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AIR UNIVERSITY (AETC)**



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SUMMARY OF CHANGES

This document has been significantly revised and must be reviewed in its entirety. It has undergone major revisions to (1) reflect organizational changes at AU since the last revision of this instruction, (2) reorganize and update content, update office symbols, and update the membership of the AU Publications Review Board (PRB), and (3) capture the impact of new fiscal constraints on processes.

1. Mission. As the professional publishing arm of AU, AUP is chartered to provide professional publishing services to help Air Force Airmen understand and apply air, space, and cyberspace capabilities within the context of national security and the joint force. The press offers in-house editorial services of substantive edits and copy-editing; the pre-press production functions of design, illustrations, layout, and typesetting; and the services of marketing, customer service, distribution, and requisitioning of printing. Printing is contracted through the Government Printing Office's (GPO) Defense Logistics Agency Document Services, in line with Department of Defense Instruction (DODI) 5330.03, *Defense Logistics Agency (DLA) Document Services*.

2. Responsibilities.

2.1. AU Press:

2.1.1. Supports the publishing needs of AU and member organizations. Information on AU Press publications is available in AU-3, *Air University Press Publications Catalog*, which is updated annually and is available in hard copy or electronically on the AU Press website (<https://www.airuniversity.af.edu/AUPress/>).

2.1.2. Publishes the following journals: *Strategic Studies Quarterly (SSQ)*, *Air and Space Power Journal (ASPJ)*, *Journal of the Americas (JOTA)* (in English, Spanish, and Portuguese) and the *Journal of Indo-Pacific Affairs (JIPA)*, as well as two online journals, *Wild Blue Yonder (WBY)* and *Journal of European, Middle Eastern, & African Affairs (JEMEAA)*.

2.1.3. Publishes books selected by the AU PRB.

2.1.4. Supports publication of the research products of AU professional military education (PME) schools to include AU occasional papers, Air War College (AWC) Maxwell Papers, Air Command and Staff College (ACSC) Wright Flyer Papers, and the School of Advanced Air and Space Power Studies (SAASS) Drew Papers. Occasionally, AU Press collaborates to publish commissioned or contractual studies of other agencies and international partners.

2.1.5. Edits, designs, and publishes AU-numbered texts as identified by the AU PRB. AU-numbered texts are publications with assigned AU numbers that are used in the resident or nonresident program of more than one AU school. **Attachment 2** lists current numbered text titles and their corresponding OPRs.

2.1.5.1. Maintains a record set of each current AU-numbered textbook and ensures that records are maintained and disposed of in accordance with the Air Force Records Disposition Schedule.

2.1.5.2. Coordinates with schools and agencies to identify the OPR, revision cycle, and number of books required.

2.1.6. Supports publication of book reviews. Reviews are collected from various sources, edited, and published on various AUP websites.

2.1.7. Assesses manuscripts for publication. Manuscripts may be rejected, returned to the author for additional input, forwarded to the AU PRB, or forwarded to the managing editor for prioritization. AU Press management determines production schedules based on recommendations by the AU PRB, higher headquarters directives, workload, timeliness of the content, and other factors.

- 2.1.8. Obtains publishing agreements from all authors of approved projects.
 - 2.1.9. Maintains publishing standards through management of the AU-1, *Air University Style and Author Guide*.
 - 2.1.10. Coordinates with AU/PA and sponsoring agencies to ensure security and policy review is in compliance with AFI 35-102, *Security and Policy Review Process*, and AUI 36-2621, *Research and Publication*, for all publications intended for release to the general public. AU Press does not normally edit, design, or print classified or sensitive materials.
 - 2.1.11. Secures cataloging in publication (CIP) data from the Library of Congress and pricing information from the GPO.
 - 2.1.12. Assigns International Standard Book Numbers (ISBN) and International Standard Series Numbers (ISSN), as appropriate.
 - 2.1.13. Prepares and submits DD Form 282, *DoD Printing Requisition/Order*, to DLA Document Services.
 - 2.1.14. Determines publishing medium, hard-copy print and/or electronic, by assessing potential audience, AU requirements, printing and shipping funding, and warehouse support.
- 2.2. Air University Publications Review Board (PRB):
- 2.2.1. Convenes on a semi-annual basis or as requested by the PRB coordinator.
 - 2.2.2. Reviews or sends out for peer-review and approves (as applicable) selected manuscripts for publication by AU Press.
 - 2.2.3. Evaluates manuscript content, projected customer interest, value to the Air Force, and other appropriate factors.
 - 2.2.4. By majority vote approves, 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.
 - 2.2.5. Identifies book and monograph topics of special interest to the Air Force and national security.
 - 2.2.6. Identifies prospective authors and solicits manuscripts for possible publication by AU Press.
- 2.3. Authors, Project Officers, and AU-Numbered Text OPRs:
- 2.3.1. Obtain copyright releases through procedures outlined in AFI 51-303, *Intellectual Property*, for any copyrighted material in the manuscript. Provide copies of all copyright releases to AUP when submitting the manuscript for publication.
 - 2.3.2. Submit manuscripts according to AU-1, *Air University Press Style and Author Guide*, and the AUP publishing agreement (maintained at AUP).
 - 2.3.3. AU-numbered text OPRs review AU-numbered texts periodically to evaluate the need for revisions or the need to write new ones. Revisions of existing AU-numbered

texts are normally justified if the content has become obsolete or if the curriculum has changed.

2.3.4. Potential authors, project officers, and originating or sponsoring AU agencies submitting materials to AUP for editing, publication design, and final printing must clear security and policy review. (See AFI 35-102, *Security and Policy Review Process*, and AUI 36-2621, *Research and Publication*.) If a security and policy review has been previously accomplished, originators must provide AU Press copies of their recommendations and the response from AU/PA (and higher headquarters policy and security reviews if required) regarding the request for clearance. AUP will submit materials to ensure compliance for authors not assigned to AU.

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 AUP inventory

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

2.4.3. Ensure authors and project officers from their organizations obtain copyright releases or permissions before using copyrighted materials (see [paragraph 2.3.1](#)).

2.4.4. Ensure subject matter experts from their organizations review all materials before submitting them to AUP for editing, design, and publication. Each sponsoring AU school, organization, or agency must ensure this review includes a determination of possible inclusion of classified and/or sensitive information.

2.4.5. Submit a letter to the AU PRB (c/o Acquisition Editor, AUP) requesting assignment of an AU number for prospective AU-numbered texts. Letters should contain full justification for publication.

3. AU Press Print and Distribution Policies.

3.1. Manuscripts may be published as electronic, print, or both. For projects that are printed, the initial print runs are based on projected demand, and available print budget. Print runs can range from 250 to 5,000 copies. Direction on the print quantity will be provided by the AU Press Director.

3.1.1. All products will be provided in electronic formats and posted on applicable AUP websites except when the customer requests a specific distribution or prohibited by instructions.

3.1.2. Determination of print run quantities will consider potential audience, AU school curriculum requirements, print funding, and available warehouse space and shipping funds.

3.2. Following manuscript print publication, AU Press sends three copies of each new or revised publication to the Air University Library and, if CIP data is acquired, sends one copy to the Library of Congress CIP Division.

3.3. AU Press Bookstore coordinates contracted warehousing and shipping services for all AU Press publications. AU Press, or the publication customer, will be responsible for acquiring additional funding for warehousing or shipping, as necessary.

3.4. AU Press Bookstore provides limited distribution of publications without charge (funds permitting), including shipment by media mail/parcel select, to the parties listed in **Figure 1**.

Figure 1. Distribution Recipients without Charge (in order of precedence).

AU PME schools
All AF libraries, individuals, and organizations on the press distribution list
Active duty, retired, and reserve military personnel of any branch of the services
Civilians and contractors employed by the DOD who need these publications for government-related purposes
USAFA, OTS, and Contracted ROTC Cadets
Civil Air Patrol (CAP) instructors attending events at Maxwell AFB

3.5. The following restrictions apply when providing publications to these specific parties.

3.5.1. Individuals are limited to ten titles per visit to the press bookstore or Internet order. Individuals visiting the press bookstore use AU Form 3, *Air University Press Book Request*, to indicate titles they wish to obtain as well as provide additional information for use in improving customer service. Personnel may acquire additional titles by making a request to the AU Press.

3.5.2. Officers attending the International Officer School (IOS) may receive publications without charge, but AUP does not pay for shipping.

3.5.3. Authors of AUP printed publications receive up to 25 complementary copies of their publication. Funds permitting, these copies will be mailed to the author or to a distribution list provided by the author.

3.5.4. AU schools will be provided publications as stock allows to support curricula. Schools should make requests for 10 or more titles to AUP Bookstore.

4. Government Printing Office Sales Policies.

4.1. As an exclusive sales agent of the GPO, AUP Bookstore provides publications for sale at GPO prices to the general public.

4.2. Multiple copies of publications for use in other service schools are sold at cost via DD Form 448, *Military Interdepartmental Purchase Request*. Another option for these organizations is to fund their own printing requirements by completing DD Form 282 and coordinating the print process directly with the GPO.

4.3. Except on a case-by-case basis as approved by the AUP Director or **Figure 1** precedence, Air Force Reserve Officer Training Corps (AFROTC), Air Force Junior ROTC (AFJROTC), CAP cadets, and CAP organizations are not eligible for free materials. They may purchase materials through GPO or fund their own printing requirements by completing DD Form 282 and coordinating the print process with AU Press Bookstore.

5. Air University Publications Review Board (PRB).

5.1. The AU PRB is chaired by the AU Chief Academic Officer (AU/CAO).

5.2. Members:

5.2.1. At a minimum, the AU PRB consists of the academic dean or a representative designated by the following AU organizations: AWC, SAASS, ACSC, Squadron Officer College, Barnes Center, and Community College of the Air Force.

5.2.2. Additional board members are appointed at the discretion of the AU PRB chair and the presiding officer.

JAMES B. HECKER, Lt Gen, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 33-3, *Information Management*, 8 September 2011

AFI 35-101, *Public Affairs Responsibilities and Management*, 12 January 2016

AFI 35-102, *Security and Policy Review Process*, 4 May 2016

AFI 51-303, *Intellectual Property*, 22 June 2018

AUI 36-2621, *Research and Publication*, 8 September 2017

DoDI 5330.03, *Defense Logistics Agency (DLA) Document Services*, 8 February 2006

The Chicago Manual of Style, Seventeenth Edition

Prescribed Form

AU Form 3, *Air University Press Book Request*

Adopted Forms

DD Form 282, *DoD Printing Requisition/Order*

DD Form 448, *Military Interdepartmental Purchase Request*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACSC—Air Command and Staff College

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFJROTC—Air Force Junior Reserve Officer Training Corps

AFMAN—Air Force Manual

AFPD—Air Force Policy Document

AFROTC—Air Force Reserve Officer Training Corps

ASPJ—Air and Space Power Journal

AU—Air University

AUP—Air University Press

AU A3/6—Air University Education Operations and Communications

AU/CF—Air University Vice President for Academic Affairs

AU/CFA—Air University Chief Academic Affairs

AU/CFR—Air University Registrar

AU/PA—Air University Public Affairs

AU PRB—Air University Publications Review Board

AWC—Air War College

CAP—Civil Air Patrol

CIP—cataloging in publication

CCAF—Community College of the Air Force

ECPD—Eaker College for Professional Development

GPO—Government Printing Office

ISBN—International Standard Book Number

ISSN—International Standard Series Number

MSFRIC/CL—Academic Services Director

OPR—office of primary responsibility

PME—professional military education

SAASS—School of Advanced Air and Space Power Studies

SOC—Squadron Officer College

SSQ—Strategic Studies Quarterly

Terms

Air University Press (AUP)—The press provides professional publishing services to help Air Force Airmen understand and apply air, space, and cyberspace power issues.

Air University Publications Review Board (AU PRB)—An authoritative body tasked with reviewing and approving manuscripts for publication by AU Press. The board is chaired by the AU Chief Academic Officer (AU/CF) or a designated representative. The PRB members include the AUP Director (presiding officer), and AU Center and PME school representatives.

AU Numbered Text—A text with an assigned AU number used in resident or nonresident programs of more than one AU school.

AU Style and Author Guide—An AU–designed and AU commander–approved style reference for all AU writers and for all authors submitting materials to AU 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 and to describe the editorial, design, and publication processes.

Cataloging in Publication (CIP) Data—The bibliographic record that appears on the verso (back) of a book's title page; used by libraries, bibliographic services, and book vendors to catalog books.

Attachment 2

AU NUMBERED TEXT TITLES AND OPRS

Table A2.1. AU Numbered Text Titles and OPRs.

Number	Title	OPR
AU-1	<i>AU Style and Author Guide</i>	AUP/ME
AU-2	<i>Guidelines for Command</i>	ACSC/DE
AU-3	<i>AU Press Publications Catalog</i>	AUP/PT
AU-4	<i>Listening Effectively</i>	AUP/ME
AU-5	<i>Speaking Effectively</i>	AUP/ME
AU-8	<i>AU Faculty Handbook</i>	AU/CFA
AU-10	<i>Air University Catalog</i>	AU/CFR
AU-18	<i>Space Primer</i>	AWC/DFW
AU-24	<i>Concepts for Air Force Leadership</i>	ECPD/EA