



ENR Publication Review

Instructions: Complete and attach to manuscript/copy/art to be reviewed. Copy must be approved by appropriate supervisor(s) and division Information & Communication Specialist before being sent to DENR Public Affairs.

Forms Available from: The Office of Public Affairs or www.enr.state.nc.us/officeofpublicaffairs/

Division: _____

Contact/Phone: _____

Review to be Returned to Division by (date): _____

Project Description: _____

Title: _____

Specific Audience: _____

Printing Deadline: _____

Publication Includes: Art work _____ Photos _____ Other _____

Publication will be: Distributed Free _____ or Sold _____ (check one)



Division Director and/or Section Chief Div. Information Communication Specialist

Text Approved by:		
Date:	Must Print and Sign	

Area below for PAO only

TEXT approved by Public Affairs: _____

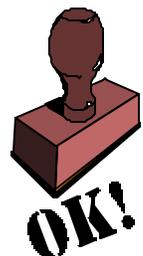
Date: _____

Comments:

DESIGN Reviewed by Public Affairs: _____

Date: _____

Comments:



Publication Review Form Instructions

Get forms (Office of Public Affairs or <http://www.enr.state.nc.us/files/publicationreview.pdf>)

What has to be reviewed ?

- **NEW – Web sites and logos**
- **Any brochure, pamphlet, newsletter, booklet, book, report, manual, or similar publication of which at least 200 COPIES are printed and intended for use outside the department.**
- **Scripts for video presentations for use outside the department.**
- **Major revisions to Web sites.**

What does NOT have to be reviewed ?

Intra-agency and interagency communications, such as letters, memos, instructions, training manuals, forms and correspondence. If you have any doubts, ask the Public Affairs Office (Telephone: 919-715-7537).

The Review and Approval Process

Division directors or office heads must ensure that publications originating within their divisions are factual, accurate, and conform to department and state policies. The following multilevel review process will be used.

- 1 Review at the division/office level by section chief (or higher supervisory authority) for technical and factual accuracy.
- 2 Review by the division's information and communication specialist for grammar, syntax, conformity to established style manuals and clarity.
- 3 Review by division director for content, style and conformity to established policies on necessary publications.
- 4 Review by Public Affairs for overall style, reability, design and compliance with policy.

Project Description: Is this a brochure, pamphlet, newsletter, booklet, book, report, script, manual, Web site or other?

Title: What is the working title of this publication - the name on the cover sheet?

Specific Audience: Who will be reading the publication? " Various or General Public" is not sufficient. Be as specific as possible, e.g., homeowners, teachers, park users, etc.

Printing Deadlines: When does the finished product need to be received from the printer: Allow enough time for the publication to be edited at the division level, reviewed by Public Affairs, designed or design reviewed by Creative Services, go through Purchase and Services and be printed.

Publication Includes: Who will do the drawings, charts or graphs ? Do photos exist, or will they have to be made ? What about maps, tables and figures ? Remember, it takes time to produce quality work. Copyright laws prohibit reproducing something already published unless the publisher has provided WRITTEN permission.

Publication Distributed Free or Sold: Cost statement must be included on publications distributed free of charge.

Text Approved By: Those in the division who review the text must sign and date this section. Publications not reviewed by the Division Director and/or Section Chief and the Division Information & Communications Specialist (where applicable) will not be reviewed by Public Affairs.