

## SUPPORT: FAQ Authors Obtaining Permissions

**Why:** *One of the author's responsibilities is to ensure that all the material in the manuscript is the author's, or, if it is taken from another source (even if the other source was written by that author), that it can be legally used in the work the author is writing for PH. Unless Public Domain principles apply, the author should obtain permission to include the material in the current work. A manuscript with outstanding permissions cannot be considered ready for publication and will not be accepted in production.*

**Who:** *Author and Acquisitions Editor*

### Guidelines for Authors in Securing Permissions

*The following author guidelines will provide the author with step-by-step instructions on when, where and how to apply for permission to reprint copyrighted material. If, after reading the guidelines, the author is still unsure whether or not permission is needed to use certain copyrighted material the author should either err on the side of caution and apply for permission, or contact the Manager, Rights and Permissions, at Prentice Hall.*

#### TASK: Determining Timetable

**Step 1:** All permissions should be secured before the final version of the manuscript is submitted. This will eliminate delays and additional costs in the production process.

**Step 2:** It is important to start the permissions as early as possible, because it can be a slow and tedious process. It often takes some time to get a response from the copyright holders.

#### TASK: Identifying Your Material

**Step 1:** A clear numbering system will make keeping track of permissions much easier. (Ad 01-01, Figure 01-01, Exhibit 1-A, Photo 04-03a)

**Step 2:** The numbering system should be consistent throughout the manuscript. If there are multiple authors working on a project, they should get together and decide on the numbering system.

#### TASK: Order of Organization

**Step 1:** If the author is working on a revised edition of a textbook:

- Refer to the previous edition permission log, which was should be provided to the author with other revision materials. This will become the new permission log for the new edition.
- Delete or strikeout any items that are NOT being picked-up or reused in the new edition.
- Rename the new permission log. (Example: Author Name\_Edition (eg, 2E)\_TextPermlog.xls)

**Step 2:** If the author is working on a first edition textbook:

- Skip down to "Obtaining Permission for Material" and following instructions
- Fill out the permission log electronically as instructed

**TASK: Items Listed as Pick Up**

**Step 1:** Any items that indicate GFE or Good Faith Effort cannot be picked-up or reused in the new edition, without once again trying to secure permission. Instead of trying to secure permission, they should be dropped or replaced.

**Step 2:** Any items that were denied permission should not be picked-up or reused in the new edition.

**Step 3:** The author should ONLY select items that were granted permission in the previous edition. Chances are the copyright holders will grant permission again.

- If permission was obtained for “this and future editions”, permission is not required for the new edition>
- If permission was NOT obtained for “this and future editions”, the author must re-obtain permission to reuse the material in the new edition.

**Step 4:** After items have been selected to be picked-up or reused, the author should:

- Renumber the figures/exhibits, so they correspond to the new edition manuscript;
- Add the new figures/exhibits to the new permission log.

**TASK: Obtaining Permission for Material**

**Step 1:** Before sending out the PH Permission Request form, the author will need to make sure she has the following information from the original source for each figure/exhibit. The copyright holder will require the following information in order to process the request:

- Complete title of the publication and/or article
  - Original chapter title
  - Original figure/table number (when applicable)
  - Original book/journal name and number
  - Original page numbers
  - Publisher
  - Year of publication
  - Copyright Year
  - Artist or Author Name

**Step 2:** If the author is picking-up items from another Pearson textbook, he will need to supply the following information from the original source:

- Complete title of the publication and/or article
- Original name of the figure/table (when applicable)
- Original page numbers
- Year of publication
- Copyright year
- Artist or Author Name
- Copy of the original figure/table (when applicable)

**If you are picking-up material from another PH publication permission is still required.**

**Step 3:** Completing the Permission Request form:

- The complete mailing address for the copyright holder should be at the top of the letter were indicated;
- The figure/exhibit number should be included at the top of page (Permission Request for Figure: \_\_\_\_);
- Description of the Material for which permission to use is requested.

**Step 4:** Completing a Copyright Holder's Permission form:

- Fill out their permission agreement or form and make sure you include the following information:
  - Non-exclusive Distribution rights throughout the world in ENGLISH (“ Non-exclusive World Rights English Language”);
  - Permission to include the material (when applicable) in the necessary supplements. Refer to the supplied PH Permission Request Form;
  - Publisher: Prentice Hall/Pearson Education
  - Electronic Rights (when applicable) i.e. e-books, CD-ROM, Web Site
- Review their agreement to make sure it covers the necessary rights you requested.

**Step 5:** After submitting the Permission Request forms

- You should try to follow-up your requests at least three times during this process, so you may need to send second and third request every two to three weeks depending on your schedule.
- You **MUST** indicate the dates you send your initial requests and follow-up requests on the permission log were indicated. This will help you keep track of the items that have not been granted permission.

**TASK: Determining Granted or Not Granted**

**Step 1:** Permission is granted only if you have received the following:

- A signed PH permission request form from the copyright holder
- A signed permission agreement from the copyright holder
- An email clearly stating that you have permission. The **e-mail** must indicate the description of the material being reprinted and the complete title of your textbook
- An invoice indicating that permission was granted from the copyright holder
- If you receive Verbal permission you must indicate on the perm log the name of the person, title, date and time.
- If the copyright holder is a personal friend or colleague you should still have them sign a PH Permission Request form

**Step 2:** Permission is NOT granted

- If you have not received any of the above items
- If you have not received a response from the copyholder after your third follow-up. You should consider this permission denied and replace or drop this material

**TASK: Handling Permission Fees**

**Step 1:** Invoices must have the following information.

- Complete Mailing Address
- Tax ID number or Social Security Number
- Foreign copyright holders should submit a W-9 form

**Step 2:** Payments

- If immediate payment is required. Please send the invoice to the Manger, Rights & Permissions for processing.
- If immediate payment is NOT required. Please file the invoice in your permissions folder in the invoice file. These invoices will be processed when you send the permissions folder in with your manuscript.

**TASK: Organizing the Permissions Folder**

**Step 1:** Keep all the Permission forms (signed, unsigned, denied) and copies of the invoices in a folder and send this folder in with your manuscript.

**Step 2:** You should separate paperwork in separate files accordingly:

- Permissions Granted
- Permissions Denied
- Invoices to be Paid
- Invoices Paid
- Permissions Agreements to be signed

**TASK: Providing Complimentary Copies**

**Step 1:** Fill out the Sample Request Form.

**Step 2:** List the complete mailing addressed and number of copies on the sample request form for each copyright holder (Name, address, phone number).

**Step 3:** Submit the completed form with the permissions folder.