**Permissions Guidelines**

As an Elsevier book author, you are required contractually to represent and warrant that your Work is original and previously unpublished except for third-party material for which you have obtained appropriate permission. You further must indemnify Elsevier if it turns out that these representations and warranties have been breached (e.g. if you haven’t obtained proper permission or have infringed or plagiarized a third-party rightsholder). Therefore, **it is extremely important to identify correctly any and all third-party material which requires permission**.

**Please use original, unpublished figures, tables, and other material whenever possible** in order to avoid the need to obtain permission and/or pay permission fees.

* If you wish to re-use figures, tables, or other third-party material previously published in a book, journal, website, or other product, **you must obtain written permission** from the rightsholder (often but not always the copyright holder) of the material. Permission should be obtained for “this and all subsequent editions, revisions, versions, derivative works, translations, ancillaries, adaptations, supplementary materials, and custom editions, in all languages, in all formats and media now known or hereafter developed, throughout the world and in perpetuity.” **If permission is not granted, or if permission is granted with unreasonable restrictions, the material cannot be used.**
* As the permission-seeking process can be lengthy, please allow a minimum of **six to eight weeks**, if not longer, to obtain permission for all items.
* Please complete the attached Excel permissions log which has been customized for this book (see the “Project” tab for project-specific information). You will use this log to record all third-party items that appear in your chapter(s), *whether or not they require permission* (i.e. please include any public domain images, Creative Commons images, or other images that are not original to your chapter but do not require written permission for additional reasons), and to track permission grants for those items that require permission as you obtain them from the various rightsholders.
* When seeking permission from other publishers, please complete our standard permission request form available at [https://www.elsevier.com/Permission-Request-Form.docx](https://www.elsevier.com/__data/assets/word_doc/0007/98656/Permission-Request-Form.docx) and send it to the rightsholder where this is an option (i.e. where the rightsholder does not require you to apply for permission via Rightslink® or an online permission request form).
* Many publishers use **Rightslink®,** the Copyright Clearance Center’s automated permission-granting service**,** to process permission requests. Rightslink is located on the individual journal article or book chapter page on the relevant publisher’s website, typically via a link labeled “Get rights and content” or “Get permission” or similar wording. If that option is **not** available, you will need to contact the publisher or other rightsholder directly for permission. To do so, please complete our standard permission request form and email it to the rightsholder. Publishers may also have a permission request form you can complete on the publisher’s website; see for example Elsevier’s online request form found [here](http://www.elsevier.com/authors/obtain-permission).
* If there are any fees associated with the permission request, the rightsholder will let you know at that time. Since you or Elsevier are contractually responsible for permissions fees, they must be paid before the image can be used. Please check the contract to determine if you are responsible for the fees. Once the rightsholder has completed and returned the form to you, please send it to your Editorial Project Manager for filing. If you have any questions, please contact your Editorial Project Manager.
* Whenever possible, **we recommend using material from other Elsevier publications** (full list of imprints below).

|  |  |  |
| --- | --- | --- |
| Academic Press | Amirsys | Baillière Tindall |
| Butterworth-Heinemann US | Cell Press | Chandos |
| Churchill Livingstone | CPM Resource Center | Digital Press |
| Exit Care | Grune & Stratton | Gulf Professional Publishing |
| Gulf Publishing Company | Hanley & Belfus | Knovel |
| Lancet | Masson | Medicine Publishing |
| Morgan Kaufman | Mosby | Mosby-Wolfe |
| Newnes | North-Holland | Pergamon Press |
| Saunders | Syngress | Urban & Fischer Verlag |
| William Andrew | Woodhead Publishing | Yearbook |

* Appropriate consents, permissions and releases must be obtained in order to publish case details or other personal information or images of patients or other individuals. Please notify Elsevier regarding any applicable cropping of images or other anonymization requirements at the time of your submission.

**For more information about permissions,** please visit our Permissions FAQ Document.

**For more information about the STM Permissions Guidelines** (Elsevier is an STM signatory publisher), please visit <http://www.stm-assoc.org/permissions-guidelines/>.

**For more information about Elsevier’s patient consent policy**, please visit <https://www.elsevier.com/about/our-business/policies/patient-consent>

**Additional questions about obtaining permission?** Contact Elsevier’s Permissions Helpdesk at [permissionshelpdesk@elsevier.com](mailto:permissionshelpdesk@elsevier.com) or +1-800-523-4069 x 3808.