

## **7.05 Procedure for Approval of University Publications**

To assure appropriate quality and cost management, all official publications and all film, tape, and sound presentations intended for external audiences require University approval through the Office of Public Relations. This office provides a variety of professional services for individuals and offices engaged in planning such materials. These services include the preparation of copy, design of publications and program format, and production supervision.

Proper planning and coordination with the Office of Public Relations are essential. Editorial and production services for all official publications, exhibits and displays, including those in electronic formats, are coordinated through this office. Consequently, early contact with the office is recommended. Proposals for publication of film, tape, and sound presentations for external audiences and any requests for assistance should be submitted for approval through departmental, college and office channels to the Associate Vice Chancellor for Public Relations, 420 Administration Building, telephone extension is 7122.