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## Status of Copyright Agreements

Please note that accepted and approved papers will not be processed for publication without receipt of a fully executed, signed, and verified copyright form. If copyright issues are not resolved by the specified resolution deadline, your paper may be subject to removal from publication in the conference proceedings. Please refer to the Publication Schedule posted on the Website of each specific conference.

Once a draft paper is accepted for publication, each author of the paper will receive an email message with a unique link that will take each individual author to a website to electronically sign the form. When logged into the system as an author on the paper, submitting authors can identify the current status of copyright agreements for the authors listed in the system for each submission.

Status	Meaning	Action Steps
<b>Not Sent</b>	<i>This means no copyright agreement has been sent. Reviewers may not have made a formal decision about including the submission in the conference.</i>	<i>If you have a notification of acceptance into the conference, then provide this to <a href="mailto:copyright@asme.org">copyright@asme.org</a> and they will resend the agreements.</i>
<b>Pending</b>	<i>This means the copyright agreement was sent, but has not yet been signed by the author.</i>	<i>Email <a href="mailto:copyright@asme.org">copyright@asme.org</a> and they will assist in resending agreements or updating email addresses.</i>
<b>Completed</b>	<i>This means the agreement was signed by the author.</i>	<i>The agreement is completed</i>
<b>Accepted</b>	<i>This means the author submitted an external agreement that was entered into the system.</i>	<i>The agreement is completed</i>
<b>Expired</b>	<i>for the most part this only means the agreement was signed after the copyright submission deadline or that an external agreement was entered into the system after the deadline.</i>	<i>This agreement is considered invalid</i>
<i>Author not listed</i>	<i>The author was not entered into the system as an author for the paper</i>	<i>Authors must be entered into the system at the draft submission stage for a copyright agreement to be sent via email</i>

I can't find where to sign the copyright agreement from the submission site

The agreements are not accessible from the submission site. They are sent as a separate email to each individual author for each individual submission.

These agreements are sent to the email address we have in our system for each author on a submission as separate emails. The copyright emails are sent from [sender@alphatrust.com](mailto:sender@alphatrust.com)

The subject for this copyright request email is

Copyright Signature Request for Paper IMECE2021-xxxxxxx

This will be the conference abbreviation and the year of the submission. The xxxxx will be replaced with your paper number (submission number). A separate email is sent for each submission.

Some important things to know about the copyright agreement links:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> The signature links are sent directly to the author's email provided in the submission site. | <input checked="" type="checkbox"/> the second author.   |
| <input checked="" type="checkbox"/> Emailed permission to publish is not considered a signed copyright agreement                 | <input type="checkbox"/> Forwarding a previously signed copyright agreement will not work, the links only work once.                               |
| <input checked="" type="checkbox"/> The copyright links can't be accessed directly from the submission site.                     | <input type="checkbox"/> Using the same email address for more than one author will only allow the first author the ability to sign the agreement. |
| <input checked="" type="checkbox"/> The signature link cannot be sent to more than one email address at a time.                  | <input checked="" type="checkbox"/> Every author listed on every submission is sent a unique copyright signature link.                             |
| <input checked="" type="checkbox"/> Copy and pasting a signature link for another author to use will not work for                | <input type="checkbox"/> Copyright links are not the same as a speaker agreement.  |

Most issues with copyright agreements can be resolved by:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Asking authors to verify the email addresses used.   | <input checked="" type="checkbox"/> Letting authors know they need to watch for a copyright agreement email.                                    |
| <input checked="" type="checkbox"/> Checking with authors to ensure affiliations have not blocked ASME emails.   | <input checked="" type="checkbox"/> Contacting <a href="mailto:copyright@asme.org">copyright@asme.org</a> to have a copyright agreement resent. |
| <input checked="" type="checkbox"/> Notifying <a href="mailto:copyright@asme.org">copyright@asme.org</a> of any changes or corrections to email addresses. | <input checked="" type="checkbox"/> Forwarding copyright links directly to authorized signees (when applicable).                                |

Copyright was not yet signed by authorized agency representative

For situations where you expect to have the agreement from the authorized representative within a few days after the submission deadline, please contact [copyright@asme.org](mailto:copyright@asme.org) as soon as you suspect there is going to be a delay.

All requests are addressed on a case-by-case basis. Provide the following in your inquiry:



Anticipated completion date



Conference that paper was submitted



Paper number

#### Lost contact with Co-Author

It is important for the corresponding authors to communicate with co-authors during the submission process. There are occasionally situations when authors lose contact with one another, however ASME is not able to publish a paper that lists an author who has not signed a copyright agreement. It is most appropriate for the paper type to be changed to presentation only if a copyright can't be signed due to loss of contact.

If you and your co-authors decide to remove an author from a submission so that it can be published, then the corresponding author must follow the formal author removal process. This process does take about 48 hours to complete and does need to be finalized prior to copyright submission deadlines.

We will require the author and all co-authors on the paper to be directly notified of the removal by using the last known whereabouts for the author prior to formal removal.

#### Refusal to complete copyright agreement

If an agency or any author on the submitted paper does not sign a copyright agreement, then the paper cannot be published.

For most conferences, a presentation only option exists where a copyright agreement is not required, but most video submissions do still require a speaker release form. If authors wish to pursue participation in the conference, but copyright agreements can't be signed by the deadlines (for any reason) then we recommend contacting the conference organizers to identify other options for conference participation.