Date

Name of Rights/Permission Holder

Organization

Street Address

City, State, Zip

Dear Name:

I am requesting the use of Description of material to be used (reprint, images) for inclusion in an upcoming issue of *Fourth Genre: Explorations in Nonfiction*, a literary journal published by Michigan State University Press. Please review the proposed terms and complete the form below.

Michigan State University Press, a nonprofit academic publisher, requests the right to publish the material in any media, print or electronic, and the right to license secondary publishers to reproduce the article in print, microform, or any computer-readable form, including electronic online databases.

Due acknowledgment will be made in the journal. If you require a special credit line, please specify this in your reply, along with any other conditions.

Sincerely,

Name/Signature of Author/MSUP Staff Seeking Permission

**TO BE COMPLETED BY RIGHTS/PERMISSION HOLDER:**

[ ]  Yes, permission is granted to use the material as indicated above

 [ ]  Use of this material is free

 [ ]  There is a US$ Amount fee for the material requested

[ ]  Special credit line required as follows: Credit line language

**Approved by**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Authorizing Signature*

 Name

 Phone

 Fax

 Email

**Date**: Mo/Day/Yr

***Author: Please upload completed form to your piece’s record in the online portal (clearly labeled with the figure number to which it corresponds).***