

M4: Copyright and permissions – guidance

Cambridge Scholars Publishing only publishes original work, and any materials drawn from another source must be clearly referenced, with permissions sought where necessary. This includes the work of other authors, but also your own content, if this has been included in another publication where the publisher holds copyright. It is not sufficient simply to reference these materials. If you are not the copyright owner, you will need to request permission for any of the following included in your manuscript:

- Tables
- Figures
- Diagrams
- Photos
- Paintings
- Film stills
- Logos
- Digital material, including screenshots
- Song lyrics
- Ordnance survey maps. For the re-use of Google Earth images, see www.google.com/permissions/geoguidelines.html.
- Microsoft clipart. For more information, see www.microsoft.com/About/Legal/EN/US/IntellectualProperty/Permissions/Default.aspx#ELC

Permission is not required for short quotations taken from another person's work, but it is essential that these be clearly referenced as such. Similarly, when referring to research by another author, this should be cited within the main body of the text and in the reference list. This includes material reproduced from unpublished and open access works.

If tables and figures have been adapted, or artwork has been redrawn, permissions are not required but it is important to include an acknowledgement ('adapted from...') alongside the item.

Permissions for content not originating from the author

Requesting permissions for the inclusion of materials whose copyright is not owned by the author is the author's responsibility, as is ensuring that all necessary requirements of the copyright holder are observed, such as including an appropriate caption or acknowledgement. In most cases, permission is granted for a specific publication and the materials cannot be used elsewhere.

If permissions are required:

- **M5: Copyright and permissions form** should be filled in and submitted to CSP if a work has more than one inclusion of externally copyrighted materials.
- All permissions should be obtained in writing. Email or letter are both acceptable. For a sample permissions request, see **M6: Sample permissions request letter**.



- Please begin this process as early as possible as it can take time for permissions to be agreed. Bear in mind that, on occasion, a fee may be charged by the original publisher for re-use of the material.

Case studies – people or organisations

Any references, including within critical studies, to individuals or organisations must be impartial and accompanied by appropriate evidence. Proof of consent will be required for case studies when they include:

- Information that is not publicly available
- Quotes from named stakeholders

