

Permission Log Instructions

Use separate permission logs 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.)
- **Permission Granted?:** “yes,” “public domain,” “fair use,” “due diligence” – for due diligence, attach a printout of all correspondence, or a separate sheet describing all actions taken, and include it in the file.
- **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)
- **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.