

PERMISSIONS ALERT FORM FOR AP eJOURNAL AUTHORS

Does your paper include material borrowed from another source? If so, you must cite the original source in your paper. In addition, you may need to secure permission to reuse the material. Below are listed the types of material that may require permission:

1. Figures and tables: This includes figures that are directly reprinted, as well as those that have been adapted from previously published figures and tables.
2. Data: This applies only to data that are directly reproduced from another source; data that have been reconfigured/reanalyzed to produce different numbers do not require permission.
3. Test items, questionnaires, vignettes, etc.: This applies mainly to items that are from copyrighted and commercially available tests (e.g., the MMPI, the Wechsler Adult Intelligence Scale, and the StanfordBinet).

Obtaining these permissions can be difficult and time-consuming, and a preferable alternative

may be to reword or paraphrase those items so as not to duplicate the exact wording.

4. Long quotations: Each copyright holder has a definition of what is considered "fair use." It is your responsibility to determine whether the copyright holder will require permission for long quotations.

In some cases, permission to use the types of material listed above is not required; in other cases, permission may be required; and in yet other cases, permission is required without exception. If your journal submission contains material that has been reproduced or adapted from an APeJ publication and does not exceed APeJ's fair use criteria, then you do not need to request permission from APeJ. (Per APeJ, fair use constitutes reprinting or adapting up to three tables and/or figures, a text extract of fewer than 400 words, or a series of text extracts totaling fewer than 800 words.) Most other scholarly journals have adopted the same fair use guidelines as APeJ; however, it is your responsibility to obtain the fair use guidelines for the relevant copyright holder to determine whether you need to secure permission. The use of a figure, table, test item, appendix, abstract, or similar work that was commercially copyrighted or published in a book requires permission.

If permission is required for the material that you wish to reprint or adapt, contact the copyright holder (usually the publisher) and request permission to reproduce or adapt the material in all

When permission has been secured, forward the copyright holder's letter with your manuscript. Some publishers may also require that you obtain permission from the author of the original work. Permission can be secured via fax, mail, or e-mail.

Start this process early, as many copyright holders need several weeks to process permission requests.

Your article cannot enter into production until all print and electronic permissions are secured for reproduced and adapted items.

The following items in my article are reproduced or adapted from another source:

Professor/PI name printed and title _____

Signature _____

Contact information _____

Author name printed and title _____

Author Signature _____

Author name printed and title _____

Author Signature _____

Author name printed and title _____

Author Signature _____

Author name printed and title _____

Author Signature _____