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Please note that none of the information provided here is intended as specific legal advice. If you are still unsure whether you need permission, you should consult your institution's legal counsel or your own attorney.

### Getting Permission

Check the websites of rights holders for instructions on how to apply for permission. If they do not provide their own forms for requesting permission, you may use the **Permission Request Letter Template** provided on the last page of this document.

Keep copies of *all* correspondence requesting permission. Be prepared to ask multiple times for permission. We recommend using increasingly official and documentable forms of communication (such as registered mail) to record your efforts.

Bear in mind that the rights holder of an image or text may not be the same as the author/creator or the publisher of the book where you found the material. In addition, for artwork, in some cases the gallery, rather than the artist, may hold the copyright.

### Specific Considerations for Obtaining Permissions for Images

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### **Documenting Permissions for OSUP**

1. Complete the **Permissions Log**, and record all images and reprinted text included in your manuscript in order to account for all permissions acquired or whether the material falls in the **public domain** or under the **fair use exception**.
2. Collect all supporting documentation and follow these steps:
  - Clearly label each document with the corresponding Figure ID or Text Description.
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3. Submit both a) the completed permissions log and b) the supporting documentation to your acquisitions editor as soon as possible but before submission of the final manuscript files

## Instructions on filling out the Permissions Log

In the Excel file Permissions Log, you will provide an overview of all images and any reprinted text in your manuscript and account for permissions needed and acquired.

The first sheet of the Excel file pertains to images/figures in your manuscript. The Figure ID in column 1 *must* match the file name of the figure file; also note Figure ID at top of supporting documentation. Whichever box you choose under “Permission Status” (“Permission Req’d” or “Permission Not Provided”), please provide supporting documentation. If “Permission Req’d,” provide a copy of the **Permissions Request Letter** signed from the current rights holder. If you are claiming “Permission Not Provided,” choose either **public domain** or **fair use exception** and attach an explanation of why that situation applies. In most cases, OSU Press will not claim fair use for images and will require that you receive permission for images not in the public domain.

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Sheet 3 provides an Images and Figures Sample Log and Sheet 4 provides a Sample Text Log.

## Permissions Request Letter Template

As the author of [or editor of, or contributor to] the forthcoming book tentatively entitled [BOOKNAME], I am responsible for clearing and paying for all rights and permissions with the advice and support of the scholarly publisher The Ohio State University Press.

I would like to include in this book the following [chapter/image/table/poem/etc.] which you appear to hold the rights for:

[DESCRIBE WHAT IS TO BE REPRODUCED HERE]

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