

Elements of a Complete Grant of Permission

Sage Publications
May 2003

Most authors of Sage journals understand that it is their obligation to pursue permission to use copyrighted material in their articles. However, many have had questions about exactly what rights they need to secure in order to consider a permissions request complete. The list below was created for that purpose.

When soliciting permission to use a copyrighted work, please make sure that the grant of permission does the following

1. **Allows distribution in all electronic media.** This is the most commonly missed element in securing permissions. Because Sage electronically distributes PDFs of all journal articles, the electronic version of each article must exactly match the print version. This requires that the copyrights for material used in print also allows for distribution in all electronic media.
2. **Grants worldwide rights.** Often rights are only given for the distribution and publication in the United States. Because Sage disseminates its journals globally, worldwide permission is needed.
3. **Does not have restrictions on print run.** Occasionally, restrictions are placed on the amount of copies that can be printed of a journal containing the copyrighted work. Because the print run varies for each journal, an unlimited print run is required.
4. **Is in accordance with all aspects of Sage's Request for Permissions form.** Carefully read the grant of permissions to be sure that it is in accordance with the wording on Sage's Request for Permission form. The wording on the form states that you request from the copyright holder "the nonexclusive right throughout the world to reproduce, distribute, transmit and display the material but only as included in the article and all subsequent versions and editions thereof and foreign language translations and other derivative works, in whole or part, alone or in compilations, in all formats and media now known or later developed, published or prepared by Sage Publications, its assignees and its licensees."

General Guidelines

1. **Begin the process of securing permission as early as you can.** Waiting too long may jeopardize your ability to secure permission, and the copyrighted material you wish to include in your article will have to be pulled.
2. **When possible, use Sage's Request for Permission to Reprint Material for Scholarly Purposes form** when soliciting permission. This form is available from your editor in PDF format and ensures the permission meets requirements.
3. **Try to negotiate a lower fee** if you are asked to pay to use copyrighted material. Often, copyright holders will offer a lower fee for authors of scholarly material. All you have to do is ask.