

Author Guidelines for Use of Borrowed Material

As an Elsevier book author, you are required contractually to represent and warrant that your Work is original and previously unpublished except for third-party material for which you have obtained appropriate permission. You further must indemnify Elsevier if it turns out that these representations and warranties have been breached (e.g. if you haven't obtained proper permission or have infringed or plagiarized a third-party rightsholder). Therefore, **it is extremely important to identify correctly any and all third-party material which requires permission.**

Please use original, unpublished figures, tables, and other material whenever possible in order to avoid the need to obtain permission and/or pay permission fees.

When you submit your manuscript, you must also include signed permission forms from the copyright holder (usually the publisher) for all borrowed material.

The following require written permission:

- Photographs (unless, of course you actually took the photo yourself), line illustrations or other artwork (whether or not modified from the original source), quotes in excess of 300 words from a book-length source (or 150 words from a journal or 50 words from a newspaper).
- Some tables and charts may also require permission, if they are creative—that is more than simple collections of facts. Factual, non-creative tables and charts, such as lists of commonly used drugs, or survival rates for a certain surgical procedure, do not require permission. However, as with all borrowed materials, please be sure to include a credit line to the source. If you have any questions about whether a table requires permission, please contact your editor. If you have not requested permission for a table or chart because you believe that it does not require permission, please be sure to include a note to this effect in your manuscript so we know you haven't simply overlooked it.
- Any material borrowed from a source that should be credited in a courtesy line, unless the source is an individual, rather than an institution or another publisher.

Material in the Public Domain

Some materials may be in the public domain, and thus do not require permission. In general, public domain materials fall into two categories: publications of the United States Government, and works whose copyright terms have expired (essentially everything published more than 75 years ago). Materials found on the Internet are NOT automatically in the public domain.

New Editions of a Previously Published Book

If your manuscript is a revision of a previous edition, you must request permission again for any borrowed material, unless you have on file a permission letter granting unrestricted permission for use in all editions. Some publishers restrict permission to one edition ("one time use only"). Regrettably you may need to re-obtain permission for anything you are reusing, in order to adequately cover this and future editions and the terms of use for print and electronic media, etc.

Credit Lines

Please include the following in your credit line for each borrowed piece:

Journal article: Article author(s), article title, name of journal, volume number, issue number, page number where item appears, year of publication

Book: Chapter author(s), chapter title, book editor(s), book title, page number where borrowed item appears, city of publication, publisher, year

A full citation must be provided for any material borrowed from any publication. A photocopy of the borrowed material must also be included for reference.

Permission Request Forms

If you wish to re-use figures, tables, or other third-party material previously published in a book, journal, website, or other product, **you must obtain written permission** from the rightsholder (often but not always the copyright holder) of the material. Permission should be obtained for "this and all subsequent editions, revisions, versions, derivative works, translations, ancillaries, adaptations, supplementary materials, and custom editions, in all languages, in all formats and media now known or hereafter developed, throughout the world and in perpetuity." **If permission is not granted, or if permission is granted with unreasonable restrictions, the material cannot be used.**

As the permission-seeking process can be lengthy, please allow a minimum of **six to eight weeks**, if not longer, to obtain permission for all items.

- When seeking permission from other publishers, please complete our standard permission request form available at https://www.elsevier.com/ data/assets/word doc/0007/98656/Permission-Request-Form.docx and send it to the rightsholder where this is an option (i.e. where the rightsholder does not require you to apply for permission via Rightslink@ or an online permission request form).
- Many publishers use **Rightslink**®, the Copyright Clearance Center's automated permission-granting service, to process permission requests. Rightslink is located on the individual journal article or book chapter page on the relevant publisher's website, typically via a link labeled "Get rights and content" or "Get permission" or similar wording. If that option is not available, you will need to contact the publisher or other rightsholder directly for permission. To do so, please complete our standard permission request form and email it to the rightsholder. Publishers may also have a permission request form you can complete on the publisher's website.
- A blank permission form is attached for your convenience. When the signed permission forms are returned to you, make a copy for your files and send the original to your editor along with your manuscript
- If there are any fees associated with the permission request, the rightsholder will let you know at that time. Since you or Elsevier are contractually responsible for permissions fees, they must be paid before the image can be used. Please check the contract to determine if you are responsible for the fees. Once the rightsholder has completed and returned the form to you, please send it to your Editorial Project Manager for filing. If you have any questions, please contact your Editorial Project Manager.

Permissions Log

Please complete the attached Excel permissions log. You will use this log to **record all third-party items** that appear in your chapter(s), *whether or not they require permission* (i.e. please include any public domain images, Creative Commons images, or other images that are not original to your chapter but do not require written permission for additional reasons), and to track permission grants for those items that require permission as you obtain them from the various rightsholders.

Unresolved permissions cause delay in the release of your manuscript for editing, production, and publication and will ultimately delay publishing—even if only one permission is missing. Please help us publish on time by requesting all permissions **before submitting your manuscript**.

Permission to Use Elsevier publications

Whenever possible, we recommend using material from other Elsevier publications (full list of imprints below). Permission to reproduce material from another publisher in an Elsevier product can typically be obtained via Rightslink's automated permission-granting service.

For more information about using Rightslink to obtain permission, please visit our Obtaining Permission guide at https://www.elsevier.com/about/our-business/policies/copyright/permissions.

Elsevier Imprints:

Academic PressExitCareMosby-WolfeAmirsysGrune & StrattonNewnesBaillière TindallGulf Professional PublishingNorth-HollandButterworth-Heinemann (US)Gulf Publishing CompanyPergamon Press

Cell Press Hanley & Belfus Saunders Chandos Publishing Knovel Syngress

Churchill Livingstone CPM

Lancet

Urban & Fischer Verlag

William Andrew

William Andrew

Resource Center Digital Masson William Andrew
Press Medicine Publishing Woodhead Publishing
Elsevier BV/Inc/Ltd Morgan Kaufmann Wright of Bristol Yearbook

Elsevier Current Trends Mosby

Permission to Use Elsevier publications

For permission to reuse content which is not hosted on ScienceDirect please fill in the form below at https://www.elsevier.com/authors/permission-request-form

DataSearch: https://datasearch.elsevier.com

This site allows to search all of our Elsevier content for figures, table, data sets etc. This avoids high cost permission fees and instead you can just apply through Rightslink for Elsevier figures.

Permission to Use Non-Elsevier publications

Elsevier is part of a consortium of STM publishers who facilitate many routine permission requests among the group's publisher signatories. **For more information about the STM Permissions Guidelines**, please visit http://www.stm-assoc.org/copyright-legal-affairs/permissions/permissions-guidelines/

For more information about permissions, please visit our Permissions FAQ for Authors at https://www.elsevier.com/about/our-business/policies/copyright/permissions.

For more information about Elsevier's patient consent policy, please visit https://www.elsevier.com/about/our-business/policies/patient-consent

Additional questions about obtaining permission? Contact Elsevier's Permissions Helpdesk at permissionshelpdesk@elsevier.com or +1-800-523-4069 x 3808.

Thank you for your cooperation.

