

**Text Permissions Log**

Please submit a **completed Text Permissions Log** to your acquisitions editor along with your final manuscript. Please also include **copies of all permissions letters** (including the *reverse sides* *as well as your original query letters* if they contain relevant text). **For further information,** please refer to the permissions section of our Guide to Manuscript Preparation and to sample permission request letters at <https://www.upress.virginia.edu/content/current-authors>.

**Author** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Manuscript Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_

List in the table below all text (including tables) requiring permission or clearance for use or adaptation. Be sure to include any text that you have published before and any text, published or unpublished, created by someone other than yourself. **Exclude quotations that fall within fair-use definitions.** (Please see our section on fair use in our Guide to Manuscript Preparation—**in most cases, brief quotations in a scholarly context will not require permission**.)

**Description of material:** Give a brief description of the material in question.

**Permissions status:** Describe clearance obtained (e.g., **world rights for all print and electronic editions + advertising/marketing use**) or details if in the public domain.

**Source:** Note from whom permission was obtained, and include full contact information. Remember that more than one entity may hold rights. *For previously published materials,* include full bibliographical information; *for unpublished materials,* indicate repository/collection.

**Restrictions on use:** If you are unable to obtain permission without restrictions, note any restrictions on use stipulated by the copyright holder (e.g., English language only, this edition only).

**Additional comments:** *For your own previously published material,* note whether you retained copyright; note what percentage of the original you are presenting in essentially unchanged form; note the date of your contract with your original publisher. *For material created by someone other than yourself,* indicate the percentage of the total work that you reproduce in your manuscript or, for poetry, the number of lines quoted and number of lines in original.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of material** | **Permissions status** | **Source** | **Restrictions on use** | **Additional comments** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |