

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 2:005	Supersedes Policy Number: III:01:10
Date: August 1, 1986	Dated: March 14, 1977
Subject: Manuscript Preparation and Mailing	
Initiating Authority: Vice President for Academic Affairs	TBR Policy/Guideline Reference:
Approved: President: Signature on File	

Austin Peay State University encourages scholarship, creative activity, and research among its faculty members and administrators.

In general, the University authorizes the payment of expenses directly related to the production of professional and scholarly works of a non-profit nature. Ordinarily, publication costs such as page charges, etc., should not be borne by the University; nor should costs associated with the production of scholarly or professional work from which financial remuneration is expected. Expenses involved in the preparation of theses and dissertations ordinarily should be the responsibility of the individual.

Faculty members should clear any unusual or extensive proposed expenses with the appropriate departmental chairperson. At departmental discretion and in appropriate priority, the following expenses are among those that may be borne by the departments:

1. Typing and preparation of manuscripts for publication in professional and scholarly journals;
2. Correspondence relative to scholarly and professional matters;
3. Postage on articles for professional and scholarly publication.