**Permissions**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The author is responsible for obtaining permission necessary to quote from other works, to reproduce material already published, and to reprint from other publications. Sometimes a publisher, approached to grant permission, will demand a nominal payment; it is the author's responsibility to see that such payments are met, should the material be used. It should be understood that a request for permission to reproduce material imposes no obligation on an author actually to use such material; however, if the material is ultimately not used, the author should as a matter of courtesy inform the copyright holder. Although publishers generally hold copyright in works appearing under their imprint, it is also courteous to request permission from the author of the piece concerned; indeed, publishers often grant permission subject to the author's approval also being obtained.

All requests for permission to reproduce copyright material must be sent to the copyright holder in duplicate. Please ask the copyright holder to sign both copies, retain one copy for their files, and return the other copy to you. Herewith is a sample permission letter for your use. Please fill in all the relevant information and make certain to include your complete return address.

Once permission has been granted, identify all correspondence with the manuscript page number or with the illustration number in your own work. Please send the permission(s) to Springer with the completed manuscript, retaining a copy in your files.

You should request permission to use material from any of the following sources:

* *Any previously published material* from which you use a direct quotation of a length which totals more than 5% of the whole, *or* which totals more than 250 words in any single excerpt *or* more than 500 words in total (*note: each publisher sets their own quotation lengths, so number of words can differ from publisher to publisher!)*
* *Any quotation,* regardless of length, from a song, poem, newspaper or any unpublished source (e.g. a letter, a speech)
* *Any illustration* from a published source, including tables, maps and diagrams, *even when redrawn*
* *Any photograph -* especially from a professional photographer *- even if it is of yourself*
* *Anything in its entirety* (this applies particularly to holograph documents, such as postcards, etc.

Please note the following:

Works published before 1922 are in the public domain. Works created after 1978 remain

copyrighted for the life of the author plus 70 years. Works created and published before 1978 remain copyrighted for 75 years from publication date if copyright was renewed. Works created by an individual while employed by federal government are in the public domain.

Acknowledging Permissions:

Whether or not the use of others' material requires permission, the exact source of such material should be given: in a note or internal reference in the text, in a source note to a table, in a credit line with an illustration. In instances where permission has been granted the contributor should, within reason, follow any special wording stipulated by the grantor.

A credit line (a brief statement of the source) is either necessary or appropriate. Because credit lines are source notes, they are no place to get creative. The only significant exception to a credit line is an illustration (chart, graph, drawing, photograph, etc.) of the contributor's own creation.

For a text passage - complete in itself - or for a table, the full citation to the source may be followed by: "reprinted by permission of the publisher." Credit lines to illustrations will be placed immediately after the caption (legend) in parentheses. If you have adapted the figure then you may use 'modified after…' or 'adapted from...'

If you are in doubt as to whether permission is necessary, or have any other questions regarding obtaining permissions, please contact the Permissions Department at Springer:

[Permissions.Dordrecht@Springer.com](mailto:Permissions.Dordrecht@Springer.com)