

Terms of Reference – New Zealand Journal Physiotherapy Honorary Editorial Committee

1. Name

- 1.1 The New Zealand Journal of Physiotherapy Honorary Editorial Committee is a PNZ working group reporting to the Physiotherapy New Zealand Office (PNZ Office).

2. Role and Purpose

- 2.1 The role of the Committee is to support publishing original quantitative and qualitative research that advances physiotherapy science and practice, in the New Zealand Journal of Physiotherapy (NZJP).
- 2.2 The purpose of the Committee is to:
 - a. Develop and publish three Journals per annum;
 - b. Publish content that reflects excellence in research and professional issues relevant to New Zealand and the international physiotherapy communities; and
 - c. Encourage and support emerging New Zealand researchers, and international contributors to publish articles.

3. Membership

- 3.1 A call for expressions of interest are sent to PNZ members when a vacancy appears on the Committee. The PNZ Office is responsible for the appointment of members to the Group.
- 3.2 The Group will consist of a minimum of 8 to 10 voting members. This will include:
 - a. Up to 1 PNZ Office representative; No less than 8 PNZ Members;
 - b. At least 1 and up to 2 independent persons to provide the relevant skills or expertise, as required.
- 3.3 A variety of different backgrounds should be represented in the membership. When seeking new members the Group takes into account their research experience, areas of clinical expertise and geographic location of the appointee to ensure that the depth and breadth of the profession is represented (see Appendix 3: Terms of Reference Editorial Advisory Board).
- 3.4 The Committee Chair also performs the function of Editor and shall be elected (by majority vote) for a period of five (5) years and will be eligible for re-appointment for a maximum of three (3) terms or such additional period of time as maybe determined by the Committee and PNZ Office to ensure continuity and succession (see Appendix 2: Job Description Editor). In the Chair's absence, any Committee member, with the agreement of the members present, may Chair that particular meeting.
- 3.5 The Chair, in addition to the role of Editor and Committee member:
 - a. Sets the agenda for each meeting and ensures all relevant documentation is provided to members in advance of meetings;
 - b. Makes the purpose clear for each meeting, clarifies and summarises what is happening throughout each meeting;
 - c. Keeps the meeting moving and actively seeks participation from all members;
 - d. Reports to the PNZ Office on behalf of the Committee.
- 3.6 Secretariat support for the Group will be provided by the PNZ Office, in consultation with the Chair.
- 3.7 The PNZ Office will provide other support functions necessary for publishing NZJP including a copy editor, production process, distribution and maintaining the journal's website presence on the PNZ website and on the Scopus database.

- 3.8 All PNZ Office staff (not being members of the Committee), may from time-to-time attend scheduled meetings in order to participate in a specific discussion on a subject matter in which they have expertise or to update on activities across PNZ, where relevant.
- 3.9 A quorum shall comprise a majority of the voting members of the Committee.

4. Term

- 4.3 The Committee members are elected for five (5) years and may be elected for a maximum of two (2), five (5) year terms; further terms or an additional period of time may be determined by the Committee and PNZ Office to ensure continuity. The names of elected members are to be forwarded to PNZ Office.
- 4.4 A Casual Vacancy may arise if a person does not serve out their full term of office. A call for expressions of interest will be put out to PNZ members when a vacancy appears on the Committee.

5. Responsibilities

- 5.1 The Committee is managed by the PNZ CEO, with guidance and strategic direction being provided through the PNZ Executive.
- 5.2 The Committee is responsible for delivering the following functions and services in relation to NZJP:
- To meet agreed deadlines to ensure the content is ready for the publication of three issues a year (see Appendix 1: Roles of the Associate Editors);
 - To ensure manuscripts published in the NZJP meet the required standards of academic excellence;
 - To facilitate the peer review process;
 - Contribute to development of policies and setting of standards as may be requested by PNZ;
 - Be a source of information for PNZ; and
 - Implement any matters that the PNZ Office directs.
- 5.3 The Committee will provide an annual business plan to the PNZ Office, outlining key activities for that year. As appropriate and at PNZ Office request, verbal or written reports will be provided by the Chair of the Committee.

6. Meetings

- 6.1 Formal meetings are to be held at least three times in each financial year with the agenda and papers relevant for any decisions to be made at the meeting. Relevant papers for discussion are to be distributed as early as practicable prior to the meeting (and not less than 5 working days prior). Attendance at the meeting can be face to face, by teleconference or other means where those participating may hear each other simultaneously.
- 6.2 Meetings are generally to be conducted in accordance with commonly accepted standards and practices, with all decisions based on a simple majority of members voting. In the event that a particular resolution is controversial, and the vote is not clear-cut, the Chair of the Committee shall have the prerogative to either defer the matter for further discussion in order to achieve a majority vote or have a casting vote.
- 6.3 Records of meetings are to be kept by PNZ Office and a summary of all future action items to be compiled and forwarded to the Committee after each meeting.
- 6.4 In the event that the Committee is required urgently to give effect to a pressing decision between scheduled meetings then a resolution can be obtained via email and acted upon. This will be tabled at the next scheduled meeting of the Committee and formally ratified post facto.

7. Confidentiality and Conflicts of Interest

- 1.1 As a member of the Group, there will be exposure and access to confidential information in order to perform the duties required. It is important to not share or expose any confidential information as part of performing the duties of a Committee member.
- 1.2 Equally important is the role of sharing information and resources to relevant members, groups, the PNZ Office and the Committee itself. It is expected that any and all relevant information for the Committee will be shared.
- 1.3 It is expected that advice and review of media content may be required from time to time from the Committee. Members of the Committee will adhere to the PNZ policy on Social media. No direct contact with Media is expected by members of the Committee.
- 1.4 Committee members are responsible for declaring a conflict of interest. In all cases where a conflict exists, or may be reasonably perceived to exist, the Committee member will withdraw themselves from the discussion and not participate in the deliberations and advice of the Committee.

2. Performance and Review

- 2.1 Performance of the Committee will be monitored and measured on an annual basis. This process will be undertaken by the PNZ Office and reported to the PNZ Executive.
- 2.2 This Terms of Reference will be reviewed on an annual basis to ensure alignment with the requirements from the PNZ Office. At this time, the Terms of Reference may be amended, varied or modified after consultation and agreement by the PNZ Office.

3. Definition of Terms

- 3.1 More information on descriptions and definitions of terms can be found within the “Rules of Physiotherapy New Zealand” document.

4. Date Ratified

- 4.1 This Terms of Reference were ratified by the PNZ Office in August 2019.

APPENDICES

Appendix 1: Roles of the Associate Editors

Each Honorary Editorial Committee Member will have the role of an Associate Editor as well as other assigned tasks as listed below:

- Attend Committee meetings. These will be held up to three times a year via audio-conference. Where possible, one face-to-face meeting per year is held.
- Work as a Group to promote the NZJP and to ensure a high-quality publication.

Committee members will assist others in their roles if members are away for any length of time or experience periods of heavy workloads. They may also be involved in other procedural issues.

Overview of the role of the Associate Editors of the NZJP

The role of the Associate Editors of the NZJP is to assist the Editor in processing submitted papers and informing the Editor if, and when, a paper is acceptable for publication.

Process:

1. Paper is submitted electronically to the PNZ Office and an e-mail is sent by the PNZ Office to the corresponding author confirming the submission (standard letter A).
2. The Editor is notified of the submission and reads the newly submitted paper to see, on a quick read, whether the paper is potentially publishable / is of no interest / is not of the standard required by the Journal. The Editor checks the checklist submitted by the author(s) to ensure the required submission items are accurate and correct. The Editor then replies to the corresponding author with one of the following:
 - a. The paper has been sent out for review
 - b. The paper has been rejected and not sent for review
 - c. The paper has not met all the requisites for submission and these need to be first addressed by the author before the submission can proceed
3. If the paper is to be sent for review the Editor assigns it to an Associate Editor - where possible matching areas of content / methodological interest but ensuring that work is evenly distributed. The Associate Editor then:
 - a. **Finds two reviewers for the paper.** Authors are required to provide the names and contact details of at least two potential reviewers; there is also a list of potential reviewers in the NZJP communal web system but it is not exhaustive and others not listed can be asked. Reviewers are chosen based on content / methodology / workload (check manuscript register where reviewers for each paper are documented). The reviewer should have a postgraduate degree with a research component; they do not necessarily have to be a physiotherapist. If a novice reviewer is chosen, then the Associate Editor needs to ensure the second reviewer is more experienced.
5. **E-mails the two reviewers** to ask of their interest to review the paper, including the title of the paper and the abstract in e-mail; the documents are anonymised.
6. **If the reviewer agrees**, the Associate Editor sends them:
 - a. Standard Letter E: Reviewer Confirmation
 - b. Anonymised paper (coded according to the paper register), including all tables, figures, diagrams

- c. The Guidelines for Review
 - d. The Paper Review Form
7. **To anonymise the paper**, all names and organisational details are removed, in the text any identifying information is replaced with “XXX” and the file is named <NZJP_paper number> (see manuscript register for the number).
 8. **When both reviewers have returned their reviews**, they are collated into one reviewer-anonymised document which is sent to the Editor along with the Associate Editor’s decision on the paper (based on the reviewers’ decisions and your opinion of the paper). The Editor then notifies the authors of the decision, including the reviewers’ report.
 9. **Each reviewer is sent** a copy of the decision and anonymous reviewers’ report for their information, and thanked for their contribution to the Journal.
 10. **Should the paper require revision**, the revised paper is sent to the named Associate Editor. If only minor revisions were requested then the Associate Editor can decide whether they have been addressed or not. If more substantial revisions were requested, the revised paper will be sent back for review. **First, the original reviewers will be asked** if they are happy to review the revised paper. If this is not possible then the Associate Editor will find a new reviewer. A paper can be sent to a third reviewer should there be opposing reviewer recommendation. The reviewer’s role is to guide the Associate Editor and Editor’s decisions. Ultimately it is the Associate Editor and then the Editor who makes the final decision regarding publication. Ultimately it is the discretion of the Associate Editor and then the Editor as to whether the manuscript is accepted for publication.
 11. **Should the revised paper be acceptable** to the reviewers for publication, the Associate Editor then reads the paper carefully and ensures that it is publishable, for example, small edits are made as required (e.g. typos, small grammatical corrections); larger “edits” are sent back to the author for correction. The Associate Editor also ensures that the referencing, tables and figures are correct, making sure the reviewers have not missed anything.
 12. **The final decision and corrected paper are sent** to the Editor. The Editor will review the paper to ensure all is correct and may ask the author to make more changes. The Editor will send the Standard Letter G to the author, accepting the paper for publication. The accepted paper is then be sent to the Copy Editor and then onto the Publisher.
 13. **A thank you letter is sent to the reviewers (Standard letter K) which outlines the Journals final decision and an anonymised copy of both reviewers’ comments.**

It is fully acknowledged that the Associate Editor’s role does take work – given the nurturing nature of the NZJP, we frequently have first-time-authors, post-graduate students and clinicians submitting, thus the papers frequently require a substantial amount of work to bring it to a publishable standard. However, this nurturing nature is what makes the NZJP unique and attractive to many authors.

Please note that the ‘M. L. Roberts Physiotherapy Student Prize paper’ are not sent out for peer review but reviewed by the Editor or a delegated Associate Editor. They are however published as “peer reviewed” papers as they have been reviewed in the examination process by the respective universities and by the Editor.

Appendix 2: Job description of the Editor

Role

The Editor is responsible for all aspects of publication associated with maintaining the NZJP as a premier journal disseminating information on all aspects of physiotherapy research including health administration, healthcare management, health sector management, and other related fields. The Editor is committed to making sure that the NZJP maintains its reputation to publish the best scholarship in these areas. The Editor is responsible for the selection and substantive editing of the contents, for three issues per year.

Relationship with Physiotherapy New Zealand

The Editor will work to ensure the timely production of each Journal issue. Copies of the minutes of the Honorary Editorial Committee meetings will be provided to PNZ Executive (minus information on submissions under review).

Representative Duties

1. In partnership with the Committee, define the overall strategic direction for the Journal.
2. Provide leadership to achieve the goals determined by that strategic direction.
3. Actively solicit papers for the Journal.
4. Consider the possibility of the occasional themed issue.
5. Work with the Honorary Editorial Committee to recruit and select editorial reviewers.
6. Maintain regular communications with individual members of the Committee and convene an annual meeting of the Committee to discuss issues affecting the NZJP, review past publications and initiatives for the future, review policies and procedures, and the direction of the publication.
7. Conduct initial screening of all papers and forward those that meet the criteria on to the relevant Associate Editor.
8. Work with authors and the Associate Editors to revise papers based on reviewers' comments and his/her own recommendations for improvement (e.g., clarity, development of ideas, scholarly accuracy, overall quality, and compliance with publication guidelines).
9. Return rejected papers with a constructive letter to authors.
10. Through the NZJP communal web system provide the Committee regular updates on the status of all papers in the review process.
11. Serve as the primary liaison to authors.
12. In consultation with the Committee organise an Editorial for each issue.
13. Coordinate production of the NZJP with the Copy Editor to ensure three issues per year on a regular production schedule.
14. Provide a written report for the PNZ Annual Report.

Qualifications

The Editor of the Journal must possess the following attributes:

- Be a member of PNZ.
- Have a PhD and a strong research portfolio.
- Have previously published in the NZJP.
- Have published with regularity in international scholarly journals.
- Be able to dedicate the required time to this role to ensure publication deadlines are met.

Term

The Editor will serve a five year term and will be eligible for re-appointment for a maximum of three terms, or such additional period of time as may be determined by the Committee and PNZ CEO to ensure continuity and succession.

Resources

The Editor will be paid a reimbursement per issue in recognition of the workload carried and to support his/her time, the time of any support staff needed, and any supplies and out of pocket costs related to the editing of the NZJP. The reimbursement will be reviewed annually. Additional costs of producing the publication (copy editing, layout, printing, etc) will be borne by PNZ and managed out of the PNZ Office.

Appendix 3: Terms of Reference Editorial Advisory Board

The Editorial Advisory Board of the NZJP is established as an expert advisory panel. The Editorial Advisory Board will consist of up to 12 members invited to join by the current Editor of the Journal in consultation with the Honorary Editorial Committee.

Members will be appointed to the Editorial Advisory Board for a term of three years commencing from 1 April with a maximum of two terms, unless otherwise removed by a resolution of the Group (approved by the PNZ Executive), or acceptance of resignation.

Members of the Editorial Advisory Board will:

- Demonstrate extensive experience in publication of research.
- Have an excellent knowledge of the physiotherapy profession.
- Be recognised as leaders of the profession.

During each three year term members of the Editorial Advisory Board will contribute to the development of the NZJP by actively promoting publication to potential authors. They will also undertake to complete one or more of the following:

- Review one paper prior to publication
- Provide a critically appraised paper
- Provide a book review
- Write an invited clinical commentary on their speciality area or another paper for publication in the NZJP
- Write an editorial
- Participate in the NZJP session included in the PNZ conference

They may also be asked to provide expert opinion and advice if required by the Committee.