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## PROBLEMS SIGNING COPYRIGHT AGREEMENTS

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### DECEASED OR TERMINALLY ILL AUTHOR

For a copyright to be released on behalf of a deceased author, the lead author will need to provide a signed letter from the executor of the authors estate that notifies the ASME that they are authorized to sign on behalf of the deceased author. ASME can then generate a copyright agreement for the lead author to this person for signature on behalf of the deceased author.

If the copyright agreement belongs to the affiliation of the deceased author, then the authorized party from the affiliation can sign on behalf of the deceased author. Often this requires an email change from [copyright@asme.org](mailto:copyright@asme.org), or a new agreement be generated and sent to an authorized individual directly. The person signing on behalf of the deceased author should always be an individual who is authorized to sign on the authors behalf.

The process for signature in the case of a deceased author is complex and can result in the author being marked in our system as unable to submit any future paper. Do not use severe medical exceptions to request a manual .pdf be signed on behalf of an author that you are unable to locate.

See adding author and updating author details for more instructions on these tasks.

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### UNABLE TO LOCATE CO-AUTHOR

Unfortunately, sometimes authors do loose contact with one another. ASME will follow requests made to remove authors from submissions that follow the author removal process.

However, removing an author simply due to loss of contact is an extreme approach. It is important to note that removal of an author cannot be undone if the author is later located. Reasonable attempt should always be made to locate the co-author so they can sign the agreement directly. If this is not possible, locating an authorized

individual from the affiliation who can sign the agreement on the authors behalf is the preferred approach to addressing authors who have lost contact.

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#### I CAN'T USE THE DIGITAL AGREEMENT

Due to COPE requirements, we cannot send .pdf agreements via email for authors to sign and return.

If an agency or affiliation requires a manual copy of the copyright agreement prior to signature on behalf of an author, an authorized individual from the agency needs to contact [copyright@asme.org](mailto:copyright@asme.org) directly. The initial request for a manual copyright agreement exception must occur at least 7 days prior to the copyright signature deadline. ASME will use this time work with the authorized individual to determine an acceptable arrangement for both parties prior to the copyright submission deadline.

Authors with unique copyright situations are still subject to the copyright signature and final .pdf submission deadlines.

In general, ASME cannot accept a signed .pdf, an emailed statement nor an agreement that was signed by another author as the copyright release signature.

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#### I AM NOT AUTHORIZED TO SIGN A COPYRIGHT AGREEMENT

Authors can have an authorized party sign an agreement on their behalf by forwarding their unsigned copyright signature request directly to the party who is authorized to sign on their behalf.

When you do this, if you have not already signed the agreement, the form will open for the person you've forwarded the email to, and they can sign for you. If you have already signed the agreement, the authorized party will get an error message when they attempt to open the link.

If you have already signed the agreement and the authorized party is now unable to sign the agreement on your behalf, please contact [copyright@asme.org](mailto:copyright@asme.org) so they can cancel the signed agreement and send you a new one to forward to the authorized party.

When an authorized party signs on behalf of an author, the system will auto complete the form with the appropriate details as the author, but the authorizing party will be the name that appears in the authorized signature section of the executed document.

Some agencies and authorizing parties understandably wish to view a complete version of the copyright agreement before signing. A full copy of the copyright agreement can be provided by email upon request ([copyright@asme.org](mailto:copyright@asme.org)).

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#### I'D LIKE A COPY OF MY COPYRIGHT AGREEMENT FOR MY RECORDS

You can request a copy of your own signed copyright agreement be emailed to you at any time by emailing [copyright@asme.org](mailto:copyright@asme.org).

We will not be able to provide copies of signed agreements in situations where the following apply:



A special copyright agreement applies For a copy of a special copyright agreement, you will need to ask the

agency or department holding the agreement for a copy of this document.



You are not the individual who is listed as the author on the agreement. In these cases, you will need to ask the individual named as the author on the agreement to request a copy to send to you.

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#### PROBLEM WITH COPYRIGHT SUBMISSION

For cases where the author is unable to sign a copyright agreement before the submission deadline, papers will be removed from publication.

Please see instructions on handling deceased authors, government agreements and how to handle inability to contact co-authors for resolving the common situations where signing agreements is not possible.

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#### MISTAKE WHEN SIGNING COPYRIGHT AGREEMENT

Sometimes authors discover later in the review process that they'd signed a copyright agreement incorrectly. When this occurs, just email [copyright@asme.org](mailto:copyright@asme.org) with the conference and paper number. They will delete the previously signed agreement and can regenerate a new agreement for you to sign.

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#### I OR MY CO-AUTHOR HAVE NOT RECEIVED THE COPYRIGHT AGREEMENT

All authors are automatically sent a digital request to sign a copyright agreement to the email address that is entered into the system when a conference paper is formally accepted into a conference.

If you have been notified that your paper was accepted, then all authors entered in the system should have been sent a separate copyright agreement email at the time the acceptance notification was sent.

Before requesting the link be resent, it is a good idea to ask all impacted authors to clear history/cache, and check spam emails. Many of the sent agreements do end up in spam filters. Also take a moment to double check the email addresses that are listed in the system with the authors who are having a problem to make sure there are no typos in the email address and that agreements are going to the intended location.

If you need a copyright agreement resent, write an email to [copyright@asme.org](mailto:copyright@asme.org) with the following information:



Author(s) name(s) that needs the agreement resent.



Paper number.



Conference that paper was submitted.

The agreement will be resent, and you will be notified by an emailed response email when the copyright agreement is resent.

If the email address for an author needs to be changed or updated, please see change author email address.