

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.

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You may also print out the forms, fill them out by hand,
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Copyright Checklist

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

MANUSCRIPT TITLE:

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- Yes Each author must sign this form. (Attach a separate sheet if necessary.)
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CERTIFICATION

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<p>Signature of Author:</p> <p>Printed name: _____</p> <p>Date: _____</p>	<p>Signature of Author:</p> <p>Printed name: _____</p> <p>Date: _____</p>
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Human or Animal Research Form

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.

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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.)

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

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(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.)