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### SIGN COPYRIGHT AGREEMENT

ASME’s copyright process launches automatically upon acceptance of the draft paper. A paper cannot be presented at the conference or published unless it has passed copyright verification.

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 JMECE2021-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.

If you don’t see the emailed copyright agreement please:

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check your spam



Try clearing your cache/temporary internet files



Relaunch your browser.



Try using a different browser

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## WHO SHOULD SIGN COPYRIGHT AGREEMENTS

Only the copyright owner(s) of the Paper, or an authorized representative, can sign the copyright form. If one of the following applies, you may not own the copyright to the paper, or you may not be authorized to sign the copyright form, and you may need to have the appropriate copyright owner(s) or organization representative sign the form:

- You created the Paper within the scope of your employment, and your employer is the copyright owner.
- You created the Paper under a U.S. Government or other independent contractor form (See section below on “Copyright Assignment and U.S. Government Requirements.”)
- You received a grant that funded your Paper.

Authors are expected to review their own company policies regarding copyright, and if an author is not authorized to sign the form, they are responsible to obtain the organizational approval.

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## UNSIGNED COPYRIGHT AGREEMENTS

Every author listed in the system will need to sign their own copyright agreement. Once an agreement is sent via email it will appear as “pending” until the author has signed this agreement.

Authors and submitting authors can email [copyright@asme.org](mailto:copyright@asme.org) to resend an agreement on behalf of an author if an author isn't seeing the agreement.

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## DUPLICATION OF COPYRIGHT AGREEMENTS

If you see a duplication of the same author with a different email address or a removed author appearing with a ‘not sent’ or ‘pending’ copyright agreement, then email [copyright@asme.org](mailto:copyright@asme.org) and they can assist in removing duplications.

## COPYRIGHT SECTIONS

This brief description is a guide intended to help authors determine the section that applies to them directly and is not intended to be an all-inclusive description for every possible copyright signing question.

Authors on the same submission can sign an agreement in different sections. How an author signs, depends on the authors unique circumstances. If you are unsure what section of the agreement to sign, then be sure to ask the agency that provided funding for development of the information being published for clarification.

## SECTION 1:

The most common option. Signing a copyright agreement in this section means that the author owns rights to the information in the submission. Signing an agreement in section one occurs when the author is directly providing permission for the ASME to publish the information contained in the paper. This section can apply in cases when an author gives another person permission to sign the agreement on their behalf by forwarding the agreement to another person as a designated signee.

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## SECTION 2:

This section means that an affiliation (not the author directly) owns rights to the information in a submission. In some cases, the author may not be directly affiliated to the organization that owns the published material. If an affiliation owns the agreement and an author is not directly employed by the affiliation but is working with the organization in some capacity, then section 2 might apply. In these cases, the information being published in the conference is owned by the affiliation and the agreement is signed under section 2 on behalf of the affiliation.

An affiliation owned agreement applies in most non-government cases where authors are required to forward a copyright signature to another person who is authorized to sign on the agency's behalf. In many cases an author may sign the agreement directly on the agencies behalf when the agency authorizes the author to do so.

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## SECTION 3:

This section is used for publishing material that was created under a government contract or affiliates who are not directly employed by a government agency, but some or all the material in the submission is subject to government publication regulations. This section does apply in a variety of cases but will only be used when authors are not directly employed by the government agency material that is subject to US government publication laws and regulations.

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## SECTION 4:

This section is used for government employees instead of contractors or external affiliates. This section applies to individuals who are publishing material that is protected by US government publication laws and regulations.

A government employee can publish material that is not owned by their employing agency, if the agency does not own the material in the submission, then the author would sign the agreement in section 1 rather than section 4.

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## SECTION 5:

This section is used for non-US government employees of all types. This section applies to authors who are publishing material that is protected by a government agencies publication laws and regulations.

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## SPECIAL COPYRIGHTS

ASME does apply special footers for some submissions. The most common is government affiliations. These will be added to papers an author who signs in sections 3,4 or 5 of the copyright agreement. Sections 3 and 4 are primarily used for united states government employees or contractors and section 5 is used for non-US government agencies.

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ASME does have arrangements with a few affiliations for special copyright accommodation. If your affiliation is part of one of these agreements, then you (or a representative from your agency) will need to send the signed and agreed upon completed form directly to [copyright@asme.org](mailto:copyright@asme.org) for each submission.

The exact wording for non-standard copyright agreements is standardized and added to submissions by ASME. The additional wording will be applied to the submission based on prior agreements and how the other authors on the same submission have signed their copyright agreements. We will not use copyright wording that is adjusted, changed, or provided directly from an author.

Once the completed form is accepted and received by ASME staff, the form will be entered into the system by ASME staff on the authors behalf.

A notification email will be sent to the individual who provided the form when the form has been accepted as complete and entered in the submission system.

Authors who have with this type of copyright agreement will appear in the system as “completed” instead of “accepted.”

If an author would like to see the exact wording that will be applied to their submission, this can be provided to you by emailing [copyright@asme.org](mailto:copyright@asme.org) and asking about the wording for your individual submission. In this inquiry, please be prepared to tell us what copyright section all other authors on your submission will be signing.

## GOVERNMENT EMPLOYEE COPYRIGHT

ASME is aware that in many cases submissions are subject to the laws and regulations of government agencies.

In cases where this applies, the authors will still need to complete the electronic agreement. When signing an agreement in any government section, authors are notifying ASME that they are individually declaring some of the submitted work is subject only to applicable government copyright regulations.

Authors will need to complete the agreement in the appropriate section pertaining to government employees or contractors.

See copyright sections for more details on the various copyright sections.

Further information on ASME Copyright Guidelines can be found here:

<https://www.asme.org/publications-submissions/proceedings/submission-review-and-acceptance/asme-copyright-guidelines>

## MANUALLY SIGNED COPYRIGHT AGREEMENTS:

This option is used only in very specific circumstances where the ASME has a standing agreement for handling copyright signatures. If your agency has a special publication agreement with ASME, then you or authorized party from the affiliation will need to provide a copy of the agreement to [copyright@asme.org](mailto:copyright@asme.org). The provided agreement will be verified for completion prior to being manually entered by ASME staff.

**Last Updated 9/7/2021**

***It is always the sole responsibility of the author signing the copyright agreement to ask agency who is funding the work being submitted any questions the author may have about what section to sign on the copyright agreement.***

## SIGNING ON BEHALF OF CO-AUTHORS

Authors may forward the agreement anytime they need or want to authorize someone sign for them.

If an author prefers to give a co-author permission to sign an agreement on their behalf, the author only needs to forward the digital signature that they were sent to the person who is going to sign on their behalf.

Each author listed on a submission is required to have their own agreement on file. There is not a way for one author to sign only their own copyright agreement that will cover all the authors listed on a submission. ASME will not forward a copyright agreement on behalf of an author.

We will need a unique email address that has not been used for this paper. The system won't validate an agreement from the same address.