

# THE NEW YORK BOTANICAL GARDEN PRESS

## Certification of Rights and Permission Form Instructions

Dear Author:

Before The New York Botanical Garden Press formally accepts your manuscript for publication, you must complete the NYBG Press Certification of Rights Form and, if necessary, obtain permission to use each figure that you plan to publish. Some of these forms must also be completed if you are planning to reprint a large amount of text, for example, a book chapter or a journal article.

The pdf forms should be downloaded to your desktop, converted to MS Word, then opened in Word and completed by typing in the gray spaces provided. Please print each completed form, sign and date the hard copy (as needed), and send the hard copy to the appropriate person in the mail (e.g., the copyright holder from which you are requesting permission, or the NYBG Press).

The following Forms are included with these instructions.

1. Certification of Rights Form
2. Permission Form for Previously Published Material
3. Permission Form for Unpublished Material (created by another individual)
4. Permission Form for Model Release

**For your convenience, a table listing the forms that must be completed for each permissions category is on page 2. If needed, detailed instructions for each category follow the table.**

Please complete and sign the Certification of Rights Form for all of the material that falls within categories 1–6 in the table on page 2. One or more permission forms must be completed if your material falls within categories 4–6 in the table on page 2. Copies of the figure captions and figures must be included with each form.

For figures that contain multiple parts that were taken from more than one source, you must complete a Certification of rights form for each source and obtain permission (if needed) for each part.

For clerical reasons, please collate all of your Certification of Rights Forms and Permissions Forms and send them together to the address below, or to your editor, when you submit your final manuscript. The NYBG Press cannot publish a manuscript until all permissions paperwork is completed.

Please contact the NYBG Press if you have any questions about this process.

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## Table of Categories

Each of the figures that you are planning to publish will fall into 1 of the 6 categories listed below. Read the 6 categories and decide which category applies to each figure you are planning to publish. After you decide which category your figure is in, complete the form(s) that are marked with a “Yes” to the right of the category. You must complete a Certification of Rights Form for each figure. You may include more than one figure with one Certification of Rights Form if the figures come from the same source (e.g., if you are the copyright holder of the figures). Each figure that you do not hold the copyright to must have its own Certification of Rights Form and Permission Form.

<b>Categories</b>	<b>Certification of Rights Form</b>	<b>Permission Form Previously Published Material</b>	<b>Permission Form Unpublished Material</b>	<b>Model Release Form</b>
<b>1)</b> You are the copyright holder of a figure(s) that has never been published and you have not granted the rights of this material to another party.	<b>Yes</b>	No	No	No
<b>2)</b> You are the copyright holder of a figure(s) or text that was previously published and you have not granted the rights of this material to another party.	<b>Yes</b>	No	No	No
<b>3)</b> You would like to use a figure(s) or a text (e.g., a book chapter or journal article) that is in the public domain.	<b>Yes</b>	No	No	No
<b>4)</b> You would like to use a previously published figure (or text, e.g., a book chapter or journal article) and the copyright is held by another individual, company, or organization.	<b>Yes</b>	<b>Yes</b>	No	No
<b>5)</b> You would like to use a figure that has never been published (e.g., line art or a photograph) and you did not create the figure.	<b>Yes</b>	No	<b>Yes</b>	No
<b>6)</b> You would like to publish an image of an individual (e.g., a portrait).	<b>Yes</b>	<b>Yes</b> (if material was previously published) <b>No</b> (if material has never been unpublished)	<b>No</b> (if material was previously published) <b>Yes</b> (if material has never been published)	<b>Yes</b>

**Please contact NYBG Press if one of your figures does not fall into one of the 6 categories listed below.**

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## Detailed Instructions for Each Permissions Category

- 1) You are the copyright holder of a figure(s) that has never been published and you have not granted the rights of this material to another party.** In this situation, you must complete the Certification of Rights Form by doing the following: **a)** Check the first box on the form, which states you own the material. **b)** Print and sign the form. (You may include more than one figure with this form as long as you hold the copyright.) **c)** Attach a list of the figure captions and a copy of each figure (clearly labeled) to the signed form.
  
- 2) You are the copyright holder of a figure(s) or text that was previously published and you have not granted the rights of this material to another party.** In this situation, you must complete the Certification of Rights Form by doing the following: **a)** Check the first box on the form, which states you own the material. **b)** Complete the section that tells the Press about the original source of the material. (You may include more than one figure with this form as long as they are from the same source.) **c)** Print and sign the form. **d)** Attach a list of the figure captions and a copy of each figure (clearly labeled), or the text, to the signed form.
  
- 3) You would like to use a figure(s) or a text (e.g., a book chapter or journal article) that is in the public domain.** In this situation, you must complete the Certification of Rights Form by doing the following: **a)** Check the second box on the form, which states the material is, to the best of your knowledge, in the public domain. **b)** Complete the section that tells the Press about the original source. (You may include more than one figure with this form as long as they are from the same source.) **c)** Print and sign the form. **d)** Attach a list of the figure captions and a copy of each figure (clearly labeled), or the text, to the signed form.
  
- 4) You would like to use a previously published figure (or text, e.g., a book chapter or journal article) and the copyright is held by another individual, company, or organization.** In this situation, you must complete the Permission Form for Previously Published Material and the Certification of Rights Form by doing the following: **a)** Complete the Permission Form for Previously Published Material and send it to the copyright holder. (The copyright holder must sign the Permission Form and send it back to you. You must use a separate Permission Form for each figure even if the figures are from the same source). **b)** Complete a Certification of Rights Form (see c–f below). Include this with the Permission Form, after you have obtained the signed Permission Form from the copyright holder. **c)** Check the third box on the Certification of Rights Form. **d)** Complete the section, on the Certification of Rights Form, which tells the Press about the original source.

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e) Print and sign the Certification of Rights Form. f) Attach a list of the figure captions and a copy of each figure (clearly labeled), or the text, to the Certification of Right Form and the Permission Form.

- 5) You would like to use a figure that has never been published (e.g., line art or a photograph) and you did not create the figure.** In this situation, you must complete the Permission Form for Unpublished Material and the Certification of Rights Form by doing the following: **a)** Complete the Permission Form for Unpublished Material and send it to the copyright holder. (The copyright holder must sign the Permission Form and send it back to you. You must use a separate Permission Form for each figure even if the figures are from the same source). **b)** Complete a Certification of Rights Form (see c–e). Include this with the Permission Form, after you have obtained the signed Permission Form from the copyright holder. **c)** Check the third box in the Certification of Rights Form. **d)** Print and sign the Certification of Rights Form. **e)** Attach a list of the figure captions and a copy of each figure (clearly labeled) to the Certification of Rights Form and the Permission Form.
- 6) You would like to publish an image of an individual (e.g., a portrait).** In this situation, you must complete the Model Release Form, the Certification of Rights Form and, if you are not the photographer, 1 of the 2 Permissions Forms (Unpublished or Previously Published) by doing the following: **a)** Ask the individual(s) in the image, or estate holder of the individual(s), to sign the Model Release Form. (A Model Release Form must be signed by each individual in the image.) **b)** If needed, obtain a signed permission form. (If you are not the copyright holder of the image, the copyright holder must send you a signed permission form for unpublished or previously published images.) **c)** Complete a Certification of Rights Form (see c–f). Include this with the Model Release Form. **d)** Check the first or third box in the Certification of Rights Form. **e)** Print and sign the Certification of Rights Form. **f)** Attach a list of the figure captions and a copy of each figure (clearly labeled), to the Certification of Right Form, the Model Release Form, and Permission Form (if required).