

Sample Letter to Editor

Dear Permissions Manager / Editor,

I am writing on behalf of _____, PhD, to request permission to deposit an electronic copy of an article written by _____ into Indiana University's institutional repository (electronic archive), IUScholarWorks (<https://scholarworks.iu.edu/>).

The paper is:

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Dr. _____ would like to have an open access, electronic copy of this research available for other researchers to access. If possible, we prefer to archive a scanned PDF version as it appears in print.

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Please contact me to relay your decision and to tell me of any associated conditions which I may need to pass on to Dr. _____. I would be happy to provide additional information if you require.

Thank you very much for your consideration. I look forward to your response.

Sincerely,

Todd Ramlo

Senior Collections/Reference Assistant

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