



Psychotherapy & Counselling  
Federation of Australia

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## CONSULTANCY ROLE DESCRIPTION

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**CONSULTANCY:** PACJA Editor

**REPORTS TO:** Research Committee Chair

**CONSULTANCY FEE:** \$30,000 per annum

**CONTRACT:** Consultancy Agreement for initial term of 1 year (time commitment to be negotiated)

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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 undertakes and promotes research in counselling and psychotherapy in order to develop the practice of counselling and psychotherapy. 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 publishes articles from practitioners, researchers and educators. Experienced and new writers are encouraged to expand scholarship and research in the counselling and psychotherapy field.

The PACJA Editor oversees editing and production of two editions the journal per year, usually published in May and November.

### KEY RESPONSIBILITIES

#### EDITORIAL TASKS

1. Solicit material for publication by proactively promoting PACJA to potential authors as a quality journal
2. Manage the quality of submissions by ensuring articles meet PACJA's mission, scope and publishing criteria
3. Ensure a quality and timely peer review process as per PACJA's agreed processes, including recruiting and managing reviewers

4. Copy edit accepted articles
5. Collaborate with the PACJA Editorial Board with decisions regarding the content and focus of the journal, including writing or overseeing writing of the editorial for each edition
6. Ensure timely and professional communication with potential and submitting authors
7. Manage communications about PACJA including via the PACJA and PACFA websites
8. Promote PACJA on the PACFA website and other seek other promotional opportunities
9. Continually improve the quality and scope of PACJA content
10. Advance PACJA towards publication with a professional journal house.

#### **PRODUCTION OF PACJA**

1. Oversee production of two editions of the journal per year and its publication on PACFA's website, in liaison with PACFA staff
2. Work to the target publication dates of May and November each year.

#### **ACKNOWLEDGEMENT OF SERVICE**

The role of PACJA Editor is a highly skilled and important role within PACFA. 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 the PACFA Board, Council and member forums.
3. The PACJA website will provide biographical details of the Editor.
4. The Editor will receive a fee of \$30,000 per annum to undertake the role, payable on a consultancy basis, monthly 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. Experience as an editor of a journal in counselling and psychotherapy, or related field
2. Strong professional writing and editing skills evidenced in quality relevant publications
3. Practice experience in the counselling and psychotherapy profession
4. A higher degree in research in counselling, psychotherapy or a related field
5. A track record of collegial team work with successful outcomes

# Appendix

## 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.*