A. When you want to include material produced by other people in your thesis:

Suggested wording to send to the publisher of material written or produced by other people which you want to include in your thesis:

I am contacting you to seek permission to include the following material within the electronic version of my PhD/MSc/MPhil/DClinPsy (insert relevant level) thesis:

[Provide full details of the material you intend to include]

If you are not the rights holder for this material I would be grateful if you would advise me who to contact.

The thesis will be made available within Lancaster University's online theses repository (<u>http://eprints.lancs.ac.uk</u>). The repository is non-commercial and openly available to all.

B. When you wish to include material you have yourself produced:

Suggested wording to send to the publisher of the book or journal in which your work appeared:

I am the author of the following work published by (insert publisher's name):

[Provide a full citation for your work]

I wish to include this work within the electronic version of my thesis, which I am required to deposit in Lancaster University's online theses repository (<u>http://eprints.lancs.ac.uk</u>). The repository is non-commercial and openly available to all.

I would be grateful if you could advise if this will be acceptable.