### Policy

The preparation of all University publications is to be handled through University Communications.

It is the responsibility of each University officer who is responsible for any publication to bring the requirement to the attention of University Communications in sufficient time to allow the material to be ready when needed. Both copy preparation and proofreading are responsibilities of the officer requesting the publication.

University Communications will provide assistance with publications that are funded by an academic or administrative account. During especially busy periods, priority must be given to the following major University-wide publications: Catalog and Course Descriptions, Clarkson Closeup, President's Report, Viewbook, and other admissions projects.

Most publications require six to eight weeks in production after the typed manuscript and illustrative materials are submitted.

### History

- Editorial Revision March 1982
- Editorial Revision September 1991