Permissions Log Checklist for Corwin Authors

Title of Book:

Authors:

The purpose of this checklist is to assist you in identifying material that requires permission and will help our staff review your work for potential issues. Please complete it, sign below, and return the checklist to your Corwin Editor, along with your completed permissions log.

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| **Question** | **Answer****(Y or N)** |
| 1. **Does your manuscript contain any of the following illustrative or creative material:**
	1. Any unpublished material written by someone other than you, including student work or sample lesson plans?
	2. Illustrations, such as photographs, cartoons, artwork, or logos created by someone else?
	3. Photos taken by you depicting students or other people who can be identified from the photo? (These items require visual likeness releases only.)
	4. Photos taken by another photographer depicting students or other people who can be identified from the photo? (These items require visual likeness releases as well as permission from the photographer.)
	5. Photos taken by you depicting another person’s copyrighted material? (These items require permission from the copyright holder of the photographed material.)
	6. Creative text material, such as poetry and song lyrics, created by someone else?
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| 1. **Does your manuscript contain any of the following textual elements:**
	1. Excerpts of more than 300 words from any single academic/scholarly book?
	2. Excerpts of more than 150 words from any single article from an academic journal?
	3. Excerpts of more than 50 words from any single article from a non-academic magazine, newspaper, or periodical?
	4. Figures and/or tables created by someone else or adapted by you from a third-party source?
	5. Third-party quotes, speeches, personal letters written by someone other than you, interviews, or computer screenshots/web pages?
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(You must obtain permission from the prior publisher, unless the use is covered under the terms of your publishing agreement.)* 1. Tables, figures, charts, graphs, or illustrations that were created by you and that have not been previously published?

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| 1. **Does your manuscript contain any of the following material, which is classified as public domain:**
	1. Material owned by the *U.S. Federal government* or created by a *federal* employee in the scope of his/her employment? Please note, material owned by a state, local, or foreign government generally does not qualify as public domain.
	2. Material published in the U.S. prior to 1923 (public domain)?
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If you answered ’no’ to all of the questions above, no Permissions Log is needed. Please sign and date this form and return it to your Corwin Editor.

Please sign below to acknowledge that, to the best of your knowledge, this checklist is complete and accurate and that you have identified all third-party material used in your book that may require permission on the accompanying Permissions Log.

Date: