ensuring the confidentiality of records.
- Overseeing the maintenance and updating of office equipment and software.

4. *Recruitment, Training, and Supervision of Volunteers*

- Continue to utilize volunteers to assist in proofreading.
- Consider other roles for volunteers.
- Recruit and train volunteers.
- Supervise volunteers.

5. *Communication with the National Office and Board of Directors*

- Communicate regularly with the CEO regarding Journal operations.
- Responding to enquiries and general correspondence directed to the journal from the National Office.
- Sending appropriate enquiries to the National office or appropriate members of the Board.

6. *Communication with Authors and Potential Contributors*

- Providing feedback (acceptance, rejection, or need for changes) to authors.
- Soliciting manuscripts at conferences, professional development events, and through general calls to various sources.
- Helping authors concerning manuscript improvements and needed changes.
- Informing potential authors about guidelines and publication requirements.

7. *Responsibilities at the CCPA Annual Conference*

- Conducting an annual conference session on publishing in professional journals.
- Conducting an annual conference session on reviewer training.
- Encourage new scholars/students to submit manuscripts to CJCP.
- Offer to provide a “first-look” at manuscripts from new scholars/students before submission to CJCP where the research appears publishable.

8. *Management of Archives, Back Issues, and Copyrights*

- Communicating with abstracting services when needed.
- Preparing agreements for copying and distribution rights.
- Responding to inquiries regarding copyright issues.

9. *Communication with Other Journal Editors and Other Professionals*

- Selection of French Editor, Associate Editors, Book Review Editor, and Reviewers (renewed every three years).
- Establishing terms of reference and duties of other Editors.
- Identifying, selecting, and assigning potential reviewers (usually done by the EA).
- Informing reviewers of standards and expectations for reviews.
- Creating criteria and forms for review procedures and comments.
- Communicating with the Book Review Editor to establish book review procedures.
- Managing French and English content of CJCP.

10. *Preparing and Maintaining Budget, Financial Records, and Other Transactions*

- Preparing mid-year and end-of-year reports and budget for the Board of Directors.
- Submitting invoices for payment by National Board of Directors.
- Documenting Journal expenses to National Board of Directors.
- Monitoring spending to ensure a balanced budget.
- Reviewing methods to reduce costs and maintain standards.

11. *Future Planning*

- Ensuring that membership fees to the Canadian Association of Learned Journals (CALJ) are paid by CCPA (CALJ provides a valuable listserv for Editors).
- Attending meetings and workshops on publishing (e.g., CALJ, which occurs as part of Congress).
- Creating methods to improve and report Journal quality.
- Creating methods to increase Journal circulation.
- Identifying themes for Journal special theme issues.
- Selecting editors and reviewers for special issues.
- Selecting authors to be invited to make major manuscript contributions and those who are to write reaction papers.
- Promote advertising for inclusion in the journal.
- Communicating with potential funding sources.

12. *Advertising*

- Write a 1-to-2-page single-spaced Editor's Corner for each issue and have it translated into French.
- Ensure that it gets sent out by Head Office once the new issue is published.
- Development and maintenance of advertisement policy.
- Promotion of the advertisement policy.
- Monitoring the inclusion of advertisements in the journal.