



JOURNAL OF PROSTHETICS AND ORTHOTICS

EDITOR IN CHIEF POSITION DESCRIPTION

<u>Level:</u>	Volunteer Position (small honorarium to cover all expenses is provided)
<u>Reports To:</u>	American Academy of Orthotists & Prosthetists Executive Committee
<u>Term:</u>	Three Years (October 2023 – July 2026)

Editor-in-chief (EIC) will work with the current editor-in-chief beginning July 1, 2023, and be responsible for editing 12 issues beginning with the October 2023 issue.

AIMS AND SCOPE OF JOURNAL

The *Journal of Prosthetics and Orthotics (JPO)* is the official journal of the American Academy of Orthotists & Prosthetists. It is a peer-reviewed, scholarly journal that is published quarterly. *JPO* aims to provide readers with clinically-relevant information suited to promoting professional education, advancing high-quality research, and ultimately improving care for people who require prosthetic and orthotic services.

JPO covers topics related to all aspects of prosthetic and orthotic care, including evaluations of clinical approaches and interventions, design and development of promising rehabilitative technologies, retrospective analyses of clinical data, measurement of health-related quality of life outcomes and user experiences, the study of educational methods and outcomes, and development of measurement tools and techniques. *JPO* reaches a diverse, interdisciplinary, and international readership that includes prosthetists, orthotists, physical therapists, occupational therapists, physical medicine and rehabilitation physicians, orthopedic surgeons, and biomedical engineers.

The content of *JPO* includes articles relevant to clinicians, researchers, and educators. *JPO* publishes a variety of article types, including original research articles describing results from experimental, observational, qualitative, or educational research studies; case studies; technical notes; narrative and systematic reviews; clinical practice guidelines; editorials; and letters to the editor. The EIC has the editorial responsibility for the journal and is therefore responsible for the scientific quality of the journal.

SPECIFIC RESPONSIBILITIES

1. Responsible for organizing an editorial board (EB) consisting of a minimum of six members, who subsequently are appointed by the Academy board.
 - a. The EB consists of the EIC and five or more other members selected by specialty. A minimum of one-third of the EB members must be certified by a national O&P certification body. A minimum of three additional members are chosen for their expertise related to orthotics and/or prosthetics and must minimally be either certified by a nationally recognized credentialing body based in the United States of America; and/or (ii) licensed to practice in orthotics and/or prosthetics in one or more states in the United States of America that require direct and/or indirect formal education from a CAAHEP Accredited Program or have graduate-level training with experience in research related to orthotics and prosthetics.

2. Responsible for generating four issues annually of the *JPO* to be published quarterly.
 - a. The journal will focus mainly on orthotics and prosthetics, including information on new devices, fitting and fabrication techniques, and patient management experiences. The multidisciplinary approach incorporates timely reports from related fields such as orthopedic research, occupational therapy, physical therapy, orthopedic surgery, amputation surgery, physical medicine, biomedical engineering, psychology, ethics, and gait analysis. Each issue contains research-based articles reviewed and approved by the EB and two Academy self-study quizzes offering the opportunity to earn continuing education credits.
 - b. The EIC must perform an initial review of each new manuscript submitted for publication to *JPO* to verify the relevance and suitability of the topic matter for the journal and to ensure minimum scientific or clinical quality is met. The EIC then chooses at least two individuals to review each manuscript. Reviewers are selected from either the EB or, upon recommendation of the EIC, may be outside subject matter experts based on the topic of the manuscript.
 - c. Reviewers blindly review the manuscript using a manuscript evaluation form, returning the manuscript with comments pertaining to the originality and appropriateness of the topic, the appropriateness of methodology and statistical analysis, and clarity of presentation. The decision may be to publish (with or without revision), alter/resubmit, or reject.
 - d. The EIC utilizes a very hands-on approach to manuscript reviews as the nature of the process is time-sensitive, requiring daily/weekly attention.
3. The EIC will be responsible for implementing and applying the editorial policies of the *JPO*, maintaining a high level of quality in the editing process with respect to the scientific content, and applying ethical and scientific standards of objectivity.
4. Within the term of the editorship, the EIC will devise a plan to achieve/maintain MEDLINE listing and improve the journal's impact factor. This plan will be adjusted annually as needed.
5. The EIC shall be responsible for selecting material for publication in the journal, thereby setting and maintaining high standards which are essential for a reputable international scientific journal.
6. The EIC shall also be responsible for soliciting papers, should this be necessary to obtain a sufficient number of papers for each of the individual issues of the journal. The EB will assist with soliciting and acquiring suitable papers for the journal by inviting colleagues of high scientific standing to contribute.
7. The EIC selects and supervises the managing editor to ensure that manuscripts and text materials are forwarded to the publisher, Wolters Kluwer (WK), in adherence with the supplied format guidelines and production schedule so that each issue may be processed in a timely manner.
 - a. WK will provide a publishing schedule for the following year no later than September 1 each year.
 - b. WK is responsible for all publishing functions, without limitation, including ad sales, copyediting, proofreading, production, promotion, and distribution of the journal.

EXPERIENCE AND QUALIFICATIONS

The EIC is selected by review of their curriculum vitae and record of publication in peer-reviewed journals. This position requires a solid background in journal management and a demonstrated grasp of clinical and research methods in orthotics and prosthetics. Certification by the American Board for Certification in Orthotics, Prosthetics and Pedorthics is strongly preferred; a graduate degree in orthotics/prosthetics or a related field is required, PhD is preferred. The ideal candidate will have strong contacts among researchers and clinicians in rehabilitation within and outside the US.