By the terms of your contract with Stanford University Press, you are responsible for:

- Obtaining permission to use copyrighted material
- Submitting copies of all permission acknowledgments with the final manuscript
- Paying fees and, upon publication, providing any complimentary copies of your book if required by the permission grantors

It can take up to six months to obtain permission. Be sure to request permissions well before completing your manuscript. Permissions acknowledgments from the copyright holder must be submitted with the final manuscript.

You need to obtain, at minimum, world rights, English-language, and electronic rights. All-language rights are preferable. Electronic publication and licensing to online libraries are important components of the Press's publication program, so we must have permission for both print and electronic editions.

If you have any questions or concerns about permissions, please contact your editorial assistant.

#### WORKS REQUIRING PERMISSION

All original artistic or literary expression fixed in a tangible medium is protected by copyright at the time of creation, for the following duration:

- Any written or artistic work created on or after January 1, 1978, is protected by copyright for the life of the author plus 70 years. This term now applies in many countries.
- Works published between 1923 and 1963 are protected by copyright for 95 years from publication, if published with a © notice and the copyright was renewed.
- Works published between 1964 and 1977 are protected by copyright for 95 years from publication, if published with a © notice.
- For more information on the duration of copyright and special situations, like unpublished works, you can consult the chart found on the following website: http://fairuse.stanford.edu/Copyright\_and\_Fair\_Use\_Overview

In general, you need permission to reproduce any works created by another person, unless the work is in the public domain or you can determine that your use of it is within the fair use exception.

## FAIR USE AND WORK IN THE PUBLIC DOMAIN

Before requesting permission to use a work from another source, check if the work is in the public domain or falls under the fair use exception.

#### Public domain

Permission is not needed to use works in the public domain. However, you must credit the original source. Works for which the copyright has expired or works that are not protected by copyright are considered to be in the public domain:

- All copyrighted works published in the Unites States before January 1, 1923
- All U.S. government publications

Please note that unpublished works fall under different rules. Materials published by state and local governments, foreign governments, and international organizations (e.g. UN) are not in the public domain. Check with each of these entities to see under which conditions you can use their publications.

Please consult the following website for more information on the public domain: http://fairuse. stanford.edu/Copyright\_and\_Fair\_Use\_Overview/chapter8/index.html

### Fair use

The law provides that the fair use of a copyrighted work for purposes such as criticism, comment, research, and scholarship is not an infringement of copyright. The law does not provide a precise definition of fair use, but the following two factors should be considered in determining if fair use applies:

- The character of the use—Is the material integral to the argument(s) made within the text or is it merely illustrative?
- The amount and proportion of the work used in relation to the entire work—Is the amount used reasonable in relation to the purpose for which it is reproduced? Note that proportion is more important than the length of the quotation.

Even if you have determined that the exception of fair use applies, you must credit the original source of the borrowed work. Please consult the following website for more information on fair use: http://fairuse.stanford.edu/Copyright\_and\_Fair\_Use\_Overview/chapter9/index.html

# DETERMINING THE SOURCE OF MATERIAL UNDER COPYRIGHT

For text and line art, the publisher is typically the source and should be contacted directly for permission. Consult the Literary Market Place (LMP) directory or the internet for publisher's addresses. For tables and illustrations, the caption or the credits should indicate the copyright holder.

Note that the physical possession of a work, including legal ownership, does not routinely imply copyright ownership. If, for example, you purchase a painting or a photograph, you do not automatically acquire the right to grant permission for its use to another party. Likewise, the library or archive in which someone's letters or diaries are housed may not own copyright on the documents. For example, you may obtain a reproduction of an artwork from a Museum, but may have to request permission for its use from the copyright holders, the artist, or estate.

#### USING YOUR OWN PUBLISHED MATERIAL

You may also need permission to republish or adapt your own work that has been previously published (e.g., as an article in a journal), if you have signed an agreement transferring the exclusive publication rights to the previous publisher. Check the wording of your agreement to see under which conditions you may reuse your work. Request permission only if required by the terms of the agreement. You don't need permission if you have rewritten the work to a point that it can be considered new and can bear a separate copyright. If you have not signed an agreement with the previous publisher transferring the exclusive rights, you may reuse the work without permission, but you should cite the first publication.

This requirement also holds true when using work taken from your Stanford book. If you will be using parts of your book in a course or in another publication, by the terms of your author contract, you will need to obtain permission from the Press first. Please note that, once you sign a contract with SUP, the Press holds the copyright to your book. If you decide to republish any content from your book any time after signing your contract—even before the official publication of your book—you must seek permission from the Press.

If your manuscript is a revised version of your dissertation, indicate this on the Author Information form.

## **RELEASES**

Releases are necessary for the use of interviews, case studies, personal accounts, photographs, names, or likenesses where individuals are recognizable. The use of photos or other likenesses may raise privacy issues. If you cannot provide a release, we will need a written statement that you made all the necessary efforts to secure such a release and confirm that the individuals were aware that their photograph (likeness and so on) may appear in a book and agreed to it. If you have changed the names or likenesses and circumstances of the individuals in question, in order to obscure their identity, please note this on the Art & Text Log. If possible, please use the release template provided by the press.

# PERMISSIONS REQUEST FORM

	Date:
I seek permission to reprint the following material	(copy attached for your reference).
This material is to be use in the following project:	
Title:	
Author:	
Publisher: Stanford University Press	
Estimated publication date:	
Format: Digital project, [URL]	
Rights requested: Non-exclusive world rights, in all languages, for this and any subsequent editions, including editions for the blind and visually handicapped, as well as for any derivative works in any forms and media, including but not limited to printed and electronic book versions of the project.	
Please note that Stanford University Press is a non-lowest academic rate.	n-profit scholarly publisher and would appreciate your
	Author
If permission is granted, please sign below. In signing this request, you warrant that you are the sole owner of the rights granted herein and that these rights do not infringe upon the copyright or any other rights of any person or entity.	
Permission granted by (please type name and title)	:
Conditions of reproduction:	
Preferred wording for credit line:	
	Signature and date