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## Releases

- ♦ If you use material from interviews, you should have the interviewee's consent to publish material from the interview as well as a written release (see sample [Interview Release](#)). It is especially important to secure the written release if the quoted material is personal or potentially controversial, if the interview is lengthy, or if portions will be reprinted verbatim. Additionally, you should document any agreement with the interviewee, for example if portions were "off the record" or subject to the interviewee's review.
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## Other Considerations

- ♦ If your book contains any statement of fact about a living person or existing organization that might in their view damage their reputation, or interfere with any other right (such as their right to privacy), you should be sure to retain any supporting documentation. In addition, you may wish to seek legal advice, as avoiding claims of libel is part of the author's responsibilities under the author contract.