

## Required Forms

This packet contains forms needed for the acceptance and publication of your manuscript.

Please contact your Program Director if you have any questions.

- Copyright Checklist**  
*(Required)*
- Copyright Permission Request Form**  
*(Required if any material is used from previously published materials.)*
- Human or Animal Research Form**  
*(Required)*
- Photographic Likeness Consent Form**  
*(May be required if manuscript includes photos of people. See form for details.)*

These forms are in a Portable Document Format (PDF). To fill out these forms, please download the pdf from the website. Choose the option to Save. This will save the forms to a place you designate on your computer.

To fill in the form, your computer must have Adobe Reader.  
You may download the latest version of Adobe Reader [here](#).

You may also print out the forms, fill them out by hand,  
and scan them into your computer for submitting to FastTrack.

**CAHNRS Getting Published:**

<http://cahnrs.wsu.edu/gettingpublished>

**FastTrack login:**

<http://wsu.expressacademic.org/login.php>

# Copyright Checklist

To be completed in full, signed, and submitted with the manuscript.

## MANUSCRIPT TITLE:

Text, tables, illustrations, photos, graphics, video, and audio segments from the works of others, regardless of the source except for federal entities, are protected by copyright and may not be reproduced by employees of Washington State University Extension without explicit written permission from the copyright owner or entity. Production of materials that contain copyrighted materials, except for brief sections of text treated as a quotation, must have written permission to protect Washington State University against copyright infringement claims. If you are unsure of what is considered copyrighted, please go to <http://wsu.edu/copyright.html>.

Ideas or information from other sources may be used without obtaining permission, provided that the information is expressed in your own words and images (graphics, tables, charts, photos, etc.). When you use information previously produced by others, professional and moral ethics dictate that you give credit by citing the original source.

The following checklist is a guide to determine whether written permission, a credit statement, or both are required for your project. **Check the appropriate boxes, sign this form, and submit it with your manuscript, along with all signed Copyright Permission Request forms.**

### 1. Is the title or are any text, charts, or tables copied directly from another source?

- Yes Is the copied material longer than 2 paragraphs?
  - Yes Complete the **Copyright Permission Request** form. Then go to question 2.
  - No Place the material in quotes and acknowledge the source with a standard reference citation.
- No Go to question 2.

### 2. Are any graphs (photos, drawings, or illustrations), video or audio segments, or any other elements of content used wholly or in part from another source?

- Yes Complete the **Copyright Permission Request** form. Then go to question 3.
- Yes Stock or purchased photo? Source: \_\_\_\_\_ Then go to question 3.
- No No permission is required. Go to question 3.

### 3. Are any unique concepts, ideas, or information drawn from any other specific identifiable source?

- Yes Credit the source with a standard reference citation or with a general credit statement citing the original author, title of the work, and the name of the publisher.
- No No permission is required. Continue filling out the form.

### 4. Was this publication written by multiple authors?

- Yes Each author must sign this form. (Attach a separate sheet if necessary.)
- No Continue filling out this form.

## CERTIFICATION

I/we hereby certify that:

- This manuscript has not been published elsewhere and has not been submitted elsewhere for publishing.
- All of the materials I/we have submitted to WSU CAHNRS Communications for production are **original**, or
- I/we have received written permission from the copyright owner for any materials directly copied from other sources and I/we have given credit, where appropriate, for information drawn from other sources in preparing this work, and have attached said written permission forms to this document.
- I/we hereby grant and assign to Washington State University for its exclusive use any and all copyright to the original manuscript and any other original materials submitted for development of this publication or other work.

<p><b>Signature of Author:</b></p> <p><b>Printed name:</b> _____</p> <p><b>Date:</b> _____</p>	<p><b>Signature of Author:</b></p> <p><b>Printed name:</b> _____</p> <p><b>Date:</b> _____</p>
<p><b>Signature of Author:</b></p> <p><b>Printed name:</b> _____</p> <p><b>Date:</b> _____</p>	<p><b>Signature of Author:</b></p> <p><b>Printed name:</b> _____</p> <p><b>Date:</b> _____</p>

# Copyright Permission Request Form

Date: \_\_\_\_\_

To: \_\_\_\_\_

From: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I am requesting nonexclusive rights to the materials listed below to use for a publication being produced by Washington State University. *(The publication may be distributed in both hard copy and electronic formats.)*

Publication name:

\_\_\_\_\_

Date of Publication:

\_\_\_\_\_

Article Title: *(If applicable)*

\_\_\_\_\_

Web Address: *(If applicable)*

\_\_\_\_\_

Items being requested for use:

*(Be as specific as possible by providing page numbers, paragraph information, descriptions of photos, graphics, tables, figures, etc.)*

Please indicate your approval by signing and returning this copy. In signing, you represent that you are the sole owner of the rights granted. If you are not the copyright holder or if additional permission is needed from another source, please indicate and let me know to whom I should apply.

Thank you for your consideration. Please do not hesitate to contact me if you have any questions.

Agreed and Approved by (signature):

\_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

# Human or Animal Research

Date: \_\_\_\_\_

Manuscript Title: \_\_\_\_\_

**1. Were human or animal subjects used during the research described in this publication?**

- Yes Please proceed to question 2.
- No Exempt. Please sign the certification at the bottom of the form.

**2. Did the Institutional Review Board (IRB) or the Institutional Animal Care and Use Committee (IACUC) approve this research?**

- Yes Please attach a copy of the approval letter and sign this certification at the bottom of the form.
- No Stop. Read the statements below, and contact appropriate board for review.

The Institutional Review Board (IRB) for Washington State University is responsible for the review and approval of all projects involving human subjects. The IRB is charged with protecting the rights and welfare of human subjects to ensure that all are treated physically, psychologically, and socially in such a way as to minimize embarrassment and stress, and to avoid harm or other negative effects in compliance with the federal, state, and university regulations. All projects involving human subjects conducted by WSU faculty, staff, and students must be approved by the IRB regardless of the funding source or location and prior to initiating any portion of the activity. (See: <http://www.irb.wsu.edu/>)

The Institutional Animal Care and Use Committee (IACUC) is a Presidential Committee charged with the institutional oversight of animals and animal care personnel involved in research, teaching, and clinical education. The purpose of IACUC is to certify the thrifty use of animals and to minimize discomfort or pain in animals, as guided by the scientific and educational relevance to human or animal health, advancement of knowledge, and societal benefits. When discharging its oversight mission, IACUC will be engaged in a constructive way to ensure that all institutional personnel are in compliance with approved protocols and applicable guidelines for the humane care and use of animals. (See: <http://www.iacuc.wsu.edu/>)

I have read the above information and certify that the information provided is accurate and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Photographic Likeness Consent Form

*(For use with images of people where their face is recognizable. Requires permission from that person to use, unless person is a WSU employee, or former employee, and photo was taken as part of their work.)*

Please Print or Type Name: \_\_\_\_\_ Date: \_\_\_\_\_

By signing below, I give Washington State University permission to use my photographic likeness.

I grant permission to Washington State University to use, reproduce, distribute, publicize, and/or manipulate my photographic likeness:

Taken by *(name of photographer)* \_\_\_\_\_

On *(date photo was taken)* \_\_\_\_\_

Publication, use, and distribution of my photographic likeness may be by any means and without limit. Publication or use may occur in any media, including newspapers, magazines, television, brochures, pamphlets, instructional materials, books, Internet, web pages, and educational materials.

I acknowledge and understand that Washington State University intends to use my photographic likeness for educational and promotional purposes.

This agreement is binding on successors, assigns, and/or heirs.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

*(A parent's signature is required for those under age 18; a guardian's signature is required for legally incapacitated persons and for any minor for whom a guardian is appointed.)*