

# COPYRIGHT GUIDELINES FOR SFU DIGITAL PUBLISHING PROJECTS

## YOUR RESPONSIBILITIES AS AN AUTHOR

Authors are responsible for obtaining required permission for third-party content reproduced in your publication and for submitting copies of such documentation to SFU Digital Publishing.

Permission is required to include any third-party content in your publication (including articles, images, maps, diagrams/figures, poems, music, lyrics, etc.) **UNLESS:**

1. The work is openly licensed, for example under a [Creative Commons license](#).<sup>1</sup>
  - a. Make sure you are following the terms of the license in your use of the work (particularly if it is licensed with “no derivatives” or “share alike” terms).
  - b. If the content is under a different CC license than your publication, be clear about its license in the caption/citation. Also note in the front matter that some contents have different licenses than the publication as a whole.

### OR

2. The work is in the public domain in Canada. In most cases this happens 51 years after the original creator dies, but check the [Canadian Copyright Term and Public Domain Flowchart](#) for confirmation.
  - a. Note that copyright lasts for different terms in different countries; something marked “public domain” may not actually be in the public domain in Canada.

Authors must cite all third-party content, including full citation info (i.e., not just a title or URL/link).

## WHAT IS THIRD-PARTY CONTENT?

Third-party content is anything you (or your co-authors/contributors) did not create.

Third-party content could also include material you created under a contract or terms of employment, which would require permission from the employer to reuse. Note that at SFU (and many higher education institutions) you, rather than the employer, likely own the copyright in your research and teaching materials. Check your institution’s policies for details.

Third-party content could also include material you wrote or created which has been published elsewhere. Check your publishing agreement to see if you have the right to reuse it in this way; otherwise, contact the publisher to request permission.

---

<sup>1</sup> Check [this FAQ](#) for a number of sources for finding openly-licensed content.

## COPYRIGHT GUIDELINES FOR SFU DIGITAL PUBLISHING PROJECTS

### REQUESTING PERMISSION: WHERE TO START

Published works (books, articles, news)	Publisher or news outlet  Note: Images in books, articles and news stories are often sourced from third parties; check the caption to determine who the rightsholder may be
Content found online and/or not formally published (e.g., blogs, websites, social media)	Author of the work or owner of the site  Note: if you found the work through a Google (or similar) search, follow the links to its source site to find authorship/owner info
Archival content	Archives
Artwork	Check the holding museum for rights/permissions info, or contact the artist (or their gallery) if contemporary
Government works (any level, any jurisdiction)	Check the government site for rights/permissions info, or contact the specific agency or department

Use SFU Digital Publishing's permission template letter.

Note that copyright owners have the right to deny permission, or to charge a fee for the use.

CONTACT THE SFU COPYRIGHT OFFICE WITH ANY QUESTIONS: [COPY@SFU.CA](mailto:COPY@SFU.CA).