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## Copyright & Permission to Reuse AIP Material FAQ

### Copyright

#### **Q. Why does AIP require a full transfer of copyright?**

Holding copyright gives AIP secure legal footing when entering into transactions subsequent to first publication, such as in subscription and licensing negotiations. It also allows us to manage reuse permission requests for our content, and to investigate and respond to any claims of copyright infringement, plagiarism, and ethical concerns on behalf of our authors.

#### **Q: What is the process for transferring copyright of a journal article?**

AIP has moved to an all-electronic process for transferring copyright for its journals. Copyright is now transferred during the manuscript submission stage using the Peer X-Press online manuscript submission system. This eliminates paper forms and streamlines the process for increased efficiency.

#### **Q: Is the electronic copyright transfer process legally binding?**

An electronic process for the transfer of copyright meets all standard legal tests. Contract law supports the enforceability of online methods of acceptance.

#### **Q: Will AIP accept other types of Copyright forms?**

All authors should use the online system for transferring copyright. However, we will continue to accommodate special cases by accepting alternate forms. Any questions or concerns regarding copyright issues may be addressed to the Office of Rights and Permissions: 516-576-2268, [rights@aip.org](mailto:rights@aip.org).

#### **Q: Must all authors assign copyright?**

Authors should be in agreement that one author will be responsible for assigning copyright on behalf of the group.

#### **Q: How is copyright transfer handled if I am an employee of the U.S. Government?**

AIP does not claim copyright to U.S. Government-authored works. However, in the case of multiple authors, all authors must be employed by the government in order for the work to be ineligible for copyright transfer and registration.



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## **Q: How is copyright transfer handled if I work for a national research laboratory that receives funding from the U.S. Government?**

Federally Funded Research & Development Centers (FFRDCs) are sponsored by government agencies, but they are privately administered by universities or other organizations and are not considered government institutions. In most cases, the work would be considered a Work Made for Hire, and the copyright would be transferred as such.

## **Q: What if my work is funded by the National Institutes of Health (NIH)?**

AIP is fully compliant with the funding requirements imposed by the NIH. AIP will automatically deposit, with the National Library of Medicine's PubMed Central (PMC) online repository, any journal article published after 6 April 2008 that reports research funded, at least in part, by the NIH. AIP will deposit the article with PMC in final, published form, along with its associated metadata, upon publication, and will provide authors with the PMCID number once it has been assigned. Please note, however, that the full text of the article will not become available on PMC until one year after publication. For further information see our [Web Posting Guidelines](#).

## **Q: Does AIP honor U.K. Crown Copyrights?**

AIP will accept a Crown Copyright form supplied by an author whose work was performed in his or her capacity as an employee of a U.K. government department or agency.

## **Q: What rights do I retain as an AIP author to utilize my own work?**

Authors retain all proprietary rights other than copyright. This includes patent rights.

After publication by AIP, authors may give permission to third parties to republish print versions, translations, or excerpt of their articles, provided the AIP version is not used (Author-prepared files only), the article is not published in another journal or proceeding (competing publication), and the third party does not charge a fee for access to the material. If any of these exceptions apply, AIP permission is required.

Any uses related to teaching, such as making copies for lecture or classroom purposes, as well as for presentations, seminars or talks are permitted, as long as no fee is charged. AIP permission must be obtained in any case involving a fee.

## **Q: As an AIP author, may I post my AIP article on the Web?**

AIP authors only may post their articles (including the AIP version) on their own or their employers' web sites. This includes the right to include the final publisher's version of the article in the author's institutional repository. AIP Authors are also allowed to post their own author-prepared articles on free-access e-print servers. The policies regarding [web posting](#) are clearly spelled out.



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**Q: Does AIP offer an open-access option for authors?**

Our [Author Select](#) program is an author-pays option available to those wishing to allow open-access to their work.

**Q: May I include previously published material in my AIP article?**

If you are including material taken from another source, it is your responsibility to obtain written permission for that material directly from the copyright holder. AIP assists authors in this regard by providing them with information on the [Reuse of Previously Published Material](#).

**Q: May I include my AIP article in my thesis or dissertation?**

AIP permits authors to include their published articles in a thesis or dissertation. It is understood that the thesis or dissertation may be published in print and/or electronic form and offered for sale, as well as included in a university's repository. Formal permission from AIP is not needed. If the university requires written permission, however, we are happy to supply it.



## Permission to Reuse AIP Material

### Q: How do I obtain permission to reuse AIP material?

#### Using RightsLink®:

AIP has partnered with the Copyright Clearance Center to offer Rightslink, a convenient online service that streamlines the permissions process. Rightslink allows users to instantly obtain permissions and pay any related fees for reuse of copyrighted material, directly from AIP's website. Once licensed, the material may be reused legally, according to the terms and conditions set forth in each unique license agreement.

To use the service, access the article you wish to license on Scitation and simply click on the Permissions/Reprints link in the abstract. If you have questions about Rightslink, click on the link as described, and then click the "Help" button located in the top right-hand corner of the Rightslink page.

#### Without using RightsLink:

It is preferable to send requests for permission for republication or other reuse of AIP journal or conference proceedings material to [rights@aip.org](mailto:rights@aip.org).

If you must send your request by mail, please address it to:

Office of Rights and Permissions  
American Institute of Physics  
Suite 1N01, 2 Huntington Quadrangle  
Melville, NY 11747-4502  
FAX: +1 516-576-2450  
Telephone: +1 516-576-2268

### Q: What information does AIP require in a permission request?

Please provide as much information as possible when requesting permission. Be sure to include the following:

- Citation information for the article containing the material you wish to reuse.
- A description of the material you wish to reuse, including the figure and/or table number as it appears in the article.
- The title, authors, name of the publisher, and expected publication date of the new work.



- The format(s) the new work will appear in—print, electronic, CD-ROM, for example.
- Information as to how the new work will be distributed and whether it will be offered for sale.

### **Q: Is permission needed to adapt or redraw AIP material?**

Yes. Permission is still needed from the copyright holder if you are adapting or redrawing material. If you are significantly modifying the material so as to create a new and unique work that would be eligible for copyright protection on its own, then permission is not needed.

### **Q: Is permission needed for an image taken from the Internet?**

Yes. Images appearing on the Internet are under copyright, and care must be taken to locate the copyright holder and obtain permission.

### **Q: If I am reusing my own AIP material, do I need permission?**

Authors are permitted to reuse their own material with proper credit to the original source and acknowledgment of AIP's copyright. If the material is to be republished in a publication for which a fee is charged, permission from AIP must then be obtained.

### **Q: What is AIP's preferred format for the copyright notice?**

The preferred format is as follows (please fill in the information indicated by capital letters):  
"Reprinted with permission from [FULL CITATION]. Copyright [PUBLICATION YEAR], American Institute of Physics."

Full citation format is: Author names, journal title, Vol. #, Page #, (Year of publication). For an article, the copyright notice must be printed on the first page of the article or book chapter. For figures, photographs, covers, or tables, the notice may appear with the material, in a footnote, or in the reference list.

### **Q: How long does it take to receive permission from AIP?**

In general, permission is granted within three to five business days. We make every attempt to expedite responses and often have only a two-day turnaround on most requests.

### **Q: Will AIP accept a permission request form from my publisher?**

AIP will respond to a request for permission with our own requirements and conditions for republication, outlining the rights we are willing to grant. We do not, as a rule, authorize forms supplied by other publishers.



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**Q: Is there a fee for reuse of AIP material?**

AIP is a signatory to the [STM Permissions Guidelines](#) and permits limited amounts of material to be reused with no fee. However, depending on the amount of material requested and the type of reuse, fees may be charged.

**Q: If I am an AIP author, will AIP obtain permission on my behalf?**

It is the author's responsibility to secure all permissions for material used from other sources. AIP provides information to assist authors in this task. Please read the document on the [Reuse of Previously Published Material](#).

**Q: Must permission be in writing?**

It is imperative that written permission be obtained and that all phases of the permission process are documented. An emailed response is sufficient.

**Q: If I am reusing the material for non-commercial, non-profit purposes, is permission still needed?**

Yes, permission is required regardless of the nature of the reuse.

**Q: If I have other questions not covered here, whom should I contact?**

You may contact the Office of Rights and Permissions at:

American Institute of Physics  
Suite 1N01, 2 Huntington Quadrangle  
Melville, NY 11747-4502, USA  
FAX: +1 516-576-2450  
Telephone: +1 516-576-2268  
E-mail: [rights@aip.org](mailto:rights@aip.org)