

Permission Log Instructions

Use separate pages of permission log spreadsheet for images and text

- **Location:** Describe where the item appears in your book (e.g., “chap. 1,” “in chap. 1”)
- **Image # / Text:** Identify what the item is (e.g., “image 1,” “portions of chap. 1”)
- **Image/Text Description:** Describe what the item is so it can be identified easily (e.g., “three young girls c. 1850,” “interview with Sherman Alexie”)
- **Source:** Identify where the element comes from (name of library or lending institution, previous work, etc.). Provide a direct link to the item online if possible.
- **Permission Granted?:** “yes,” “public domain,” or “fair use.”
- **Territory:** World, North American, etc.
- **Print Run:** numeral or “n/s” (for “not stated”)
- **E-Rights:** yes, no, or “n/s”
- **Editions:** description of limitations or “n/s” (e.g., “first edition only,” “all editions”)
- **Other Restrictions:** full description (e.g., no editing, no alterations, interior only, no cropping, no modification, size limits, credit must appear below image). Be sure to document any term limits on the permissions you acquired in this section. Please note that, if the copyright holder places a time restriction on their permission to use materials in your book (i.e.: a 5-year term), it is **your responsibility** to keep track of when the permission will expire, and renew the permission at that time (including paying any additional permissions fees that may arise).
- **Credit Line:** verbatim language appearing on the permission; when not specified, provide preferred wording; please provide an English version of any foreign credit lines
- **Permission Fees:** Fees requested for the granting of permission. Please indicate whether they have been paid.
- **Gratis Copies Requested:** number or “no.” Also include the address to which gratis copies should be sent.

THIS LOG MUST BE FILLED OUT AND RETURNED WITH YOUR FINAL MANUSCRIPT, ALONG WITH ALL PERMISSIONS. IF THESE ARE NOT RECEIVED, YOUR MANUSCRIPT CANNOT BE CONSIDERED COMPLETE AND THEREFORE CANNOT BE PUT ON THE PRODUCTION SCHEDULE.