



## **Reprint Permission Request Guidelines for WEF Member Associations**

In addition to the short technical articles provided directly to WEF Member Associations (MAs) each month, the Water Environment Federation (WEF) may grant MA requests to reprint materials from the WEF periodicals noted below. *Note: Writer contracts or other circumstances may prohibit WEF from granting reprint permission.*

Reprint permission requests should be addressed to [permissions@wef.org](mailto:permissions@wef.org). An auto-reply response will provide instructions about how to proceed.

### **Reprint Guidelines**

The following guidelines apply to all MA requests to reprint or reuse material from *Water Environment & Technology*, *WEF Highlights*, *WEF Proceedings*, and *Water Environment Research*.

1. An MA may request reprint permission a maximum of three times per calendar year.
2. Reprints are subject to a 90-day embargo following the original publication date.
3. Reprint permission is intended to assist MAs in producing their *print* newsletters. An MA wishing to post content online may purchase PDFs from WEF's vendor, Foster Reprints. Please contact Jill Kaletha, Foster Printing Service, 219-878-6068, [jillk@fosterprinting.com](mailto:jillk@fosterprinting.com) for a cost quote. Alternatively, an MA may post an article excerpt of no more than 100 words with a web link to the original WEF source. (Please note that some areas of WEF's website are accessible only to WEF members.)
4. Once a reprint request is granted, the MA is responsible for gathering the material, either by copying and pasting the text from the original source or by rekeying the text manually. Requests for electronic files are subject to a \$250 materials fee.
5. WEF reserves the right to deny any reprint request.