

Mount Sinai Name Usage in Published Materials

Icahn School of Medicine and The Mount Sinai Hospital ("Mount Sinai") encourage faculty and staff members to further their professional pursuits through the publication of scholarly books, periodicals and articles, computer programs, audio-visual works and other works. In most circumstances, it is not appropriate that the Mount Sinai name appear in the title of any such work or be used in connection with the marketing of the work (other than to identify the author's status at the institution). In unusual circumstances, however, it may be desirable both from the perspectives of the author and Mount Sinai to include the Mount Sinai name in the title of the work or to feature it in the marketing of the work, thus creating a strong identification of the work with the institution (examples of situations where the use of Mount Sinai's name might be appropriate include projects where the work consists of several books as part of a monograph series or where the work is intended to communicate health information to the lay public and is undertaken either as an activity sponsored by a department or division or involves the collaborations of a substantial number of members of a department).

Use of Mount Sinai's name in the title of any work or in connection with the marketing of the work (other than the identification of the author's status at Mount Sinai) must first be approved by the institution. The purpose of this policy is to set forth the procedures that must be followed to obtain such approval. This policy is intended to supplement existing policies regarding works by Mount Sinai authors and is not intended to replace any existing policy. It is especially important that this policy be read in conjunction with the institution's copyright policy.

✓ **Approval of All Authors**

Any faculty member who wishes to use Mount Sinai's name in the title of a work or in connection with the marketing of the work (other than the identification of the author's status at Mount Sinai) should first ascertain that all co-authors agree that such use of the Mount Sinai name is desirable and appropriate.

✓ **Chair's Approval**

The principal author(s) must obtain the approval of their Department Chair that the use of the Mount Sinai name is desirable and appropriate.

✓ **Dean's Approval**

The Department Chair and the principal author(s) must then present a written proposal regarding the contemplated work to the Dean. The written proposal should include:

- a. the proposed title of the work
- b. a listing of authors and their institutional affiliations
- c. a description of the contents of the proposed work
- d. a description of the status of any discussions with publishers, distributors, literary agents, etc.
- e. a description of the manner in which Mount Sinai's name is proposed to be used
- f. a description of any proposed business and financial arrangements, including ownership of any copyright and the proposed allocation of advances and royalty payments as between Mount Sinai and the authors
- g. a description of the manner in which the work is to be marketed
- h. a statement as to why the authors believe Mount Sinai should lend its name to the work
- i. all other relevant information

In addition to reviewing the desirability and appropriateness of the use of Mount Sinai's name, the Dean will be responsible for approving the manner in which any royalties will be divided among the authors and the institution. The Dean may constitute an ad hoc committee for the purpose of reviewing the proposal and making recommendations to him.

✓ **President's Approval**

The Dean will present the proposal to the President for his review and approval.

✓ **Recommendation to the Board of Trustees**

If both the Dean and President determine that the proposal is acceptable, they will present the proposal to Mount Sinai's Board of Trustees or an appropriate committee thereof for approval. The arrangements may proceed only with the Board's approval, which will always be subject to the final approval of the definitive arrangements by the Dean and the President.

✓ **Questions**

Any questions concerning this policy should be directed to the Dean.

Contact Us

1 Gustave L. Levy Place
New York, NY 10029-5674

P: 212-241-6500

© 2017 Icahn School of Medicine at Mount Sinai
Privacy Policy (<http://www.mountsinai.org/privacy>) |
Terms and Conditions (<http://www.mountsinai.org/tou>)