



## Permissions and Attributions for SIL Publications

The guidelines below summarize and illustrate SIL's Global Publishing Services' (GPS) standards for permissions and attributions, and what may be most relevant to authors who submit a manuscript to GPS.

Note that it is the author who is responsible to seek all permissions and who has financial responsibility for any permissions if the owner of the item requests payment. All permissions are expected upon submission of manuscripts to GPS for publication.

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### Introduction

In academic writing correct citation and referencing to credit other's works is well established and license to quote from those works typically falls under the fair use guidelines (see 1.1).

However, **use of stand-alone items do not fall under fair use**. Stand-alone items include photos, maps, tables, charts, figures, illustrations, a glossary, even the text of a complete chapter or appendix. The creator of any stand-alone item, even if not copyrighted, is the intellectual property (IP) owner. Whether taken from a published work or elsewhere, these generally require permission to use. The form to request permission can be found here: [SIL-GPS Intellectual Property & Informed Consent Release Form](#).

Copyright and terms of use information for a publication is found in its front matter. Terms of Use for stand-alone items found on the Internet are usually discoverable at the bottom of the URL site. Under Terms of Use you can determine what the IP owner requests regarding license and attribution.

A category of license, in addition to IP, is informed consent (IC). An individual quoted in an interview or credited for "personal communication" in a GPS publication, named for another reason, or clearly identifiable in a photo, should give consent for use of their quote, name, or image. That IC license is addressed to SIL-GPS, as publisher, and identifies the GPS work in which the subject appears.

This guide mainly covers permissions/license and attribution related to graphic items, but discussion begins with textual permission and attributions.

# 1 Intellectual property (IP) permission

## 1.1 What does *not* require permission?

**Fair Use** is defined as text that an author can quote without requesting permission. As a general rule, fair use is limited to 10% of a total text. For a more full definition of fair use, see [Wikipedia – Fair Use](#).

**Terms of Use:** When accessing a “stand alone” item (see section 1.2) online, the source notifies the user under “Terms of Use” at the bottom of the web page, what license the owner grants for use of that item. For example, “CC BY-SA 3.0” (Creative Commons, Attribution-Share Alike) grants the user freedom to copy (even adapt) the item without permission. If in doubt about the terms of license, ask the source for permission.

GPS requests that the author send (1) a screenshot of the Terms of Use wording as a PDF along with the URL of that page and (2) a link to the item itself (with URL), even if permission is not required. Further, (3) attribution (acknowledgment) in your manuscript of the source of a “stand-alone item” (see 1.2) should always be given (see section 4).

Four legitimate, free map sources are United Nations maps, Google Maps, The World Factbook maps, and *Ethnologue* maps. UN maps and The World Factbook maps are public domain or open source and may be used and altered without permission; Google Maps may often be used without requesting permission—but permission may be required when the map copyright is held by a primary source. This is explained in section 5. *Ethnologue* maps are owned by SIL International, and thereby up to three low-resolution, watermarked maps may be freely used in GPS publications. However, permission for higher quality *Ethnologue* maps is required—even by SIL authors. Clarification for *Ethnologue* map use is in section 5.

SIL members can design a map using data from [www.worldgeodatasets.com](http://www.worldgeodatasets.com), requested from SIL Cartography Services.<sup>1</sup> You will be instructed about how to attribute.

If an SIL member also needs mapping software, you have several options:

- Request an ArcMap license from SIL Cartography Services (very few are currently available).
- Download a free Geographic Information System (GIS) program (e.g., QGIS or GMT—among many). See <http://www.qgis.org/en/site/> and <http://www.soest.hawaii.edu/gmt/>.
- Contact the SIL Cartography Services to become a registered user on [www.arcgis.com](http://www.arcgis.com). This service is free within certain parameters.

## 1.2 What requires IP permission?

**Stand-alone items** from within a publication or elsewhere require permission unless the IP owner grants clear license to use it freely. See Terms of Use (section 1.1) for how to do determine if permission is required and what SIL-GPS needs from the author. Section 3 gives further explanation of what GPS needs from the author.

- Photos, maps, tables, charts, figures, illustrations, even the text of a complete chapter, glossary, or appendix, is considered a complete work unto itself and is not considered fair use.
- Photographic images are the IP of the photographer and stand alone in a publication. Even if text portions of the rest of the work can be quoted under the fair use doctrine, photos, whether taken by the author or by another photographer, need specific permission for use.
- Maps, whether purchased and copied, downloaded, or requisitioned, are the IP of the individual or institution who created them. That source is IP owner and should grant permission for its use.

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<sup>1</sup> [Matt Benjamin@sil.org](mailto:Matt.Benjamin@sil.org)

- A basemap is IP copyrighted data requiring permission to use. There are two types of basemaps—(a) web basemap services and (b) user-defined “geodata” such as “shapefile” layers.<sup>2</sup> Some web basemap services do not require permission to use (e.g., Open Street Map), but all basemaps must be acknowledged with the attribution requested by the owner. Often a web basemap service will embed its own attribution when it is included in a map. See sample attribution statements for geodata and software, maps 7 and 8, below.

**Extensive quotation** from a source also requires permission. Most Bible versions explicitly state that for use of more than 500 verses, permission is needed.

**Informed consent releases** (see section 2), in addition to IP permissions, are important for authors to submit along with their manuscript files.

## 2 Informed consent (IC) releases

Any individual who can be identified by quote, name, or in a photo will need to give informed consent to permit his identity to become public.<sup>3</sup> There are three general categories to keep in mind, which apply to identifiable people in photographs as well as to textual mention of a person:

- IC is not expected from public personages, cited or photographed in a public forum, or from a person named and cited, whose related information is public, having been published elsewhere.
- For private individuals named in GPS publications, IC permission should be obtained.<sup>4</sup> SIL respects the moral right of individuals not to be quoted or named, for multiple reasons: a quoted source may not agree with the wording of a quote attributed to him or may prefer anonymity for personal reasons. He may not want to be associated in print with SIL or with the topic about which he is named, or he may prefer to avoid possible social, political, or religious backlash for having been named, distress of which the author may be unaware.
- Language assistants or others may voice a desire to appear in the work. To preserve a record of that desire, the author should obtain either a signed SIL-GPS permission form or the equivalent as a digitized oral recording.<sup>5</sup> A written translation should accompany the recording.

By signing the GPS form in which the source gives informed consent to SIL, both he and GPS may be confident of his approval and that GPS has made every effort to safeguard his privacy.

## 3 Use of the SIL-GPS IP & IC Log Sheet, and Release Form

The [SIL-GPS IP & IC Log Sheet](#) is where the author lists the IP and IC items from his text. The author should download both the Log Sheet and the SIL-GPS IP & IC Release Form from here: [SIL-GPS Intellectual Property & Informed Consent Release Form](#). Once IP and IC is logged, the author uses the

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<sup>2</sup> Geodata includes coastlines, political boundaries, rivers/lakes, communities, cities and roads, and contours; Esri (once Environmental Systems Research Institute) includes hill shading. Geodata is now referred to as Seamless Digital Chart of the World (SDCW) data, from [www.worldgeodatasets.com](http://www.worldgeodatasets.com). SIL Cartography Services is transitioning to an Esri basemap, still, after the transition users may continue to use SDCW on their own.

<sup>3</sup> If the source gave informed consent to be quoted or photographed for the writer’s dissertation, the author will need to request another IC from the source for permission to use the same information for an SIL series, which would likely give wider public exposure and, as a derivative, may have changed in focus. When in doubt, request the permission again.

<sup>4</sup> Private individuals may be sources of information named in interviews, personal communication—even those acknowledged for their contribution. The need for IC permission depends in part on the religious or political volatility of the local situation.

<sup>5</sup> In cases where access to the individual is not possible or practical, initials, a pseudonym, or a code may substitute for the source’s name. Alternatively, a general reference can be given in lieu of the name (“a neighbor,” “the mayor of Chivay,” etc.).

Release Form<sup>6</sup> to request license to use IP (whether formally copyrighted or not) by a photographer, stand-alone item creator (see 1.2), or for extensive text citations from the author of another work. The form can be used to request IC for each individual identified uniquely by name or in a photo. (Alternatively, an individual can grant an IC release in the body of an email, by naming the publication title, affirming his approval for use of his name, and recognizing SIL International, as the publisher.)

Signed release forms are archived along with the final manuscript. GPS editors can give authors guidance regarding how to acquire permissions; however, if there is a charge involved, the author is responsible for that cost.

## 4 How to attribute

GPS authors always attribute the creator of any IP, including a photograph, map, or other graphic downloaded from the Internet. Attribution can be given in the front matter, embedded within the image or given as a caption below the item. For Internet downloads, the full source, access date, and website can be given in the caption, or just the source given, which points to references, where the access date and website appear.

For photographs, attribution, is worded as follows: “© year, photographer’s name. Used by permission.”

## 5 Examples of attribution with maps

**Creative Commons** (CC) licenses, at <https://creativecommons.org/licenses/>, specify how the owner of the material is willing to allow the material to be re-used. Maps, whether purchased and copied, downloaded, or requisitioned, are the IP of the individual or institution who created them. That source is the IP owner and should grant permission for its use. Many maps published on the internet will have defined CC licenses that should be acknowledged. A common CC license is CC BY-SA 3.0. Under this license graphics may be copied, altered, and redistributed, but must give appropriate credit. See maps 3 and 4, and footnote 9.

**United Nations maps** offer a good first option for open source use “as is” or as the basis for an adapted map. See <http://www.un.org/Depts/Cartographic/english/about.htm>. The UN website says, “Do not reference the map by URL.” Instead, include the following reference information: “map name, map number, revision number, and date.” For example, Democratic Republic of the Congo, no. 4007, Rev. 8. January 2004. (See p. 5, map 1, and p. 8, references.) If modified, an attribution includes the words, “Based on UN map...”

**Google Maps** guidelines for use are here: <http://www.google.com/permissions/geoguidelines.html>. Screenshots or downloads for use by a nonprofit academic publication can be given without requesting permission. Authors must clearly show the copyrighted information as given on the original map, both for the Google attribution and for any additional source. For more information on Google Maps attribution, see <http://www.google.com/permissions/geoguidelines/attr-guide.html>.

**The World Factbook maps** are in the public domain, and can be altered. To search for a country, type in the name at the Google prompt as follows, using Peru as example: “The World Factbook: Peru.” Following is the result of the search: <https://www.cia.gov/library/publications/the-world-factbook/geos/pe.html>.

**Ethnologue maps** are the intellectual property of SIL International. They can be downloaded from the *Ethnologue* site by country name here: <http://www.ethnologue.com/browse/maps>. The Terms of Use states that—even for SIL authors—the copyright and “watermark” may not be removed, the *Ethnologue* map may not be altered (without permission), and no more than three maps may be used in any one publication. Any other use requires prior written permission from SIL International.<sup>7</sup>

<sup>6</sup> Publishing houses often request IP permission be submitted on their own form. Their contact information is found on the web site or in the Front Matter of published books.

<sup>7</sup> The GPS Copyright Permissions form can be emailed to [administratorcopyrightpermissionsintl@sil.org](mailto:administratorcopyrightpermissionsintl@sil.org). For a high

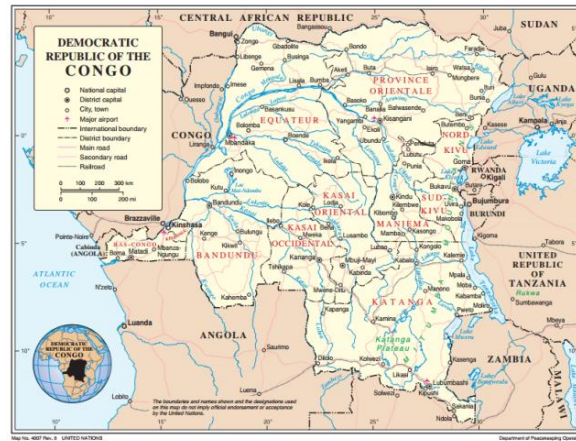
As mentioned in section 4, attribution statements for GPS publications are given

- in the text—copyright page or text preceding the maps,
- on the graphic itself—a textbox embedded on the map, or
- in a caption beneath the map or figure.

The GPS norm is to *not* attribute within a footnote. In each case the attribution statement should reflect what the map creator requests under “Terms of Use” on the map website or in the source manuscript, on the copyright page or at the source item attribution.

Examples below illustrate some types of map attributions. Note: read all footnote explanations carefully.

Map 1. Democratic Republic of the Congo



United Nations Map no. 4007, Rev. 8. January 2004. Accessed 18 August 2016.

Map 2. Catanduanes (encircled) in the Philippines



Adapted from The World Factbook: Philippines.<sup>8</sup>

resolution, non-watermarked *Ethnologue* map, the acquisition process is via the pay-for-download function on [www.ethnologue.com](http://www.ethnologue.com).

<sup>8</sup> This attribution, like a citation, points to the references, where the URL and date of access is given.



Map 3. Bicol Region and the Province of Catanduanes



Wikipedia, [https://en.wikipedia.org/wiki/Bicol\\_Region](https://en.wikipedia.org/wiki/Bicol_Region). CC BY-SA 3.0.<sup>9</sup> Accessed 3 May 2018.

Map 4. Ethnolinguistic map of the Caucasus with the Rutul in Russia

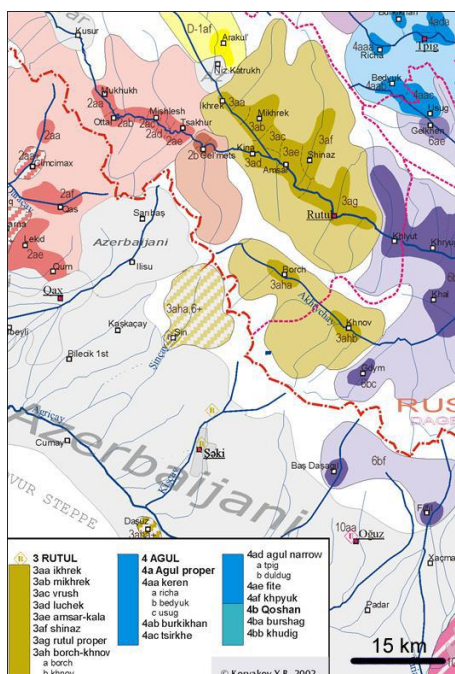


The Perry Castañeda Library, University of Texas,  
<https://legacy.lib.utexas.edu/maps/commonwealth/ethnocaucasus.jpg>  
 CC BY-SA 3.0. Accessed 3 May 2018.<sup>10</sup>

<sup>9</sup> "CC BY-SA 3.0" is shorthand for the type of Creative Commons (CC) license the IP owner gave. In this case, Attribution (BY) and Share Alike (SA), 3<sup>rd</sup> edition. This license allows for the map to be altered and used freely.

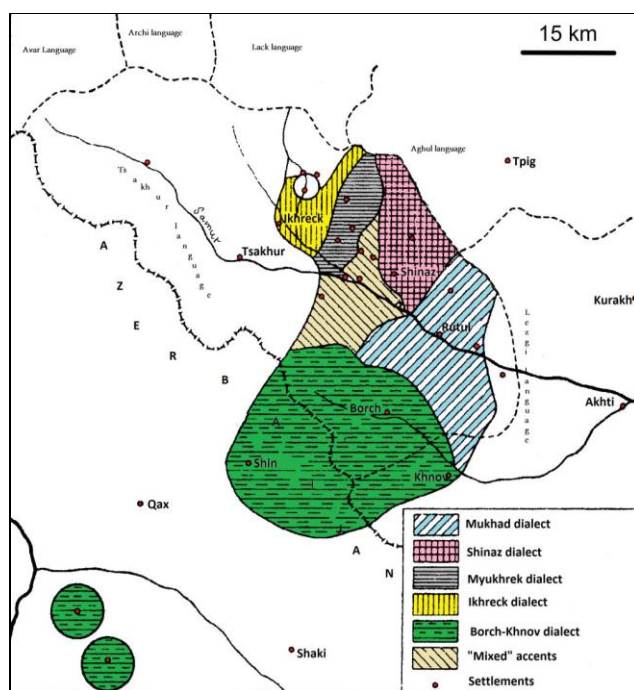
<sup>10</sup> Full attributions may be given in a figure caption, as here or, alternatively, in a reference entry. See references.

Map 5. Rutul villages in Dagestan and Azerbaijan



Koryakov, Yuri Borisovich. 2006. <http://lingvarium.org/maps/caucas/11-lezg1.gif>. Accessed 3 May 2018. Adapted by permission.<sup>11</sup>

Map 6. Dialectal map of the Rutul language

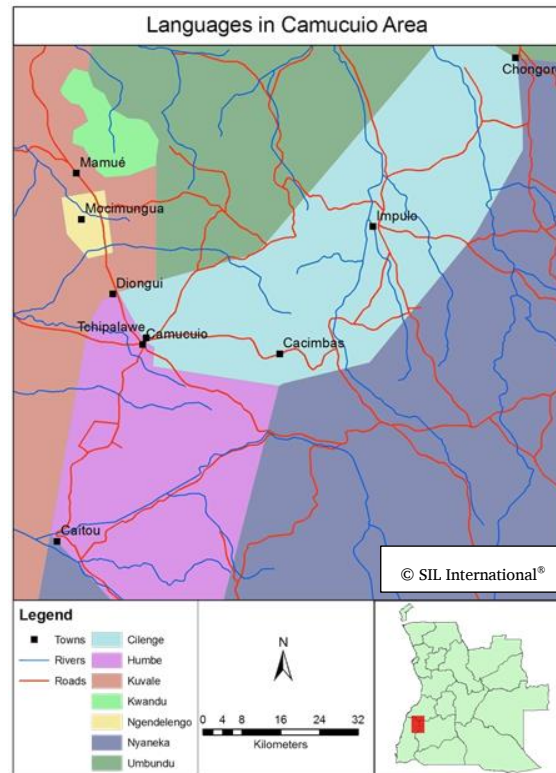


Ibragimov (2004:25 [ed. and transl. by Iurkova]). Used by permission.<sup>12</sup>

<sup>11</sup> "With [by] permission" can be included only if the author sent SIL a signed permission form from the IP creator. This license should be given on the GPS permission form designed for this use, and archived with the manuscript.

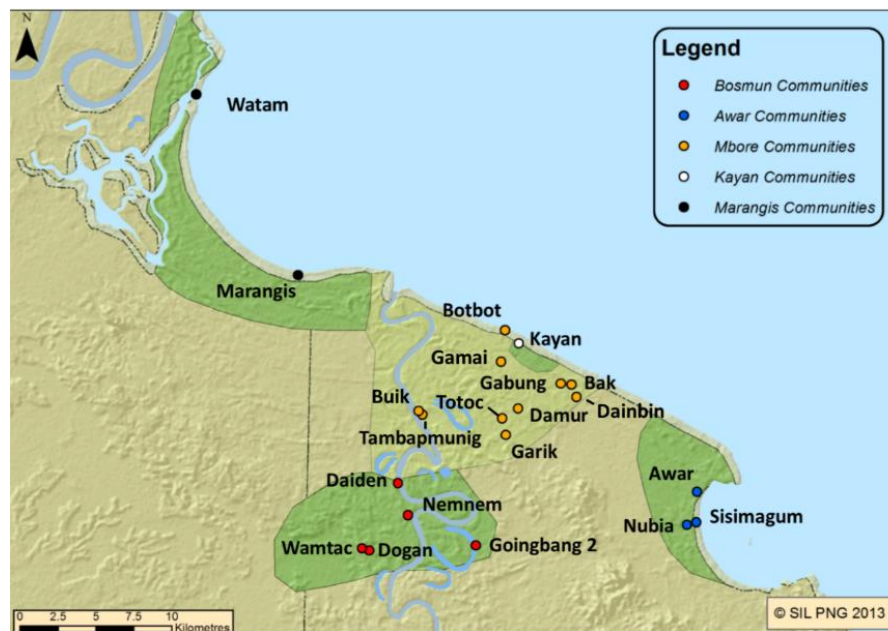
<sup>12</sup> Note that this map is scanned from a book rather than downloaded from the Internet. Full source information is given in references.

Map 7. The Kamucuio area language map, 2011 survey



Contains geodata elements from [www.worldgeodatasets.com](http://www.worldgeodatasets.com). Used by permission.<sup>13</sup>

Map 8. Lower Ramu languages in context



Contains geodata elements of the SDCW data from [www.worldgeodatasets.com](http://www.worldgeodatasets.com). Used by permission.<sup>14</sup>

<sup>13</sup> Note the SIL International copyright source embedded in map 7.

<sup>14</sup> Note the SIL PNG copyright source embedded in map 8.



## References

- Ibragimov, G. Kh. 2004. *Rutul language: Synchrony and diachrony*. Makhachkala: Nauka. (Ибрагимов Г.Х. 2004. Рутульский язык: синхрония и диахрония, Махачкала: Наука).
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