



## REUSE OF PREVIOUSLY PUBLISHED MATERIAL

### Guidelines for Obtaining Permissions from Original Publisher for Authors Submitting to an AIP Publishing Open Access Journal (*AIP Advances*, *APL Materials*, *APL Photonics*)

This document is a guide for use by authors who are submitting a manuscript to an AIP Publishing open access journal. If you are including material that has been previously published (e.g., illustrations or tables), you are required to obtain permission from the original publisher to reproduce that material and to have it licensed under a Creative Commons license. In addition, you must include the proper CREDIT LINE within the figure/table caption of your submitted manuscript.

The responsibility for obtaining permission rests with the author; editors and staff cannot proxy for the author in this regard. It is the author's responsibility to include, in the submitted manuscript, the appropriate CREDIT LINES as outlined by the ORIGINAL PUBLISHER. **OBTAINING PERMISSION FROM THE ORIGINAL PUBLISHER MAY TAKE FROM 6 TO 8 WEEKS.** Contact the original publisher immediately upon deciding to include previously published material in your manuscript.

For previously published material, please follow the steps below:

**STEP 1.** Was the material published in a journal owned by AIP Publishing? Although you do not need permission from AIP Publishing to reuse material for one AIPP-owned journal that was previously published in another AIPP-owned journal, you must include an appropriate CREDIT LINE, stating the original source. An example of the recommended CREDIT LINE appears below:

Reprinted from *J. Chem. Phys.* **128**, 024365 (2008).

**STEP 2.** If the previously published material was not published in an AIP Publishing-owned journal, then visit the Original Publisher's website to find their guidelines for permissions and online permissions request form. If you need to contact the Original Publisher via e-mail, mail, or fax, you may find a suggested request form on p. 2 of this document.

**STEP 3.** Obtain permission for reuse from the Original Publisher, which must contain express permission for the material to be included under a Creative Commons license, and include the appropriate CREDIT LINE in the figure or table caption, as instructed by the Original Publisher. A credit line of "Used with permission" is not sufficient. An example of a typical complete CREDIT LINE appears below:

Reproduced with permission from *J. Org. Chem.* **63**, 99 (1998). Copyright 1998 American Chemical Society.

In response to your request, the Original Publisher will provide you with their preferred wording for the CREDIT LINE (in most cases). Note that even when reusing material in the public domain (for which obtaining permission does **not** apply), you must include an appropriate CREDIT LINE, which states the original source. An example of an appropriate CREDIT LINE for a work in the public domain follows:

Reprinted from A. H. Harvey and J. C. Bellows, *Evaluation and Correlation of Steam Solubility Data for Salts and Minerals of Interest in the Power Industry*, NIST Technical Note 1387 (U.S. GPO, Washington, DC, 1997).

**SEE PAGE 2—FORM FOR SUBMITTING PERMISSIONS REQUESTS TO THE ORIGINAL PUBLISHER**

# REQUEST FOR REUSE PERMISSION AND TO INCLUDE PREVIOUSLY PUBLISHED MATERIAL UNDER A CREATIVE COMMONS LICENSE

DATE: \_\_\_\_\_

TO: Copyright Holder  
(name) \_\_\_\_\_

(address) \_\_\_\_\_

(address) \_\_\_\_\_

(address) \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

FROM: Requestor  
(name) \_\_\_\_\_

(address) \_\_\_\_\_

(address) \_\_\_\_\_

(address) \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

We seek permission to include material previously published and/or under copyright by you in a new manuscript being submitted for publication in an AIP Publishing open access journal. You grant permission for the material described below to be reused under a [Creative Commons Attribution 4.0 International](#) (CC BY 4.0) license. Under the terms of this license, no permission is required from the author(s) or publisher to copy, distribute, transmit, or adapt the article content, provided proper attribution is given to the authors as specified.

Full Title of Journal or Book: \_\_\_\_\_

Names of Authors: \_\_\_\_\_

Full Title of Article (or Chapter):  
\_\_\_\_\_

Volume No.: \_\_\_\_\_ Issue No.: \_\_\_\_\_ Year: \_\_\_\_\_ Page Range: \_\_\_\_\_

Figure Number(s) (if applicable): \_\_\_\_\_ Table Number(s) (if applicable): \_\_\_\_\_

Description of Material to be Included: \_\_\_\_\_

The publication in which the material will appear:

Title of Journal: \_\_\_\_\_ (an open access journal)

Publisher: AIP Publishing Expected Publication Date: \_\_\_\_\_

Full Title of Article (or Chapter): \_\_\_\_\_

Names of Authors: \_\_\_\_\_

## COPYRIGHT HOLDER APPROVAL:

I agree to allow the material described above to be reused and licensed under a Creative Commons Attribution 4.0 International (CC BY 4.0) license, provided that full credit (including author, publication, publisher, copyright year, etc.) is given to the author as specified.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Required Credit Line: \_\_\_\_\_