

## MP Copyright Guide for Authors

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- 1. Understand that citing the image is not the same as acquiring copyright permission.** Simply citing “Copyright of X” is not sufficient and the holder can request we remove the images even if they are cited. The author must supply proof to **MP** that they have obtained permission to reproduce the image. We also need written proof that we can reproduce the images. Emailing **MP** to say that a holder gave you permission over the phone or the image is public domain is insufficient.
- 2. Find out who owns the copyright to the image.** This can be done in a number of ways, including a google image search. While the internet isn’t known for its careful use of copyrighted material, usually someone does at least offer credit or a good jumping off point for use of the images.
- 3. There are some films and images in the public domain are available for use.** Two sources to check are The Library of Congress’s American Memory Project (<http://memory.loc.gov/ammem/index.html>) and Wikimedia Commons ([http://commons.wikimedia.org/wiki/Main\\_Page](http://commons.wikimedia.org/wiki/Main_Page)). Please read the copyright and use statements carefully to ascertain how the materials found on these sites can be used.
- 4. Contact the copyright holder and begin the process.** Unless the copyright holder is a large company that deals specifically in copyrights (like Art Resource or CORBIS), you want to talk to someone in the “permissions” or “rights and reproductions” departments. Begin this process well in advance of the publication date. Permission can be granted immediately, but it’s more likely that the holder has a backlog of requests and it can take two weeks to several months in order to obtain permission. Some holders require a web form, some require a letter, and some require a fax or email.
- 5. Be prepared for their questions.** Copyright holders often treat academic, not-for-profit and for-profit entities differently. In terms of **MP**, you are looking to publish the image in an online, academic, not-for-profit journal. Know how many times you’re using the image, how large the image is on the page and any other pertinent information about your work (full color image, black and white image, image detail, etc). Also, gather as much information about the image as you can, including where you’ve seen it published or on permanent display, the author/artist, the year, the medium and so on.
- 6. Get Your Wallet.** Some holders may charge for use, even if the use is for scholarly or non-profit purposes, though this is uncommon. If you don’t wish to pay for copyright use,

please contact MP and we will remove the images and edit your work with you so that the article can stand without them. If your work cannot stand without use of the images (if you were doing a full analysis of ten works by Frida Kahlo, for instance) please contact MP and we will see if there is anything we can do.

If you need help or are confused by this process, you can contact Jolie Mandelbaum at [jolie@academinist.org](mailto:jolie@academinist.org) and she can help you, but she will not obtain the copyright or do the legwork for you, she can simply help you untangle the process.