

New Century Health Publishers (NCHP) Authors:

Please complete this form and send it to the copyright owner of the text excerpt, figure, or table you wish to use. You must identify the text excerpt/figure/table number in the NCHP publication and the original source. When you have received the permission grant, please forward all originals and this form to New Century Health Publishers. Please remember to keep a copy for your records.

Copyright Permission Request

TO: _____

FROM: _____

I am preparing material for an article entitled (_____)
_____)

to be published by New Century Health Publishers, LLC. I hereby request permission for non-exclusive world rights in this and all subsequent editions, revisions, and derivative works, in English and in foreign translations, in all formats, including CD-ROM and electronic media, from the following:

Your publication
(title/ author/ publication date/ figure, table, or text excerpt/ page[s]):

-

-

-

-

Text:

Figure(s):

Table(s):

Please sign the release form below. Suitable credit will be given in the use of the material; if you have a preferred statement, please indicate it below. If you are not the copyright controller, please indicate to whom I should apply. Your prompt consideration of this request is appreciated.

Yours truly,

Requestor (Please print or type name)

(Please sign and date)

I (we) grant the permission requested above.

By: _____
(Please print or type name)

(Please sign and date)

PERMISSION GUIDELINES

As the author, it is your responsibility to obtain all necessary permissions for copyrighted material. Permissions must be obtained from the original copyright holder, usually the publisher, even if it is your own material. Material from NCHP books and journals must be requested so that our copyright ownership can be verified. Some publishers may require that you obtain the original author's permission as a courtesy.

If permission is denied, you have three options: (1) significantly alter or redraw the material so that permission is no longer required, (2) find suitable substitute material, or (3) remove the material from your work. Attached is a sample request letter. Use it to request permission or as a guideline when generating your own request letters.

Important: Your manuscript is not complete until all permissions are received by NCHP. Failure to obtain and submit all permissions and verifications will result in delay of publication of your work.

Permission Verification and the Request Form

Permission Verification Form: Carefully read and fill out this form, sign it and return it to NCHP. Check Section A if all material in your work is original/public domain. Otherwise, check Section B and list all material that requires permission, and its source, and submit a Permission Request for each text excerpt, figure, or table. Every text excerpt, figure, and table in your work must be either original, fall within the public domain, or have written permission for use.

This form must be returned even if there are no figures or tables in your section.

Permission Request Form: Indicate the text excerpt, figure, or table number in your manuscript as it corresponds to the requested text excerpt, figure, or table. Submit original permissions grant letters to NCHP and *keep a copy for your records*.

Note: Please request rights for all media and for all subsequent editions. If permission states, "one-time use in publication you are requesting," that is fine, this means simply that requests must be made for future editions and versions of your work in order to be published by NCHP.

WHAT NEEDS PERMISSION

- Any passage from a play, poem or song
- Any quote of 50 words or more from a periodical
- Any quote (or series of shorter quotes) totaling 400 words or more from a book
- Any table, diagram, figure or illustration (line drawing or halftone)

Remember: Data itself cannot be copyrighted, only the format in which it is published. For example, if data contained within text are converted to tabular form, no permission is needed (it still requires referencing, however). Slight modification, such as changing the order of columns in a table, is not sufficient to circumvent the legal necessity of permission.

WHAT DOES NOT NEED PERMISSION

Most U.S. government materials falls within in the public domain, i.e., it is not copyright protected, nor eligible for protection. However, many government-sponsored organizations, such as the NAS, copyright their own material, and even though they have government sponsorship, copyright permission must be obtained.