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Sample letter to publisher requesting permission to deposit article

Dear [insert name of publisher's rights manager],

I am a contributing author to one of your journals, and I am writing to ask permission to deposit a copy of the articles(s) listed below to Augsburg University's institutional repository, Idun (<http://idun.augsburg.edu>).

[insert article citation here]

Idun is an academic, not-for-profit resource created to preserve and provide access to research, scholarship, and creative works generated by the Augsburg community for the benefit of Augsburg students, faculty, staff, and the larger academic community. Augsburg will make the submission available online for non-commercial use.

If possible, I would like to use the finalized PDF version as it appears in print and online. The PDF version has an advantage over my own version, in that it maintains consistency in appearance of the article wherever it is read. This also maintains a closer association of the article with the journal, through the running headers and the journal house style.

I would be grateful if you could contact me to give your permission to include this article and to pass on any conditions that are associated with that permission. If it would be possible to use the published PDF version of the article for this purpose, please confirm.

Thank you for your attention, and I look forward to hearing from you.

Sincerely,