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**Securing permissions can take many months, as publishers and individual copyright holders are often slow in responding to requests. We urge you to begin the process as soon as possible. All permissions must be submitted with your final manuscript; we will not begin editing or production until all permissions have been received.**

If you are requesting permission from a book publisher, send your inquiry to the publisher’s permissions manager or subsidiary-rights manager. (For published works, the publisher should be assumed to be the copyright holder, not the author. For unpublished material, you should write to the author.) Most publishers are listed in the *Literary Market Place* (New Providence, N.J.: R.R. Bowker), available in print or online at most campus and large libraries.

Once you’ve found relevant contact information, follow these steps to secure permission:

* Complete your permissions request (see the attached samples) and email or mail it to the appropriate contact.
* If you don’t receive a response within a month, send a follow-up email or letter (marked “Second Request”) or call the publisher’s rights and permissions manager (or the author, if you’ve been informed that she or he is the copyright holder).
* In some cases, the copyright holder will send you a form to complete and return instead of signing your request. These copyright holders will often ask for the estimated print run, list price, and publication date of your book. Ask your acquisitions editor for this information.
* Carefully check the permissions agreement to make sure that all rights requested have been obtained. (See our sample letters for the rights we require.)

For works of art, begin by contacting the museum or gallery that owns the original. They often can put you in touch with the rights holder or a clearinghouse. Most prominent artists, living and dead, whose works are protected under copyright are represented by the Artists Rights Society of New York (http://www.arsny.com).

**Submitting Permissions to Us**

A manuscript cannot be considered final until all necessary permissions have been cleared. Please make sure your permissions are in good order when you submit them to your editor with your manuscript. If the permissions are incomplete or not well organized, this will delay your manuscript’s going into editing and production.

* **List and number** all copyrighted material on the attached Excel checklist. List copyrighted items in the order in which they appear in the manuscript.
* Submit with the Excel checklist each permission you received. Mark each letter or agreement with a number that corresponds to the numbered item on your Excel checklist.
* Keep copies of all letters and agreements for your records and submit your permissions file with your manuscript to the Press.

**Sample Letter Requesting Copyright Assignment from a Journal**

[date]

Permissions Department

[Journal Name]

[address]

Dear Permissions Manager:

In spring 200[X], the University of Pittsburgh Press will publish my book, [title], in cloth and paper editions and electronic. I would like to include in the book my article “[title of article],” which originally appeared in [date, volume number, journal name]. I would like to have the copyright assigned to me; the book will, of course, carry a credit line of your choice acknowledging prior printing.

A copyright assignment form is provided below for your convenience. Please fill in the requested information, sign the form, and return it to me at the address below, keeping a copy for your records.

Sincerely,

(name)

(address)

(telephone number)

(e-mail address)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Copyright is hereby assigned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[name]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

for his/her article\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[title of article]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

which appeared in [journal name],\_\_\_\_\_\_\_\_\_\_\_\_\_[volume number/date]\_\_\_\_\_\_\_\_\_\_\_\_\_

The date of publication for that issue was\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Library of Congress copyright registration number was\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permissions Manager

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Please include the following credit line:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sample Letter 2**

[This is a sample. You may alter wording if necessary—for example, if

you are contributing to an edited collection. Send to individual rights

holder or to the Permissions Manager at company/agency that holds the

rights to the material you would like to use.]

[Date]

Dear :

In 200[X], the University of Pittsburgh Press will publish my book, tentatively entitled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. In it, I would like to include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, originally published in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The University of Pittsburgh Press is a small, nonprofit scholarly press, and the book will have a relatively small print run. The Press would require world rights for all editions, including electronic, of the work.

Please indicate your permission to reprint \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by signing below. In signing, you warrant that you are the sole owner of the rights granted and that your material does not infringe upon the copyright or other rights of anyone. Credit will be given to the author, publisher, and/or copyright holder as you indicate below. As we are under a strict deadline, I would appreciate a faxed response by [date].

With thanks for your cooperation,

[Your Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permission is hereby granted for use of the material cited above

as specified.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (printed or typed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Sample 3**

CONSENT AND RELEASE

I hereby grant and assign to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

his/her licenses and assigns, the right to forever use all or part of my statements, or any paraphrase thereof, for any purpose, including advertising, in connection with his/her proposed work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, presently titled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I hereby consent to the taping or recording of any conversations or interviews.

I understand that my name and likeness may be used in the Work and in conjunction with the promotion and advertising of the Work.

I agree that I shall have no right, title, or interest in any such material and no claim of any kind whatsoever arising out of any such use.

SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_