

AIR UNIVERSITY PRESS PUBLICATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction establishes policies and responsibilities for preparing, printing, reprinting, and distributing books and other materials published by Air University Press. It applies to all Air University (AU) organizations and authors who require or desire the publication support of Air University Press.

SUMMARY OF REVISIONS

This revision relocates Air University Press within the Office of Academic Support; points out the existence of a new style guide intended for use throughout Air University; redefines the duties of the AU Publication Review Board and of authors and project officers; and outlines funding, storage, distribution, and other requirements for commanders and commandants of AU Press client agencies.

1. Terms Explained:

1.1 **Air University Press.** A directorate of the Office of Academic Support. Air University Press provides professional publishing services to help Air Force warfighters understand and apply air and space power.

1.2 **Air University Publication Review Board.** An authoritative body tasked by the Air University Provost (AU/CA) with reviewing and approving manuscripts for publication by Air University Press.

1.3 **AU-Numbered Textbook.** A textbook with an assigned Air University number used in resident or nonresident programs of more than one Air University school.

1.4 **Automatic Distribution.** A one-time initial distribution of new Air University Press publications made to a standard list of addressees.

1.5 **AU Press Author Guide.** A reference comprising procedures for preparing manuscripts for publication by the Air University Press which also describes the editorial, design, and publication process.

1.6 **Air University Style Guide for Writers and Editors.** An Air University-designed and -approved style reference for all Air University writers and for all authors submitting materials to Air University Press. It is based on the most current civilian publishing norms, especially those found in *The Chicago Manual of Style*, and is used to standardize all publications, including Internet materials, produced by Air University.

2. Policies and Responsibilities:

2.1. Air University Press:

2.1.1. Determines production schedules based on priorities recommended by the Air University Publication Review Board, higher headquarters directives, workload, timeliness, and other factors.

2.1.2. After consulting Air University headquarters and coordinating with Air University schools, publishes the *Air University Style Guide for Writers and Editors* detailing publication style and standards.

2.1.3. Coordinates with Public Affairs (HQ AU/PA) to obtain security and policy review action to comply with AFI 35-205, *Air Force Security and Policy Review Program*, for all publications, including AU-numbered textbooks, that may be released to the general public. This does not apply to publications determined to be For Official Use Only.

2.1.4. Edits, designs, and publishes AU-numbered textbooks and manuscripts approved by the Air University Publication Review Board from the Air University Press publication budget as long as funds permit. Distributes all publications as requested and approved. The normal initial publication run is 5,000 copies for new books, 1,500 copies for new monographs, and as requested for AU-numbered textbooks.

2.1.5. Prepares and submits DD Form 282, *DOD Printing Requisition/Order*, to the Defense Automated Printing Service Detachment Office (DAPS), MAFB Gunter Annex.

2.1.6. Following publication, forwards three copies of each new or revised publication to the Air University Library (OAS/LD).

2.2. Air University Publication Review Board:

2.2.1. The Board is composed of the following:

- Provost, Air University (Chairman)
- Director, Research and Writing Program
- Dean of Education and Curriculum, Air Command and Staff College
- Education Advisor, Squadron Officer School
- Vice Commandant, Air Force Institute of Technology
- Associate Director for Research, Airpower Research Institute
- Associate Dean, School of Advanced Airpower Studies
- Director, Air University Press (nonvoting)

2.2.2. Convenes on a quarterly basis or as needed.

2.2.3. Reviews and approves all manuscripts for publication by the Air University Press, except for the *Airpower Journal*, AU-numbered textbooks, School of Advanced Airpower Studies (SAAS) research papers, the Air War College's (AWC) Maxwell Papers, and College

of Aerospace Doctrine, Research, and Education (CADRE) Papers, other projects directed by higher headquarters or by the director of the Office of Academic Support (OAS/ED).

2.2.4. Evaluates manuscript content, projected customer interest, value to the Air Force, and other appropriate factors.

2.2.5. Through a majority of its voting members, accepts, rejects, or recommends revision of manuscripts for publication. In the case of revisions, the board provides a written critique to the author listing the required and recommended changes.

2.2.6. Identifies additional recipients of individual publications based upon subject matter and interested agencies. These special recipients are included in the automatic distribution of each book and monograph.

2.2.7. Identifies book and monograph topics of special interest to the Air Force and national security planners.

2.2.8. Identifies prospective authors and solicits manuscripts for possible publication by Air University Press.

2.3. Authors and Project Officers:

2.3.1. Obtain copyright releases through procedures outlined in AFI 51-303, *Intellectual Property--Patents, Trademarks, and Copyrights*, for any copyrighted material contained in the manuscript. Provide copies of all copyright releases to Air University Press.

2.3.2. Submit manuscripts in accordance with the *Air University Press Author Guide* and the *Air University Style Guide for Writers and Editors*.

2.3.3. School project officers review AU-numbered textbooks periodically to evaluate the need for revisions or the need to write new ones. Revisions of existing AU-numbered textbooks are normally justified if the content has become obsolete or if the curriculum has changed.

2.4. Commanders and Commandants:

2.4.1. Provide funds to reprint publications to meet curriculum requirements if sufficient quantities are not available in the Air University Press inventory. (Commanders and Commandants should bear in mind, although Air University Press is committed to supporting school requests to the maximum extent possible, it has a limited printing budget and must maintain stocks of publications for distribution to Air Force customers worldwide.)

2.4.2. Request Air University Press services as early as possible in the development stage of new or revised AU-numbered textbooks. Designate a project officer with responsibility for developing such material.

2.4.3. Ensure authors and project officers obtain copyright releases or permissions before using copyrighted materials. See paragraph 2.3.1.

2.4.4. Ensure subject matter experts review all materials before they are submitted to Air University Press for editing, design, and publication.

2.4.5. Submit a letter to HQ AU/XOPA requesting assignment of an AU number for prospective AU-numbered textbooks. Letters should contain full

justification for publication. Forward a copy of the approved request to Air University Press.

2.4.6. Store, maintain, and control disposition of any publication used by the school or agency in excess of those required for Air University Press inventory and automatic distribution.

2.4.7. Maintain a record set of each printed AU-numbered textbook created by the school and ensure that records are maintained and disposed of in accordance with AFMAN 37-139, *Records Disposition Schedule*.

2.5. The Chief, Academic Affairs, Air University (HQ AU/XOPA) approves or disapproves the assignment or removal of AU numbers to textbooks.

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