

[Date]

[Name]

[Organization]

[Street address]

[City, state, zip code]

Re: Article for *Shoreline*, “[Title of article]”

Dear [Name]:

Salisbury University requests permission to publish “[Title of article]” in the Edward H. Nabb Research Center for Delmarva History and Culture at Salisbury University magazine called *Shoreline*. Salisbury University makes no claim to copyright ownership in your work except as it appears in the *Shoreline* or other Salisbury University publications. Salisbury University reserves the right to edit the title, length, size, style, and organization of the work to conform to its publication needs and requirements, to determine its sale price, methods of marketing and distribution, to publish and display the work digitally, and to use the work, in whole or in part, in future publications including electronically transmitted publications, brochures, and other Salisbury University communication efforts including but not limited to posting on Salisbury University websites and video productions at the sole discretion of Salisbury University.

If you do not control the copyright in the above mentioned material, please forward any contact information you can provide regarding the proper rights holder(s), including current address(es). Otherwise, your permission confirms that you hold the right to grant such permission requested here.

A duplicate copy of this request has been provided for your records. If you agree with the terms as described above, please sign the release below and return it in the self-addressed return envelope provided.

Sincerely,

[Nabb Research Center staff member name]

Permission granted for the use of the material as described above:

Signature: _____

Name & Title: _____

Company/Affiliation: _____

Date: _____