

Improving Lives Through the Prevention & Treatment of Anogenital & HPV-Related Diseases

Rights and Permissions Policy

ASCCP's written and electronic publications are protected by copyright and all rights are reserved. They may not be reproduced in any form or by any means without the prior written permission from the copyright owner. Formal written permission requests, in letter form including the information specified below, are required for any proposed use (e.g., educational or commercial) of the Society's publications, including the Updated Consensus Guidelines for Managing Abnormal Cervical Cancer Screening Tests and Cancer Precursors published in 2013, and HPV Primary Screening Algorithm. The written request should be mailed, faxed or sent as an email attachment to:

Reprint Permissions ASCCP 1530 Tilco Dr., Ste. C Frederick, MD 21704 Fax: 240-575-9880 Email: info@asccp.org

Permission requests for selections or articles from the Journal of Lower Genital Tract Disease including the **Updated Consensus Guidelines for Managing Abnormal Cervical Cancer Screening Tests and Cancer Precursors** should be directed to:

Lippincott Williams & Wilkins

https://journals.lww.com/jlgtd/ layouts/15/1033/oaks.journals/rightsandpermissions.aspx or through <u>Rightslink</u> accessed directly from the articles on the Journal's website at <u>www.jlgtd.com</u>.

Information Required for Permission Request Consideration

Permission to reproduce any ASCCP material, including the **Updated Consensus Guidelines for Managing Abnormal Cervical Cancer Screening Tests and Cancer Precursors Algorithms, and HPV Primary Screening Algorithm**, must be received by the office at least 4 to 6 weeks prior to the expected publication/presentation date. Additional fees may be assessed for requests that do not meet this schedule. The written request on letterhead, if applicable, should contain or address the following items:

- 1. Full citation of the document or algorithms requested
- 2. Title and publisher of the intended publication
- 3. All means by which the publication will be distributed (i.e., book, patient education pamphlet, PowerPoint, handout to students, CD, etc.)
- 4. Number of copies to be reproduced and/or distributed
- 5. For tables, graphs, images or algorithms, a copy of the materials to be used must be included with the request. If you wish to use all the algorithms, you do not need to send a copy of each one, just indicate that in the letter

Permission Conditions and Limitations

- 1. Full credit to the source as detailed in the permission granting letter
- The Algorithms must be reproduced <u>without</u> modification, edits or changes to style or format. Other reprint requests for format changes (e.g., sizing, black & white) will be considered on a case by case basis.
- 3. Permission, if granted, is for a one-time use only, in English, and does <u>not</u> extend to electronic rights, subsequent editions or foreign translation, nor are any third party reprint rights granted. Online publication requires a specific written request.
- 4. Permission may be requested to link electronically to the Algorithms pages of the ASCCP website. There is <u>no</u> fee to link to the Algorithms.
- 5. Permission fees for Algorithms are based upon the use (e.g., educational versus commercial) and the format (e.g., PowerPoint, text book, etc.).
- 6. Should permission be extended to post the publication online (e.g., electronic version of a journal, book or lecture), an additional fee per algorithm included will be assessed.

Prohibited Requests

- 1. Use of all or most of a written or electronic publication (i.e., entire book chapter, or a form)
- 2. For use of material not original to ASCCP, the original publisher must be contacted.
- 3. Reproduction of a document/algorithm that has been withdrawn from circulation

ASCCP Logo

The ASCCP logo is an official trademark of the Society. It cannot be used by individuals or organizations except under a formal written agreement with the Society.