



Psychotherapy & Counselling  
Federation of Australia

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## POSITION DESCRIPTION

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**POSITION TITLE:** PACJA Editor

**REPORTS TO:** Research Committee Chair

**STIPEND:** \$15,000 per annum

**TENURE:** Ongoing role, subject to availability of funding

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### PACFA MISSION

The Psychotherapy and Counselling Federation of Australia (PACFA) is the leading peak body for the counselling and psychotherapy profession in Australia and a professional association for practitioners, educators, students and related professionals.

As a health promotion charity, PACFA's primary constitutional object is research. PACFA's professional journal, the Psychotherapy and Counselling Journal of Australia, [PACJA](#), has a key role advancing PACFA's research mission.

### ABOUT PACJA

PACJA is an international, peer-reviewed journal which aims to contribute to the evidence-base for counselling and psychotherapy. PACJA publishes theoretical essays, experiential reports, and empirical studies featuring quantitative, qualitative, or mixed-method approaches.

PACJA encourages practitioners, researchers, students and educators to submit articles for publication. The process is intended to be supportive in order to mentor aspiring authors to contribute to the dissemination of research in the counselling and psychotherapy field.

The role of PACJA Editor oversees editing and production of PACJA.

### KEY RESPONSIBILITIES

#### EDITORIAL TASKS

1. Promote PACJA to potential authors as a quality, psychotherapy and counselling journal.
2. Work professionally with the Editorial Board and other reviewers to ensure quality and ethical review of submitted manuscripts.

3. Require all manuscripts to be submitted as: one file with author(s) details; and one de-identified file for review.
4. Ensure submitted articles meet PACJA's mission, scope and published criteria for authors. Notify authors within two weeks after submission if the decision is to reject outright.
5. Send blind copies of submitted articles to two reviewers promptly with review guidelines and set reasonable deadlines for review return (four weeks).
6. Follow up with reviewers on due dates for return of reviews. Check that reviews are fair and comply with review guidelines. If reviews are very divergent, send articles out to a third reviewer.
7. Send to authors with due dates for revisions (two weeks), and require authors to return with a letter to the editor that outlines revisions made in response to reviewers' comments.
8. Follow up with authors on due dates for revised articles. Ensure revised articles fully address reviewers' comments.
9. Send reviewed articles out to the same reviewers with due dates for return of reviews.
10. Check that reviews are fair and comply with review guidelines. If reviews are very divergent, send articles out to a third reviewer.
11. Notify authors if manuscripts are accepted for review and provide timeline for outcome of review.
12. Ensure authors complete and return the Licence to publish in accordance with PACJA policy. Send completed Licences to Publish to the PACJA Office via email for filing.
13. Copy edit accepted articles.
14. Oversee book review process for which a volunteer Book Review Editor will have responsibility. Advise and support the Book Review Editor in this role.
15. Write editorial for each journal edition.

#### **PRODUCTION OF PACJA**

1. Oversee production of two editions of PACJA per year in February and August.
2. Finalised manuscripts are to be delivered to the PACFA Office on or before end of 15<sup>th</sup> of December and June each year by email as Word files.

#### **ACKNOWLEDGEMENT OF SERVICE**

The role of PACJA Editor is a highly skilled and time consuming role. PACFA will therefore acknowledge the contribution of the Editor to PACFA's research activities, following publication of each edition, in the following ways:

1. Acknowledgement of the Editor's contribution will be printed in PACFA eNews and PACFA Facebook page following publication.
2. Acknowledgement of the Editor's contribution will be noted in Research Committee reports to Council and Member Forums.

3. The PACJA website will provide biographical details of the Editor.
4. The Editor will receive an annual stipend of \$15,000 to undertake the role, payable on a consultancy basis, quarterly in arrears on receipt of an invoice to PACFA.
5. PACFA will reimburse the Editor for direct expenses incurred in fulfilling the role of Editor, for example photocopying for the purposes of proofreading or postage.

### **SELECTION CRITERIA**

The following criteria will be considered in selecting the PACJA Editor:

1. The successful applicant will have a track record as Editor of a journal in counselling and psychotherapy, or a related field.
2. The successful applicant will demonstrate strong writing and editing skills resulting in quality publications.
3. The successful applicant will have completed (or be close to completion) of a higher degree in research in counselling, psychotherapy or a related field.
4. The successful candidate will demonstrate a track record of collegial team work with successful outcomes.

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**POSITION TITLE:** PACJA Editor

I have read and accepted the above Position Description.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PACFA CEO: \_\_\_\_\_ Date: \_\_\_\_\_

# Schedule A

## Definitions of Terms and Roles

### **The Editor is responsible for:**

**Substantive Editing:** Analysis of overall structure of article, recommending removal of irrelevant and/or repeated material to the author, ensuring language is clear and concise, and restructuring article for logic and flow. Substantive editing may include fact checking in some cases where claims or data seem likely to be false.

**Copy Editing.** Editing for grammar, usage, spelling, punctuation, and other mechanics of style; checking for consistency and internal consistency; inserting head levels and approximate placement of art; editing tables, figures, and lists.

**Proofreading.** Checking proofs of formatted, edited material for adherence to design and for minor, mechanical errors in copy (such as spelling mistakes or small deviations from style sheet).

The **Assistant Editor** (if appointed) also provides the above forms of editing and proofreading.

### **Authors are responsible for:**

**Fact Checking/Citation Checking/Reference Checking.** Checking accuracy of facts and quotes by reference to original sources used by Author or to other reference sources.

### **The PACFA Office is responsible for:**

**Desktop Publishing.** Creating a formatted document from an electronic manuscript, and uploading to the PACJA website, according to the required design instructions or a style template. Includes sizing and placement of art and setting front and back matter. Does not include the following unless specified:

- establishing design
- creating cover art
- formatting index

*Many editorial and production stages have the potential to require follow-up in the form of (1) editing and incorporating Author's responses and (2) checking corrections after they have been input.*