



APPENDIX A: Sample Permission Letter

* * * * *

[letterhead stationery or return address]

[Date]

[Name and address of addressee]

Dear _____:

[Optional beginning sentence: This letter will confirm our recent telephone conversation.] I am completing a doctoral dissertation at _____ University entitled "_____." I would like your permission to reprint in my dissertation excerpts from the following:

[Insert full citation and description of the original work.]

The excerpts to be reproduced are: [insert detailed explanation or attach copy].

The requested permission extends to any future revisions and editions of my dissertation, including non-exclusive world rights in all languages, and to the prospective publication of my dissertation by UMI. These rights will in no way restrict republication of the material in any other form by you or by others authorized by you. Your signing of this letter will also confirm that you own [or your company owns] the copyright to the above-described material.

If these arrangements meet with your approval, please sign this letter where indicated below and return it to me in the enclosed return envelope. Thank you very much.

Sincerely,

[Your name and signature]

PERMISSION GRANTED FOR THE

USE REQUESTED ABOVE:

[Type name of addressee below signature line]

Date: _____

Instructions for permission letters:

1. Be sure to include your return address, telephone and fax numbers, and date at the top of the letter.
2. Spare no effort in confirming the exact name and address of the addressee. Call the person to confirm the copyright ownership.
3. State clearly the name of your university and your dissertation's title.
4. Describe precisely the proposed use of the copyrighted material. If necessary or appropriate, attach a copy of the quotations, diagrams, pictures, and other materials. If the proposed use is extensive, such as the general use of an archival or manuscript collection, describe it in broad and sweeping terms. Your objectives are to eliminate any ambiguities and to be sure the permission encompasses the full scope of your needs.
5. The sample signature form at the end of the sample letter is appropriate when an individual grants the permission. When a company, such as a publishing house, is granting permission, use the following signature format:

PERMISSION GRANTED FOR THE
USE REQUESTED ABOVE:

[Type name of company]

By: _____

Title: _____

Date: _____

6. *For More Information About Permissions.* Various organizations grant permissions for certain works. For example, the Copyright Clearance Center offers a "Republication

Licensing Service" that may prove helpful: www.copyright.com.

NEXT SECTION