*Therapeutic Speakeasy Quarterly*



**Editorial Review Board Member Agreement**



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| --- | --- |
| **Name** |  |
| **Credentials** |  |
| **University or Organization** |  |
| *The contact information below will not be published (internal use only!)* | |
| **Email Address** |  |
| **Phone Number** |  |

Dear Member:

Welcome to the Editorial Review Board for *Therapeutic Speakeasy Quarterly*! Thank you for agreeing to be a member and for furthering the mental health profession. The success of our journal relies on the strength of our editorial board and their contribution of expertise and time.

Please review the following responsibilities and duties of Editorial Review Board members:

1. Members will serve this journal for a 2-year term unless otherwise indicated in writing
2. Members agree to review a *minimum* of one article per calendar year.
3. Members will confirm receipt of article within72 hours acknowledging the pending review and/or informing the Editorial Review Board Director of concerns that may impede review.
4. Members will review and return the article within 21 calendar days.
5. Members will provide constructive comments, suggestions and/or recommendations embedded into the article (i.e., track changes) in a Word or Word-friendly format as well as completion of the review rubric.
6. If a member is unable to fulfill the duties as outlined, he/she will be dismissed from the board in writing by the editor.

Each board member will be listed on the journal's website to acknowledge their professional contributions to this journal. Members are encouraged to contribute articles. Thank you for taking the time to review these articles and be involved in the *Therapeutic Speakeasy Quarterly*.

By submitting this form, you are agreeing to these responsibilities as outlined.

Thank you,

**Sarah E. Stewart-Spencer, Ph.D., Co-Founder, Editor**

**Andy Brown, Ph.D., Co-Founder**

**Mindy Heher, Ph.D., Co-Founder**

**Alyssa Weiss-Quittner, Ph.D.**

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