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# Standard Release Form

About this Form:

* This form should be used when securing permissions to include content directly from an individual.
* This form should be used when securing permissions for previously unpublished materials from an individual who holds all rights to the materials. This form can also be used to obtain permission from individuals who you interviewed for your project and you would like to directly quote, as well as individual contributions to blog posts, social media posts, and more.
* This form is deliberately generic. The description you provide will detail the specific nature of the content you wish to include. Suggested language is provided below for a variety of purposes. Should you wish to use this form for content not covered in this section, consult with your Acquisitions Editor on the specific language to include.
* If the individual you are requesting permission from is a minor, you will need a parent or guardian to also sign the release.

Sample language to use for Description paragraph:

* Content from the tape-recorded and transcribed interview conducted on (Date).
* Content from your (blog/social media post) published on (Date).
* Your name and image from the photograph taken on (Date).
* Rights to use your (photograph/illustration/drawing).

Instructions:

* Insert your specific information in the areas indicated by highlighted text on the attached form.
* Note: if using this form for a photograph or illustration, be sure to indicate how this image will be used in your book (interior or cover) and whether the image will be reproduced in black and white or color.
* 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 Individual,

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 include the following material in my book, its future editions, and related advertising and promotional materials:

Insert description of the material you would like to include here.

Specifically, I am requesting permission for nonexclusive world rights in all languages, editions, and formats, including electronic formats. By signing this document, you are certifying that you own all rights to this material and can grant this request.

Please provide the name you would like us to use to provide credit acknowledgment for your contribution in the published book. If you would like a specific credit line, please provide one. If you are under 18, your parent or guardian must also sign this letter for us to use your materials. Thank you so much for your help with my book.

Sincerely,

Your signature

**TO BE COMPLETED BY THE INDIVIDUAL CONTRIBUTOR**

Contributor’s printed name as it should appear in the book:

Accepted and agreed to: Parent or Guardian (if applicable)

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Contributor’s signature Parent or Guardian signature