



## Gauge O Guild Publications Statement

*This version dated August 20<sup>th</sup> 2021*

The purpose of this Statement is to clarify how the Guild may make use of submitted material, such as articles and photographs, for the Gazette, Guild News and other uses; and to be clear about the submitter's rights. These can be summarised as follows:

- The originator of the material remains free to use the submitted material elsewhere. The originator retains copyright in the original material.
- The Guild is free to use the material in its publications, including the web and printed matter. The Guild has copyright in the published forms of the material.

### Practical matters for submitters

Text, photographs, video and other items in a submission may have been created by different people. The submitter should ensure that each person is willing to submit their material to the Guild and is aware of this Statement. They should be named in the submission, so that the Guild is clear about ownership.

Photographs downloaded from the web can be a particular problem. In such cases it helps to supply as much information as possible about the source of the picture, to see if permission can be obtained by the Guild.

Where similar material has been published before, or has been accepted for publication elsewhere, it is important to declare this at the time of submission. Where similar material has been published before, the Guild will usually approach the earlier publisher, in order to acknowledge the earlier publisher with words of their choosing. Where a similar submission is due to appear elsewhere, then the Guild will try to schedule the revised submission on a date which does not conflict.

*The Guild will not normally publish an article which is identical or nearly so to that of another publisher, nor will we normally be able to accept photographs commissioned by another publisher. If in doubt, please contact the Editor for advice.*