Dear <name of person who you believe to hold the copyright of the image/figure/table you’d like to include>,

Chronolog is to publish <title>, by <author/s>, in English. It will be published online (open access) with a printable PDF option. The author/s would like to include the following material for which I/we believe you control the copyright.

**Title:**

**Author/editor:**

**Chapter/article/section:**

**Publisher:**

**Material to be used:**

A <photocopy/scan/copy> of the material I/we wish to use is enclosed.

Chronolog would also like to have the option to use the requested image on the front cover of the journal. Please tick the box at the bottom if you are happy to include this in your permission.

I/We hope you will be able to grant me/us permission to use this material, for which full acknowledgement will be made. If you do not control the rights to the material mentioned above, I/we would be grateful for the name and address of the rights holder concerned.

I/We appreciate your co-operation in making the material available, and ask you to kindly return this document duly signed. Please include the author’s address if I/we need to seek their permission also.

Yours faithfully, <author>  
­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I confirm that I am the copyright holder/authorised to act on behalf of the copyright holder and that permission is hereby granted for the use of the above-mentioned material.

Signed:

Date:

On behalf of <copyright holder >

Optional:

I give Chronolog the option to use this image on the front cover of the online journal issue, including the publication by <author>.