## WILEY

# Journal Permissions: Obtaining Permission to Reproduce Material

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## Identify and credit other people's work

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If using material provided by a colleague ensure that they confirm in writing that the material is original to them, has not been published elsewhere, and that they are granting all the rights detailed in the section 'Rights Required'.

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Check the contract or copyright terms signed when publishing the material previously to see whether, and under what conditions, material can be reused in a new article. If in any doubt, permission must be obtained. It is also important that you consider whether publishing the material would constitute duplicate or redundant publication (See Section 3.5 of Wiley's Publication Ethics Best Practice Guidelines on Publishing Ethics)

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Authors benefit considerably from the Scientific Technical and Medical ('STM') Association Publishers' Permissions Guidelines made between many STM and SSH (social sciences and humanities) publishers to facilitate limited use of each other's copyright material. See <a href="http://www.stm-assoc.org/permissions-guidelines/">http://www.stm-assoc.org/permissions-guidelines/</a> for guidance on usage limits and an up-to-date list of all publishers who are signatories, whether they require formal permission to be requested, and for details of material excluded from the agreement.

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#### **Obtain All Permissions Before You Submit Your Final Manuscript**

Permissions must be obtained before the final version of your manuscript is submitted to a Wiley journal.

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#### **How to Apply & Permission Request Forms**

You can request permission directly from many other publishers by following the instructions on the publisher's website. Increasingly this will direct you to the industry clearing house for permissions, RightsLink®. For a demonstration of how to RightsLink® click here: <a href="http://media.wiley.com/assets/2258/73/CCC.swf">http://media.wiley.com/assets/2258/73/CCC.swf</a>.

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Allow plenty of time for clearing permission; it can take anything from a few minutes to several months to obtain the permission required depending on the amount of material and the responsiveness of the sources. You may need to negotiate with the copyright holders to remove limitations on rights initially granted and/or to reduce fees where these are excessive.

#### **Don't Use Material Without Permission**

Making multiple efforts to obtain permission does not provide any legal protection nor does it constitute a tacit grant of permission by the copyright holder. If you do not manage to obtain formal permission, select alternative material or remove.

#### Material of Unknown Origin or Where Rightsholders Cannot be Located ('Orphan Works')

If a source is unknown or cannot be contacted (an 'orphan work'), then you are taking a risk in including the material

in your work. If the rightsholder is a small publisher, then the following sources may be helpful for identifying rightsholder contacts:

- The Publishers Licensing Society in the UK (<a href="http://www.pls.org.uk/">http://www.pls.org.uk/</a>);
- The Authors' Licensing and Collecting Society (ALCS) in the UK (<a href="http://www.alcs.co.uk">http://www.alcs.co.uk</a>);
- The US Copyright Clearance Center (http://www.copyright.com/);
- Or for other international publishers the local Reproduction Rights Organization (<a href="http://www.ifrro.org/rro">http://www.ifrro.org/rro</a>)

You can apply for a non-exclusive license to use the orphan work, provided that you have done a diligent search for the rights holder: https://www.gov.uk/guidance/copyright-orphan-works#apply-for-an-orphan-works-licence.

### **Rights Required**

#### **Rights Required**

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- For worldwide distribution
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The copyright holder may ask you to further define what we mean by all media or electronic publishing. If asked, explain that the print version of the article will also be made available online through Wiley Online Library or any successor platform, as well as available through journal apps and other media products.

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## 2. Content Categories and Permission Rules

Third-party material for re-use will fall into one of three different categories each governed by separate clearance rules:

- Content from public domain (out-of-copyright or never-copyrighted) sources;
- Copyrighted content from freely available sources; or
- Copyrighted content from other sources.

#### Content from Public Domain Sources

#### **Public Domain**

When material is in the public domain (i.e. it no longer has or never had copyright protection) it does not require permission. Note, however, that translations or other adaptations of public domain works may well still be in copyright.

#### **Copyright Duration**

Below are some general details of the length of copyright protection in key juridictions. Take care in relying on public domain material, as determining whether material is in the public domain can be complex due to various legislative changes. Some material may be in the public domain in certain countries and not in others.

#### Copyright duration in the United States

For material published in the United States copyright protection has been extended over the years resulting in some lack of clarity over what exactly is in copyright. For practical purposes follow the following guidance:

- Seek permission for all content published since 1950.
- Do not seek permission for content published in 1922 or earlier as this will always be in the public domain (in the United States at least see also section Copyright Duration in Europe below).
- For all content originally published between 1923 and 1949 you will need to explore whether or not copyright has been renewed. For book content there is a simple way to determine copyright status: search online (e.g., via Amazon) for a copyright page in a recent version of the book. If the copyright line you see includes copyright renewed xx date, this will indicate that the book is still in copyright in the United States.
- For a more detailed explanation of the position in the United States, see the documents offered by Cornell University <a href="here.">here.</a>

#### Copyright Duration in Europe

For material published in Europe, copyright protection extends 70 years from the end of the calendar year in which the author, artist, photographer, translator dies.

- Seek permission for all content published by authors, artists, photographers, translators who were still alive
  on January 1, 1945 (for permissions cleared for publication in 2015), on January 1, 1946 (for permissions
  cleared for publication in 2016), and so on and so forth.
- Note (in contrast to the status in the United States and the 1923 cut-off) copyright protection extends to all material by the author regardless of how long ago the original publication date was.

#### Copyright Duration in Australia

For material published in Australia, copyright extends 70 years from the end of the calendar year in which the author, artist, photographer, translator dies. In January 2005, however, the term of copyright was extended from 50 years to 70 years, but this did not act to revive copyright in any previous 'out of copyright' works. Therefore:

- Seek permission for all content (other than photographs) published by authors, artists, translators who were still alive on January 1, 1955.
- Seek permission for all photographs taken after 1 January 1955.
- Where material was not published during an author's lifetime, then copyright has expired if material was made public prior to 1 January 1955, but otherwise copyright would expire 70 years after the death of the author.

#### **Governmental Publications: Are they Public Domain?**

- Yes: content published by the United States federal government or its agencies goes straight into the public domain and does not need to be cleared.
- No: content from state governments in the United States, the UN and its agencies, other international
  agencies, NGOs, and other national or regional governments will need to be cleared if outside of the limits
  specified in this document.

#### Works of Art Situated in Public Places: Are they Public Domain?

- Yes: sculpture and stained glass on public (i.e., outside) display in Europe are in the public domain.
- No: works on public display in the United States enjoy copyright protection.

#### Photographing Works of Art in the Public Domain

- If you are using somebody else's photograph seek permission as, even if the work of art itself is in public
  domain, the photograph of it has its own separate copyright protection and will require clearance if still in
  copyright.
- Photographs you take yourself of public domain material do not require clearance although ensure both that you comply with any local rules authorized by a location (e.g. a gallery) re. photography of its collection and that the photograph you generate is a faithful and high-quality representation of the original.

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  - Artist's copyright (clear with the artist or their agent, or <u>DACS</u> or <u>ARS</u> on behalf of artists' estates)
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It is your responsibility to obtain consent from patients and other individuals for use of information, images, audio files, interview transcripts, and video clips from which they may be identified. Some journals may require these consent forms to be provided to the editor prior to publication and to be in a certain format before acceptance. Please check the Author Guidelines for the journal to which you are submitting your article for more detail on patient, subject or participant consent. If the person is a minor, consent must be obtained from the child's parents or guardians.

#### **Ensure Anonymity**

A breach of confidentiality or privacy will not occur where the person in the material has been made anonymous. Bear

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- Masking a person's eyes is not an adequate means of rendering an image anonymous
- Images of people may still be recognizable to individuals and their families, even if the head and shoulders are not included
- People may recognize themselves from clinical descriptions or case reports if their details have not been made sufficiently anonymous.

#### Film and TV Images, Audio, and Video

- Obtain permission for the use of all film stills.
- There is no requirement to clear pre-1976 film and TV publicity photos and posters published in the US that
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- Frame grabs do not require clearance if use is limited and for purposes of criticism or review. Ensure you
  provide a source in all instances including title, date of release, director, and (where feasible)
  producer/production company.
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  material in your article and clearing permission is to link to externally hosted audio or video content (e.g.
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- For original material created as part of supporting information a release form must be received from all participants who are heard as part of the recording or appear on camera.

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Where you translate material yourself or use a third-party translation of material, which is more than a nominal quote, you will need to obtain permission from the original-language publisher (if translating yourself) or from the publisher of the existing translation. See our <u>Licensing FAQs</u> page for more information.

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When using classification or procedural standards guidelines from any entity ensure you always seek permission from the copyright holder even where the information is widely available online. This approval process ensures that you reproduce the latest information (often a sensitive issue for the copyright holder), and that any modifications or adaptations you make are approved. We recommend that you aim to use content exactly as presented by the copyright holder wherever feasible.

## 3. Ethical Approvals and Other Consents

#### **Research Subjects and Patient Consents**

All studies or reports involving human and animals must have been reviewed by an appropriate ethics committee, which would oversee appropriate consents for participation. Exceptions to this may be made by some journals for specific situations, which will be set out in the Author Guidelines for the relevant journals Please see the Author Guidelines for the relevant journal for more detail on ethics approvals.

#### **Consents Involving Indigenous Peoples**

Studies or research involving indigenous peoples may also require specific consents to be obtained or certain processes to be followed, depending on the journal and the area of practice. Please see the Author Guidelines for details for the journal in question.

#### Wiley Best Practice Guidelines on Publishing Ethics

For more information on Publishing ethics, see <u>Wiley's Best Practice Guidelines on Publishing Ethics</u>. These guidelines have been written to provide support to all those involved in scholarly publishing with a summary of best practice guidance from leading organizations around the world. Our guidelines are written for societies, editors, authors, librarians, students, funders, corporations, and journalists. Topics covered include research integrity, research ethics in journal articles, editorial standards and processes and copyright and intellectual property.