



SEEKING PERMISSIONS

COPYRIGHT - WHAT YOU NEED TO KNOW

This factsheet is intended for University of Newcastle staff members to use in the context of their employment only and provides general advice. University staff should contact the Copyright Advisor if they have specific questions or concerns.

Using 'third-party' copyright

When you add images, graphs, etc., to your research outputs (including publications and theses) from sources such as books, articles, and the Internet, this is known as using third-party copyright. When reusing this external content, there are requirements you must follow so that you do not infringe copyright. [UON's Copyright Compliance Guidelines](#)

Is referencing enough to cover third-party material in my research?

Referencing will cover general scholarly use of paraphrased text or limited verbatim quoting (where considered to be 'insubstantial'). Where material such as figures, tables, and other 'substantial' content is concerned, referencing-only is not enough. Unless some form of open licensing is involved, reuse will usually require permission from the copyright owner.

Why do I need to seek permission to reuse others' content in my research?

While there are exceptions in the *Copyright Act 1968* (the Act) for certain uses under 'fair dealing' and educational use, most reuse of third-party copyright in research outputs, publications, etc., will not be covered by these exceptions. Therefore, in most cases, you will need to seek permission from the copyright holder for your reuse.

How can I seek permission for reuse?

This will depend on the material being reused, the copyright owner, online availability, etc. As an example, for material from journal articles, you will usually find a link for permissions on the abstract page on the journal site. For material from the web, you may find details on a copyright or terms of use page. In some cases you may need to contact the copyright owner directly via email. Our [thesis help PDF](#) includes a suggested email template, or you can contact the Copyright Advisor.

What about reusing material that I wrote/created?

This will depend on your publishing agreement – you may have kept certain rights but could still need permission for some reuse. Many publishers allow for reuse in a thesis at no charge. This permission may be noted on the publisher's site, or may require completion of an online form. Where you have retained full copyright or the material was published under a Creative Commons licence, you will usually have more options for reuse.

Other permissions and licences

You may be able to rely on direct permissions or licensing from the copyright owner to reuse third-party content. For example, material shared under a Creative Commons licence will include [specific requirements for reuse](#). Where you rely on permissions from a copyright owner found online (e.g. for a digital image), keep this on file.

How can I show that I've received permission for reuse?

For a thesis or report, adding a note in the caption under the material (such as '© [Copyright Owner]. Reproduced with permission') is recommended. For material being reused in an article, conference paper, book chapter, etc., follow the style guide of the publisher or seek advice from the Editor. For other material you may wish to speak with the Copyright Advisor.

Best practice

- Keep detailed notes of where you have taken material from – this will assist with the permissions process and also assist with referencing your sources.
- Allow plenty of time to request permissions – while some online approvals are instant, others that require contact via email, etc., may take months.
- Make sure to follow any directions or conditions set out in the permissions / licensing you find or receive.
- Contact the [Scholarly Publishing Team](#) for assistance with clearing publications for use in your thesis.

For more information see [Copyright Support](#) below.

Copyright Support

Ask a question: newcastle.edu.au/copyright-request

Phone: (02) 492 16456

Web: newcastle.edu.au/copyright-support

Academic Division | Library Services

Last updated 14 November 2022

