Quick Guide: Internal Reuse Request

When to use an Internal Reuse Request
When an author wishes to reuse material from a SAGE source in a new SAGE product, submit an internal reuse form to Michelle Binur on the Rights Team. If approved, you will receive an email back with a PDF of the signed form. If the request cannot be granted, a reason will be provided. If granted, notate the permissions log and place the agreement in the permissions file. Requests should be submitted as early as possible as they can sometimes take several weeks to process.

Before Submitting a Request
Review the material to determine whether it is SAGE-owned or third-party material. If credit to a different source is indicated, and the cited source is a SAGE product, continue with the request and reference the original source. If the material is credited to a source other than SAGE, you will need to contact the original copyright holder for permission.

Filling out an Internal Reuse Request
This material is to appear in the forthcoming publication: List the full information of the new text/product. Include the author(s), title, edition, ISBN, and estimated publication date.
Original Source: List full original source information. The author(s), chapter or article title, book or journal title, edition or volume/issue, publication date, page number(s), and ISBN if applicable.
Description: Provide the original label/figure/table number or describe the material so it can be identified. If a full journal article is being reused, please list “full article.”
Labeled As: List the description and label of the material as it appears in the forthcoming text.
Adapted: List “N” or “Y”. If Yes, please provide a very brief description of the adaptation, such as: ‘figure re-labelled,’ ‘combined with another table,’ or ‘abstract and footnotes deleted.’ Changes to the figure/table number or label/description need not be considered.
Please append material as it appears in the original source, or if not available, as it will appear in the forthcoming publication: Include a visual of the material being requested (a screenshot of the image, figure, table, or text excerpt). If you are requesting the reuse of a full article, then it does not need to be appended.

Large Requests and Multiple Materials
Up to 20 items may be consolidated on the same form. Organization of items should be logical. Group items from the same sources together and number each item.

Society Owned Content
Please be aware of the following society restrictions when preparing your Internal Reuse Request:

- Society owned content that doesn’t fall within the STM Guidelines will require society approval and could lead to delays and/or fees for reuse.
- All content owned by the American Sociology Association (ASA) must be approved by the society and will result in delays and fees for reuse. As well, Author permission must also be obtained prior to the permission being granted.
- All content owned by Society for Public Health Education (SOPHE) must be approved by the society and will result in delays and a fee for reuse.
- Content from the journal Gender & Society owned by Sociologists for Women in Society must constitute less than one third of the total material in the new publication and, of that, no more than half of articles reprinted can be used within 3 years of their date of print publication.

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