

COPYRIGHT QUICK GUIDE

QUOTES

Short quotes or extracts of text can be used both online and in print, when considering the use of quotes or extracts you must ensure that you understand the limits for insubstantial portions provided below.

The Copyright Act provisions for quoting textual works are called insubstantial portions - the law allows for **one or two pages from a printed work** or 10% of the number of words from a publication of 200 pages to be quoted from. In regard to electronic works the limits are **10% of the number of words in an electronic work**.

Note this section of the Act does not apply to artistic or musical works.

The regulations state:

- 1% of the number of pages of a publication, totalling more than 200 pages can be reproduced.
- 1% of the number of pages in a paginated electronic work [PDF], or one or two pages if the work is greater the 200 pages, or
- 1% of the number of words of an electronic work that is not paginated

The quoting provisions above do not allow for quotes to be extracted from across a publication. Under this provision you must ensure that the quotes you are using are from a consecutive series of pages. For example you could rely on the insubstantial portion provisions above to quote from page 1 of a publication. You could not rely on this provision to take a series of quotes from pages 1, 10, 40, 50, and 75 even if they total amount quoted is within the 1% limit.

In communicating the quotes online you must ensure no other part of the publication is being communicated online on behalf of the University. If your intention is to place the quotes online you must ensure you have not already placed online another part of the publication. For example if you have placed chapter one of Business Ethics online in [eReserve](#) you will not be able to place a series of short quotes from chapter two online.

Before a second series of quotes or any other part of the publication can be communicated online, the first portion of the work must be removed, and a period of 14 days must elapse before the second portion of the work can be communicated. The communication must be performed from a university system located on the University premises.

Moral Rights Law requires the work to be attributed ensure you include full reference details on or under the quote used.

GUIDES:

Australian Copyright Council Information Sheet

Quotes & extracts: copyright obligations: <http://www.copyright.org.au/publications/G034.pdf>

GETTING ADVICE

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