## **NIHR** National Institute for Health and Care Research

## Journals Library Permissions Checklist

If you wish to include material in your final report or supplementary material that has been previously published, you usually need to obtain written permission from the original copyright holder (usually the publisher).

## Material usually requiring permission:

- A single quotation or several short quotes from a full-length book of over 300 words.
- A single quotation of over 50 words from another a journal, newspaper or magazine article.
- A quotation of any length from a website.
- Charts, tables or graphs or other representations where the author is using the entire representation or has used a substantial amount of material from another work.
- Photographs.
- Reproduction of web pages or screenshots.
- Certain trade mark usage.
- Certain photographs containing recognisable people.
- Reproduction of advertisements.
- Any third-party software used in a CD, DVD or website supporting an author's work.
- Film stills and film grabs.
- Ordnance Survey maps, map extracts and redrawn maps.
- Quotations from informal writings, such as speeches, interviews, mission statements, questionnaires, classroom discussions or student works.

Please ensure that you read the <u>Permissions</u> section of the <u>Information for Authors</u>. The guidance also provides a <u>Step-by-step-guide to obtaining permissions</u>.

The lead author should complete the checklist (selecting "N/A" in the table below if no permissions were required)

Project reference:	Research programme:				
Title of manuscript: (including trial acronym if applicable)					
Please confirm:					
All required permissions been requested and granted. (Please include all permissions granted in the Permissions details table below)					
All proof of permission do	cuments have been included with the submission of final report.	Yes N/A			
All permissions granted g publishing, not just print-	ive full permission rights, particularly allowing all media or electronic only rights.	Yes 🗌 N/A 🗌			
All appropriate fees have	been paid.	Yes 🗌 N/A 🗌			

Permissions Details						
Page number (in report)	<b>Copyright material</b> <b>requiring permission</b> (e.g. table 1)	<b>Source of material</b> (i.e. author/publication/page number)	<b>Copyright holder</b> (e.g. publisher)	Date permission granted		

## Continued from page 1

Page number (in report)	<b>Copyright material</b> <b>requiring permission</b> (e.g. table 1)	<b>Source of material</b> (i.e. author/publication/page number)	<b>Copyright holder</b> (e.g. publisher)	Date permission granted