

Publication Code Policy

Purpose

This policy outlines the requirements for all publications produced by Tennessee State University (TSU). The purpose of this policy is to ensure that all TSU publications meet the quality and branding requirements.

Scope

This policy applies to all publications produced by TSU, whether hard copy or electronic.

Definitions

- **Publication:** Any printed matter which is produced for general distribution either on-or-off campus and as hard copy or electronically.
- **Publication code:** A unique identifier assigned to each publication by the Public Relations Office.
- **Non-discrimination statement:** A statement that must be included on all TSU publications, which affirms that TSU does not discriminate on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class.

Responsibilities

- The Public Relations Office is responsible for assigning publication codes and reviewing publications for compliance with this policy.
- All TSU departments and units are responsible for ensuring that their publications comply with this policy.

Requirements

- All TSU publications must be assigned a publication code by the University Public Relations and Strategic Communications department.
- The publication code and non-discrimination statement must be included on all TSU publications.
- You may find this EEO non-discrimination statement at <https://www.tnstate.edu/publications/pubinfo.aspx>.

- Certain printed materials which are intended solely for internal use may be excluded from the requirement that a publication code be affixed. This must be determined by the Public Relations Office.
- Publications that are exact reprints can be printed without getting a new code for one academic year only. However, if a publication is not an exact reprint, each publication must be issued a publication code each time a new edition is printed. Additionally, all documents, whether a reprint or a yearly assigned publication code, must still be submitted for review by Public Relations.

Enforcement

- Any TSU department or unit that violates this policy may be subject to disciplinary action.

Contact Information

For more information about this policy, please contact the Public Relations Office at (615) 963-5331.

Publication Code Procedures

What is a Publication Code?

A publication code is a unique identifier assigned to each publication by the Public Relations Office. It is required for all publications produced by Tennessee State University, whether hard copy or electronic.

Procedure to Request a Publication Code

To obtain a publication code, you must contact the Public Relations Office by uploading your requested document. You can do this by visiting this link [Public Relations Office \(tnstate.edu\)](#) and following the steps outlined below.

The Public Relations Office will review your publication and mark any needed changes prior to assigning a publication number. The latest edition of (hyperlink the guide) [The Associated Press Stylebook](#) is used in the editing of publications.

Additionally, the University Public Relations and Strategic Communications department has produced the [TSU Publications Guide & Style Branding Manual](#) to assist the campus community in understanding appropriate logo use, colors, fonts, uniformity in style, content, etc. to improve the overall quality of publications and to assist in enhancing the image of our university.

1. Contact the Public Relations Office by visiting online at [Public Relations Office \(tnstate.edu\)](https://www.tnstate.edu/publicrelations)
2. Complete and submit the Publication Code Request Form on the link above. Remember the non-discrimination statement when submitting your request. https://tnstateu.az1.qualtrics.com/jfe/form/SV_cTvajOBsLc7UNXn?Q_JFE=qdg
3. Your form will be reviewed and please allow up to 10 business days for review and issuance of a publication code.
4. A publication code will be issued after your request has been reviewed and approved.

Publication Code FAQ

How Do I Get a Publication Code?

To obtain a publication code, you must contact the Public Relations Office online by submitting a request here <https://www.tnstate.edu/publications/pubinfo.aspx>. Once you have contacted Public Relations, your document will be reviewed and assigned a publication code on all approved requests.

Where Do I Put the Publication Code?

The publication code must be included on all publications that are produced by Tennessee State University. The code should be placed on the title page of the publication, or on a prominent page within the publication. The non-discrimination statement must also be included on **the** publications.

What If My Publication Is an Exact Reprint?

Publications that are exact reprints, meaning absolutely no changes are made, can be printed without getting a new publication code for one academic year, meaning you are required to get a new publication code when the new academic year begins or when needed. However, if a publication is not an exact reprint, each publication, regardless of if it's an annual publication, quarterly, monthly, or more frequent, must be issued a publication code each time a new edition is printed. Additionally, the publication, flyer, etc. must still be submitted for review.

What If I Have Questions?

If you have any questions about the publication code procedure, you can contact the Public Relations Office at 615-963-5331 or by email at publicrelations@tnstate.edu.

Who Needs a Publication Code?

Publication codes are required for all publications that are produced for general distribution either on-or-off campus, hard copy, or electronically. This includes, but is not limited to:

- Undergraduate and graduate catalogs
- Student recruitment publications and flyers
- Admissions applications
- Housing applications
- Financial aid applications
- Brochures, posters, calendars, pamphlets, fliers, programs, etc. promoting cultural or athletic events
- Alumni and development solicitation materials
- Seminar and workshop registration forms, brochures, etc.
- Research project reports (if generally distributed)
- Agricultural brochures, pamphlets, etc.
- Treasurer's reports and other "outside" financial reports
- Campus telephone directories
- Employee benefits booklets, posters, etc.
- Purchasing requests for bids
- Purchase order forms
- Employee applications
- Placement forms
- Athletic ticket applications
- Campus, college, and departmental newsletters
- Faculty, staff, and student handbooks
- Employee training manuals

Certain printed materials which are intended solely for internal use may be excluded from the requirement that a publication code be affixed. Examples of such internal use publications are:

- Work-processing forms for internal use
- Research project reports generally not distributed
- Research survey instruments and classroom test instruments
- Personnel and fiscal policy manuals



- Grade reports
- Tickets for athletic and cultural events
- Student newspapers
- Traffic citations

How long does it take?

While all efforts are made to review your publication in a timely fashion, please allow **up to two (2) weeks** or 10 business days for review and issuance of a publication code. Also, please note that more time may be needed during peak business periods (i.e., fall and spring registration, beginning of the school year, homecoming, Commencement, etc.). However, if you have a problem or an emergency, the Public Relations Office will work with you. Remember to plan ahead.

Who assigns the publication codes?

The duty of implementing and maintaining the publication numbering system lies with the Public Relations Office; however, it is each division/department/unit's responsibility to adhere to the appropriate process of obtaining a publication code.

Why do we number publications?

Every publication produced, whether hard copy or electronic, must be reviewed by the Public Relations Office to be assigned a required publication code to adhere to specific quality and branding guidelines procedures. Additionally, the Office of Civil Rights requires that any publications related to recruitment materials made available to participants, students, applicants, or employees must include a full nondiscrimination statement. Make sure to view relevant information outlining the requirement. All institutions are required to follow the guidelines on their respective campuses.

What exact text do we place on our publications?

The publication statement shown below is what you place onto your publications. All publications must *also* have the official Tennessee State University logo.

Your publication code – Tennessee State University does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by Tennessee State University. The following person has been designated to handle inquiries regarding non-discrimination policies: Office of Equity and Inclusion, 3500 John Merritt Blvd., General Services Building, Second Floor, Nashville, TN 37209, 615-963-7435. The



Tennessee State University policy on nondiscrimination can be found at www.tnstate.edu/nondiscrimination.

For the occasions when the full statement does not meet the dimensions of your document (schedule cards, campus maps, etc.), you may use the following abbreviated statement:

Your Publication Code – Tennessee State University is an AA/EEO employer.

The following examples are approved documents for publications codes.

Correct document submitted for approval with the abbreviated EEO statement.
(Reviewed and approved by the Office of Public Relations.)



Correct document submitted for approval with the full EEO statement.



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YOU'RE INVITED TO
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VIRTUAL UNDERGRADUATE
ORIENTATION & ADVISEMENT

FOR ADULT, DISTANCE LEARNERS, TRANSFER AND VETERAN STUDENTS

SATURDAY, JANUARY 8, 2022

Virtual Undergraduate Orientation - 9:00 a.m. - 10:00 a.m.
Virtual Advising Sessions - 10:00 a.m. - 12:00 p.m.



Scan the QR code or type in this URL
<https://www.tnstate.edu/atadistance/orientation.aspx>
for schedule of events.



Avon William
Office of Student Support Services for
Adult and Distance Learners

330 10th Avenue North,
Nashville, Tennessee 37203
Phone (615) 963-7272

Email: adultstudentsupport@tnstate.edu
veteransupport@tnstate.edu
Website: www.tnstate.edu/atadistance



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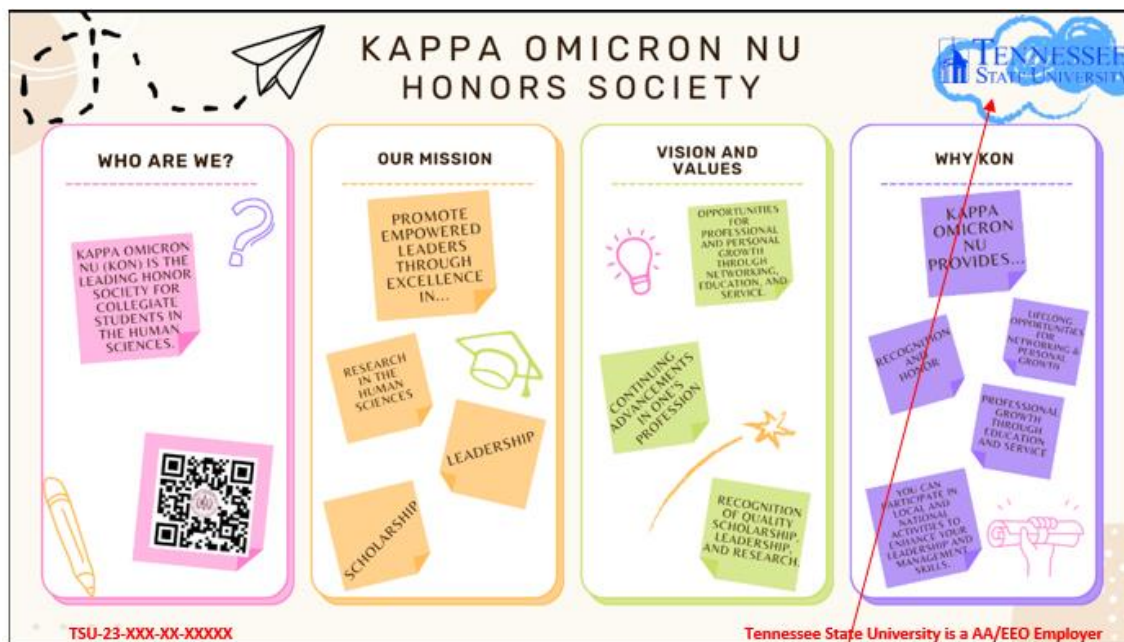
Tennessee State University
is a member of the
Council on American
Collegiate Education
and is
certified "A++" by Campus

Tennessee State University does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by Tennessee State University. The following person has been designated to handle inquiries regarding non-discrimination policies: Office of Equity and Inclusion, 3500 John Merritt Blvd., General Services Building, Second Floor, Nashville, TN 37209, 615-963-7435. The Tennessee State University policy on nondiscrimination can be found at www.tnstate.edu/nondiscrimination 75U-22-014(A)-7g-12113

The following examples are rejected documents for publications codes.

Rejected flyer submitted for approval with the abbreviated EEO statement.

The TSU logo must not be obstructed as shown below.



Be sure to add the University's logo, non-discrimination statement and the new code, they must be visible on all publications



Rejected flyer submitted for approval without the EEO statement and publication code.



DISSERTATION & THESIS HANDBOOK

**Counseling Psychology Concentrations
(M.S. & Ph.D.)**

REJECTED

Missing EEO Statement and placement of publication
code number once issued.]

**Counseling Psychology Concentrations
Department of Psychology
College of Education
Tennessee State University**

Accredited by the American Psychological Association,
Commission on Accreditation,
750 First Street NE, Washington, DC 20002-4242, 202-336-5979

Rejected flyer submitted with the incorrect logo. The official University logo must be used on all publications, documents, etc. This is not a sanctioned logo for use.



Fully Online

This would be rejected due to the incorrect logo and missing EEO statement

New Course

Fall 2023

DATA 5050

Mathematics for Data Science

This course covers various areas of applied mathematics relevant to data science. Topics from statistics include probability distribution functions, linear regression, and probability calculus, topics from linear algebra include vector spaces, subspaces, matrix factorization concepts, singular value decomposition, and principal component analysis, topics from discrete mathematics include combinatorics, and topics from optimization include convex optimization and constrained programming.

ALL DISCIPLINES

Agriculture, Business, Engineering, Health Sciences, Social Sciences, Life Sciences, Physical Sciences, Humanities

Rejected flyer -An example of an incorrect form that will result in your publication code not being issued even if the requested publication has the correct EEO Statement and logo.

Response Summary:

First name

Jenai

Last name

Hayes

Department

Communications

Phone number

6153433077

Email

jhayes5@tnstate.edu

Fund number

NA

Organization number

NA

Program number

NA

Source of funding

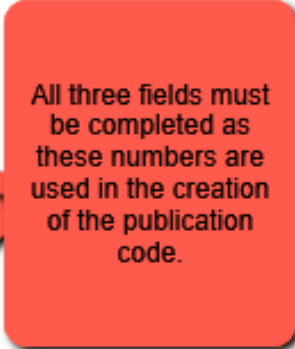
CMAP

Publication title

TSU 48 Hour Film Festival

Target Audience

Campus



All three fields must be completed as these numbers are used in the creation of the publication code.

