

Permission Request Guidelines

For permission to use materials copyrighted by the Water Environment Federation, submit requests in writing to WEF and provide the following information for the material to be used:

1. Description: full paper, excerpt of a chapter, figure, table, etc. Include a photocopy for figures or other artwork.
2. Source: publication title, date of publication, volume number, issue number, page number(s), conference or proceedings title, URL, or other identifying information.
3. Where and how the material will be used:
 - a. For individual photocopies copies, where they will be distributed (such as at a conference, to customers, company employees, etc.) and the quantity to be distributed.
 - b. For materials that will be reprinted (i.e., in a paper, book, journal, magazine, proceedings, etc.), title of the work in which the material will appear, publisher's name, and expected date of publication.
 - c. For materials that will be distributed electronically (i.e., in an e-mail newsletter), the expected number of recipients.
 - d. For materials to be posted on an internal or external Web site, the expected duration of the posting.

Please include your e-mail address and your telephone and fax numbers with your request so that a written response may be provided. Permissions are not granted over the telephone. Note that requests for blanket permission to use materials are not granted, and depending on the intended use, a fee may be assessed.

Mail, fax, or e-mail your request to

Water Environment Federation
Attn: Journals & Books
601 Wythe Street, Alexandria, VA 22314
Fax: 1-703-684-2492
E-mail: permissions@wef.org