

Issaries, Inc. Fan Material Policy

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Issaries, Inc. Fan Material Policy

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1. Intent and Purpose

The intent of this policy is to protect Issaries, Inc.'s (hereinafter ISSARIES) intellectual property as required by U.S. and international law while still encouraging the development and publication of Fan Material (see Section 6 for definitions of "Fan Material" and other phrases in Title Case). This policy describes the licenses that ISSARIES grants; all other rights are reserved. ISSARIES always reserves the right to exercise control over the nature and quality of products or services offered under license or otherwise using our trademarks.

This policy is explained here in English, but this policy applies to Publications and Other Usage in all languages and places in the world to the maximum extent that its provisions are allowed by law.

This policy is not intended to limit or infringe on "fair use" rights granted by applicable laws in the United States or elsewhere in the world. The intent of ISSARIES is that all portions of the policy be severable, so that if any part or parts of it are found to be inapplicable, unlawful, or otherwise unenforceable in a specific situation, all applicable sections will remain in force to the maximum extent allowed by law.

ISSARIES reserves the right to make changes to this policy at any time, without notice, at its sole discretion. When possible, ISSARIES will make an effort to allow holders of Informal Licenses time to adopt the changes. However, no current or future "grandfathering" is intended or should be implied from any portion of this policy.

ISSARIES strongly urges anyone considering publishing Fan Material to contact us well in advance to discuss the project, especially if it will involve extensive time or financial commitments, or if its publication is dependent on a deadline.

2. Categories of Use and Publications

ISSARIES grants licenses for the following categories of use of our intellectual property and Proprietary Material:

- A. Use of trademarks and registered trademarks
- B. Limited use of Proprietary Material
- C. Incorporation or derivative use of Proprietary Material
- D. Translation of Proprietary Material
- E. Creation of Original Material

Depending on the usage and at the sole determination of ISSARIES, grant of a license may be as a Formal License or an Informal License. An Informal License may be granted by ISSARIES for certain pre-defined uses, such as personal fan web sites, and may be generic in form. Any grant of a license is subject to the conditions and restrictions of this policy or as agreed upon between ISSARIES and the licensee in a Formal License.

A. Use of Trademarks and Registered Trademarks

All use of ISSARIES trademarks and registered trademarks requires a license from ISSARIES to ensure that ISSARIES retains control over the nature and quality of goods and services offered using the marks. A Formal License is required for most uses of ISSARIES' trademarks and registered trademarks.

ISSARIES' trademarks and registered trademarks are set out in the Trademark statement in Section 5.

B. Limited Use of Proprietary Material

Except as allowed by law, any use of Proprietary Material requires prior approval from ISSARIES, regardless of the form of publication or dissemination. ISSARIES grants an Informal License for limited use of Proprietary Material that meets all of the following requirements:

- No more than a total of 250 words are used, whether from a single or multiple sources.
- The material is used in *exactly the same form as it previously appeared*. No content or editorial changes may be made to the text, even to correct spelling, change word order, etc. (The material does not have to appear in the same layout form, such as font face or size.)
- Full acknowledgement is made of the original source, author, and publication date.

- The “Approved Use” Statement (see Section 5) is included with the Proprietary Material.

Except as may be specifically allowed elsewhere in this policy, any use or reuse of proprietary maps, diagrams, illustrations, or similar graphic elements is outside the scope of “limited use,” and requires separate evaluation by ISSARIES. Any redrawing or modifications of proprietary maps, diagrams, illustrations, or similar elements is outside the scope of “limited use,” and requires separate evaluation by ISSARIES. (See Section 2C. “Incorporation or Derivative Use of Proprietary Material” and Section 2E. “Creation of Original Material” for guidelines.)

C. Incorporation or Derivative Use of Proprietary Material

Permission must be obtained from ISSARIES to incorporate or make any derivative use of Proprietary Material. (See “E. Creation of Original Material” below for guidelines on what does not require approval; anything not indicated in that section requires approval.) The types of use that are considered to incorporate or make derivative use of Proprietary Material include, but are not limited to:

- To use more than 250 words in the work or to make any changes to text.
- To substantially expand previous Proprietary Material (such as a description of a person, place, creature, entity, event, or object).
- To use or modify any illustration.
- To use, modify, redraw, incorporate information on, or extend any existing map, or to create a map of an area described but previously unmapped in Proprietary Material.

The creation of partial or complete rules systems adapting Glorantha to any rule system other than *HeroQuest*, *Hero Wars*, or *RuneQuest*, or the adapting of *HeroQuest*, *Hero Wars*, or *RuneQuest* to any published or proprietary game setting other than Glorantha, may involve copyrights, trademarks, or other intellectual property not owned by ISSARIES. Any such project must be submitted to ISSARIES for approval. The submission (and any approved publication or dissemination) must include proper copyright and trademark notices, and must include a “Release of Liability” Statement (see Section 5).

D. Translation of Proprietary Material

ISSARIES generally limits translation of Proprietary Material to a Formal Licensee. Such a Formal License generally is for all translation rights into a given language, including both published material and material on the Issaries, Inc. web site. Any request to translate Proprietary Material outside of such an exclusive Formal License should be made in advance.

E. Creation of Original Material

Fan publication of wholly Original Material is encouraged by ISSARIES. As long as the Original Material follows the terms and guidelines of this policy and uses no Proprietary Material, it need not be submitted for approval due to the content (but may still have to be submitted for approval for other reasons, such as the form of publication or the terms of a specific license).

It may be difficult to determine whether material is wholly original or is derivative of Proprietary Material, so we offer **guidelines** hereafter. These are guidelines only, not absolutes, and if you are in doubt as to the wholly original nature of your material, you must submit it to ISSARIES for approval.

Concept Use

You may use the names of persons, places, creatures, entities, events, objects, or other concepts as previously published or approved by ISSARIES (and its predecessors or licensees). Such “concept use” does not of itself make the work derivative of Proprietary Material.

Guidelines on Original Text

You may not directly contradict established information previously published by ISSARIES (or its predecessors or licensees), but you may offer alternative interpretations (see F. Interpretation of Published/Official Sources for guidelines).

You may make reasonable and expected use of Proprietary Material as appropriate to the material. For example, statistics may include the specific feats or spells that an individual knows, even though the lists of those feats or spells are proprietary; scenarios may provide statistics for specific individuals based on general statistics published by ISSARIES, but statistics of specific individuals may not be so used. (E.g., statistics for a specific creature that appears in a scenario may be clearly derived from the proprietary statistics for that species, but the general statistics for the species may not be reprinted or restated, nor may the statistics of a specific, named person, entity, or the like.)

Guidelines on Original Maps and Diagrams

Unless a map or diagram is wholly original and describes a small area (such as a village or city, an unexplored area of the Grazelands, or the genealogy of characters newly created for an original scenario), it is unlikely to be Original Material. Any map that relies upon Proprietary Material (such as a proprietary map or a published text description of a place or region) is derivative material, and is covered by our copyrights. Such maps must be submitted for approval.

Guidelines on Original Illustrations

As long as an illustration is of a person, place, creature, entity, event, object, or anything else wholly created by the artist or another fan, and does not rely on any published illustration, it is not derivative of ISSARIES' Proprietary Material. Any illustration that is based in whole or in part on any Proprietary Material is derivative material, and is covered by our copyrights. Such illustrations must be submitted for approval. A caption or statement to the contrary cannot make an infringing image into Original Material.

An image that includes a Gloranthan rune, even one created by ISSARIES, is not derivative solely because of the inclusion of the rune. With the exception of runes and symbols used as part of ISSARIES trademarks or logos, ISSARIES may allow general use of any rune or symbol as part of the Concept Use it allows fans, as long as the following conditions are met:

- No use is made of copyright rune images published or owned by ISSARIES, including (but not limited to) images published in books, on the ISSARIES web site, as part of larger images, or as a character in any proprietary font.
- No use is made of specific rune images available in fonts created or owned by ISSARIES unless use of the image is specifically approved. (For example, rune fonts made available on the ISSARIES web site for use on fan web sites are exempt from this requirement, and a formal license to a fan publisher may allow use of rune images and rune fonts in that publisher's fan publications.)

Guidelines on Fonts

Unless a font is wholly original and includes no characters derived from any rune or symbol owned or created by ISSARIES, it is unlikely to be Original Material. Any font that relies upon runes or symbols created by ISSARIES is derivative material, and is covered by our copyrights. Any font that is intended to be a Gloranthan rune font, even if it contains no runes or symbols copyright by Issaries, Inc. or derivative of its copyrights, is derivative material.

Any derivative font can be freely created for personal use, but must be submitted to ISSARIES for approval before it can be distributed or made available to any party besides the creator, for any purpose.

Guidelines on Other Original Material

Even if Original Material does not consist solely of Text, Illustrations, and Maps/Diagrams, the "Guidelines on Original Text," "Guidelines on Original Illustrations," and "Guidelines on Original Maps and Diagrams" given above should be used to determine if the Original Material needs to be submitted for approval. For example, if the lyrics of a song are wholly original, then the creation of original music for that song would be wholly original as well. However, if existing Proprietary Material were set to new music, the composition as a whole would be derivative, and would have to be submitted for approval prior to publication in any form. If you are in any doubt as to whether or not other Original Material requires approval, contact Issaries, Inc. for guidance.

F. Interpretation of Published/Official Sources

Any Original Material that does not require approval, but which is eligible for an Informal License or is submitted to a licensed Fan Periodical, is permitted to take some license with established Gloranthan facts as published by ISSARIES, its predecessors, and its licensees, as long as the material does not violate any copyright, infringe on any trademark, and otherwise complies with the appropriate sections of this policy. To properly protect its trademarks, ISSARIES reserves the right to disapprove of particular publications or materials, or require that they be submitted for approval, at its sole discretion.

The following are examples of the liberties that ISSARIES generally allows in these circumstances

- Wholly Original Material that reports details of a campaign, scenario run, or other use of published materials to explore or play Glorantha.
- Alternative viewpoints of published materials, such as changed cults, modifications to published information for game use, explorations of motivations or history, etc.
- New rules, changes to existing rules, and notes about rules modifications, when such are specifically presented as "house rules" or the like.

3. Licensing

Any use of ISSARIES intellectual property or Proprietary Material must be made under license. A license, whether formal or informal, is always a reciprocal agreement. The licensee receives, at the least, the right to use Gloranthan names, places, and concepts from ISSARIES publications (but not copyright material or other Proprietary Material). In return, ISSARIES always receives, at the least, the right to use Gloranthan names, places, and concepts (but not copyright material or other Proprietary Material) created or published by the licensee.

From time to time, ISSARIES may share Proprietary Material prior to publication to assist the holder of a Formal License or Informal License. ISSARIES shares this Proprietary Material with the strict understanding that the Proprietary Material shared becomes a Trade Secret, and will only be used for the benefit of ISSARIES and the license.

ISSARIES grants different licenses depending on the form and nature of the publication and/or its distribution, as described in the following section:

- A. Informal License
- B. Formal License of Fan Periodical
- C. Formal License of single-edition Fan Publication
- D. Formal License of Professional Publication
- E. Special Cases

A. Informal License

Any fan-based Online Source (see subsection 1, below), CafePress.com shop (see subsection 2, below), or “game aid” (see subsection 3, below) that contains any useage of our intellectual property, regardless of the composition of the site, must have a license from ISSARIES. ISSARIES may grant an **Informal License** to these types of Online Sources, as long as they meet the requirements outlined below. ISSARIES will not grant an Informal License for use of our Proprietary Material. ISSARIES will not grant an Informal License to an Online Source that is not fan-based; any such professional Online Source that requires a license must have a Formal License.

ISSARIES reserves the right to deny this Informal License at any time to any online fan source, CafePress.com shop, or game aid, with or without cause, at its sole discretion.

1. Fan-based Online Sources

ISSARIES grants an Informal License to any fan-based Online Source as long as the site meets all of the following requirements:

- The Online Source includes appropriate Trademark and “Concept Use” statements (see Section 5). This may either be placed on each web page; on the site’s main web page; or on a single web page clearly labeled and linked to as the site’s page containing trademark and copyright acknowledgements.
- The Online Source and its contents do not generate income for its owner through sales, donations, or other means.
- The Online Source does not modify any trademark or logo belonging to ISSARIES, and uses such trademarks or logos only to identify links to ISSARIES’ web site or for other purposes allowed by this policy and the “Policy for Online Fan Sources” (see Appendix A).
- The Online Source does not contain any Proprietary Material.
- The Online Source otherwise conforms to the “Policy for Online Fan Sources” as detailed in full in Appendix A.
- The owner or operator of the Online Source explicitly acknowledges all of these requirements and directly notifies ISSARIES of the site to the physical or email address provided in the “Policy for Online Fan Sources”.

Any Online Source that does not meet all of the above terms requires a Formal License. (Note that a professional, online retail store whose sole purpose is retail sales and related activities does not require a license from ISSARIES since they are a commercial enterprise and do not make use of ISSARIES trademarks or other intellectual property.) Whether or not a site can be considered a fan-based Online Source and operate under an Informal License is determined solely at the discretion of ISSARIES.

2. Cafepress.com Shops

ISSARIES may grant an Informal License to any Cafepress.com shop as long as the shop meets all of the following requirements:

- The shop includes appropriate Trademark and “Concept Use” statements (see Section 5). This may either be placed on each web page or on the shop’s main page.
- The shop has been opened listing Issaries, Inc.’s *glorantha* shop as its referrer following Cafepress.com’s normal Referral Program procedures. (This provides a royalty to ISSARIES.)
- The shop does not contain or use any logo belonging to ISSARIES, and does not contain or use any Proprietary Material.
- The shop does not include books or magazines or make use of any of Cafepress.com’s Print on Demand or other publishing services.
- The shop otherwise conforms to the “Policy for Cafepress.com Shops” as detailed in full in Appendix B.
- The shop owner or creator explicitly acknowledges all of these requirements (including that ISSARIES reserves the right to exercise control over the nature and quality of products or services offered under license or otherwise using our trademarks) and notifies ISSARIES of the shop.

If the Cafepress.com shop does not meet all of these requirements, it requires a Formal License from ISSARIES to operate. Anyone who wishes to open or operate a Gloranthan shop hosted by a different company or site must contact ISSARIES in advance to determine whether they are eligible for an Informal License or must have a Formal License. ISSARIES reserves the right to deny any Gloranthan shop operated outside of Cafepress.com.

3. Game Aids (including LARP/Freeform Books and References)

ISSARIES grants an Informal License to any handout, LARP/freeform book, or other “game aid”, as long as the work meets all of the following requirements:

1. It is a Fan Publication as defined in Section 6.
2. It contains only Original Material as defined in Section 6.
3. It contains appropriate Trademark, “Fan Material,” and “Concept Use” statements (see Section 5).
4. A single copy each is distributed only to contributors to the work and to players or narrators/gamemasters/etc. involved in the specific scenario or event the game aid was created to support; no further distribution is allowed. (A single copy may be *donated* to the convention/event at which the game is run, for purposes of convention fundraising.)
5. The game aid is provided/distributed free of charge or, if extensive in size, its price is established to cover production and related costs.
6. No more than 100 copies of the work are distributed, either at once or over time, regardless of version or changes to the text. (I.e., if the material is revised based upon a previous run, copies produced of the new version are counted along with copies of the previous version(s) for the purposes of this requirement.)
7. The author, creator, or Fan Publisher explicitly acknowledges all of these requirements and notifies ISSARIES of the game aid.
8. At least one copy of the entire game aid (including all narrator/game master/etc. notes or handouts) is provided free of charge to ISSARIES for its library. (If subsequent versions contain any changes in content, format, or manner of publication, a copy of the complete revised version must again be sent to ISSARIES.)

If the “game aid” does not meet *all* of the above requirements, it must be submitted to ISSARIES for approval prior to distribution. (If the handout meets all qualifications initially, but an additional printing would exceed the requirement of #6 above, it must be submitted to ISSARIES for approval prior to exceeding the limit.) Note that any game aid intended to be posted on a web site or other Online Source by definition exceeds the requirements of both #4 and #6 above, and thus must be submitted to ISSARIES for approval prior to posting.

B. Formal License of Fan Periodicals

A Fan Periodical must have a Formal License from ISSARIES, regardless of its format, manner of publication or distribution, or the language in which it is published. Although each license is subject to individual terms that may differ from the specific terms listed elsewhere in this policy, the following general considerations apply:

- The publication must qualify as a Fan Periodical (as defined in Section 6) at the time of the license grant, and must continue to meet that definition throughout the term of the agreement.
- All contents of each issue of the periodical must be Original Material as defined in Section 6; such material generally does not require submission to ISSARIES for approval (but see Section 2E for possible exceptions). Any individual article, scenario, map or illustration, or other submission that does not meet this definition must be submitted to ISSARIES for approval either:
 - by the creator, prior to its acceptance by the Fan Periodical; OR
 - by the publisher of the Fan Periodical on behalf of the creator, prior to the material's publication.
- If in the honest estimation of the Fan Publisher a particular submission *might* be objectionable to ISSARIES for any reason (for example, it contains pornography, libelous or slanderous statements, or is otherwise defaming to the reputation of the trademark; possibly violates ISSARIES' or anyone else's copyrights or trademarks; it likely contains Trade Secrets or other insider information), *it is the responsibility of the Fan Publisher* (as the licensee) to ensure that the material is approved by ISSARIES prior to publication.
- The publication must include appropriate Trademark, "Fan Material", and "Concept Use" statements (see Section 5). The Fan Publisher must obtain written, signed confirmation from each and every contributor of their agreement to the "Concept Use" statement, and keep such agreements on file for review by ISSARIES at its discretion.
- The publication must state that it is "Produced under License from Issaries, Inc." or "Approved by Issaries, Inc.", using wording as defined in the licensing agreement. The periodical must include the "Boldhome Press" logo on the front cover of each issue. Use of other logos (including those of the Fan Publisher or third parties) requires prior approval of ISSARIES.

If the terms of the Formal License are met, the Fan Publisher is not required to submit each issue of the periodical to ISSARIES for approval. (ISSARIES reserves the right to withdraw or change a Fan Periodical license at any time, with or without cause, at its sole discretion, and require that each issue of the periodical be submitted to ISSARIES prior to publication.)

ISSARIES is happy to consider any Fan Periodical for a Formal License. ISSARIES will generally not ask for a royalty payment or rights (although it reserves the right to do so at its sole discretion, with or without explanation) if a license is granted, but will require that a number of copies (typically 2% of the print run or 5 copies, whichever is more) be provided to ISSARIES free of charge for use, distribution, or sale, at ISSARIES' sole discretion. This requirement may be greater if a given issue required approval (in whole or part) by ISSARIES, as agreed upon by ISSARIES and the Fan Publisher in their formal agreement.

As a matter of policy, Greg Stafford and Issaries, Inc. do not submit original Gloranthan material to Fan Periodicals except in the form of press releases, announcements, and previews of upcoming publications.

C. Formal License of Single-edition Fan Publications

Any Fan Publication that does not meet the requirements of a Fan Periodical requires a Formal License from ISSARIES. Although each license is subject to individual terms that may differ from the specific terms listed elsewhere in this policy, the following general considerations apply:

- Whether or not some or all of the contents are Original Material as defined in Section 6, each single-edition Fan Publication must be submitted to ISSARIES for approval prior to publication. Although individual pieces may be submitted by their creators prior to acceptance, the publication must be submitted for approval in toto to ISSARIES.
- The publication must include appropriate Trademark, "Fan Material", and "Concept Use" statements (see Section 5). The Fan Publisher must obtain written, signed confirmation from each and every contributor of their agreement to the "Concept Use" statement, and keep such agreements on file for review by ISSARIES at its discretion.
- The publication must state that it is "Produced under License from Issaries, Inc." or "Approved by Issaries, Inc.", using wording provided by Issaries, Inc. on a case-by-case basis. The publication must include the "Boldhome Press" logo on the front cover unless Issaries, Inc. allows use of the Issaries, Inc. logo instead. Use of other logos (including those of the Fan Publisher or third parties) requires prior approval of ISSARIES.

ISSARIES is happy to consider any single-edition Fan Publication for a Formal License, but interested parties are urged to contact us in advance to discuss the project. ISSARIES will generally seek a royalty payment if a license is granted, although this may be in rights, copies of the work, or cash, as determined by the licensing agreement. This royalty will generally be greater if the Fan Publication includes Proprietary Material, contains derivative material, or requires extensive coordination from or work by ISSARIES.

D. Formal License of Professional Publications

Some proposed or submitted Fan Publications are too extensive in nature or concept, make too great a use of Proprietary Material, or deal with a subject with too much market potential, to be considered Fan Publications. Examples of such projects include creation of figures, toys, or similar items; translation of Issaries, Inc.'s publications into a foreign language; conversion of the *HeroQuest* system to another genre or setting; adaptation of Glorantha or *HeroQuest* to another medium, such as a computer game or novel; or supplements that Issaries, Inc. believes should be part of its own publishing line.

For many reasons, such publications require a more formal licensing contract with ISSARIES than do Fan Publications. Because Fan Publishers often do not have the resources to properly exploit such projects, in many cases a license will not be granted except to an established or professional publisher.

Anyone interested in a professional license of this nature is advised to contact ISSARIES before beginning work on such a project; any such publication must be submitted to ISSARIES for approval prior to publication or first sale.

E. Special Cases

In certain special cases, no Formal License may be required for Fan Material even though it does not meet the requirements of an Informal License given above. In such special cases, the following procedures must be followed.

Submission to Professional Periodical, non-periodical Professional Publication, or non-Glorantha Fan Publication

ISSARIES encourages submission of Original Material of a Glorantha, *HeroQuest*, *Hero Wars*, or *RuneQuest* article or scenario to Professional Periodicals, and may allow submission to other non-periodical Professional Publications and non-Glorantha Fan Publications. However, all such submissions must be submitted to ISSARIES for approval prior to submission to the third party publisher, unless a formal licensing agreement covering submissions of that nature exists between ISSARIES and the third party publisher. (ISSARIES will generally not approve any submission of this nature that contains Proprietary Material or derivative material.)

If approved by ISSARIES, the submission to the third party publisher must meet the following requirements:

- The author includes appropriate Trademark and "Concept Use" statements (see Section 5) with the submission and receives confirmation that the Professional Periodical, non-periodical Professional Publication, or non-Glorantha Fan Publication will include them when the submission is published.
- The submitter must provide to ISSARIES the name and (if possible) issue number and expected publication date of the publication in which the material will appear, and the name of and contact information for the individual who accepted the submission.
- The submitter must request that the publisher send ISSARIES a copy of the issue that contains the approved material.

If all of these requirements are not or cannot be met, the material cannot be submitted to the Professional Periodical, non-periodical Professional Publication, or non-Glorantha Fan Publication.

Use of Trademarked Terms in Domain Names, Discussion Forums, and Other Online Sources

ISSARIES objects to all unauthorized use of any of its trademarked terms as part of any top-level domain name. Any such use requires a Formal License from ISSARIES.

ISSARIES does not object to the use of any of its trademarked terms as the name or part of the name of any Online Source as long as the usage meets all of the following requirements:

- The Online Source conforms to the Policy for Online Fan Sources (see Appendix A).
- The Online Source includes the Trademark, "Fan Material," and "Concept Use" statements (see Section 5) on the source's main page, on any "sign up" page, and appended as a post to each message or digest.
- Each member or poster to the forum explicitly agrees to the "Concept Use" statement as it applies to their postings.

- The moderator(s) of the site make an active effort to prevent or address copyright violations on the forum by reviewing messages, disciplining members, or otherwise policing the forum in a “good faith” manner.
- The moderator, owner, or creator of the Online Source notifies ISSARIES of the use of the trademarked term.

ISSARIES reserves the right to deny use of its trademarked terms as the name or part of the name of any forum, mailing list, or other non-transient Online Source, with or without cause, at its sole discretion.

Other Cases

If you feel your use of our trademarks or registered trademarks may not meet any of the categories defined in this policy, you must contact ISSARIES for approval in advance.

4. Submitting Material for Approval

ISSARIES strongly urges anyone considering publishing Fan Material to contact us well in advance of submitting it for approval to discuss the project, especially if it will involve extensive time or financial commitments, or if its publication is dependent on a deadline. This will enable ISSARIES to determine if a Formal License is likely to be needed and to identify possible issues and conflicts so that the Fan Publisher can make the best use of their time and resources.

If an item must be submitted to ISSARIES for approval, whether due to its content, its form, or for any other reason, the following procedure must be followed.

A. General Terms

- Unless this policy specifically states that something does not have to be submitted to ISSARIES for approval, the default is that it must be submitted.
- Although ISSARIES may have seen all or part of a submission at some time in the past, and may even have commented on it, the work must be formally submitted for approval in a full and complete state. Until and unless formal approval is granted by ISSARIES *in writing*, the default is that the publication or distribution of the submission, in any form or medium, is specifically denied even if ISSARIES or one of its employees has expressed approval of all or part of it verbally or by email.
- If the submitter wishes to withdraw the submission before receiving a response from ISSARIES, they must request this in writing from ISSARIES and, if applicable, indicate the new form or medium under which they plan to publish or disseminate the material. (In other words, once material has been submitted to ISSARIES, it may not be used, published, or disseminated in any way or form until it is formally released by ISSARIES.)
- Although timeframes may be provided in this policy or by ISSARIES employees as a goal or estimate, such are not absolutes—no set timeframe is or will be guaranteed for any submission unless one is specified in a formal licensing agreement. If your submission has a set timeframe that you need (due to intention to publish at or for a certain event, such as a convention), you should indicate this information on your submission form, but ISSARIES makes no guarantee that it will be able to meet this goal.
- Fan material submitted to Issaries, Inc. for use on its own or another authorized web site will be reviewed prior to posting, but does not require the inclusion of a Submission Form.
- ISSARIES reserves the right to consider any fan submission as a submission to ISSARIES for publication, and to provide an initial response based on that assumption, at its sole discretion.
- ISSARIES may or may not provide reasons for its denial of a particular submission, at its sole discretion.
- If a submission is denied, the submitter is free to make changes to the content, form of publication, or any other particular, and resubmit it for approval.
- Approval, if granted by ISSARIES is for a single production/printing of a given work, in a specific form and medium. Any change in form or medium of publication after approval but prior to publication, requires that the entire work be resubmitted for approval. Any request to reprint the work or reuse it in a different form or work will require approval from ISSARIES.

B. Submission Process

In general, the submission of material for approval works as follows, regardless of the reason or format, and whether or not a Formal License exists or is sought:

1. Creator or Fan Publisher determines the need to submit the material. (If in doubt, submit the material.)
 - 1a. Depending on the nature of the project, you may want to contact ISSARIES in advance to discuss it.
2. Creator or Fan Publisher completes the Submission Form (see Appendix D) for each separate submission.

A single submission can contain text, images, or both, but must be for a single form and medium. A single submission can contain multiple items of similar nature and identical form, such as sending several maps as a single submission. ISSARIES reserves the right to require that a submission form be submitted for each distinct item, at its sole discretion.
3. Creator or Fan Publisher submits the Submission Form and an entire finished copy of the submission to ISSARIES.

Submission can be made by postal service or electronically, but in the latter case a signed copy of the submission form must be included as an image or mailed separately to ISSARIES. Electronic signatures cannot be accepted. If a submission is made electronically, images must be of sufficient quality that detail on maps and diagrams can be easily read.

If the submission is a revision of a publication previously submitted for approval, the submitter may refer to the original submission and signed form, and need not submit a new one. ISSARIES reserves the right to require that a new submission form be completed, at its sole discretion.
4. ISSARIES receives the submission and sends a confirmation of receipt.

This confirmation will be by email unless the creator or Fan Publisher specifically requests written confirmation.
5. ISSARIES reviews the submission. This may include sending the submission to one or more reviewers, at the sole discretion of ISSARIES.
6. Any reviewers make their report and recommendations to ISSARIES.
7. ISSARIES makes a determination and notifies the creator or Fan Publisher of that decision.
8. If the form, content, medium, or method of publication or dissemination changes in any way, it must be resubmitted to ISSARIES as if it was a new item. (E.g., if a submission is approved as a printed book, and the Fan Publisher wishes to instead produce it only as a PDF, it must be resubmitted to ISSARIES for approval.)

C. Procedure

Regardless of the reason for submitting material for approval, the following procedures apply.

Limited Use of Proprietary Material

The material must be in final format—approval, if granted, will be for the submitted version. Creator or Fan Publisher must also provide a specific reference to the publication from which Proprietary Material is being taken.

Wholly Original Material

The material must be in final format—approval, if granted, will be for the submitted version of the text. Minor editorial changes (such as to spelling or grammar) made after approval will not require resubmission, but any other changes will.

Derivative Text

Creator or Fan Publisher must submit both the finished submission and a photocopy or scan of the original text on which it is based. If the work is based generally on multiple sources, these sources must be listed as completely as possible.

Derivative Illustration

Creator or Fan Publisher must submit both the finished submission and a photocopy or scan of the original text or illustration on which it is based.

Derivative Map or Diagram

Creator or Fan Publisher must submit both the finished submission and a photocopy or scan of the original map or diagram on which it is based or which it extends.

Fan Publication—Entire Work

Fan publisher must submit the entire, completed work, with all maps and illustrations in place. Minor editorial changes or layout adjustments can be made during the approval process as long as they do not substantially alter the work. If any of the contents are derivative in nature, photocopies or scans of all Original Material must be included as described in the above Procedure sections.

Submission for a Professional Periodical, non-periodical Professional Publication, or non-Glorantha Fan Publication

The Submission Form must include the name of, and contact information for, the Professional Periodical, non-periodical Professional Publication, or non-Glorantha Fan Publication to which the work is being submitted.

D. Results

Once ISSARIES or its designees have reviewed the submission, ISSARIES will make a formal response to the creator or Fan Publisher. This response will generally take one of the following forms:

- **Approved**—ISSARIES approves the submission for its stated form and media. Depending on the nature of the submission, a Formal License may or may not be required.
- **Rejected**—ISSARIES denies permission to use or publish the material in any form or medium. Rejection does not always indicate poor quality or bad ideas—the work may simply be in conflict with ongoing development.
- **Professional License Required**—The material does not meet the criteria for publication as Fan Material. Depending on the nature of the submission and the submitter, a Formal License may or may not be offered.
- **Publication Offer**—The material may or may not meet the criteria for publication as Fan Material, but ISSARIES wishes to publish the material itself. Such a request by ISSARIES does *not* constitute or imply “Approved” status—if the offer from ISSARIES to publish the material is not accepted, the material falls under the review process again, and may ultimately be “Rejected”.

If the offer is accepted, ISSARIES will negotiate with the author(s) to create a formal contract. Part of this contract will always be that ISSARIES reserves the right to change the material to suit its needs at its sole discretion, and/or that ISSARIES may ultimately decide not to publish the material.

5. Required Statements

As defined elsewhere in this policy, use of ISSARIES’ intellectual property or Proprietary Material require that the user include one or more of the following statements. Failure to include the appropriate statements is of itself grounds for ISSARIES to cancel any license and seek legal action against the infringement.

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Fan Publisher means any individual, organization, or legal entity that publishes, produces, or otherwise makes any Fan Publication available to third parties.

Professional Publication means any publication that does not meet the criteria to be considered a Fan Publication.

Periodical means any publication that is numbered or otherwise indicates a sequence or series; appears or is intended to appear on a regular basis (in any form or format); accepts subscriptions; and is open to unsolicited submissions.

Fan Periodical means any periodical that meets the definition of both a Periodical and a Fan Publication.

Professional Periodical means any periodical that does not meet the requirements of a Fan Periodical.

Appendices

- A. Policy for Online Fan Sources
- B. Policy for Cafepress.com Shops
- C. Examples of Submission Process
- D. Submission Form
- E. Non-Disclosure Form