

Associated Professional Sleep Societies, LLC

A joint venture of the American Academy of Sleep Medicine and the Sleep Research Society

International Translation of Publication Request Application

*Please be sure to read all application guidelines and requirements **before** submitting this form for approval.*

All applications are subject to review for approval. Completion of the application does not necessarily mean approval has been granted. A positive response does not include permission to produce reprints.

Name of Requestor: _____

Company or Society: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Identification of Material to be Translated:

**Please submit only one request per form*

Name of Article: _____

Author(s): _____

Volume: _____ Issue: _____

Page Numbers: _____

Note: If from website, please provide URL of website below

Please describe below the proposed use and planned distribution of the translated material.

Associated Professional Sleep Societies, LLC

A joint venture of the American Academy of Sleep Medicine and the Sleep Research Society

Guidelines and Requirements to Translate Materials from APSS Journal Publications

ALL REQUESTORS MUST FIRST RECEIVE PERMISSION FROM THE COPYRIGHT CLEARANCE CENTER FOR ORIGINAL ENGLISH COPY OF MATERIALS BEFORE SUBMISSION IS SENT TO THE ASSOCIATED PROFESSIONAL SLEEP SOCIETIES

All applications are subject to review for approval. Completion of the application does not necessarily mean approval has been granted. A positive response does not include permission to produce reprints.

General Guidelines:

Permission may be granted to translate material from *SLEEP* if the request meets these criteria:

- Requests must be submitted in writing using the appropriate form and sent to the Publications Department by fax: 630-737-9790 or mail:
2510 North Frontage Road
Darien, IL 60561 USA
Attn: Publications Department.
- Requests must include the requestor's name, address, telephone number and email address. Incomplete requests will not be processed.
- Requests must identify the exact material to be copied or translated along with the title of the publication, video or the Web site URL address from which the material is taken. Page numbers and copyright dates must be included.
- Requests for electronic use will not be granted.
- The request must state exactly how the material will be used and distributed.
- Translated materials are not to be sold or used in a commercial or for profit venture.
- The material may not be altered or adapted. The material will be reproduced for educational purposes.
- A physician or medical expert fluent in English and the translated language must send a letter on professional letterhead stating that he or she will review the translation.
- After the translation has been completed, a second letter will be required from the medical expert verifying that he or she has reviewed the translation and that it is accurate. Letters may be sent to the Publications Department.

Specific Guidelines:

- All translations of materials from *SLEEP* must carry a statement, usually placed on the verso of the title page, in the language of the translation that the original is in the English language and that the translation is for reference purposes only.
- The published material **must** carry the original reference to *SLEEP*.

Mail **OR** Fax Application Form(s) to:

Publications Department ♦ 2510 North Frontage Road ♦ Darien, IL 60561

Phone: (630) 737-9700 ♦ Fax: (630) 737-9790

International Requests:

Requests to translate and distribute materials from *SLEEP* outside of the United States may take an additional 30 business days to process. Because copyright laws differ by country, it may be cost prohibitive for the APSS to grant this type of request.

Fees:

If the request is granted, the following fees will be assessed:

- Print only - \$100.00

Fees must be paid by either check or money order. Funds must be drawn from a US based account. All taxes and fees must be included in this payment. A payment form will accompany the permission approval letter.

Permission cannot be granted to:

- Translate recipes
- Translate material into variations of the English language such as Europeanize