

*Journal of the Society of Architectural Historians*

**Sample Permission Request for Illustrations and/or Cover Art**

(Include a photocopy of the image you wish to reprint with your written request.)

Dear \_\_\_\_\_,

I am writing to request permission to use the following image from your [museum/collection/publication], and to request a [black-and-white photographic print/color transparency/digital color scan] of it from which I can produce the image for my forthcoming article, "\_\_\_\_\_, " to be published in the \_\_\_\_\_ issue of The Journal of the Society of Architectural Historians, a scholarly journal published by the Society of Architectural Historians, with a circulation of approximately 3500.

Title of image: \_\_\_\_\_

Artist: \_\_\_\_\_

Year: \_\_\_\_\_

The Society of Architectural Historians is a nonprofit publisher and articles in The Journal of the Society of Architectural Historians are for an academic audience only. I would therefore be grateful if you could waive any reproduction fees. I am requesting that you grant the Society of Architectural Historians worldwide, English-language rights, on a nonexclusive basis, to publish the image with my article in print format and in microfilm, electronic databases, and online services.

Please specify below any credit line you require. If you do not control the rights requested, please let me know whom I should contact in this matter.

Thank you.

Sincerely,

---

PERMISSION IS GRANTED, as requested above:

---

Signature

---

Date

---

Printed Name

CREDIT LINE: