

## Obtaining Copyright Permissions

*Incorporating materials created by others into your publication necessitates asking their permission to do so. The following information will make the process easier for you*

**Some publishers require the use a specific form if you are publishing in their journals. Check with your editor to be sure you meet the requirements of your publisher.**

**Does the copyright owner you wish to ask permission of already have a mechanism in place?**

- Rights Central (<https://rightscentral.copyright.com/pp/home.do>) – will require payment from you.
- Publishers' webpages – Do they have already have a request form?
  - Science* ([http://www.sciencemag.org/help/authors/permissions.dtl#section\\_requesting\\_permission](http://www.sciencemag.org/help/authors/permissions.dtl#section_requesting_permission))
  - Wiley* (<http://www.wiley.com/WileyCDA/Section/id-301703.html>)

**Contact the copyright owner directly. Email (don't phone) your request to the copyright holder specifying the following:**

- What you want to reproduce. (e.g. Figure 1)
- Where it's found. (e.g. specific article/book citation)
- Where/how you want to use it (description of your proposed publication)
- If appropriate, include information about how your item will be distributed (Note: if it's a PNNL report, this will be both print and electronic.)

**See sample created by PNNL's Intellectual Property Services on reverse.**

**Other sample letters:**

<http://www.edu-cyberpg.com/Internet/permissionform.html>  
[http://www.pnas.org/misc/permissions\\_letter.pdf](http://www.pnas.org/misc/permissions_letter.pdf)  
<http://www.blackwellpublishing.com/authors/permission.asp#forms>  
[http://www.electrochem.org/dl/support/assets/perm\\_req.pdf](http://www.electrochem.org/dl/support/assets/perm_req.pdf)

COPYRIGHT PERMISSION FORM

The undersigned, as owner of the copyrights in the work entitled \_\_\_\_\_ (the "Work"),  
does hereby irrevocably grant permission to \_\_\_\_\_ and Battelle Memorial Institute (the  
"Authors") for use in the Authors' publication entitled \_\_\_\_\_ (the "Article").  
The Authors anticipate that the Article will be published in the publication  
\_\_\_\_\_.

Permission granted:

By (signature): \_\_\_\_\_

Printed  
Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

e-mail: \_\_\_\_\_

Please send this completed Copyright Permission Form to:

(Staff member name and address, telephone, e-mail)

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