

TAYLOR & FRANCIS

COPYRIGHT PERMISSIONS FAQS

Copyright permissions are a critical part of the publication process and in order to proceed with publication of your manuscript, all Copyright Permissions must be successfully received and completed. This document will assist you with some common copyright permissions questions, as well as provide you with instructions regarding how to use the Copyright Clearance Center for your permissions requests. Please do not hesitate to contact your Project Coordinator with any further questions.

Please be reminded that your manuscript is not complete until all permissions are on file with Taylor and Francis. Failure on the part of an author, editor, or contributing author to secure and submit permissions will delay publication!

1. *Who is responsible for requesting any copyright permission necessary for the material in my book?*
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3. *What material needs permission for use?*
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6. *Do I need to request permission to reuse material from Taylor & Francis Group books/journals?*
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13. *Do I need permission to use material that is published in a PhD Thesis or dissertation?*
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15. *Do I need permission to reprint Tweets in my text?*
16. *Do I need permission to reprint material from sites such as Facebook and Instagram?*
17. *Do I need permission to reuse video clips or still shots of videos from YouTube?*
18. *Do I need permission to use Movie/Film stills in my book?*
19. *Do I need permission to reuse an image of a famous work of art? In many cases, in many of these cases, the artists for these works have died more than 70 years ago.*
20. *Do I need permission to quote movie lines in my text?*
21. *Do I need permission to reprint video game screenshots in my book?*
22. *Can I show brand name products in my figures?*
23. *Do I need to request permission for figures/material that appeared in a conference proceeding?*
24. *Do I need permission to show crime scene/victim photos?*
25. *Do I need permission to include mugshots?*
26. *How do I handle images of a medical nature? Do I need permission from the Patient to include these?*
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32. *When should I turn in my forms and copyright permissions?*
33. *What happens if I do not turn in a completed Permission Verification form and the necessary permissions with my final manuscript submission?*

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34. *What if I am ready to submit my manuscript, but have not received all of my requested permission grants?*
35. *Do all of the contributors for a chapter need to sign the permission verification form?*
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42. *I've requested permission to reuse images from IEEE, but they are charging me. What can be done about this?*
43. *I am writing another edition of my book and want to reuse material from the previous edition. Do the permission grants I obtained for my previous edition still stand?*
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45. *Should I include the source lines in my text?*
46. *How specific do I need to be on my source lines?*
47. *What kind of phrasing should I use for my source lines?*
48. *I have verbal permission to reuse a figure, is this sufficient?*
49. *Do I need to keep copies of the permissions grants?*
50. *How long do the terms of copyright last?*

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1. ***Who is responsible for requesting any copyright permission necessary for the material in my book?***
You are. As the author/contributor, it is your responsibility to obtain all necessary permissions for any copyrighted material you wish to reuse. If you are an editor, you should direct your contributing authors to promptly secure permissions for copyrighted material that appears in their chapters.
2. ***How early should I begin the permissions request process?***
You and your contributors should request permissions as soon as you know copyrighted material will be included in your book or chapter. Requests can take several weeks to process. It is always possible your request may be denied and that will mean modification of your manuscript. Please be aware that some publishers may also require that you obtain the original author's permission as a courtesy.
3. ***What material needs permission for use?***
 - A passage from a play, poem, or song
 - A quote of 50 or more words from a periodical or journal
 - A quote (or series of shorter quotes) totaling 400 words or more from a book
 - Any table, diagram, figure, or illustration (line drawing or halftone)
4. ***What are the copyright rules regarding data, i.e. form vs. content?***
Data itself cannot be copyrighted, only the format in which it is published. No permission is needed if data that appears in another text are converted to tabular form (it *still requires* referencing, however). Slight modification, such as changing the order of columns in a table, is *not* sufficient to circumvent the legal necessity of permission. If you are the first author to create a table comparing studies by four other scientists, you do not need permissions but you should cite the studies as references.
5. ***Does government material require permission for use or is this considered in the Public Domain?***
Most printed materials of the U.S., Canadian, and British governments do not require permissions because they are in the public domain and not protected by copyright. However, many government-sponsored agencies (such as the NAS) copyright their materials and their use requires permission. The best approach is if in doubt, request permission.
6. ***Do I need to request permission to reuse material from Taylor & Francis Group books/journals?***
Yes, the permission must be requested so that our copyright ownership can be verified.
7. ***Do I need permission to use internet material?***
Material published on the Internet is not necessarily in the public domain and will likely require permission for use. Many websites are copyrighted and will require permission for use of their material. Please view the website's disclaimer and copyright page for information on how to obtain the necessary permissions or for confirmation that the material is in fact in the public domain. All website material must be referenced appropriately (please view your author's guidelines).
8. ***Can I use Wikipedia as a source?***
Taylor & Francis strongly discourages using Wikipedia or other similar web sites as a source for material for your book. As Wikipedia and others are publicly modifiable sites, the contents of the entries can be variable and are unreliable. You must look carefully at the credit lines or links accompanying this material. Some of it may be 3rd party material and will require permission for use from the copyright holder. It is strongly encouraged that you use more authoritative websites for your research.

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9. *Do I need permission to reuse my own material?*

Yes, if it has been previously published. Copyright is transferred to the original publisher of the material upon publication (unless there is an agreement between the author and Publisher otherwise) and therefore the Publisher owns the rights to the material and their permission for reuse is required. However, if the publisher has agreed that you will retain the copyright to your material or if their policy permits authors the right to reuse their own material freely with appropriate credit (you will need to confirm with the publisher that this is the case), please provide documentation of this and permission will not be required for use.

10. *Do I need permission if I alter a figure?*

The important issue in determining whether permission is needed for an altered figure is the amount of alteration. The change must be substantial if you want to avoid the legal requirement to obtain permissions. The best approach for avoiding permission issues is to use original materials wherever possible.

11. *What is considered a 'substantial' change to avoid the need for permission?*

This is highly subjective and is a murky legal area. Changing straight lines to arrows, relabeling a figure with letters instead of numbers, or reordering columns in a table does **not** constitute substantial change. The modified image must be considerably different than the original published version (i.e. a circular flowchart vs. linear, etc.); however it must still be noted as 'Modified from' or 'Data from' the original source. If you have any questions regarding what is a substantial enough change, please contact your Project Coordinator for assistance.

12. *Do I need to obtain permission for cover art?*

Yes. If you are providing an image for your cover that has been previously published, it will require permission for use as well.

13. *Do I need permission to use material that is published in a PhD Thesis or dissertation?*

No, as this material has not been previously published. However, you should obtain the permission of the author as a courtesy and all material must be cited appropriately.

14. *Do I need permission to reprint music lyrics in my text?*

It depends on the amount that is being used. Less than 4 lines of lyrics are considered fair use with citation of source info. If you use 4 or more lines, then it will depend on the artist. We discourage the use of music lyrics and/or images (i.e. album covers, etc.) as permissions can become very expensive and difficult to obtain.

15. *Do I need permission to reprint Tweets in my text?*

Yes, you will need permission from the person who posted the Tweet (i.e. owner/author). Permission is not required from Twitter directly as long as the below guidelines are followed as per their policy for static uses and publications:

- Show name, @username, unmodified Tweet text, and the Twitter bird nearby, as well as a timestamp.
- If displaying Tweets, make sure they are real, from real accounts, and that you have permission from the author.
- Display the associated Tweet and attribution with images or media.
- If showing screenshots, only show your own profile page, the @twitter page, the Twitter 'About' page, or a page you have permission from the author to show.

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16. ***Do I need permission to reprint material from sites such as Facebook and Instagram?***
Yes, permission will be required. Please contact them directly regarding the appropriate permission as the parameters for use may vary depending on the material you would like to reuse. You must receive permission to reprint their logos as well.
17. ***Do I need permission to reuse video clips or still shots of videos from YouTube?***
Yes. You will need to check the copyright information on the YouTube site directly and confirm their requirements for requesting and receiving permission for reuse.
18. ***Do I need permission to use Movie/Film stills in my book?***
Yes. These images are property of the Production studio and they should be contacted for proper permission for use. Unless these are relevant to the content, we discourage the use of these stills as the permissions can be difficult and/or expensive to obtain.
19. ***Do I need permission to quote movie lines in my text?***
Yes. This material is owned by the production studio and will likely require permission for reuse. When in doubt, request permission!
20. ***Do I need permission to reuse an image of a famous work of art? In many cases, in many of these cases, the artists for these works have died more than 70 years ago.***
This is dependent on the image itself and whether it is now part of the public domain. In many cases, the museum where the original image is displayed would own the licensing rights and would require their permission. If the museum is exhibiting a work that is actually owned by a private collector, then that private collector would need to release licensing permission for the image to be reused. It is in your best interest to research the rights to the image and determine the copyright holder. Unless these are relevant to the content, we discourage the use of these as the permissions can be difficult and/or expensive to obtain.
- The following resource may be helpful in clearing some requirements for Art permissions <http://www.arsny.com/about.html>.
21. ***Do I need permission to reprint video game screenshots in my book?***
Yes. You will need to confirm the terms of use of each company who owns the material you wish to reprint. However, most video game companies require permission for use of their material (i.e. Sony/Playstation, Microsoft/Xbox, Sega, Konami, Ubisoft, Rockstar, and Nintendo require written permission). Permission should always be requested as some shots may also include third-party copyrighted/trademarked material.
22. ***Can I show brand name products in my figures?***
As long as permission is obtained for use. We discourage this as permissions can become very expensive and difficult to obtain. Please mask any brand names/logos that appear in your images so that they are not visible. As long as the brand name/logo is covered and the presentation is not derogatory in any way, there should not be any problem.
23. ***Do I need to request permission for figures/material that appeared in a conference proceeding?***
Yes. Generally after the conference copyrights are reverted back to the authors and you will need to request the permission to the appropriate author of the material. However, this may vary depending on the specific conference holders. Please review the copyright line on the publication to determine

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who the copyright holder of the material is and/or visit the specific company website for information on conference proceedings requests.

24. *Do I need permission to show crime scene/victim photos?*

It depends on the material. Police documents and crime scene photos are part of the public record and not part of public domain. Permission will need to be requested from the police jurisdiction handling the crime. Please note that if it is a crime scene photo, the victim's eyes should be masked. Victim photos that appear in newspapers and on TV are granted permission by the families to the news source and/or Associated Press. Permission needs to be requested from the AP or newspaper (if a staff photographer) or the photographer.

25. *Do I need permission to include mugshots?*

Yes. They are a part of the public record and not part of the public domain. Although mugshots cannot be copyrighted, public record documents are available on a need-to-know basis. It is advised that you do not include real mugshots in your text.

26. *How do I handle images of a medical nature? Do I need permission from the Patient to include these?*

Yes. Patients have a right to privacy that should not be infringed without informed consent. Identifying information, including patients' names, initials, or hospital numbers, should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication (Patient Consent form provided by your Acquiring Editor/Project Coordinator). Informed consent for this purpose requires that a patient who is identifiable be shown the manuscript to be published. Identifying details should be omitted if they are not essential. Complete anonymity is difficult to achieve, however, and informed consent should be obtained if there is any doubt. For example, masking the eye region in photographs of patients is inadequate protection of anonymity. If data are changed to protect anonymity, authors should provide assurance that alterations of the data do not distort scientific meaning.

27. *Do I need permission to use material from an Interview that I conducted?* Yes. It is best practice to obtain written permission for use from any interviewee consenting to their material being used in the book.

28. *What if I haven't gotten a response to my requests after several attempts?*

'Good faith' attempts do not have legal standing. The best option if you do not receive a response after several requests is to replace the figure with one that does not require permission. If you run into this problem with your requests, please bring it to our attention immediately and we will help you determine the best course of action.

29. *What if the publisher is defunct/rights reverted back to the author and I can't locate the author or he is unresponsive?*

Same as above.

30. *My Project Coordinator sent me a Permission Verification Form and the Copyright Request Letter, what do I do with these?*

These are required documents necessary to close the permissions on your book. You will need to complete the **Permission Verification Form** and sign and return it with your manuscript submission and all necessary copyright permission grants. If your work is original/public domain and **no**

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permissions are required, you may select Option A. Otherwise, select Option B and list all previously published material and its source, and include a signed permission grant for each item.

The **Copyright Request Letter** is a sample request letter for your use in making your permissions requests. This letter covers use of copyrighted material in all subsequent editions, revisions and all media. You may use an alternate request form if the publisher requires this, however please include these specific rights in your request to ensure the proper grant is received. You must include clear information regarding the material you are requesting permission for as well as indicate the text excerpt, figure or table number it will appear as in *your* manuscript. You should retain copies of all permission request correspondence in your files

If you are an Editor, please forward both of these forms onto your lead contributors so that they may complete these for their chapters.

31. *All of my/my contributor's work is original and unpublished; do we still need to complete the permission verification form?*

Yes. This form is required in order to successfully close permissions. For contributed projects, a completed Permission Verification form must be received for each chapter or there is the possibility that the book will be placed on hold in production and publication delayed.

32. *When should I turn in my forms and copyright permissions?*

These should be submitted with your final manuscript.

33. *What happens if I do not turn in a completed Permission Verification form and the necessary permissions with my final manuscript submission?*

Your manuscript could be placed on hold in our production department should permissions not be closed in a timely manner. This is not ideal, but this is the reality. All copyright permissions must be completed and received before your book can be released to the printer.

34. *What if I am ready to submit my manuscript, but have not received all of my requested permission grants?*

Please submit copies of those permissions requests with your manuscript and continue to follow up on the grants.

35. *Do all of the contributors for a chapter need to sign the permission verification form?*

No. We can accept the completed permission verification form with the lead contributor's signature.

36. *What is an STM signatory? Does Taylor & Francis participate in this?*

Yes. STM is a global association for Science, Technical, and Medical publishers and Taylor and Francis is part of this association. As per the STM Publisher Permission guidelines, it may be possible for the re-use of limited amounts of material from published works of other STM member companies at little or no cost. Please note that this can vary between STM signatory companies and some publishers continue to require permission requests and payments. Please see the STM website www.stm-assoc.org for a complete list of STM Publishers and their Permission requirements.

37. *I have been directed to make my requests through the COPYRIGHT CLEARANCE CENTER. How do I do this?*

Many publishing companies provide information on permission requests via their websites; however several publishing companies are now requiring that all permissions requests be directed through the

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Copyright Clearance Center (CCC) via their website, www.copyright.com. Please follow the steps below to file your request with the Copyright Clearance Center. Please note that CCC does not provide content. You are purchasing permission to use copyrighted content that you already have in your possession.

It will take approximately three business days to process your permission through Copyright.com. Please print a copy of your request for your records. Should the grant still be pending upon your final submission, please provide a copy of the request to your project coordinator and forward the grant upon receipt.

To create a new user account:

1. Click on Log in on top right of the home page.
2. Click on Create a new account

https://www.copyright.com/ccc/loginForm.do

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Publication Title or ISBN/ISSN
More Search Options

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E-mail Address:

Password: (case sensitive)

Forgot your password?
Please enter your account e-mail address below. We will e-mail you instructions on how to reset your password.

First Time User?
Learn more about how we can help you.

Create a Pay-Per-Use Account
To get permission to use a specific title, create an account for:

- > Create a new account

Are you a Rightslink Customer?

- > Log in to your account
- > What is Rightslink?

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3. Fill out the form below with your contact and billing information and click submit

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vccc/displayOrgRegistration.do

COPYRIGHT CLEARANCE CENTER **Welcome** | Log in | Cart (0) | Manage Account | Help

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Create a Pay-per-use Account * indicates required fields

Type of account*

Organizational (If you are obtaining permission on behalf of an academic institution, company or organization.)

Individual (If you are obtaining permission for your own individual use.)

Contact information
 This is how your address will appear on any mailings. (Review our privacy policy.)

* Title * Zip Code

* First Name * City

Middle Name/Initial * State

* Last Name * Phone Ext.

Job Title Fax

* Organization * E-mail

Department

* Address 1 * I am a/an

Address 2

Address 3

* Country

Account password
 Your password must be at least 6 characters. We recommend using upper and lowercase characters and at least one digit.

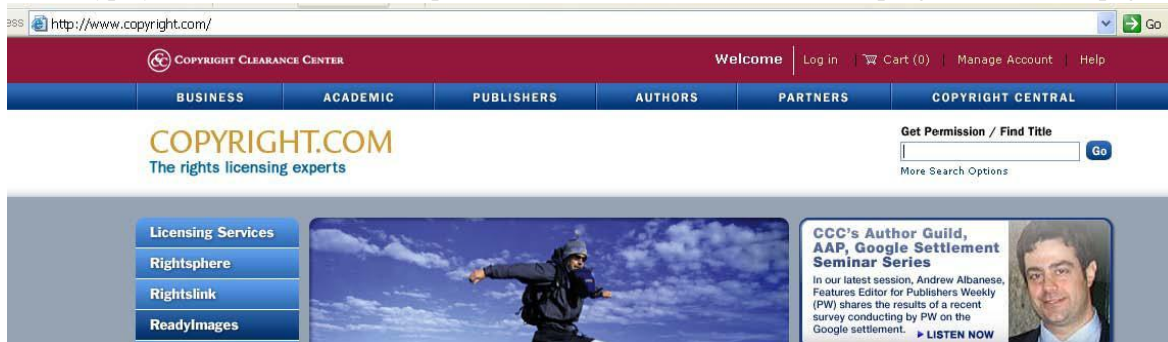
* Password

* Re-enter Password

Billing information
 Please provide information for the billing contact at your organization.

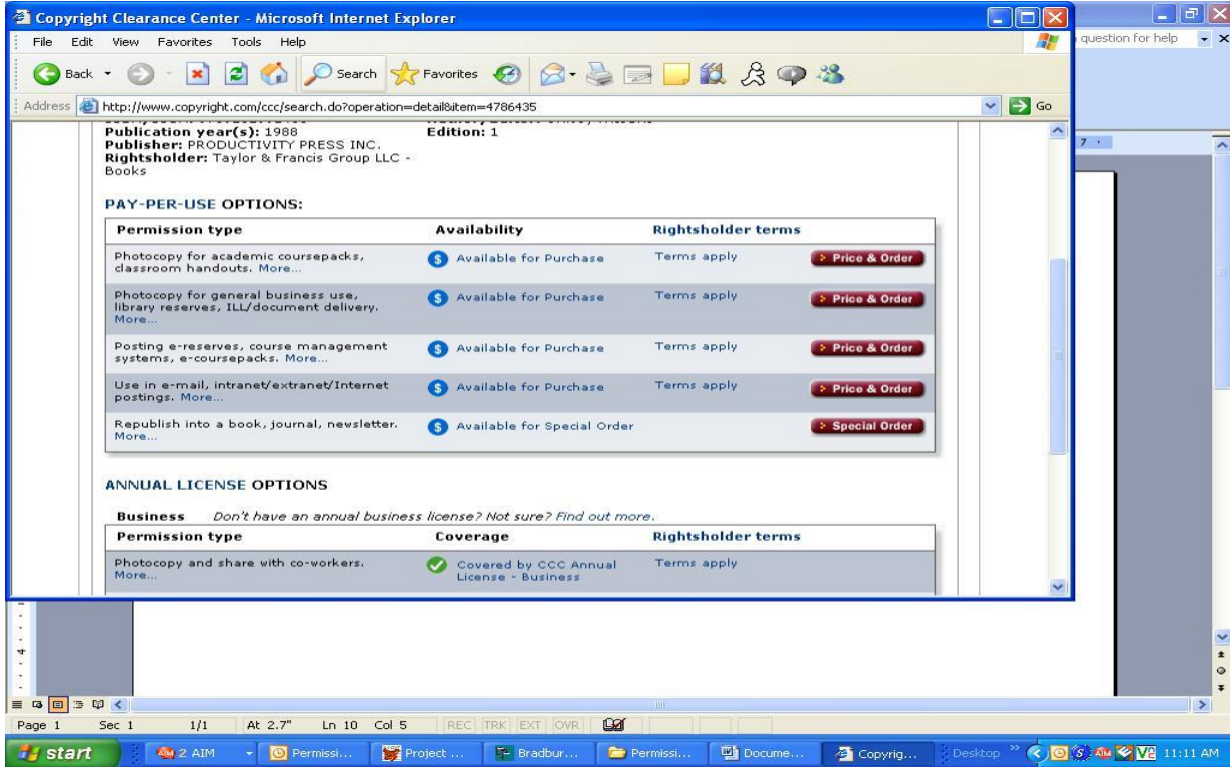
To make your permission request, please follow the steps below:

1.) Type your ISBN/Title of the requested work in the search box on the top right of the home page

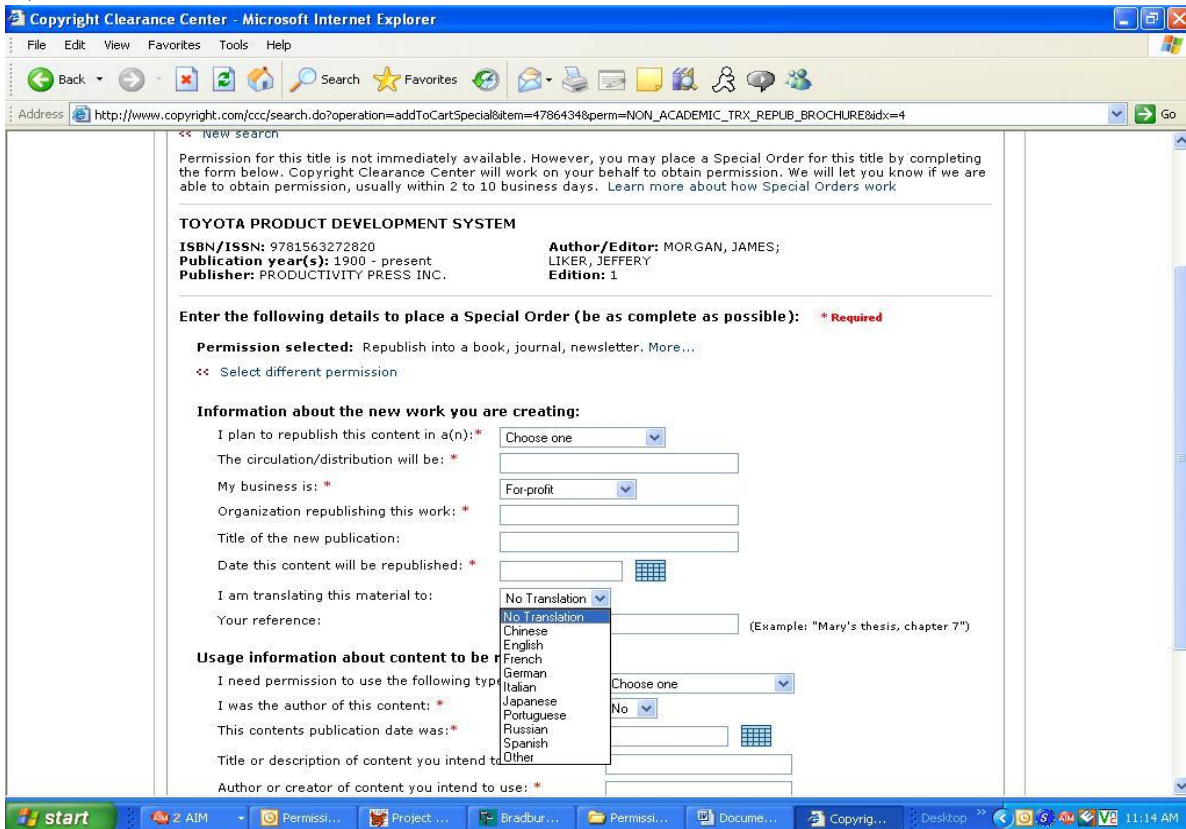


- 2.) Select the title from which you would like to use partial material. You may click on the 'Permission Options' button or directly on the title itself.
- 3.) Select "Special Order" (Republish into a book, journal, newsletter)— the last choice in this menu below:

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4.) Then fill out the form below:



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- 5.) Make sure to fill in all applicable fields, including your print run, page amount, and if you are the author of the material. For electronic rights use the “other book” option. If you are unsure of the print run or any additional information, please contact your project coordinator and/or Acquiring Editor and they can assist you. Please note that if you are the original author of the material, please be sure to note this as this can affect the permission fee you will be charged.
- 6.) Click “Add Special Order to Cart”
- 7.) Click “check out” in your shopping cart and receive an Order #

If you have any issues or questions about the application process you may contact Customer Service Monday to Friday 8:30 a.m. to 5:30 p.m. EST at 877-622-5543 (toll free) or 978-777-9929, Fax 978-646-8600, or customercare@copyright.com.

38. *Will I be charged a fee from CCC to reuse my own work?*

As long as you note on your request that you are the original author, you should not be charged. However, please note that a small administrative/processing fee can be charged from CCC and Rightslink.

39. *The publisher of the material is requiring that my request go through Rightslink®. How do I do that?*

Rightslink is a licensing service through Copyright Clearance Center that provides permission for the reproduction and distribution of copyrighted materials in print and electronic formats on behalf of rights holders who list their titles with them. Rightslink is a service that is typically accessed directly through a publisher’s website. Please be aware that the types of licenses offered are established by each individual rights holder, and will vary.

- 1.) When you go to the participating publisher’s website, please locate the specific article that contains the material that you are looking to reuse. Click on the Rightslink icon (i.e. “Request Permission” or similar link), and you will be directed to the Rightslink order page where you may enter in your request information.
- 2.) Before you can place a license order, you will first need to create an account with Rightslink, by selecting the Create Account option that will appear. After you have completed the 2-step account creation process, you will then be able to submit your order.
- 3.) You are also able to obtain a price quote by using the “quick price” button. Please note that any fees are set by the publisher, and not by Rightslink, which is a service that acts on behalf of the publisher.

Please note that each Publisher establishes the type of information that they require in order to grant the permission, therefore no two requests will be alike. A helpful tip – Taylor and Francis is an STM signatory and should be selected if this is listed as an option for a requester type.

If you have any further questions on the request process, you may contact a Customer Relations Representative at 978-646-2777, Monday-Friday 8:00 to 6:00 EST, or email customercare@copyright.com and they will assist you.

40. *What does it mean if the grant is given on a one time only basis?*

Some publishing houses do grant permissions on a one-time use only basis. This is acceptable for your current publication but note that you will need to request this permission again to reuse the material in any future editions of your work.

41. *The publisher is charging a fee for the permission, who is responsible for paying this?*

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Securing permission and payment of any fees is the responsibility of each editor, author, and/or contributor.

42. *I've requested permission to reuse images from IEEE, but they are charging me. What can be done about this?*

The reuse of any IEEE material requires their permission, as they hold the copyright to their material. Unfortunately IEEE no longer participates in the STM signatory agreement and now has a fee based policy for permission grants even for authors that have published with them previously. These fees can vary depending on the details of the material you would like to reuse and their use in your new publication, but it is possible that fees upwards of \$160.50 or higher per figure/table may be required.

As this is IEEE's policy, the only way to avoid these would be to: 1) use an alternative figure that does not require permission/fees for use, 2) significantly modify the material from its originally published format (at least a 40% change. This still requires referencing however), or 3) reach an agreement with IEEE for a discounted rate/waiver.

Only IEEE has the authority to waive or discount these fees and we strongly encourage you to contact their permissions department directly to discuss the possibilities – particularly if you are the original author of the material or an IEEE member. In the event that you are requesting permission for multiple figures/tables, it may be possible for the fees to be discounted but this is considered on a case by case basis by IEEE's permissions department. You may contact them at pubs-permissions@ieee.org

Always indicate in your requests if you are the original author of the material you are requesting or if you are an IEEE member. However, it is important to note that depending on the details of your copyright transfer agreement with IEEE it is possible that a rather large fee will still be charged for reuse of your IEEE material. We would like to avoid this, as these fees can be exorbitant. Thank you very much for your cooperation with this.

43. *I am writing another edition of my book and want to reuse material from the previous edition. Do the permission grants I obtained for my previous edition still stand?*

Not necessarily. Some publishing companies grant permissions on a one time basis so you must confirm that the previous permission was granted for use 'in subsequent editions' and not 'for one time use' only. If the permission grant was for one time use only, you must request the permission again for use in the new edition. If your previous edition was published with Taylor & Francis and if all material was original to the previous edition, the copyright is now held by Taylor & Francis and therefore permission is not required to reuse this.

44. *My permission request was denied, what do I do?*

If permission cannot be obtained despite your best efforts, you can 1) delete the copyrighted material, (2) Find a substitute for the copyrighted material, or (3) Substantially alter the material so permission is no longer required (Taylor and Francis strongly discourages this option).

45. *Should I include the source lines in my text?*

Absolutely. A source line attributing material to a copyright holder must be included where appropriate in the manuscript (i.e. beneath the table, figure, photograph, or other material covered by the permission grant or with the figure captions). Figures and tables that do not have source lines are assumed to be original work and must be verified as such.

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46. *How specific do I need to be on my source lines?*

Source lines must be complete and contain all appropriate source information. Do not use abbreviated source lines (i.e. ‘Miller, 2007’). Follow the recommendations of your author’s guidelines for source lines (or credit lines) unless special wording is required by the copyright holder (typically included on the grant). Taylor and Francis honors copyright holders’ requests for special wording.

47. *What kind of phrasing should I use for my source lines?*

This can vary depending on the material, the below are common source line phrases and their meanings. You may use any of these phrases that apply for the sourced material, however please keep them consistent throughout your book.

From / Reprinted from / Reproduced from / Extracted from –the material you are using is being reprinted exactly from another source; permission must be requested and received.

Adapted from / Modified from / After / Redrawn from / Based on – other material was used as a basis for your figure/table, etc. but has not been reproduced exactly. A credit line must be included but permission is generally not necessary if the adaptation is significant enough (i.e. more than 40% from the original version – see question 10). Please confirm the publishing company’s policy regarding permission for use of modified figures as some companies will still require permission despite any modifications.

Courtesy of – should be used with unpublished photos, charts, forms that belong to someone else (an individual or institution) but were provided for use in the book; the material is usually not copyrighted. Credit lines must be included for this material to provide proper credit to the original author. The original author must provide the materials to you for use and you should provide a copy of their approval for use.

48. *I have verbal permission to reuse a figure, is this sufficient?*

No, all permission grants must be in written format.

49. *Do I need to keep copies of the permissions grants?*

Yes. Please submit the original permissions signed by copyright holders with your manuscript, but remember to always keep a copy for your files.

50. *How long do the terms of copyright last?*

Works created after January 1, 1978 - copyright lasts for the life of the author plus 70 years. In the case of a joint work, copyright lasts for 70 years after the last surviving author's death. For anonymous and pseudonymous works and works made for hire, copyright lasts 95 years from the year of first publication or 120 years from the year of creation, whichever ends first.

Works created but not published or registered before January 1, 1978 - copyright lasts for the life of the author plus 70 years, but it will not expire earlier than December 31, 2002. If the work is published before December 31, 2002, copyright will not expire before December 31, 2047.

For pre-1978 works still in their original or renewal term of copyright, copyright is extended to 95 years from the date that copyright was originally secured.