



World Federation of Music Therapy  
Federación Mundial de Musicoterapia

*Supporting Music Therapy Worldwide*

## **Call for Applications for Editor and Associate Editor of *Music Therapy Today* Applications due March 1, 2020**

The WFMT Journal *Music Therapy Today* (MTT) is a peer-reviewed online journal whose purpose is to disseminate current knowledge and information about music therapy education, clinical practice, and research worldwide. Each issue of the journal also includes a special section devoted to the review of books and other media that may be of interest to music therapy professionals. The WFMT aims to publish one to two issues per year featuring articles that will be of interest to educators, clinicians, and researchers in music therapy and related fields. Every three years MTT publishes the proceedings of the World Congress of Music Therapy.

To apply for the Editor or Associate Editor position, a letter of application which includes a statement as to why you are interested in serving in this role and provides a summary of clinical expertise and research experience and curriculum vitae detailing clinical practice experience, research and publication productivity, and if you are fluent in Spanish. Application materials should be sent to WFMT Publications Chair and Editor of *Music Therapy Today*, Annie Heiderscheit, Ph.D., MT-BC, LMFT at [publications@wfmt.info](mailto:publications@wfmt.info) by March 1, 2020.

### **Job description**

#### **Editor of *Music Therapy Today* (MTT)**

### **Term**

The editor will serve a 3-year term from July 2020-July 2023. During the first 3 years the editor will oversee the entire publication of MTT and be called the Editor in Chief. In the subsequent 3 years, the editor will oversee and train a new Associate editor to take over after a total tenure of 6 years.

### **Responsibilities of Editor**

- Read and select reviewers to evaluate approximately six to twelve manuscripts per year;
- Summarize the feedback from the reviewers and determine if the paper is accepted, rejected or requires revision and prepare an appropriate letter for the author;
- Keep track of deadlines for reviewing manuscripts (within four weeks of receipt);
- Communicate with editorial board members; Editorial board members represent each region of the WFMT which includes: Africa, Australia/New Zealand, Eastern Mediterranean, Europe, Latin America, North America, Southeast Asia, and Western Pacific.
- Invite authors to submit manuscripts
- Determine special edition themes for MTT in consultation with the Publications Chair
- Coordinate the online publication process for MTT (layout, copy editing etc.) in consultation

with the Publications Chair

- Organize and coordinate translations of manuscript abstracts in additional languages. At present only Spanish, with a mandate to add additional languages in consultation with the WFMT Publications Chair
- Lead the preparation of WFMT World Congress Proceedings
- Assist Council members in clarifying legal issues related to WFMT publications and multimedia
- Review and update the submission guidelines
- Assist potential authors in clarifying criteria and submission procedures related to MTT
- Communicate with editorial review board

## **Reporting**

*Music Therapy Today* Editor reports to the Chair of the Publications Commission and does not hold a seat on the World Federation of Music Therapy Council. The Editor will provide reports and information to the Publications Chair as needed for WFMT meetings and annual reports.

## **Time commitment**

4-8 hours/ per week. Additional time will be required one month before the publication of a specific issue

## **Core strengths**

- Strong organization skills
- Competence in research and/or methodology within some aspect of music therapy
- Ability to evaluate and determine the quality of a manuscript within the music therapy field
- Ability to identify particular strengths and weaknesses of a manuscript and, in a professional manner, to offer suggestions for revising manuscripts
- Established record of publication in peer-reviewed music therapy and/or related journals
- Strong English language and editing skills; broad knowledge of the music therapy publication venues
- Networking skills

## **Job description**

### **Associate Editor of *Music Therapy Today* (MTT)**

## **Term**

The associate editor will serve a 6-year term from July 2020-June 2026. During the first 3 years the associate editor will work with the editor in an effort to transition into the role of Editor for the next 3-year term.

## **Responsibilities of Associate Editor**

- Read and select reviewers to evaluate approximately six to twelve manuscripts per year;
- Summarize the feedback from the reviewers and determine if the paper is accepted, rejected or requires revision and prepare an appropriate letter for the author;
- Keep track of deadlines for reviewing manuscripts (within four weeks of receipt);
- Communicate with editorial board members; Editorial board members represent each region of the WFMT which includes: Africa, Australia/New Zealand, Eastern Mediterranean, Europe, Latin America, North America, Southeast Asia, and Western Pacific.

- Invite authors to submit manuscripts;
- Determine special edition themes for MTT in consultation with the editor and the Publications Chair;
- Assist potential authors in clarifying criteria and submission procedures related to MTT
- Communicate with editorial review board.

### **Reporting**

The Associate Editor reports to the *Music Therapy Today* Editor and will provide assistance as requested in preparing reports and information.

### **Time commitment**

4-8 hours/ per week. Additional time may be required one month before the publication of a specific issue

### **Core strengths**

- Strong organization skills
- Competence in research and/or methodology within some aspect of music therapy
- Ability to evaluate the quality of a manuscript within the music therapy field
- Ability to identify particular strengths and weaknesses of a manuscript and, in a professional manner, to offer suggestions for revising manuscripts
- Established record of publication in peer-reviewed music therapy and/or related journals
- Strong English language and Spanish language skills an asset
- Strong editing skills; broad knowledge of the music therapy publication venues
- Networking skills