

Endeavour Guidelines for Permission Requests

Requests for the use and permission of images to be published in the journal *Endeavour* can best be sourced via email though a contact found on the website of the art library/museum.

The template e-mail shown below includes the most common information requested by such institutions when making image requests. Most importantly the print run of the journal, the availability online and page size will be required. Language rights will be all/worldwide.

If you are asked for more specific information then please do not hesitate to contact the Editor Henry Nicholls, henry@henrynicholls.com or the Publisher, Christopher Tancock, c.tancock@elsevier.com.

After your request has been received, you should expect to be quoted a usage fee. Prices which exceed £100 per image will usually require some negotiation, as Elsevier publishes a large number of images for *Endeavour*.

Please be careful to ensure that you are paying for a continuous usage licence, which includes online rights. We do not have the ability to renew the licence on a regular basis and so a fixed term licence would not be suitable. This is also because Elsevier is committed to preserving research online permanently for the use of future scholars.

Once you have paid the usage fee you will be sent the image and invoiced accordingly. You may also receive a copyright licence which will need to be retained in a safe place.

Please then contact the Publisher at Elsevier, Christopher Tancock, to arrange for financial reimbursement.

Christopher Tancock,
Publisher, Linguistics, History & Sociology Journals
c.tancock@elsevier.com

Template e-mail:
Suggested subject line: Image request for Endeavour

Dear Sir/Madam,

I would like to request permission to use an image entitled [image title], Image ID: [image reference number], pictured on the following webpage:

[link to website showing image]

The image would be published on an inside page of the journal *Endeavour* at [fraction, ¼ most common] page size. It will feature in the [month] issue of the journal. *Endeavour* is published quarterly by Elsevier Ltd. (www.elsevier.com/locate/endeavour).

The journal has a print run of 290 copies and is available to subscribers on Elsevier's online platform ScienceDirect. Elsevier's VAT number is 494 6272 12.

I would be very grateful if you could grant permission to use this image and send an invoice to me, either electronically or to the address below, providing the image as soon as it is available for use.

Kind regards,

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