

# Information on Copyrights

## Information on the copyright issues involved in making a publication available

In order to publish a book with AUP, and thus to make it available to others, you need to have full copyright over the material that is contained in your book. Below you will find a number of tips on how to get permission from the person who holds the rights if you:

- have included journal articles or material that has previously been published elsewhere;
- have used visual material from another party;
- have included audio material in the paper and/or electronic version of your work.

### 1 Copyright and journal articles

**Situation:** my thesis contains material that has already appeared elsewhere in the form of an article in a journal.

**Solution:** this can differ according to the situation. In some cases you retain full copyright, while in others some of the rights are transferred, generally to the publisher of the journal. As a rule, you can find out which situation applies in your case by consulting the agreements or contracts that you made with the publisher in question. If it is indeed the case that you no longer have full copyright over the material in your thesis, you have to ask the other copyright-holder (thus in most cases the publisher) for permission to re-publish. Your request for permission will usually be granted.

A distinction is still often made between publication in paper form (such as with the first edition of your thesis and possible subsequent POD availability) and in electronic form (such as inclusion in an online library). When requesting permission, always state clearly that you are asking for permission for both forms of publication (electronic and print/POD/paper).

Given that almost all universities nowadays make it compulsory for theses to be made available in an online repository (whether or not they are covered by a temporary embargo), it is very important to ensure that permission also covers electronic publication.

### 2 Visual material from another party

**Situation:** in my inaugural lecture, I use visual material for which I do not hold the rights.

**Solution:** copyright also applies to visual material. If you use visual material for which you do not hold the rights, you have to ask permission to use this material from the copyright-holder. Here it is also the case that permission must be given for both electronic use and use in print.

As it can be difficult to trace the rights-holders of visual material and make arrangements regarding possible fees, you can contact the Pictoright Foundation to help you with this (<http://www.pictoright.nl/gebruikers.html>).

### **3 Concluding an author's agreement with AUP**

Once the necessary permissions, such as those indicated above, have been arranged by the author, or the author personally has full copyright over the work, the author's agreement can be concluded with AUP.

It is necessary to transfer rights to the publisher if the publisher is going to make a book available to others; this is a legal requirement. This is achieved in the form of an author's contract. The contract is agreed with the person or representative of an organization that holds all the rights to the work, or who has the permission of all rights-holders to publish.