



PERMISSIONS GUIDE

The author is responsible for securing permissions and paying any associated fees.

As you draft your article, keep track of any material requiring permission. As this is an online journal you should seek electronic rights. Begin requesting permission from the copyright holders of the material as soon as you possibly can.

Obtaining permissions can take a long time, so get an early start. Missing permissions will delay publication of the journal, so, at the very least, you should have all permissions requests mailed before you send your final draft to your editor, and you should include copies of these requests.

Once all of the permissions are received, make a log of them. The log and the permissions should then be forwarded to your editor. Authors must provide English translations of any permissions documents originally written in a language other than English. Keep copies for your files.

Incorporate Credit Lines into Your Submission

You must include a credit line acknowledging the source of the material in your permissions log and in the text. If the letter granting you permission to reprint requires a specific credit line, you must follow it exactly. If rights holders require specific placement of a credit line, or if you would like a credit line to appear in a specific location, place the credit line in this location, otherwise please put all credit lines in a separate word document titled "credits."

A Note on Fair Use

Due to the vague nature of copyright law, we strongly suggest that authors should secure permission for all copyrighted material in order to be absolutely positive that the journal is not violating any individual copyright holder's interpretation of copyright and the fair use law. It should be noted that our guidelines DO NOT supersede a copyright holder's interpretation of fair use.

What Requires Permission?

Unless it can be verified that the source from which you are working is in the public domain, we require that authors secure permission for the following items:

- ▶ **Quotations from a scholarly source:** Permission is required to reprint more than 500 words from any one scholarly source throughout the entire submission.
- ▶ **Quotations from a non-scholarly source** (mass-market books, television, film, letters, news articles, etc.): Permission is required to reprint more than 300 words from any one non-scholarly source throughout the entire submission.
- ▶ **Quotations from works less than 300 words long:** We strongly encourage authors to secure permission to quote from any sources containing less than 300 words, but whether or not permission is required for quotes from such sources is evaluated on a case-by-case basis by your acquisitions editor.
- ▶ **Epigraphs:** Permission is always required to reprint content as an epigraph. We strongly encourage authors to refrain from using epigraphs and instead suggest that authors work this information into the first paragraph of the chapter.
- ▶ **Photos and artwork:** Permission is always required to reprint photographs and artwork. The person or institution who holds the physical photo, or the original creator of the work, is not always the copyright holder, so ensure that you have correctly determined who holds the rights to the work. In cases where a photograph depicts other artwork that may be copyrighted, the author must obtain permission from both the artist who created the work depicted in the photograph as well as the photographer who took the photograph.
- ▶ **Personal photos:** Permission from all individuals appearing in photos used in your article, as well as from the photographer, is required.
- ▶ **Film, video or television stills:** if such images are used for purely illustrative purposes, it is advised that permission be sought from the rights holder. Furthermore, authors should only use an amount of images necessary to demonstrate the points being made in the article. However, if such images are used in an article/review/report/interview for the purposes of criticism and/or review, the Editorial Board considers that it is not always necessary to obtain permission for reproduction to reproduce film stills, as long as they are used directly for these purposes.
- ▶ **Interviews:** Permission is always required to reprint transcriptions of interviews, even if the interviewee's name is not given in the article. As the author, you are responsible for obtaining written permission from each interview subject in order to reprint transcriptions of their interview.

- ▶ **Poetry and song lyrics:** We urge authors to refrain from using poems or song lyrics unless they are essential to the article's argument. In cases where their use is required, please discuss these works with your editor.
- ▶ **Translations of other works:** If quoting more than 500 words from a previously published translation of a copyrighted scholarly work, or 300 words from a previously published translation of a copyrighted non-scholarly work, permission must be obtained from the rights holders of both the original work and the translation. If providing your own translation of a copyrighted work, permission is only required from the right holder of the original work. If quoting from a previously copyrighted translation of a work that is in the public domain, permission is only required from the rights holder of the translation.
- ▶ **Web-based material:** Web-based materials should be treated like the print sources they most closely resemble (i.e., photographs found on Google Images should be treated the same as any other photograph). Do not assume that content from the internet is in the public domain. Please consult your editor if you have any questions about whether or not a web source requires permission.

What Does Not Require Permission?

- ▶ **Material in the public domain**

See <https://www.copyrightservice.co.uk/ukcs/docs/edupack.pdf> for further information on UK copyright law.