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*It is necessary to contact the Lay Witness staff by email or phone **any time** you wish to reprint materials from our publication, both so copyright infringements can be avoided and so that our office is aware of where and when these materials are being used. Although it is not necessary to request permission to use certain items listed below, we do ask that you let us know where text originating in Lay Witness is being used.*

### Requesting permission

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### Paraphrasing, quoting, and excerpting from Lay Witness articles

Text from articles may be paraphrased, quoted, or excerpted with appropriate citation, which must include, at the minimum, the article title, author's name, and original publication information (e.g., "from the March/April 2008 issue of *Lay Witness* magazine"). If citation information is formally provided in footnotes, endnotes, or bibliographic information, the CUF website, [www.cuf.org](http://www.cuf.org), must be noted.

Please note that excerpts must comprise no more than 15% of any particular article or item from *Lay Witness*. If the excerpt will comprise more than 15% of a work, permission must be requested.

### After you have received permission, follow these guidelines:

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*We appreciate your cooperation with these guidelines. They are subject to change. Please contact the Lay Witness office if you have any further questions.*