

## Copyright A Guide for Authors

All published and unpublished works in the UK are protected by copyright until **70 years after the death of the author**.

**The author is responsible for seeking permission from the source publisher to use copyright material. Payment of permissions fees is also the responsibility of the author.**

Fees can vary enormously, with famous poets like Eliot and Auden being very expensive (possibly £90, plus VAT, for four lines of poem). It is important to seek permission as soon as possible as it can take weeks for permission to be granted.

### Fair dealing

The practice called **fair dealing** allows free use of copyright material, without the need for permission, under certain conditions (listed below). The legal definition of fair dealing has been left deliberately vague, which means that different publishers can, and do, set their own parameters.

Please note that finding something on the internet does *not* mean that it's 'fair use'. 'Freely available' does not equal 'free to use' in a commercial context.

### Prose

- Used for the purposes of '**criticism or review**' (**Copyright Act 1988**). The extract **MUST** be used in the context of 'criticism or review' rather than, for example, to illustrate an idea or concept.
- A **single** extract under **300 words**.
- It is not necessary to request permission from the publisher unless these usages are exceeded.

### Poetry, prayer, songs, hymns and plays

- A **single** extract of **one line or less**.
- **Or** if used for the purposes of '**criticism or review**' (Copyright Act 1988), up to a **quarter of a poem** or **prayer**, to a total of 40 lines.
- **Permission must be sought** from the publisher for the use of all other extracts, and this will usually be granted on payment of a fee.

### The Bible

- Most versions of the Bible, the *Book of Common Prayer* and *The Alternative Service Book* are in copyright to various organizations. You can usually reproduce extracts of up to 500 words, in some cases without applying for permission, as long as the correct acknowledgement is used.
- Please let your editor know which version(s) you are quoting from – it is best to be consistent throughout unless you have a particular point to make – so that we can

advise you on copyright status, if necessary, and include the correct acknowledgements.

- Translations that **do** require permission in all cases: Authorized/King James Version; Revised English Bible; Contemporary English Version; New English Bible (for more than 50 verses); New/Jerusalem Bible.
- Please note that Hymns Ancient & Modern (that is, the parent organization of SCM Press, Canterbury Press, Church House Publishing and St Andrew Press) administers copyright for the Church of England – so we can give you permission for (or at least advice about) use of material from *Common Worship* and *The Alternative Service Book* 1980, among others.

If you are preparing an **anthology**, you need to obtain permission to use all extracts of copyright material, however short. This is because anthologies do not qualify for fair dealing.

### **Obtaining copyright permission**

When applying for permission, you will need to know the approximate **price, print run, format(s)** and **publication date** of your book – your commissioning editor or the managing editor can give you an estimate of these.

Many of the big publishers (e.g. Oxford University Press, Penguin) have an online permissions form on their website or use PLS Clear for that purpose.

Other publishers will list an email address to which you should send requests (in this case, you can request a specimen letter from us if that would make it easier for you). You should also attach a copy of the section of manuscript containing the extract, as publishers need to see the context in which it is used and to check its accuracy.

Do let us know if you have any problems, whether with finding someone to contact in the first place, or not hearing back from a publisher.

### ***Illustrations and tables***

Permission is not needed to redraw a map, diagram or table published elsewhere, unless the original method of presenting information is particularly original and is being copied exactly. It is necessary to make acknowledgement of your source where tabular data is closely reproduced. Please ask your commissioning editor for advice.

### ***Artistic works***

These can be photographs, engravings, paintings and drawings. As with written material, they are protected by copyright until **70 years after the death of the photographer, artist or painter**. However, many older, famous works (e.g. Caravaggio's 'Supper at Emmaus') are still under copyright protections, held by galleries or art agencies like Bridgeman's. Please ask your commissioning editor for advice.