Permissions/Rights Information

For reprint permissions and information, please send your inquiry to permissions@rienner.com.

For reprints in books, magazines, websites, or performance use, please contact <u>permissions@rienner.com</u>. For educational and classroom use such as coursepacks and e-reserves, you may make a request through the Copyright Clearance Center at <u>http://www.copyright.com/</u>.

For disability use and alternative formats, we are now working with AccessText Network at http://www.accesstext.org/. If you are not a member of AccessText, please contact permissions@rienner.com.

Requesting Permission to Reprint

It is your responsibility to obtain any permission required for the use of material created by others. With regard to your own previously published work, if you wish to use it in a new work, be sure to check the earlier publishing agreement to determine what rights you transferred to the original publisher.

If a work was published in the United States before 1923, it is in the public domain; it is not protected by copyright, and the material in it can be used by anyone. For works published in 1923 and after, various rules apply, but you are safe if you assume that copyright extends for the life of the author plus 70 years. Unless there is a specific statement to the contrary, all US government publications are in the public domain.

The guidelines for using materials from sources not in the public domain vary, depending on the source. They also can be less than clear! Good sources for obtaining information include the websites of the US copyright office, the University of Chicago Press, and Ohio University Press. For information about reproducing works of art, *Permissions, A Survival Guide: Blunt Talk About Art as Intellectual Property* by Susan M. Bielstein may prove useful.

Copyright law allows for the "fair use" of copyrighted material for the purpose of scholarship. If you use copyrighted material that falls within the bounds of fair use, you do not need permission for that use. The guidelines below do not constitute legal advice. They are, however, representative of the usual practices in scholarly publishing. In general:

1. You should obtain permission to reprint any illustration—a photograph, a map, a table, a graph, etc.

2. Permission is required to use more than two or three lines from a poem (or even as little as one line from a very short poem).

3. There rarely is a problem in quoting up to 300 consecutive words from a scholarly book or article (as long as the material does not constitute a complete article or chapter) without requesting permission. However, as an example of a typical fair use exception, if your source is very short—for example, 700–800 words—permission for passages shorter than 300 words is called for.

Of course, you must give appropriate references in your book whenever you quote from another work, whether or not you need to request permission to reprint.

A form letter that you can use to request permission is available on the next page. Unless agreed otherwise, please obtain permission for nonexclusive rights throughout the world in all formats including electronic. You must use the precise wording of the credit line provided by the permission grantor. If no wording is given, the essential language is "Reprinted with permission from *Book Title*, by Author's Name (Publisher, year of publication). Copyright 20XX by Name of Copyright Holder."

Be sure to include copies of the signed permission forms when you submit your final manuscript. You are responsible for paying any permission fees required; these usually are not due until the publication of your book. We will send out any copies of your book required by the permission grantor. Obtaining the appropriate permissions is important, so if you are at all in doubt, please ask.

Date
Permissions Editor Publisher's Name Publisher's Address
Dear Editor:
I am writing with regard to the following material:
Author/Title/Date of Publication: Material requested [be specific—Table X.X, Photo X, text on pages XX–XX]: Other identifying information or remarks:
I would like to include this material [with the changes/deletions noted on the attached page] in <i>Book Title</i> , which I am preparing for publication by Lynne Rienner Publishers. <i>Book Title</i> is a book of approximately pages. It is to be published in [anticipated year of publication], and approximately copies will be printed. I request nonexclusive rights—including electronic and foreign-language rights to the material only when it appears as part of my book—throughout the world and in all media.
Unless you indicate otherwise, I will use the standard scholarly form of acknowledgment, including publisher, author, title, etc.
If you are not the copyright holder, or if additional permission from another source is needed, I would appreciate your letting me know.
Thank you for your consideration. A duplicate copy of this form is enclosed for your convenience.
Sincerely,
We hereby grant permission for the use of the material listed above. Please use the following credit line:
[] Gratis [] Fee
Signature & Title Date

Permission Request Template