

## Requirements for Reproducing or Adapting Copyright-Protected Material for Publication in *Archives of Internal Medicine*: Guidelines for Authors

Permission to reproduce or adapt copyright-protected material (tables, figures, or substantial portions of text) in *Archives of Internal Medicine* must be obtained from the copyright owner. In general, publishers hold the copyright to material previously published in journals, books, and digital media, but in some instances, especially for illustrations, photographs, and videos, the original creator of the work may retain copyright. Copyright to unpublished material is usually held by the creator of the work.

**If you wish to include copyright-protected material in your article, please provide BOTH of the following items:**

1. Written permission from the copyright owner of the material (see instructions that follow);

AND

2. For previously published material, a copy of the original publication (journal article, book chapter, etc) in which the content appeared.

### How to Request Permission

For previously published material, direct your request for grant of permission to the permissions department of the journal or publisher. For unpublished material, contact the creator of the work to find out who owns the copyright. Request permission as soon as possible. In the event that your request cannot be granted, you will need time to substitute other material.

**Include all of the following information in your request (see attached form):**

#### 1. Your Contact Information

Name, mailing address, telephone number, fax number, and e-mail address.

#### 2. Information About the Material to Be Used

##### Complete Source Citation

*For Journals:* Author(s), article title, journal title, year of publication, volume number, issue number, and inclusive page numbers.

*For Books:* Author(s) or editor(s), book title, place of publication, publisher, year of copyright, and inclusive page numbers.

##### Material You Wish to Use

Specify by figure, table, or video number(s) or identify the portion of text.

#### 3. How the Material Is to Be Used

Title of your article to be published in *Archives of Internal Medicine*

Names of author(s)

#### 4. Terms of Use

Use of the material in print, online, and licensed versions of *Archives of Internal Medicine*

Nonexclusive rights

Unrestricted time

All languages

**Note: We cannot accept permissions that restrict use to one-time only or to English-language only.**

Include the permission(s) and copy(ies) of the original material with your manuscript.

## Request for Permission to Reproduce or Adapt Copyright-Protected Material for Publication in *Archives of Internal Medicine*

To: \_\_\_\_\_  
Copyright Owner, Publisher, or Other

Date: \_\_\_\_\_

I (we) request permission to reproduce or adapt the material specified below in *Archives of Internal Medicine*. Citation to the original publication or appropriate credit will be published. A grant of permission form is included for your use.

### Requestor's Contact Information (Please Print)

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

### Source Citation of Material to Be Used (Please Print)

*For Journals:* Author(s), article title, journal, year of publication, volume number, issue number, and inclusive pages.

*For Books:* Author(s) or editor(s), book title, place of publication, publisher, year of copyright, and inclusive pages.

\_\_\_\_\_  
\_\_\_\_\_

**Description of Material:** Specify figure, table, or video number(s) or description of text and page number(s).

\_\_\_\_\_

### How the Content Is to Be Used (Please Print)

*Archives of Internal Medicine* Manuscript Number (if known) \_\_\_\_\_ Corresponding Author: \_\_\_\_\_

\_\_\_\_\_

Title of Article \_\_\_\_\_

Terms of Use: Use in print, online, and licensed versions of *Archives of Internal Medicine*  
Nonexclusive rights  
Unrestricted time  
All languages

**Note: We cannot accept permissions that restrict use to one-time only or to English-language only.**

-----

### Grant of Permission: Please complete and return this to the requestor listed above.

I/we hold copyright to the material specified above and grant permission for its use in association with the designated *Archives of Internal Medicine* article in print, online, and licensed versions of *Archives of Internal Medicine* according to the terms listed above.

For previously published content, citation to the original publication will accompany the content.

For unpublished content, copyright credit should read as follows (please print): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Copyright Owner or Designate

\_\_\_\_\_  
Print Name of Copyright Owner or Designate

\_\_\_\_\_  
Date