

PERMISSION BASICS

As a reputable publisher of scientific and technical material, ASCE respects the copyright ownership of others—whether they be individuals, publishers, or engineering firms. Authors, editors, and technical committees working on book manuscripts are required to obtain permission for ASCE to republish any material that they, as individuals or as a committee, did not create.

This section helps authors manage the sources of figures and tables by determining what needs permission and what doesn't. It explains how to obtain permission from another publisher, from an engineering firm, and from an individual, such as a photographer. Additional requirements for photographs that include recognizable people are also explained.

Don't Wait to Manage Your Sources!

A common cause of delay in publishing is that the permissions documents are incomplete.

- Keep track of where figures, tables, and text extracts come from as they are added to the manuscript.
- It can take two to three months to request and obtain all the permissions for a book manuscript, so send requests early.
- Collect the permissions documents (forms, emails, etc.) in a folder that can be submitted along with the final manuscript.

MANAGING SOURCES OF FIGURES AND TABLES

Final book manuscripts submitted to ASCE for publication must be accompanied by a [Permission Inventory Form](#) (or an equivalent spreadsheet) listing every figure, table, and extended text extract that appears in the manuscript. “Figure” includes drawings, illustrations, photographs, diagrams, maps, charts, and graphs. “Extended text extract,” also known as “block quotes,” covers direct quotations of text amounting to 100 words from a journal article or book. In addition, quotations of two paragraphs or more are also set off as an extended text extract.

Table 8 lists the common sources of figures, tables, and text extracts that may need written permission and source lines.

What Does Not Need Permission

- Material created by the authors or members of the technical committee preparing the manuscript, and not owned by any other person or entity, is considered to be original. Copyright for all original material will rest with ASCE.
- Material published by the US Government is considered in the public domain. However, materials published by state or local governments or under a US Government contract may need permission (see the following).
- Materials may be considered in the public domain because the copyright has expired, but the law on duration of copyright is very complex. Consult with an acquisitions editor regarding specific instances.
- Images from Google Maps and Google Earth may be used in ASCE Publications, as long as proper credit is given to Google and also to any identified Google partners. Information about Google

partners can be found at the bottom of the Google Maps/Earth screen, accompanied by a copyright symbol (©). Images from other mapping services (such as Bing) and from Google Street View may not be reproduced in ASCE Publications without permission.

What Needs Permission

- Materials published in print, on the Internet, or on recorded media (such as CDs or flash drives) are nearly always under copyright and need permission for reuse.
- Reports produced under a contract to the US Government may not be copyrighted; however, obtaining permission may still be necessary to verify that the reports are not proprietary to the contractor.
- Materials published by state and local governments are not in the public domain unless the material (or website) explicitly states this.

Table 8. Common Sources of Figures, Tables, and Text Extracts Requiring Written Permission

Source	Description	Needs written permission?	Source line?
Original	The figure/table was created by individual authors or committee members for this manuscript and has not been published elsewhere and is not the property of an individual or engineering (or other) firm.	No	No
Published material	An author and date reference indicates that the figure/table/text originally appeared in the cited source and		
	the cited source is a commercial or nonprofit publisher	Yes	Yes
	or the cited source is a US Government document	No	Yes
	or the cited source was published by ASCE*	No	Yes
	or the cited source is property of an engineering firm or other business entity.	Yes	Yes
Data only	When the figure/table is derived from data in another published work, then the words “Data from” followed by an author/date reference indicate the figure/table is original. When data is changed and used, the wording is “Data adapted from” and gives the original source.	No	Yes
Unpublished material	A “courtesy” line indicates that the figure/table is the property of an engineering or other business entity.	Yes	Yes
Individual person	A “courtesy” line indicates that the figure/table is the property of an individual who created it (such as a photographer).	Yes	Yes

**If a figure or table in an ASCE publication cites a non-ASCE publication as its source, then permission must be obtained from the original publisher.*

OBTAINING PERMISSION FROM A PUBLISHER

Permission requests to commercial and nonprofit publishers usually can be handled online. Start by locating the book title or journal article on the publisher's website. Then, look for a link that is something like "Permissions" or "Permission to Reproduce" or "Rights and Permissions." Generally, the link will connect to [Rightslink](#), the publisher's own permission request system, or the publisher's instructions on obtaining permission.

Using Rightslink

Most commercial technical publishers and many nonprofit publishers use [Rightslink](#) to handle permission requests. Rightslink is an online service managed by the Copyright Clearance Center and it simplifies the process of obtaining permissions. When a publisher uses Rightslink, the permissions link goes directly from the publisher's website to the book or article record in Rightslink. Authors can complete the online form and find out immediately what permission is available and how much it will cost.

Rightslink request forms vary somewhat from publisher to publisher (and from whether a record is accessed from the publisher's website or directly from Rightslink). *Table 9* lists common questions and the recommended answers. When the form is completed and "get price" clicked, Rightslink will show what price, if any, the publisher will charge for permission to reproduce its content. Decide whether to accept the price (often it will be \$0.00) and complete all the screens until Rightslink serves up a license. Be sure to save or print the license so it can be included as part of a final manuscript's permission documents.

For standards, Manuals of Practice, and technical reports, permission fees must be approved in advance by the ASCE sponsor. ***Do not pay for a permission without prior approval from the staff contact of the ASCE sponsor.*** For ASCE Press books, proceedings papers, and journal articles, permissions fees are the responsibility of the author.

ASCE is a member of a consortium of scientific, technical, and medical publishers known as STM Signatories. STM Signatories agree to allow each other use of a limited number of figures, tables, and text extracts with no fees (the limit is usually 3 tables/figures from a single publication). STM Signatory privileges are not always an option when the permission request originates in Rightslink, so it is better to begin a permission request on the publisher's website and then be directed to Rightslink.

Permissions Essentials

A permission document must include:

- Original source of the item being requested
- Working title of the book where the reproduced item will appear
- Mention that ASCE is the publisher
- format is both print and electronic
- distribution rights are worldwide
- the name, job title, and affiliation of the person granting permission.

Table 9. Common Rightslink Questions and the Appropriate Answers for Materials to be Published by ASCE

Rightslink question	Answer for Materials to be Published by ASCE
Pay-per-use options (select one from list)	Look for “Republish or Display Content” and select “Book” to use in a book
Describe who will republish the content	Select “Publisher, STM” or “Publisher, STM Signatory” if that option is available; otherwise, select “Publisher, not-for-profit”
I would like to use...	Select “charts/graphs/tables/figures” or “excerpt (up to 400 words)”
Number of ...	Enter the number of items requested
I want rights for...	“Main product”
My format is	Select both “Print” and “Electronic”
Duration of use...	“Life of current edition”
For distribution to...	“Worldwide”
In the following languages...	“Original language of publication”
With incidental promotional use...	“No”
The lifetime unit quantity of new product is...	“Up to 4,999”

OBTAINING PERMISSION FROM A BUSINESS ENTITY

When the source of a figure or table is an engineering firm or other business entity, permission must be obtained from the firm.

Because most businesses don’t have online permission request services, permission is most easily obtained by e-mail. For large companies, permission requests may be handled by the marketing department. For other companies, permission requests may be addressed by a principal or senior manager. A permissions request e-mail should be written along these lines:

I am part of a committee preparing a book manuscript tentatively titled, “<working title>”, which will be published by the American Society of Civil Engineers. We would like to include <number and type of items, i.e., two drawings, three photographs> owned by <name of the business> and shown in the attached <PDF/Word file displaying the items>.

I am writing to request permission to include these items in both print and electronic editions of the book, with worldwide distribution. The source will be listed as “Courtesy of <name of business>; reproduced with permission.”

E-mail permission from the business entity is acceptable as long as the full name and title of the grantor is included, along with the grantor’s e-mail address. Be sure to save or print the e-mail, so it can be included as part of a final manuscript’s permission documents.

OBTAINING PERMISSION FROM A PHOTOGRAPHER

For some photographs, permission must be requested from the photographer. The photographer could be an individual who wishes to retain copyright to the photograph. In other cases, if the photograph

appeared in a newspaper or magazine article, the photographer rather than the publisher owns copyright to the photo.

Permission from a photographer can be handled similarly to the e-mail request to business entities. Alternatively, the photographer could sign an [Image Release Form](#). Either way, include it in the permission documents as part of the final manuscript.

MODEL RELEASES FROM PEOPLE IN PHOTOGRAPHS

When a photograph contains a recognizable living person—that is, a clear view of a person’s face—that person must give permission to reproduce his or her likeness. This can be managed in several ways.

- Stock photo companies, such as Shutterstock or iStockphoto.com, collect the necessary model release forms for their photos.
- Permission to use photos of employees at work can often be provided by the employer (a business entity).
- Attendees of some events, such as ASCE conferences, sign a photo waiver as part of their registration.
- Professional photographers can often provide model release forms for people in their photos.
- The person in the photo can sign the ASCE [Photography Consent Form](#).

The model release should be included in the permission documents for the final manuscript.

PERMISSIONS TROUBLESHOOTING

The above instructions are intended to cover a majority of permissions requests. Authors should consult with their acquisitions editor over specific permission problems.

If written permission is difficult (or impossible) to obtain, several options are available:

- Revise the manuscript text in such a way as to refer to the item without copying it directly.
- Consider whether the item is essential. It may be possible to revise the manuscript to eliminate the item without detriment.
- Consider taking just the data from a figure and presenting it as a table (or vice versa). In this case, the source will be cited, but permission is not necessary.
- Determine whether alternative material that is more readily available would work as well, and revise the manuscript to substitute the alternative. (But check that the alternative isn’t reproduced from the original source.)