Manuscript Preparation Guide

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It is legal to use copyrighted material without permission if it is considered "fair use." However, "fair use" is decided by balancing many factors, and it is a defense that has to be established to the satisfaction of a judge. As few people are qualified to guess at what a judge will say, the safest course is to seek permission in any close case.

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- 6. Is your use "transformative"? Have you presented another's material for purposes of commenting upon or explaining it, as opposed to using it for the same purpose as the original author? An excerpt from a poem reproduced to introduce a chapter is being used differently than the same poem being quoted for purposes of critiquing it.

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