PERMISSION TO USE COPYRIGHTED MATERIAL

If the material in any chapter has been published, the student must obtain permission from the publisher allowing the student to use the work in the thesis or dissertation. All students should inform the copyright holder that the manuscript is being submitted to Texas A&M University electronically and will be available through on-line sources. In addition, copies (if the document is a dissertation or record of study) will be sold on demand by ProQuest Information and Learning Company (formerly UMI).

1. A copy of the permission must be provided to the Thesis Office. (An emailed copy of the permission is accepted). This copy is forwarded to ProQuest with the Doctoral Dissertation Agreement form (if the document is a dissertation or record of study).
2. In addition, proper credit/acknowledgement must be given in the text (see below).

PROPER ACKNOWLEDGMENT IN THE TEXT

When material is taken from a copyrighted source, proper credit must be given on the first page of the chapter or section containing the material. This statement is placed at the bottom of the page as a footnote. The note should be single spaced, asterisked (add an asterisk at the end of the chapter title at top of the page also) and include mention of permission from the copyright holder to reprint. It may also include a copyright notice (and it must if requested to do so). The wording of the note is sometimes given in the letter from the publisher granting permission to reprint. If so, follow it exactly, filling in the particulars. If not, give enough information to clearly identify the work.

The following are samples for reprinting from a journal and from a book:

1. When reprinting from a journal:

*Reprinted with permission from “Title of Article” by Authors’ Names, Year. Journal Name, Volume Number, Page Range, Copyright [YEAR] by Name of Copyright Holder.

2. When reprinting from a book:

*Reprinted with permission from Title of Book, by Author’s Name, Year, Publisher’s Name, Location of Publisher. Copyright [YEAR] by Name of Copyright Holder.

If only part of the chapter is from a copyrighted source, the note may be worded to reflect the fact. For example: “Part of the data reported in this chapter is reprinted with permission...” or “Part of this chapter is reprinted with permission....”

If parts of the published article appear in several chapters, the footnote will appear at the bottom of the first page of each chapter in which the material appears. (See previous paragraph for proper wording.)

The particular style (italics, quotation marks, volume and page information, etc.) will follow the style of your reference section.
SAMPLE REQUEST FOR PERMISSION TO USE COPYRIGHTED MATERIAL

Master’s Students

Date

Journal Name
Journal Address

To Whom It May Concern:

I am a master’s student at Texas A&M University and am writing for permission to include in my thesis <part or all> of the material from <journal name, article title, volume, number, date, page range>. The thesis will be made available to the public on the Web through Texas A&M University Libraries. Please supply a statement granting me permission to use the work. You can mail, email or FAX the permission to <address/email address, FAX number>.

Thank you for your help.

Sincerely,

Doctoral Students

Date

Journal Name
Journal Address

To Whom It May Concern:

I am a doctoral student at Texas A&M University and am writing for permission to include in my dissertation <part or all> of the material from <journal name, article title, volume, number, date, page range>. The dissertation will be made available to the public on the Web through Texas A&M University Libraries. In addition the dissertation will be microfilmed by ProQuest Information and Learning Company, and copies of the dissertation will be sold on demand. Please supply a statement granting me permission to use the work. You can mail, email or FAX the permission to <address/number, email address, FAX number>.

Thank you for your help.

Sincerely,