

Preceded by: 11-Photo Program (AVPM3)

## 12-Permission Plan (PM8a)

Followed by: 13-Sample Chapter with Live Content (PM9)

**Why:** *It is (usually) the legal and contractual responsibility of the author to obtain the necessary permission to use any copyrighted material that is incorporated in the manuscript. This vital procedure is required prior to the publication of you text to ensure that permission is cleared for use of copyright-protected material*

**Who:** *Author, Permissions Specialist, Editorial Project Manager, In-house Project Manager)/Liaison, Full-Service Vendor Project Manager*

**Skills Needed:** *Basic understanding of text copyright requirements*

**Knowledge Base Needed:** *Microsoft Excel*

### Permissions Publishing Policy

Turnover of complete, final manuscript includes turnover of complete and secured permissions. If permissions are incomplete upon ms turnover to production, the Acquisitions Editor (AE) and Editor in Chief (EIC) must acknowledge the same in writing.

Permissions must be complete for files to release to the printer. Any items denied permission must be removed or substituted. This applies to parent text and print and media supplements alike.

Approval to print without signed permissions forms on hand, where permission grantor has assured permission via phone or **e-mail**, can only be given by both the Division President and the VP of Production.

#### TEXT permissions include

- Borrowed tables, charts and graphs, even if adapted by you
- Borrowed text (The rule of thumb is anything over 500 words or more than 5 percent of the original total work. But if one sentence from a 500-page work sums up the entire argument of the work, you probably need permission. A good example is a quote that states the seven habits from Steven Covey's *Seven Habits of Highly Effective People*.)
- Paraphrased text. Even paraphrased text may need permission depending on how much of the original work you are paraphrasing.
- Quotes, even short ones, used at the beginning of a chapter or displayed in any ornamental way in a chapter.
- Letters (A letter written by Abraham Lincoln may not have been published and copyrighted until recently, so do not assume older letters are in the public domain.)
- Music lyrics of any length
- Poetry (You can safely use up to two lines as long as the two lines do not constitute a stanza.)
- Quotes from movies, television shows, plays or other dramatic presentations

- Personal communications, speeches, and interviews
- Your own previously published material. Unless you own the copyright, you need permission, even if the published material is from a Prentice Hall book.

**IMAGE permissions include (SEE: Photo Program (AVPM3))**

- Borrowed line art, even if adapted by you (simple illustrations and maps)
- Cartoons (often have a lofty fee)
- Photographs of identifiable people
- Single product shots
- Movie, television, and video footage and stills (often have a lofty fee)
- Screen shots of Web site pages
- Logos, either in print or from Web sites

**MEDIA Permissions include:**

- Web site designs
- Art from Web sites
- Web site source code
- Music and music files that are copyrighted. It's easy to download MP3s, but that doesn't mean it's legal to distribute them. Check the site license and get permission if necessary.
- Third-party software

**TASK: Preproduction Preparation**

- Text permission clearance should start preproduction, during development or early in manuscript revision.
- Production will assist with text permissions assessment and clearance by providing contact information for a permissions specialist to assist the author or editorial project manager with preproduction permission clearance.
- A permission log indicating the status of items requiring permission must accompany the manuscript at turnover. This is often supplied from the previous edition to update.
- If production is managing the final permission files, permission clearance letters must be provided to production.
- If permissions are not fully cleared, they must be in progress.
- If editorial manages permissions, editorial manages payment of invoices, ensuring that any plant fees are included in budget.

**TASK: Evaluating and Securing Permissions**

**Step 1: Determine status of permissions:**

Has project been assessed?

Are permissions in progress?

In PIMS, note status in PRODUCTION>Manuscript>,text permission status field. Note any special permissions issues in PRODUCTION >Manuscript >manuscript comments field—PM.

**Step 2:** If permissions are not in progress, a permissions specialist is hired by the In-House Project Management (PM)/Liaison or Full-Service Vendor Project Manager (FSVPM) to assess manuscript and clear permissions.

*NOTE:* The in-house PM/Liaison should check the BP1 budget to ensure that there are funds available to hire the permissions specialist. If not, contact the **OS** to initiate a conversation with the EIC to secure the funds. Invoices for permissions specialists should come to the In-House PM/Liaison for payment.

A complete list of approved permissions specialists will be made available on the PHHE Production Website and the Knowledge Base.

**Step 3:** In-House PM/Liaison or FSVPM monitors resolution of permissions started or still in progress at turnover.

**Step 4:** In-house PM/Liaison ensures that permission fees (including assessment, specialist, and actual item fees) are included in plant budget if applicable (as determined by contract) and indicates costs in PIMS.



**Step 5:** In-House PM/Liaison or FSVPM reviews final permission log. All permissions must be cleared prior to final paging. If items are not cleared, advise editorial and author of need to take additional action (replace, adapt, author contact copyright holder directly) or delete item.

**Step 6:** In-House PM/Liaison or FSVP reviews final permission log against copyedited manuscript and removes items not cleared, renumbers features and notes if needed, and finalizes source lines.

**Step 7:** In-House PM/Liaison changes Permissions status in PIMS to Complete.

The screenshot shows a software interface with a navigation bar at the top containing tabs: PRODUCT, PRODUCTION (selected), DESIGN, VISUAL, TEAM, SCHEDULE, BUDGET, MANUFACTURING, MEDIA, REPRINTS, and PO. Below the navigation bar, there are buttons for 'Save' and 'reset'. The main area is divided into several sections:

- PRODUCTION:** Includes fields for PRODUCTION STATUS (Complete), MANUSCRIPT STATUS (Complete), EXTERIOR DESIGN STATUS (Approved), TEXT PERMISSION STATUS (Select), IMAGE LOG STATUS (Select), and MANUFACTURING STATUS (Select). It also has fields for BUDGET STATUS (With Manufacturing for PP&B), INTERIOR DESIGN STATUS (Approved), PHOTO RESEARCH STATUS (N/A), PHOTO PERMISSIONS STATUS (N/A), and FORMATTING STATUS (Complete).
- MANUSCRIPT:** Includes fields for CONTRACTED LENGTH (WORDS), FINAL Ms. PAGE LENGTH, CHECKLIST ON HAND (No), ART MANUSCRIPT CONDITION (Fair), MANUSCRIPT FORMAT (MS Word), COPY EDITING LAUNCH NOTES, COPY LAUNCH NOTES, BRIEF TOC (no), PART OPENERS IN TOC (no), AUTHOR SUBJECT INDEXES (subject), INDEX PREP. BY (Freelance Indexer), PRIORITY (B), LATEST BOUND BOOK (04/13/2007), ACTUAL PUBLISHED (04/18/2007), LAUNCH Ms. PAGE COUNT (352), NO. OF CHAPTERS (10), LIBRARY OF CONGRESS CARD, TEXT MANUSCRIPT CONDITION (Fair), FRONT MATTER LAUNCH NOTES, REVIEWERS IN PREFACE (yes), LEVELS OF HEAD IN TOC (Chapter), COPYRIGHT NO. (1), INDEX, INDEX NOTES, COVER COPY TO DESIGN (No), and LATEST INSTOCK DATE (04/18/2007).
- PAGE COUNTS:** Includes PREVIOUS ED. PAGE COUNT, EDITORIAL PAGE COUNT (EST.) (352), REVISED PAGE COUNT (336), CONTRACT LENGTH, EDITORIAL PAGE COUNT (REV.) (336), ACTUAL PAGE COUNT (336), MAXIMUM LENGTH (416), and LAUNCH PAGE COUNT (352).
- EDITORIAL PLANT COST SPECIFICATIONS:** Includes NUM. COLOR LINE DRAWINGS, NUM. B&W LINE DRAWINGS, and NUM. B&W HALFTONES.
- PRODUCTION MANUSCRIPT COMMENTS:** A text area containing the comment 'Index Prep By :freelancer'.

At the bottom left, there are 'Save' and 'reset' buttons.

**TASK: Processing Permissions**

**Step 1:** In-house PM/Liaison ensures that permissions log and signed permission forms for art, ads, case studies, cartoons, and so on, secured by the permissions specialist have been received at Pearson.

**Step 2:** In-house PM/Liaison reviews the contract to determine who gets charged for the payments. (Author, Pearson Education, or Author/Pearson Education split).

**Step 3:** In-house PM/Liaison prepares royalty check requisitions and/or request POs and process for payment for permissions granters.

**If Pearson Education pays:**

- A PO must be entered into CES
- A copy of this PO and a permissions invoice summary must accompany a copy of the invoice.
- Each form must have two signatures.
- Paperwork is given to Operations Department Assistant to be entered in the Invoice Tracking system.
- Operations Department Assistant then forwards to AP for payment.
- Copies of the PO and the original invoice are kept in the file.

**If Author pays:**

- A royalty check requisition must be processed by the Operations Department Assistant
- A copy of the invoice must accompany the check requisition.
- The check requisition must have two signatures.
- Two sets of check requisitions (original and copy) and a copy of the invoice are forwarded to Jessica Worster in the Royalty department
- Jessica will charge the author's royalties and forward paperwork to AP for payment.

**If Author/Pearson Education split the payment:**

- A royalty check requisition must be processed
- A copy of the invoice must accompany the check requisition.
- The check requisition must have two signatures.
- Two sets of check requisitions (original and copy) and a copy of the invoice are forwarded to Joe Green in the Royalty Department
- Joe will charge the split amount to the author's royalties and forward the paperwork to AP for payment.

**Step 4:** The permissions log should be initialed and dated when the paperwork goes out for processing.

**Step 5:** A "free copy" for permission list must be faxed to the sampling department

**Step 6:** In-house PM/Liaison prepares list of items not cleared for electronic rights. Includes list on "[CourseSmart File Conversion Request Form](#)" and provide list to editorial supplements manager (SEE: CourseSmart (PM18)).

**Step 7:** Permissions Specialist or FSVPM provides final permission log in excel, to In-house PM/Liaison. Log to be included with final archives. (SEE: Archive Submission Procedure (SD1))

**Step 8:** File permission folder alphabetically in a dedicated permissions cabinet, available for future reference.

**Step 9:** Prepare permission file (SEE: Project Closeout (PM17)).