

Upper Room Liaison

Role Description

Purpose: *To facilitate the submission of devotionals written by InScribe members to be fast-tracked for use by the Upper Room.*

Responsibilities:

- A. To communicate regularly with the acquisitions editor at the Upper Room.
- B. To provide guidelines and deadlines for InScribe members interested in submitting devotionals
 - Two or three times a year you will present a callout to Inscribe members inviting them to submit manuscripts that have been prepared according to the editorial guidelines found here: <https://submissions.upperroom.org/en/guidelines>
 - Inform submitters not to submit directly to Upper Room if they want their devotional fast-tracked via the Upper Room acquisitions editor.
 - Indicate a deadline for submissions that will come directly to you
 - Collect the submissions and check each one to make sure they have the required contact information. You are not required to edit any manuscript.
- C. To provide submissions to the acquisitions editor
 - Save each manuscript to one file.
 - Once the submissions are ready, send the file to the acquisitions editor.