

Checklist for authors submitting a work previously published

1. Identify works, i.e. title/publisher/author/year published
 2. Was the author the copyright owner before publication? (Or was the employer?)
 3. Has the author granted any right (such as exclusive/non-exclusive right) to a third party (for example a publisher)?
 4. Get a copy of that licence/agreement. Check:
 - What was the term of the licence?
 - Was it exclusive?
 - What rights were licensed?
 - Has the publisher breached the agreement in any way that may terminate the agreement (out of print)?
 - Were different formats covered?
 5. If necessary, approach third party for permission
 - subject to right still subsisting in (4)
 - with advice from the ANU Legal Office
 6. If no written agreement but the author believes publisher may have some existing rights, then send a letter according the attached draft (Appendix C).
 7. If no written agreement and the author believes no publisher or third party has any rights then there is no need to seek clearance.
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