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☐ **I certify that the Work was prepared as part of my duties as a U.S. Government employee and the Work is not subject to U.S. Copyright.**

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SISP may publish your manuscript only if it receives a completed copyright assignment from each author, editor, or contributor named on the work (exceptions noted below). Follow the instructions below and review, complete, and sign a form for your contribution (one form for each paper if an edited collection) then return your form(s) to the designated individual (e.g., your volume editor or SISP). If your employer owns copyright in your work, your employer must sign the form.

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All other contributors, including former Smithsonian employees, must complete this form.

1. Open the PDF – It is “fillable,” so you may complete the fields on your computer.
2. Type the date (line 1), your legal name (line 3), and your complete address (line 4).
3. Type the title of the essay you authored or coauthored (#1, line 2). (If you authored more than one, sign a separate form for each essay.)
4. Type the volume title (#2, line 2) that will include your essay and the name(s) of the editor(s) (#2, line 3).
5. When ready to sign, enter your name and date at bottom.
6. Check box to certify the work was prepared by a U.S. Government employee \*ONLY IF\* you were an employee of the U.S. Government (includes SI Federal employees) when you wrote your essay. Do not check this box if you:
  - a. were a former SI Federal employee (e.g., retired, Emeritus) when you wrote your essay.
  - b. were an SI contractor when you wrote your essay – the work is a work-for-hire and owned by the Smithsonian.
  - c. received funding from a Federal source or utilized Federal facilities (e.g., labs, archives) in your research but were not a U.S. Government employee.
7. Sign – You may either use an authenticated digital signature or print and manually sign.
8. Unless instructed to send your signed form(s) to your volume editor, email your signed form to SISP ([scholarlypress@si.edu](mailto:scholarlypress@si.edu)).