## Requesting Permission to Reprint

If you want to use a previously published table or figure—whether in a journal, book, or elsewhere—you need to obtain written permission from the original publisher. This includes your own work, although it usually has no cost. As it states in your contract, you are responsible for any cost incurred to reprint or adapt material.

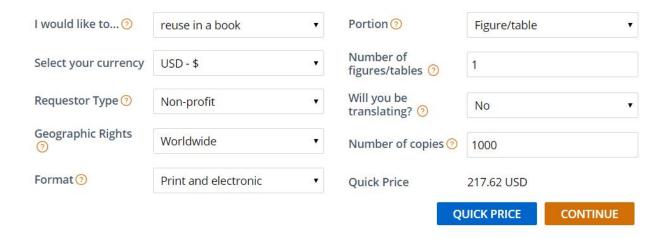
Most of the content ONS authors reuse comes from journal articles. Fortunately, journal websites usually have a link to request permission specific to each article.



When you click this link, it will usually take you to a service called RightsLink. This page will ask for information about how you want to use the material. Information required may vary by publisher, but the fields specific to you and ONS should appear as such:

- Reuse in a book
- Requestor type: Nonprofit, as ONS is the book publisher. (If you are the author of the article, then you will select "author" as the requestor.)
- Geographic rights: Worldwide
- Format: Print and electronic (ONS publishes an ebook too.)
- Number of copies: 1,000 is usually a good estimate for ONS books.

Click on "Quick Price" for the cost of the license to reprint. If you want to purchase the license, click "Continue."



If you continue with the purchase, you will need to create an account with RightsLink.

RightsLink then will ask for information about the book. If you do not know some of this information, please contact Dave Burns (dburns@ons.org). Next, you will include which table/figure you want to reprint.

From there, RightsLink will provide an order summary. Once you have added payment information, you will receive the license to reprint. Remember to include this with your chapter manuscript.

## **Additional Information**

If you want to use material printed in the previous edition of the book, please check with Dave to see if the material requires permission. In your email, please include the page number where the table/figure appears in the previous edition. It will likely require permission for a new edition of the book.

If reprinted materials are photographs or other images, you may need to separately request high-resolution images from the publisher. You will have to contact the publisher directly, rather than through RightsLink.

**NCCN Guidelines:** We have found that because these guidelines are updated frequently, it is best to refer readers to the NCCN website (<a href="https://www.nccn.org/professionals/physician\_gls/default.aspx">https://www.nccn.org/professionals/physician\_gls/default.aspx</a>), rather than reprinting them in the book.

If you have any difficulty locating the publisher's website or the permissions forms, please contact Dave.