

Timeline & Guidelines for Cardinal Rays

The Cardinal Rays submissions to the editor are tentatively due the 15th of the month prior to release (i.e. January/February edition's submissions are due December 15th to the editor). This timeline allows for editorial review and submission to the printer. The Printer likes to have the edition 2 weeks prior to release, so the issue can be received in the mail on the 1st of the leading month. The editor must also contact the OSRT Secretary to send the list to the printers. These submissions include letters to the editor, the editorial column from the President of the OSRT, upcoming CE events, and any committee reports. You must also send a copy of Cardinal Rays to the web editor in a one-page word format.

Also to be noted is the volume change in the month of **May** and the **monthly number** change on each issue. The OSRT Mission and Vision must be included in each issue (including Student Cardinal Rays), along with the OSRT phone number, e-mail address, OSRT Web address. It is also the responsibility of the editor to send a timeline to contributing editors (The OSRT Board) for the upcoming year. The OSRT President and Student Director need to plan on submitting an article for each edition. The OSRT President will not need to submit anything during the March/April edition it is dedicated to the election.

Topics for Cardinal Rays

- January/February: Welcome in the New Year, past accomplishments and goals of the upcoming year, annual meeting information submitted by annual meeting chairs. Reminder to run for the office of the board of trustees. Reiterate deadlines for upcoming events.
- March/April: Elections and any voting issues. **Due date for this edition is February 23rd due to elections and has to be mailed or posted on the web by March 1st to allow for a 30 day voting time period.**
- May/June: RT in DC report summarized new presidential address, and annual meeting winners/grant recipients summary of the presidential address & annual meeting winners/grant recipients, this comes from the **banquet script** to be forwarded to the editor by the current president/chairman; **due date for this edition is usually April 27th.**
- July/August: Any CE events for the current year or related hot topics including running for national office or chapter delegate.
- September/October: National Radiologic Technology Week is in November, reminder of this event.
- November/December: Holiday news, reminder of February 1st deadlines; nomination, essay competitions, exhibit competition, grants and upcoming quiz bowl competition.

Student Cardinal Ray's Topics

- January/February: Welcome into the New Year and reminder again of upcoming deadlines; these deadlines are posted on the OSRT website @ www.osrt.org
- March/April: Upcoming annual meeting and events that students might like to attend and the importance of assessment exam(s). The annual meeting is in April but this edition will go out March 1st. Goodbye note from Student Trustee announcement of new Student Trustee, if available.
- May/June: RT in DC report, summary of the presidential address & annual meeting winners/grant recipients, this comes from the banquet script to be forwarded to the editor by the current president/chairman. This issue profiles the new student director to include a short biographical paragraph, radiologic program name, and any related employment, etc. The student director's email address is printed in each edition. Also post your email address in each edition; also, maintain a current email address with the Cardinal Rays Editor (current editor's address is llarnold@seormc.org). Enter the Cardinal Rays editor's email address into an address book to decrease the chance of correspondence going into the SPAM file.
- July/August: Summer events highlight or hot topics among students. Suggestions include interviewing a technologist about their career and where it has led them or interviewing another student.
- September/October: National Radiologic Technology Week and how to become involved as a student. Information about the week can be found on the web at www.osrt.org or www.asrt.org
- November/December: Holiday news, reminder of February 1st deadlines; nomination, essay competitions, exhibit competition, grants.

Note: Writings should be of your own experiences and thoughts, not plagiarized; all submissions are at the final discretion of the editor.

Revised August 2011