

**Permission Guidelines for Authors**

We ask that you note the permissions clause in your contract, in which the following appears:

**If copyrighted material, or other material entitled to common law protection, from other sources is included in the Work, the Author shall at the Author’s expense obtain from the owners thereof or their representatives written permission for the use of such material in all editions of the Work (print and digital), and shall deliver copies of the permissions to the Publisher at the time of submission of the final manuscript.**

If this material is not present with the manuscript at the time of submission, the manuscript will not enter our production process until all permissions are completed.

Upon publication of the book, the Press will send a copy or copies of the book to permission grantors, but only if the grantor has requested it.

Using material in the public domain does not require permission. To determine what is in the public domain, please see *The Chicago Manual of Style*, 4.19–4.33. The following chart may be used as a quick guide to help you determine whether material is in the public domain:

	<b>Status</b>
<b>United States</b>	
Before 1929	Public domain.
1929–1963	95 years from publication or registration, <i>if</i> published with notice and renewed in 28 <sup>th</sup> year after publication. If not renewed, public domain. The online Stanford Copyright Renewal Database is a valuable tool for checking renewal status.
1964–1977	95 years from publication or registration, if published with notice.
1978 and later	Life of the author plus 70 years. In the case of works for hire, 95 years from publication or 120 years from creation, whichever is shorter.
<b>Canada</b>	
All years	Life of author plus 50 years.
<b>Other Countries</b>	
All years	Life of author plus 70 years.

*What requires permission?*

No publisher can interpret the fair-use provision of the copyright Act of 1976 with complete accuracy. Based on our research of industry standards and in accordance with the *Chicago Manual of Style*, (see chapter 4), we recommend the following broad guidelines for obtaining permissions.

Type of Work	Permissions Guidelines (What you should get permission to use.)
Nonfiction Book or Other Lengthy Work	Quotations of more than 500 words in total throughout your manuscript.
Article, Short Essay, Speech, Sermon, or Conference Paper	Quotations of 10 percent of the total work or 250 words (whichever is less) throughout your manuscript.
Article of 1,000 words or less	Quotations of more than 50 words throughout your manuscript.
Novel or Book-Length Fiction	Quotations of more than 100 words throughout your manuscript.
Poetry	Quotations of 10 percent of the total poem or 10 lines (whichever is less) throughout your manuscript. ***Regardless of the length of the poem, using an entire stanza of poetry always requires permission.
Song Lyrics	Treat as poetry (see above).
Prayers	Quotations of 10 percent or more of the total prayer throughout your manuscript.
Drama, Fictional TV Shows, and Movies	Quotations of more than 100 words in total throughout your manuscript. ***Be careful with poetic drama, which should be treated as poetry.
Nonfiction TV Show or Documentary	Quotations of 10 percent or 250 words (whichever is less) throughout your manuscript.
Tables, Graphs, Maps, Illustrations, Photographs (see #5 below) of Paintings, Other Art	These require permission unless they are Public Domain/Fair Use (see table on previous page)
Unpublished Material (such as a letter, diary, or manuscript)	These require permission unless they are Public Domain/Fair Use (see table on previous page).
Interviews. See "Interview Release FAQ" on the <a href="#">Manuscript Preparation Guidelines</a> web page for full details.	A release should be obtained from the person at the time of the interview. An "Interview Release Form" can be downloaded on the <a href="#">Manuscript Preparation Guidelines</a> web page
Web (online) materials	Anything posted on the Web is "published" in the sense of copyright (per <i>Chicago Manual of Style</i> 17.6) and must adhere to the permission guidelines stated above for the appropriate length/type of original material.
Your Own, Previously Published Work	Material that is your own that has been previously published in another copyrighted publication must adhere to the permission guidelines stated

### Requesting Permission

Before requesting permissions, please review the *Chicago Manual of Style* (16th edition, sections 4.92, 4.93, and figure 4.3 or 17th edition, sections 4.95, 4.96, and figure 4.3). We've provided a "Sample Permissions Letter" on the [Manuscript Preparation Guidelines](#) web page. It may help to mention that you are publishing with a nonprofit press. Some permission grantors will reduce the fee for nonprofits.

We ask that you:

1. Request multi-language, **world rights, print and digital**, for all material requiring permission. If only partial world rights are granted, you must follow up for the rest with the appropriate rights holder.
2. Complete the "Permissions Checklist" available for download, in Word or Excel, on the [Manuscript Preparation Guidelines](#) web page. Please include details for all works cited and their permissions status. **This completed checklist and a copy of all permission correspondences, including invoices and license agreements, must accompany the manuscript.**
3. Send a copy of original quoted material so that we can verify accuracy of the transcription.
4. Compile a listing of all credit lines for the permission acknowledgments. Check the permission license/agreement for stipulated credit line.  
 Sample: Excerpt from "Introduction to Poetry" in *The Apple That Astonished Paris*, by Billy Collins is reprinted by permission of the University of Arkansas Press. Copyright 1988 by Billy Collins. All rights reserved.
5. Photographs: please provide a signed "Photo Use Release Form" from the person(s) featured in the photo. Professionally shot photos also require a "Photo Use Release Form" from the photographer or studio. Both forms are available on the [Manuscript Preparation Guidelines](#) web page.