

This is a suggested wording you can use when contacting publishers

Dear *****

I am a postgraduate research student at the University of Sheffield working towards my thesis on (insert title of thesis). I wish to include the following extract in my thesis and am contacting you as the author or rights-holder:

[Insert details of the material you wish to include]

(For example:

1. *Norman, Sandy (2004) Ch.2 Exceptions and limitations:statutory permission to copy in Practical copyright for information professionals: the CILIP handbook. Facet Publishing, p.16-36*
2. *Fig.5 The golden torques of Rhenen, Achterberg (photograph Centraal Museum) in Besteman, J.C. et al. (eds.) (1990) Medieval archaeology in the Netherlands: studies presented to H.H. van Regeren Altena. Van Gorcum, p.15)*

The electronic version of my thesis will be deposited in White Rose eTheses Online repository (<http://etheses.whiterose.ac.uk/>). The repository is non-commercial and openly available to all. I would be grateful if you could advise if this will be acceptable.

Kind regards