As soon as the authors and titles have been determined, complete a Author Copyright Agreement form for EACH author, and EMAIL the documents to the Publications Coordinator.

The Coordinator will then forward hard copies of the Agreements to the Business Contracts Office, for the required University signature.

The Business Contracts Office signs off on the agreements and sends the hard copies back to the Coordinator.

Authors sign off on the copyright agreements, make a copy for themselves, and then return the originals back to the editorial office (faxed copies are okay).

The Editorial Office makes copies of all of the agreements, and then forwards them to the authors for signature.

The Coordinator will then alert the editor via email that the signed agreements are back, and will then forward the agreements via intercampus mail to the editor.

The Editorial Office makes photocopies of the signed agreements for its files, and forwards the originals to the Coordinator.

The Coordinator keeps photocopies of all agreements, and forwards originals to Business Contracts.