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# Illustration Permission Form

About this Form:

* Use this form when requesting permission to include an illustration from a company or a public institution (such as a museum or governmental office).
* If you need to request permission to use illustration materials from a private individual, use the Standard Release form found in the Author Tool Kit.
* You will likely get a better response if you cut and paste the permission form on your own departmental letterhead prior to sending them. Our experience shows that permission requests from academics tend to be prioritized, so use this best practice to help you get faster response rates and (hopefully) reduced or waived fees.
* The Illustration Permission Form has a place where you should indicate whether the permission you are requesting will be used in the interior of the book or on the cover, and a place where you should indicate whether the image will be used in black and white or color. Make sure this section is completed prior to sending your request.
* Please note that photographs of three-dimensional works of art, such as sculptures, pottery, jewelry, etc., may also require separate permission forms from the photographer as well as the artist.

Instructions:

* Insert your specific information in the areas indicated by highlighted text on the attached form.
* Except for the highlighted text, do not modify or change the language on this form without the express permission of your Acquisitions Editor.
* Accepted signatures include handwritten information and certified digital signatures (such as Adobe)
* Submit all completed permission forms as a packet when submitting your final manuscript.

Your Full Name

Street Address

City, ST Zip

Copyright Holder’s Name

Street Address

City, ST Zip

Date

Dear Insert name of Copyright Holder,

I am preparing a book to be published by the State University of New York Press with the following tentative title: *Insert Title of Your Book*. I am writing to ask your permission to reprint the following illustration in my book, its future editions, and related advertising and promotional materials:

Insert description of the illustration or artwork, including the title of the work, artist and/or photographer, owner of the work (e.g., a museum, library, or individual), and any other pertinent information

The illustration will be used as: The illustration will be reprinted in:

\_\_\_\_ Interior art \_\_\_\_ Black and white

\_\_\_\_ Cover image \_\_\_\_ Color

Specifically, I am requesting permission for nonexclusive world rights in all languages, editions, and formats, including electronic formats. I would also like your permission to modify the image as needed for my book, including the ability to crop, enlarge, and/or reduce the image; to overprint the image with type; to bleed the image off the page; to print the image in black-and-white; to “ghost” (gray-scale) the image; and/or to detail the image (i.e., enlarge a certain portion of the image).

Credit acknowledgment will conform to the usual practice of citing artist, title, date (if known), and copyright holder (i.e., owner/source). Please know that SUNY Press is a scholarly, nonprofit press and as such, they are not able to reimburse authors for permissions fees. Please sign below to indicate permission has been granted and return to me at the address noted above. If you are not the copyright holder, or if additional permission is needed for world rights from another source, please let me know. Your early consideration of this request will be greatly appreciated.

Sincerely, Accepted and agreed to:

Your typed name Permissions Manager

Date: Date: