



January 15, 2022

Dear Author,

Welcome to Air University Press (AUP).

We consider it a great an honor that you have selected Air University Press to submit your manuscript for consideration.

With nearly 70 years of professional experience in the book production industry, we take great pride in working with select authors to produce high-quality publications and provide professional publishing services.

This, the oldest academic publisher in the Department of Defense, is the publishing arm of the US Air Force and US Space Force and is part of Air University, the intellectual and leadership-development center of the two services.

Our mission, as stated in AUP's original 1953 charter, is *"to publish significant contributions of research and scholarship in the Air University, [Department of the Air Force], and other sources to the accomplishment of the mission of the [services]. . . . [And] to publish such other materials as are consistent with the mission of the Air University but for which there are no specific provisions. A third purpose is to enhance the academic prestige and support the accreditation of the Air University."*

In fulfilling its mission, AUP plays a crucial role in the advancement of knowledge and in the dissemination of scholarship domestically and internationally, as well as in stimulating a deeper understanding of all aspects of air and space power. Through its publications and outreach efforts, AUP carries the name of the Air University around the globe.

While deeply rooted in tradition, AUP strives for innovation and is on the forefront of new technologies, making our publications more accessible than ever and expanding its role as a publishing service provider for the Department of Defense. All of us who work here are proud of AUP and its tradition of distinction, and we urge you to be in touch with us.

In anticipation,

AUP



Air University Press Author's Checklist

Please ensure that your submission to AU Press includes the following items:

Text

- _____ Properly labeled CD(s) of the manuscript.
- _____ Notes double-spaced and grouped at the end of each chapter.
- _____ Place holders in text for illustrations.
- _____ Tables embedded in the text.
- _____ Your date of birth for CIP data.
- _____ List of key terms for index (book manuscripts).
- _____ If necessary, copyright permissions for textual passages, illustrations, tables, photos, and other graphics; sources properly acknowledged in manuscript.
- _____ Distribution list.

Illustrations

- _____ AU Press illustrations log completed for all illustrations. (Download the log from the instructions for authors on the AU Press website.)
- _____ Original prints, transparencies, and/or camera-ready copies of illustrations, graphs, maps, and so forth.
- _____ Properly labeled CD of illustrations (separate from the manuscript CD).
- _____ If necessary, permissions for illustrations; sources properly acknowledged in manuscript.
- _____ Double-spaced caption list of illustrations and tables included in table of contents.

SUBMISSION INSTRUCTIONS

All manuscripts must comply with the *Air University Style and Author Guide*, which is based on the *Chicago Manual of Style*, 17th edition. If you are interested in publishing a manuscript through AU Press, please read this section carefully. We cannot accept manuscripts that are not submitted according to the procedures described here.

Submitting a Manuscript to the Publication Review Board

To have a manuscript considered by the AU Publication Review Board, please [email](#) an electronic copy of the document—preferably as a Microsoft Word attachment—to the [Air University Press Director](#).

Also, include a brief note that identifies your potential audience, describes your project's value to the Air Force, and tells us about your background and expertise.

Submitting an Accepted Manuscript for Publication

If we accept your manuscript for publication, we will ask you to assemble all of your manuscript materials for final submission. All files should be submitted electronically on two CDs—one for text files and one for images. (Original images may be submitted by mail.) Please submit the following items, which are discussed in detail below.

- A complete manuscript, properly formatted according to the requirements of the [Air University Style Guide for Writers and Editors](#) (AU-1)
- Original images or an individual file for each electronic image
- An AU Press [illustrations log](#) in appendix C of AU-1, including copies of permissions for all images not in the public domain
- A photo of you for the “About the Author” page and, if desired, the back cover
- A list of any other publications you may have written
- A list of your social media profiles and platforms
- Written permission to reproduce any copyrighted material
- A distribution list for mailing copies of your publication
- For books, a seed list for an index
- Your date of birth (used by the Library of Congress to prepare cataloging in publication data)
-

Formatting Your Manuscript

- Submit electronic files of the complete manuscript.
- Do not use templates, embedded styles for the table of contents or index, or similar desktop-publishing features.
- Create a separate file for the front matter (e.g., contents, foreword, preface, etc.), each chapter, and each part of the back matter (e.g., appendixes, glossary/list of abbreviations, bibliography, etc.).
- Do not embed illustrations in the text files. Instead, submit them as separate electronic files (see “Formatting and Submitting Tables and Illustrations,” below), and

put a caption indicating where they should be placed in the text. However, you may embed tables in the text files.

- Use a 12-point font and double spacing. Frontmatter, notes, and back matter should be double spaced as well.
- Place notes at the end of each chapter (endnotes), not at the bottom of each page (footnotes). They should be double-spaced and in 12-point font. Use your word processor's "insert endnote" feature to "embed" the notes to enable automatic renumbering when you add, delete, or move notes. We will not accept manuscripts whose endnotes are not embedded.
- Ensure that your hierarchy of subheadings is consistent (see part 1, *Air University Style Guide for Writers and Editors*, 1.60). Do not use numbered subheadings.
- Check all quotations against sources and supply complete documentation for endnotes and the bibliography.
- All notes and bibliography entries must be formatted according to this style guide (see part 1 of AU-1, appendixes A and B).
- Provide translations or paraphrases of foreign-language passages in parentheses following the passage. For foreign-language titles in the endnotes or bibliography, put the translations in brackets.
-

Formatting and Submitting Tables and Illustrations

- Failure to follow these instructions may cause significant delays in the production process. If you have any questions or need assistance, please call Air University Press's illustrators at commercial 334-953-3041 / DSN 493-3041 or commercial 334-953-3042 / DSN 493-3042.
- When you submit your illustrations (graphs, charts, photos, maps, artwork, etc.), you must submit an AU Press [illustrations log](#) in appendix C of AU1 with all relevant information about each image. You can download the log from the instructions for authors on the AU Press website.
- Submit high-resolution digital images (300 dpi or higher .tiff files) or original images such as photos, maps, or figures (line art). Note that GIF and BMP files are generally not acceptable for printing because of their low resolution.
- If you scan your images, please keep the following principles in mind. To ensure that the file contains enough data to reproduce accurately, please use high-end black-and-white or color-calibrated scanning equipment. Scan all images (color and grayscale) at a resolution of at least 300 pixels per inch, based on an input-to-output (I/O) size ratio of 1 to 1. All enlargements or reductions applied to images should adjust the pixels proportionately. For example, a 3-by-5-inch original photograph printed at 3-by-5 inches (I/O ratio of one to one) should be scanned at 266 to 300 pixels per inch. The same-sized photo printed at 6-by-10 inches (I/O ratio of one to two) should be scanned at 532 to 600 pixels per inch. Save your images either as uncompressed TIFF (tagged image file format), native Photoshop file format (.psd), or EPS (encapsulated postscript) files. JPEG files may be submitted, provided they are saved at the highest-quality setting.

- Images scanned at lower resolutions and then forced or pushed to a higher resolution to meet printing standards become blurry. For example, this happens if you change an image from 150 pixels per inch to 300 pixels per inch in your image-editing program. Instead, you should rescan the image at the target resolution of 300 pixels per inch. Although you can reduce digital images to the desired resolution, you should never increase them to a higher resolution to meet printing standards.
- Do not import images into another document, such as Microsoft Word for submission. Submit images as individual files only.
- Scan all line art as bitmap images with a resolution of between 1,200 and 2,540 pixels per inch, based on an I/O ratio of 1 to 1. Enlargements and reductions are similarly proportional. Save the images either as uncompressed TIFF, native Photoshop file format, or EPS files.
- Please send us a current photo of you for the “About the Author” section and your book’s back cover. More than one pose is permissible. The picture for “About the Author” should be black and white; the back cover should be color.
- Tables should be numbered consecutively throughout the manuscript (e.g., Table 1, Table 2, etc.) and embedded in the text file below their captions. If a credit line is needed, place it below the table.

Table 2. Bomb strikes during the Battle of the Bismarck Sea [place the caption above the table] Reprinted from Air Evaluation Board, Southwest Pacific Area, “Battle of the Bismarck Sea and Development of Masthead Attacks,” 1 July 1945, 47, Air Force Historical Research Agency, Maxwell AFB, AL. [place credit line below the table]

See 1.62 of part 1 of AU-1 for information about formatting tables.

- All illustrations—figures, charts, photos, maps, and the like—should be submitted as separate files (one illustration per file), not embedded in the manuscript. Number the illustrations consecutively throughout the document and include the illustration number in the file title (e.g., Figure1.psd). Indicate each illustration’s placement in the text by including its number and caption in the text (e.g., following the paragraph in which you refer to the illustration). For example,

Figure 9. Cutaway view of the B-25G. (Reprinted from North American Aviation, “Train Dispatcher,” Saturday Evening Post, 4 November 1944, 107.)

- If you have a list of illustrations and a list of tables, include each list (titled “Illustrations” and “Tables” [without the quotation marks]) on a separate page, following the table of contents. Cite these items in the table of contents as “List of Illustrations” and “List of Tables” (without the quotation marks).
- Our artists design and create attractive covers for our publications. Although we reserve the right to make final artistic decisions about your book’s cover, our illustrators will be happy to work with you to bring your ideas about the artwork to fruition. Please send us your notes and/or sketches and contact our illustrators at commercial 334-953-3041 / DSN 493-3041 or commercial 334-953-3042 / DSN 493-3042.

Seed List for Index

- Most AU Press books (but not research papers) have an index.
- Because the author knows best what terms a reader would find useful in an index; the author is responsible for providing a “seed list”: an alphabetized list of key terms that an AUPress editor uses to prepare an index. See 1.37 in AU-1 for more guidance on indexing.
-

Permissions

- When you sign your [publishing agreement](#) with us, you guarantee that your work is original. Therefore, if you use copyrighted text, graphics, or pictures, you must obtain written permissions from the rights holders and submit copies to us, along with instructions from the rights holders concerning credit lines and publication limitations. You are also responsible for the payment of any necessary fees to the rights holders. After we begin editing your manuscript, we will contact you as soon as possible if we think you need to obtain additional permissions.
- You do not need to obtain permission if the material you use is in the public domain or if you comply with the doctrine of fair use of copyrighted material. For further information on such material, see part 1 of AU-1, appendix C.
- Copyright law does not set precise boundaries for fair use. Ultimately the author is responsible for not violating copyright law. However, AU Press has adapted the fair use guidelines that the University of Chicago Press offers for the use of its publications, available on the [University of Chicago Press’s Website](#).
- Quotations for the traditional scholarly purposes of criticism, argument, and illustration are of fair use.
- However, reproducing more than 5,000 words from a source, more than 5 percent of a reference, or a complete poem, song, or other literary work is probably not fair use.
- Reproduction of complete graphical units (charts, images, photos, maps, etc.) requires permission. AU Press will not publish a copyrighted graphic unless the author obtains written permission to reproduce it and supplies a copy of the authorization to AU Press.
- If you believe a graphic falls under the doctrine of fair use (e.g., a photograph used to facilitate commentary on techniques of photographic composition or a single graph, table, or chart that includes no pictorial elements and merely presents data), you may ask AU Press to consider an exception to the above policy.
- In the case of material developed for coursework, the office of primary responsibility in the using organization is responsible for reviewing permissions. They should ensure that the use of the copyrighted material adheres to any limitations or requests indicated by the rights-holder (see [Air Force Instruction \[AFI\] 33-360, Publications and Forms Management](#); and [AFI 51-303, Intellectual Property—Patents, Patent-Related Matters, Trademarks and Copyrights](#)).
- Because obtaining permissions can take a long time, begin requesting them early in the process of preparing your manuscript.

Distribution List

- We will provide you 25 copies of your book free of charge. We will send them all to you, or if you submit a list of names and addresses of people or organizations, we will send them on your behalf. However, these provisions are subject to budgetary constraints.

Checklist

- Use the [author checklist](#) in appendix B of AU-1 to compile your submission. Please [email](#) all materials to the [Air University Press Director](#).

If unable to submit digitally, then send by mail to:

Air University Press Director
Muir S. Fairchild Research Information Center
600 Chennault Circle, Building 1405
Maxwell AFB, Alabama 36112-6010

PRODUCTION SCHEDULE

Process Length

A number of variables affect our publication process (see the figure below). These include the manuscript's length and quality, your availability to work with the editor, the workload and priorities of the press team assigned to your project, and the number of manuscripts already in AU Press's production queue. The following schedule shows typical production times once the editing process begins:

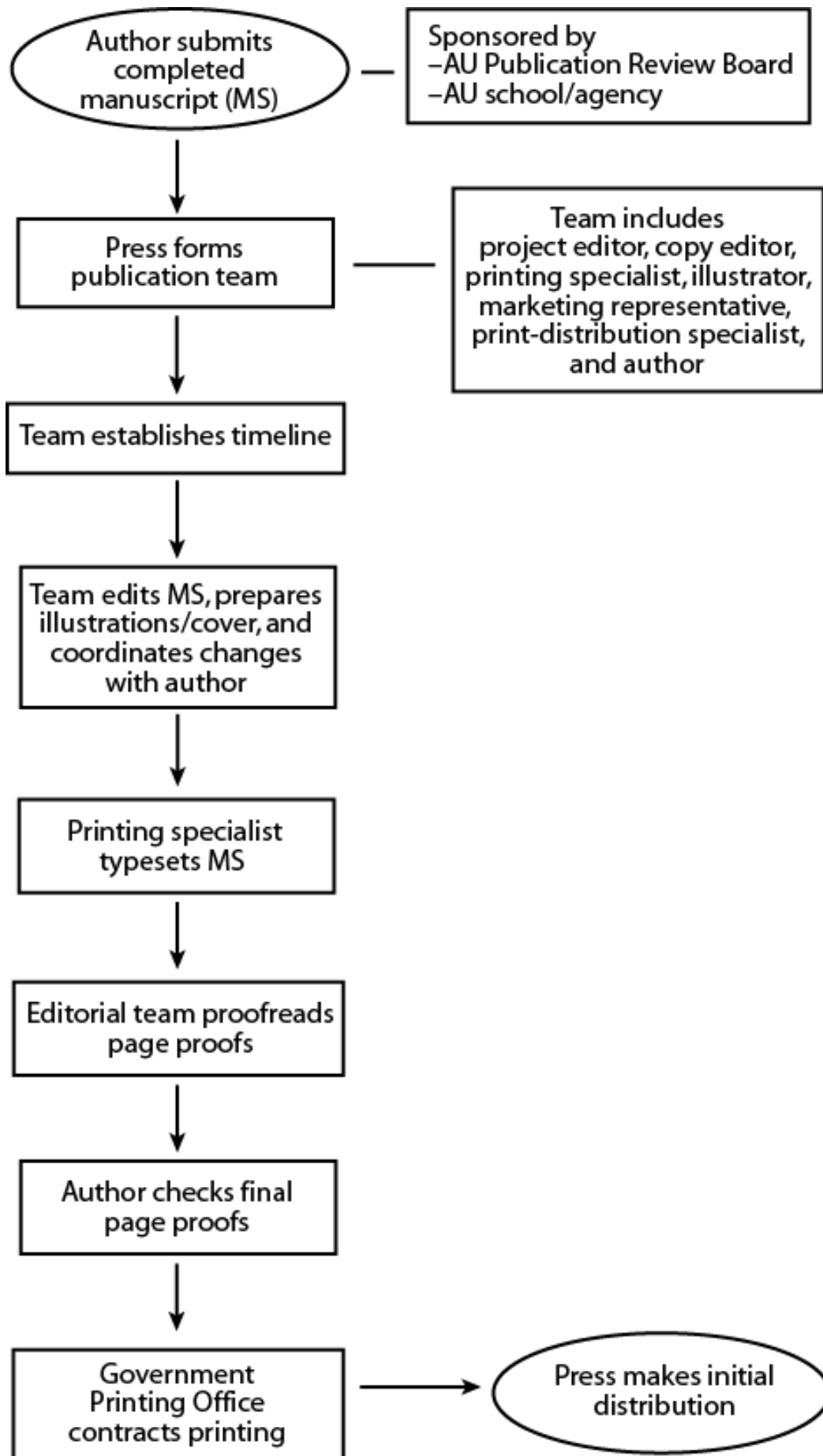
- Book 8 to 12 months
- Drew Paper 4 to 5 months
- Wright Flyer Paper 3 to 4 months
- Walker Paper 3 to 4 months

Accepted Manuscripts

If AU Press decides to publish your manuscript, we will notify you to submit the final files according to the instructions in the following section. Once we have received your final files and confirmed that they meet our submission specifications, we will put your manuscript in our production queue and send a [publishing agreement](#) as outlined in appendix A of the Air University Style and Author Guide for you to read, sign, and return to us. This document specifies, among other things, the obligations of both you and the Air Force as they pertain to the publication of your work.

An editor will contact you when your manuscript is assigned to him or her. Most AU Press production teams include a project editor, copy editor, quality reviewer, illustrator, and typesetter. The illustrator will prepare your figures for printing and develop a cover design. The editors will edit the manuscript according to the [Air University Style and Author Guide](#) and the Chicago Manual of Style. You will then review those edits and work with the project editor to resolve all editorial issues. This is your last opportunity to make changes to your manuscript. After this stage, we will correct only errors of fact, grammar, spelling, or typography.

Figure. General work flow



The manuscript will then undergo a quality review and be typeset. Once the manuscript is typeset, the project editor will thoroughly proofread the typeset page proofs. You will receive a PDF of the page proofs for review. Normally you will have only a short time to review the page proofs and submit corrections of fact, grammar, spelling, or typography. After all corrections have been made, the manuscript will be prepared for printing (subject to budgetary constraints). We usually receive hard copies of a book four to six weeks after the files are submitted to the printer.

Air University Press

Publishing Agreement

This is an agreement between the United States Air Force (termed “**Air Force**” hereafter) and _____ (termed the “**Author**” hereafter) to publish the _____ (termed the “**Work**” hereafter) titled _____ . The Author agrees to abide by the terms and conditions set forth below. The agreement is effective as of _____ .

1. Engagement and Relationships: The Air Force agrees to publish and distribute, and the Author licenses the Air Force to publish and distribute, the Work under the terms and conditions set forth in this agreement.

2. Compensation: The Author will receive no monetary compensation from the Air Force unless the Work is completed through a formal contracting process (e.g., through 42d ABW at Maxwell AFB, AL).

3. License: In exchange for publication and distribution of the Work at no cost to the Author, the Author grants the Air Force a permanent, nonexclusive, royalty-free license to publish and distribute the Work, in whole or in part, in whatever quantities and at whatever times the Air Force determines necessary. In addition, the Government Printing Office may elect to stock and sell the Work to those persons or institutions determined to be outside of the education scope of the Air Force.

4. Retention of Copyright: Nothing in this agreement shall be interpreted to transfer the Author’s ownership or copyright of the Work to the Air Force. The Author shall retain all rights to the Work not transferred to the Air Force under this agreement. The Air Force agrees to include language in any volume or other media containing the Work stating that the Author retains ownership of the Work and all rights granted under 17 U.S.C. §106, except those rights which have been granted to the Air Force under this agreement.

Federal employees who complete manuscripts (“the Work”) as part of their normal duties (i.e., on government time) cannot by law own the copyright to that Work. In these cases, no copyright exists. The Air Force, at its discretion, may license a commercial publisher to sell such a Work. No royalties for the Air Force will be received in such a case.

Authors who do own the copyright for their Work may engage a commercial publisher to sell this Work, but rights conferred to the commercial publisher must not restrict or interfere with prior rights licensed to the Air Force under this agreement. Any agreement between the author and another publisher should include terms specifically recognizing the nonexclusive royalty-free license hereby provided to the Air Force.

Authors whose Work has been completed under a formal contracting process (e.g., through 42d ABW at Maxwell AFB, AL) confer to the Air Force the license to negotiate publishing rights with a commercial publisher when that opportunity suits Air Force needs. No royalties for the Air Force will be received in such a case. Rights conferred to a commercial publisher will not restrict or interfere with printing and distribution rights of the Air Force.

5. Format: The Air Force may, without limitation, publish the Work in print, electronic, audio, or other media formats and in any language.

Air University Press

6. Publication Costs: The Air Force will pay full costs for the publication of the Work, including the initial printing of the Work and reprints the Air Force, at its discretion, elects to produce.

7. Development of the Work: The Air Force will work interactively with the Author to ensure accuracy, timeliness, and quality of effort. The Air Force reserves the right to edit, or otherwise modify, the Work as the Air Force deems appropriate to meet established publishing standards and Air Force security and policy review guidelines. As part of its normal preparation for publication the Air Force will typically (1) perform substantive and copy edits of the manuscript along with other quality control measures to conform to Air University Press standards and style; (2) design front and back covers; (3) create or further develop graphics to support the narrative content of the Work; (4) prepare the manuscript for printing in print copy and/or electronic formats; and (5) distribute the Work.

8. Obligations: The Author agrees to coordinate with the Air Force by responding promptly to inquiries or requests for materials within 10 working days of a request from the project editor or supervisor. In unusual circumstances, the project editor or supervisor may grant an extension of up to 30 working days. If the author is responsible for 90 working days of delay (cumulative), the Air Force may, at its discretion, terminate the agreement to publish the Work. Failure to be in compliance with Air Force security or policy guidelines will be cause for project termination and/or withdrawal from distribution.

9. Author Affirmations:

The Work is accurate and based upon sound research.

The Work is original, does not infringe upon copyright protections, and does not contain plagiarized text or graphics. [Note: Should the Air Force determine at any time during the publishing cycle, that the Work contains inappropriate material (e.g., plagiarism or other copyright violation), the Author agrees to remove said material or to obtain permission to include such material at no expense to the Air Force. Author will provide copies of relevant permission(s) to the Air Force.]

Where more than one author is involved in a work, the individual(s) signing below as author(s) affirms that he or she has the authority to sign this agreement on behalf of any contributor not present to sign.

The Author will provide a completed manuscript at original submission including relevant front and back matter.

The Author will provide a foreword and/or preface if required for final publication.

The Author will provide a comprehensive seed list of relevant terms, events and persons for an index if intended for final publication.

10. Academic Freedom: The Air Force advocates the right of the Author to exercise full freedom of expression while maintaining accuracy and respect for the proprietary rights of others. The Air Force encourages and defends the rights of the Author in accordance with Air University Instruction (AUI) 36-2308, *Academic Freedom*.

Air University Press

11. Author's Name and Likeness: The Author agrees that the Air Force shall have the right to use the Author's name, likeness, and biographical materials concerning him/her in the original Work, in revised or derivative editions, or in Air Force advertisements or promotional materials.

12. Author's Copies: For book-length manuscripts, the Air Force shall provide the Author—without cost—up to 50 copies of the Work. Up to 25 of these copies may be mailed at no cost to the author in accordance with a distribution list provided by the author.

This document constitutes the Agreement between the parties and supersedes any predated agreement, oral or written. Addenda to this agreement must be codified in writing and signed by the Author and the designated Air Force representative.

Author's Signature/Date

Project Editor or Branch Chief/Date
Air University Press

Director
Air University Press

