

Publishing Checklist – TRADOC's Army Doctrinal and Training Publishing Program For use of this form, see TRADOC Regulation 25-36; the proponent agency is U.S. Army Combined Arms Center.			1. DATE (YYYYMMDD)	
PART I - COMPLETED BY ORIGINATING AGENCY				
2. TO: (include ZIP Code)	3. FROM: (Originating Agency)		5a. TYPE OF PUBLICATION <input type="checkbox"/> ADP <input type="checkbox"/> ATP <input type="checkbox"/> FM <input type="checkbox"/> TC <input type="checkbox"/> TM <input type="checkbox"/> STP	
	4a. PERSON TO CONTACT		5b. NOMENCLATURE	
	4b. TELEPHONE NO. / DSN NO.		5c. TITLE OF PUBLICATION	
	4c. E-MAIL ADDRESS			
PART II - AGENCY PREPARER				
6a. TYPED NAME OF AGENCY PREPARER		6b. GRADE	6c. SIGNATURE OF AGENCY PREPARER	6d. DATE (YYYYMMDD)
PART III - SIGNING AUTHORITY FOR SUBMISSION CHECKLIST				
7a. TYPED NAME OF SIGNING AUTHORITY		7b. GRADE	7c. SIGNATURE OF SIGNING AUTHORITY	7d. DATE (YYYYMMDD)
PART IV - ARMY PUBLISHING DIRECTORATE (APD) REVIEWER				
8a. TYPED NAME OF APD REVIEWER		8b. GRADE	8c. SIGNATURE OF APD REVIEWER	8d. DATE (YYYYMMDD)
PART V - REVIEW				
9. DA FORM 260-1			9a. PREPARER (I certify that the following is checked and true.)	9b. APD <input type="radio"/> CONCUR <input type="radio"/> NONCONCUR
9c. The supersession statement on the DA Form 260-1 matches the publication cover and title page.				
9d. The publication is new, a revision, or a change, and it is indicated correctly as such on the DA Form 260-1.				
9e. The publication's distribution restriction on the DA Form 260-1 matches the publication cover and title page.				
9f. A PDF file is included. If not, provide explanation in block 17.				
9g. If publication is to be printed, ALL the necessary fields in the printing specifications section are filled out.				
10. FRONT MATTER			10a. PREPARER (I certify that the following is checked and true.)	10b. APD <input type="radio"/> CONCUR <input type="radio"/> NONCONCUR
10c. The forwarded cover has space for bleed (.135" at the top, bottom, and on the right).				
10d. The cover does not contain a logos or insignias. Logos and insignias are removed or replaced with graphic.				
10e. The distribution statement and destruction notice (if applicable) on the cover match those on the title page and DA Form 260-1.				
10f. Includes the supersession information if applicable.				
10g. All entries in the Tables of Contents match their respective headings, titles, sections, page numbers, and so on.				
10h. The Preface contains a proponent statement and an applicability statement as last two paragraphs.				
10i. The Preface contains no personal information such as "name" and "E-mail address."				
10j. An Introduction is included, if applicable.				
10k. The Introduction summarizes the changes, if applicable.				
11. GRAPHICS (FIGURES AND TABLES)			11a. PREPARER (I certify that the following is checked and true.)	11b. APD <input type="radio"/> CONCUR <input type="radio"/> NONCONCUR
11c. All graphics (figures and tables) are introduced in the text before the figure.				
11d. The figures and tables are viewable.				
11e. The figures and tables are numbered consecutively.				
11f. All the figures have captions (<u>below</u> the illustration). All the tables have titles (<u>above</u> the data).				
11g. All captions (figures and tables) appear once in the Table of Contents.				
11h. All continual (multiple page) figures have captions on each page. Continual tables have titles (and column headings) on each page.				
12. BODY			12a. PREPARER (I certify that the following is checked and true.)	12b. APD
12c. If the publication is to be printed in any other size than 8 1/2" x 11", ALL the pages contain crop marks.				

12d. The pages of the publication are in "Mirror Margin" format.	12a. PREPARER (I certify that the following is checked and true.)	12b. APD (cont.) <input type="radio"/> CONCUR <input type="radio"/> NONCONCUR
12e. Each division—section, chapter, and heading—has at least two parts.		
12f. Headers for entire book are correct (chapter number on left for even pages and chapter title on right for odd pages).		
12g. Footers for entire book are correct (date, publication number, page number).		
12h. The header and footer margins are consistent.		
12i. The paragraphs are numbered consecutively.		
12j. The sections are lettered consecutively.		
12k. Acronyms in the text are spelled out in full form the first time they are used (in the publication or in each chapter).		
12l. Each website mentioned has a functional URL listed in References.		
13. REAR MATTER	13a. PREPARER (I certify that the following is checked and true.)	13b. APD <input type="radio"/> CONCUR <input type="radio"/> NONCONCUR
13c. If the publication contains an appendix, the headers are labeled correctly.		
13d. The glossary contains only one definition per acronym or brevity code.		
13e. The glossary contains only terms used in the publication.		
13f. All references cited are included in the References		
13g. All sources in the References have completed bibliographic information or URL.		
13h. Publication has an Index.		
13i. Publication contains an Authentication page placeholder.		
13j. Publication contains a back cover (PIN page) placeholder		
14. FORMS	14a. PREPARER (I certify that the following is checked and true.)	14b. APD <input type="radio"/> CONCUR <input type="radio"/> NONCONCUR
14c. Cited forms are current versions of appropriate level (no command forms).		
14d. All forms cited within the body of the publication are listed in either "Prescribed Forms" or "Referenced Forms."		
14e. All forms listed in the References are cited within the body of the publication.		
14f. All forms cited and listed within the body and References are easily accessible.		
14g. Initially cite form using its form nomenclature followed by its title in parenthesis; only cite the form nomenclature afterwards.		
14h. Illustrated forms are created from approved version received from APD.		
14i. Blank examples of forms are removed or filled in with "generic data," with the word, "Sample" stamped across them.		
14j. A completed DD Form 67 is submitted for each form being canceled, revised, or created by the associated publication.		
15. CLASSIFIED TITLES	15a. PREPARER (I certify that the following is checked and true.)	15b. APD <input type="radio"/> CONCUR <input type="radio"/> NONCONCUR
15c. If referencing a classified source, the title may be used if it is unclassified. If the title is classified, remove the reference or make the publication classified.		
16. WAIVERS - An approved waiver is obtained from APD Director (and attached with the forwarded file) for any information/action included in the publication that may require an exception to policy.	16a. PREPARER (I certify that the following is checked and true.)	16b. APD <input type="radio"/> CONCUR <input type="radio"/> NONCONCUR
16c. Citing a command publication or form in the Army-wide publication.		
16d. All copyright information in this publication has a release. <i>Note:</i> Any copyrighted, trademarked, and such material in the publication requires a copyright release document.		
16e. Publication cover with seal, logos, or insignias (except the multi-Service publications).		
PART VI – REMARKS		
17. REMARKS:		

17. REMARKS (cont.)

PART VII – INSTRUCTIONS FOR PREPARING TRADOC FORM 25-36-1

Items 1 – 8 are self-explanatory; refer to sample form in TRADOC Regulation (TR) 25-36. **Items 9a – 16a** are for the preparer to add their initials. **Items 9b – 16b** are for Army Publishing Directorate (APD) to concur or nonconcur. If nonconcur, then APD notates which specific sub-item is in error. Preparer and APD can add comments to block 17 for clarification.

Item 9 references DA Form 260-1, DA Pam 25-40, DODI 5230.24, and AR 380-5.

9c. Verify DA Form 260-1 supersession statement matches statement on title page.

9d. Verify if publication is new, a revision, or a change. If it is a revision, verify that title, number, and date from superseded publication match DA Form 260-1 item 9b.

9e. Verify that front cover, title page, and DA Form 260-1 distribution statements match. Verify that book wording matches AR 380-5 for distribution statements and destruction notices.

9f. Verify that the PDF file is created and attached. If the manual is classified, it will not be attached but routed through SIPR to APD.

9g. Check DA Form 260-1 items 11c and 19. ADP or FM can be print and web. ATPs are usually web only unless exception to print granted by Combined Arms Doctrine Directorate (CADD). Select ePUB if the publication has unlimited distribution. If unsure, contact U.S. Army Training Support Center (ATSC) Publications Control Officer at usarmy.jble.CAC.mbx.atssc-adtlp@army.mil.

Item 10 references TRADOC Pam (TP) 25-40, AR 380-5, DODI 5230.24, and TR 25-36.

10c. If other sized document, verify crop marks included if printing.

10d. Check that no logo or insignia is on cover except for standard Army emblem or multi-Service emblems. Check for statement in front of book (preferably on inside front cover): "This publication is available on the Army Publishing Directorate site (<https://armypubs.army.mil/>) and the Central Army Registry site (<https://atiam.train.army.mil/catalog/dashboard>)."

10d. Check that wording of distribution statement, destruction notice (if applicable), and supersession statement (if applicable) matches title page footer and the applicable statement within AR 380-5 and DODI 5230.24.

10e. Verify intended superseded publication's title, number, and date information. Verify information matches DA Form 260-1 item 9b and title page footer.

10f. Verify each title and page number for Table of Contents—text, figures, and tables. Check that each applicable part title, chapter or appendix title, section title, main heading, graphic caption, and table caption appears in the Table of Contents (no appendix headings).

10g. Check that wording and order in the Preface matches TP 25-40 guidance.

10h. Check that only generic e-mail and mailing addresses are used.

10i. If an Introduction is included, it follows Preface and does not repeat administrative information. Check that any proponent changes to defined terms are identified. If this book supersedes a publication, check the superseded publication for proponent terms. Be sure all terms are accounted for (identified, rescinded, or modified).

10j. Check that introduction summarizes changes in the order they appear in book.

Item 11 references TP 25-40 and AR 25-30.

11c. Each internal citation precedes the figure and tables to which it refers. For layout purposes, the figure can follow after more than just the citation paragraph. If a figure follows on a page that is not a facing page, then check that citation includes the page number. For example, "See figure 1-2 on page 1-4."

11d. Check each graphic for clear lines, clear and legible font, consistent shading, and general ease of reading. Use color in graphics only when it serves a functional purpose.

If figure or table uses acronyms, abbreviations, or line variations, verify that it also contains a legend.

11e. Check that graphics are numbered consecutively (2-1, 2-2, 2-3, and so on). Check figures are numbered separately from tables.

11f. Check that figure captions appear below the figure. Check that table captions appear above the table.

11g. Check Table of Contents for figures and tables. Verify that each graphic caption appears in the proper Table of Contents. Verify that the numbers appear in correct order without duplication.

11h. Check for graphics that extend beyond a single page. Verify that Table of Contents only has one caption per graphic.

Item 12 references TR 25-36, TP 25-40, DA Pam 25-40, DODI 5200.48, and AR 380-5.

12c. Check if crop marks are on every page if designed in a size other than 8 ½" x 11".

12d. The pages before the Preface are not mirror margins.

12e. Check that a chapter has 2 or more main headings. If a main heading has a first subheading, then it has at least two subheadings.

Check that every heading is followed by a numbered paragraph. For example, a main heading cannot be followed immediately by a first subheading; there must be a numbered paragraph between them.

Check first pages of every chapter. Verify each has same look. For example, if one has an introduction, then all have one.

Check the first page of every appendix. Verify each has the same look. If one has an introduction, then all must have an introduction. Check to be sure that each appendix has text to introduce vignettes, figures, or tables.

12f. Check that headers are consistent in wording, spacing, and font.

Check that all first page headers are consistent in spacing. Check that headers on even (left side) pages identify the applicable chapter number or appendix letter or the words Contents, Introduction, Glossary, References, or Index as appropriate.

Check that headers on odd (right side) pages are the titles of the respective chapter or appendix.

If book is restricted or controlled unclassified information, then headers and individual pages must be marked per DODI 5200.48 and AR 380-5.

12g. Check that footers are consistent in wording, spacing, and font.

Check that footers are correct (date [right for even pages, left for odd pages], publication number [center], and page number [left for even pages, right for odd pages]).

Check that Title Page, Preface, and Introduction use lower case Roman numerals for page numbers.

12h. Look at headers and make sure they are the same distance from the top of the page (except for Contents which is larger). Check for line in even and odd page headers. Header margins vary with size and classification of publication. (**Note.** Most header margins for doctrine are .5 inch after the preface. Classified header margins are .75. Check for consistency.)

<p>12i.</p> <p>12j.</p> <p>12k.</p> <p>12l.</p>	<p>Check footers for consistency in line placement, font type and size, and boldness. (Footer margins vary with size and classification of publication. Most footer margins for doctrine are .5 inch. Check for consistency.)</p> <p>Check that numbered paragraphs have numbers appearing consecutively (1-1, 1-2, 1-3). (Note. Some paragraphs following a bullet list do not need a number.)</p> <p>Check that chapter numbers and appendix letters are in correct order.</p> <p>Check that each paragraph and bullet has end punctuation. Verify that all bullets have consistent end punctuation (usually periods).</p> <p>Check that there are no lone bullets at the bottom or top of a page.</p> <p>Check that sections are numbered consecutively.</p> <p>Check that every acronym is spelled out in full form for its first time use by either chapter (appendix) or publication. Exceptions are noted in para B-5d(7) of TR 25-36. If first full form is by chapter, check that full form is the same each time.</p> <p>Check that the full form in the chapter matches the full form in the Glossary. The case in text for publication may be proper noun; in glossary, it is for the common noun.</p> <p>Check that every acronym used in the publication is included in the Glossary (except those used only in graphics).</p> <p>Check that every mentioned website is listed in References with a working URL.</p>
<p>Item 13</p> <p>13c.</p> <p>13d.</p> <p>13e.</p> <p>13f.</p> <p>13g.</p> <p>13h.</p> <p>13i.</p> <p>13j.</p>	<p>references DA Pam 25-40; see TR 25-36 for formatting of terms.</p> <p>Check that the headers have Appendix X and not chapter #.</p> <p>Check that only one full form is given for each acronym or brevity code.</p> <p>Check that every acronym listed in glossary is used in the publication (except for those in figures and tables) to include the References.</p> <p>Check that every acronym (except for those in figures and tables) used in the publication is included in the Glossary.</p> <p>Check that the case of full form used matches the proponent publication for acronym.</p> <p>Check that all proponent defined terms are in Glossary and match the definition given in the body of the publication exactly. (When defining these terms in body, bold and italicize term, and bold definitions. Do not italicize or bold following uses of the term.)</p> <p>If publication lists other terms and definitions in the Glossary, verify definition wording with proponent publication.</p> <p>The author determines which other terms to include in the glossary, ensuring all are consistent with their identified proponents. (When defining other proponent terms, italicize the term and follow the definition with proponent publication nomenclature. Do not italicize following uses of the term.)</p> <p>If definition is in both the text and the Glossary, check that the wording matches.</p> <p>Verify that all cited references (from Preface to Glossary) are listed in References.</p> <p>Check that References have mandatory main headings: Required Publications, Related Publications, Prescribed Forms, and Referenced Forms. Other optional main headings can include Websites and Recommended Readings.</p> <p>Verify that <i>DOD Dictionary</i> and FM 1-02.1 are listed in Required Publications.</p> <p>Verify every reference is current, has the correct title (including the appropriate full nomenclature for multi-service tactics, techniques and procedures publications), and has the correct date. Remove draft and rescinded references.</p> <p>Verify that government publications listed in the reference section have dates. Verify that all other publications include complete bibliographic information.</p> <p>Verify that all references are in alphanumeric order by subcategory (joint, Army, and so on) if applicable.</p> <p>Verify that all references listed in Related Publications are cited in the publication.</p> <p>Identify original sources for photographs and maps.</p> <p>If publication is not proponent for any forms, write, "This section contains no entries." under Prescribed Forms.</p> <p>Verify that all cited forms (including DA Form 2028) are listed under Referenced Forms.</p> <p>Verify that subcategory <i>Joint Publications</i> begins with "Most joint publications are available online: http://www.jcs.mil/Doctrine."</p> <p>Verify that subcategory <i>Army Publications</i> begins with "Most Army doctrinal publications are available online: https://armypubs.army.mil/."</p> <p>Verify Referenced Forms section uses applicable guidance:</p> <p>--For printed forms, use "Printed forms are available through normal forms supply channels." For other forms not mentioned below, cite the website or provide bibliographic information.</p> <p>--For DA forms, use "Unless otherwise indicated, DA forms are available online: https://armypubs.army.mil/."</p> <p>--For DD forms, use "DD forms are available online: https://www.esd.whs.mil/Directives/forms/."</p> <p>--For standard forms and optional forms, use "Standard Forms and Optional Forms are available online: www.gsa.gov."</p> <p>Verify that other cited references contain full bibliographic information or working URL.</p> <p>Verify each URL functions and that the References lists an "accessed on" date.</p> <p>Verify index has 3 columns with lines between columns.</p> <p>Verify indexed by paragraph numbers and states "Entries are by paragraph number."</p> <p>Check that Authentication Page placeholder is an odd page.</p> <p>Check that there are at least two blank pages between Authentication Page placeholder and back page placeholder.</p> <p>Check that back page placeholder is last page.</p> <p>Verify that the total number of pages if printing is divisible by 4; if electronic media only, divisible by 2.</p>
<p>Item 14</p> <p>14c.</p> <p>14d.</p> <p>14e.</p> <p>14f.</p> <p>14g.</p> <p>14h.</p> <p>14i.</p> <p>14j.</p>	<p>references DA Pam 25-40, TR 25-30, and DD Form 67 (Form Processing Action Request).</p> <p>Check that every form referenced in publication is active and the most current version. Verify title and number is correct. Check no command forms are listed.</p> <p>Check that all forms cited in text and graphics are included in "Prescribed Forms" or "Referenced Forms" sections.</p> <p>Check that all forms listed in the References are cited in the body of the publication.</p> <p>Check that each referenced form has information to obtain it; check applicable website for current form.</p> <p>Check that the first form citation lists both the nomenclature and title. For example, "DA Form 200 (Transmittal Record)" is the first use. All following uses in text have "DA Form 200" without the name of the form. Forms mentioned in graphics require title.</p> <p>If publication has a sample form, ensure it is proponent for that form and it uses APD's final approved version for illustrating its newly created or revised form. Otherwise, verify the most current published form from originating source is used. Check the form has the correct date. Check that the form contains generic data and has "SAMPLE" stamped over it.</p> <p>Verify there are no <i>blank</i> forms (something to <i>fill in</i> or <i>complete</i> such as an empty box or an empty line). If any blank forms exist, contact Army Training Support Center's Forms Management Officer for review.</p> <p>Verify that prescribed forms from superseded publication are transferred to new publication or cancelled with DD Form 67.</p>
<p>Item 15</p> <p>15c.</p>	<p>references AR 25-30</p> <p>Check publication for references to classified publications. If the title is unclassified, it is okay to reference. If the title is classified, then remove the reference or make your publication classified.</p>
<p>Item 16</p> <p>16c.</p> <p>16d.</p> <p>16e.</p>	<p>references DA Pam 25-40, chapter 5, and AR 25-30, chapters 2 and 5.</p> <p>Check for attached waiver signed by APD Director.</p> <p>Material (for example, quote or photograph) produced by nongovernment agency requires permission. Look for quotes and photographs; look in acknowledgements, source notes (if applicable), and references. If anything in publication uses copyrighted material or trademarks, then check that a copyright permission is granted from primary source. Check that copyright permissions are followed and DA Form 260-1 items 10 and 11b are checked.</p> <p>Other needs for waivers can include authorization to publish a publication in more than one volume.</p> <p>CADD submits waivers for ADP and FM covers that contain the Army emblem.</p>