



RTS AT WORK

THE PURPOSE OF THIS FORM:

Submit updates on faculty and staff work for the bi-annual Ministry & Leadership (M&L) magazine. It includes travel schedules, publications, campus events, and announcements.

THE PROCESS:

- Communications sends you the link to the form, which can also be found at rts.edu/communications/.
- Submit your information and updates.
- Managing Editor may follow up if more information is needed prior to publication.
- Your work will be published in the next edition of Ministry & Leadership.

COMMON QUESTIONS:

Q: When can I expect to receive a link to submit my information?

A: Around April/May for the Fall publication and December/January for the Spring publication.

Q: What timeframe do I have to submit information after receiving a link?

A: The M&L Managing Editor will provide a due date when the form is provided.

Q: When are M&Ls published?

Publications occur in the Spring (March/April) and Fall (September/October) of each year.

Q: What information should I consider when submitting to RTS at Work?

A: Please submit any information you believe our magazine audience would like to be informed of in the following categories: travel schedules, publications, campus events, or announcements. Be mindful of information dates so that it falls within the date of upcoming publication and the following issue.