

## **PUBLICATIONS**

### **Policy**

-The Department of Public & Institute Relations shall approve, for substantive propriety and format and for conformance to graphic standards, all printed materials with specific exceptions: student publications approved by the Faculty Advisor; scholarly books and monographs; printed material used solely for instructional objectives; Alumni Association publications; program announcements of the Division of Continuing Education, and certain other printed materials for which exceptions are granted in writing in the Director of Public and Institute Relations.

-Approval for all printed material for public usage shall be obtained prior to printing from the appropriate Department Head and Dean or Vice President.

-Verification by the Department of Business Affairs (Finance Office) of funds on deposit with the Institute for printing costs shall be the responsibility of the initiating program manager.

### **Guidelines**

-The Associate Director of Public & Institute Relations-Publications shall be the initial contact for advice and counsel early in the publications planning process.

-Assistance is available through the Associate Director in determining types of publications, costs, scheduling and delivery conditions, and other factors to facilitate printing.

-Writing and organization assistance to program managers shall be determined by the Director of Public & Institute Relations according to the priorities within the Department; however, every effort will be made to assist on Institute-related publications.

-Requests for approved publications for which program funding is not available should request financial support from the Director of Public & Institute Relations, who shall determine the application of available funding for miscellaneous publications.

-Programs managers shall obtain a basic style sheet from the Department of Public & Institute Relations and shall conform to style approved for the Institute identity program following approval of the Board of Trustees for the aforementioned style sheet.

-Requests for modification of established standards must be approved in writing by the responsible department head, dean, director or vice president.

-The above policy statements apply whether printing is purchased on or off campus.