

Frequently Asked Permission Questions

1. Does the author have to request permission to use their own work?

Yes. See below for how to apply:

- Repositories – contact permissions.mailbox@taylorandfrancis.com
- Posting on their own websites – contact permissions.mailbox@taylorandfrancis.com
- Academic – apply via CCC; standard academic permission rates apply
- Republication in new works – apply via CCC

2. Do you have to request permission to use material from one T&F book in another?

Yes. There is no fee charged, but explicit permission is required. For US books, check first to see if you can apply via the CCC; if not, send an email to permissions.mailbox@taylorandfrancis.com. For UK books, always contact UK permissions directly at mpkbookspermissions@tandf.co.uk.

3. Why does the author/in-house requestor pay \$3.50 to get permission through CCC?

This is a processing charge applied by the CCC, which they apply to every order. While it does mean that gratis permission requests are not entirely free, it is a nominal charge and it does help us to process a large number of permission requests with efficiency.

4. What is considered an “in-house” request?

In House means reusing material that we already own, e.g., republishing an article that was first published in another T&F title. In-house permissions are gratis, but require an explicit permission grant. These can be obtained via the CCC.

5. What should I do when a work appears to be pirated?

If you come across a whole book posted online or a clear case of piracy we can have a legal “Cease and Desist” action taken.

- For US titles, contact Maureen Ngoma-Moyna at TandFcomplianceteam@Informa.com
- For UK/RoW, see above.

In the case of partial material: check with permissions first (permissions.mailbox@taylorandfrancis.com) to see if permission was granted; if need be we will get TandF Compliance involved.

6. What should I do if an author wants his or her rights reverted?

Editorial handles rights reversions. Upon reverting rights, editorial should send a note to permissions (permissions.mailbox@taylorandfrancis.com) so we can make a note in our records and have the CCC record updated.

7. What if the material I want to use appears in a reader or collection?

In such cases, you must apply to the publisher where the material originally appeared, and you must cite the original sources as your reference. First verify who owns the material by checking the permission acknowledgments section of the reader. If the material in question is original to the reader, then you should note that in your permission application, whether it is via CCC or direct to the publisher.

8. Can I just re-draw or adapt a figure or paraphrase text and not request permission?

Figures that are re-drawn or adapted still require permission for reuse, and the original figure must be cited. You can paraphrase text; permission is required only for verbatim reuse

9. When requesting from another publisher, if they come back with a high price is there anything I can do?

Yes! You can always request a price reduction. Many publishers will give you a discount, and the worst that happens is they deny the request. A good approach is to email the publisher and state how much you are willing to pay based on your budget for the project. Be mindful and respectful when negotiating with publishers.

10. Why can't I get permission for all future editions as well as all languages and formats?

This is considered a ‘blanket’ permission and most publishers will not grant these. You must request permission for each language and format as appropriate, and typical permissions will extend for the life of one edition. Publishers need to research contracts to make sure we have the rights to grant on, and therefore we need a list of specific formats/languages.