

# Today's Schedule

Time	Topic
1 – 2pm	Submission 101
2 – 2:45pm	Formatting 101: Using the Guide and Word Template
2:45 – 3pm	Break
<b>3 – 4pm</b>	<b>Formatting 102: Copyright for your dissertation, thesis, and report</b>
4 – 4:45pm	Formatting 103: Checking and fixing your document
4:45 – 5pm	Final questions

All seminars are being taped and will be available online later this week.



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**Formatting 102: Copyright for your dissertation, thesis, and report**  
May 22, 2018

# Overview

- Finding information and help
- What is Copyright?
- Examples
- How to use materials created by others
- Using your previously published papers
- Fair use

Disclaimer: This presentation is not legal advice and is only informational.  
Acknowledgement: Parts of this presentation were developed previously by Nora Allred,  
the University's copyright librarian



## Who should I email?

[gradschool@mtu.edu](mailto:gradschool@mtu.edu)



# What's important on the web?

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Students Faculty

Programs Prospective Students Financial Information Policies and Procedures Resources For...

Graduate School

No Other Grad School G here

Forms and Deadlines

Degree Completion Timelines

Degree Requirements

Academic Policies

Reports

Theses and Dissertations

Graduation and Certification

1885

## Current Students

### Find a Resource



#### Academic

- [Forms and Deadlines](#)
- [Completion timelines](#)
- [Prepare dissertation, thesis or report](#)
- [MyMichiganTech](#)

→ [See all academic resources](#)



#### Professional

- [Succeeding in Grad School](#)
- [Graduate School seminars](#)
- [GSG serves you](#)
- [Career Services](#)

→ [See all professional resources](#)



#### Graduate Life

- [Get Involved](#)
- [Explore the Community](#)
- [Find Medical Support](#)
- [Family Support](#)

→ [See all graduate life resources](#)

## Why should you care about copyright?

- It's the law!
- It's the right thing to do
- Digital documents are being frequently downloaded, so people will see your work
  - In 2016, 146,029 downloads of 1,661 works – average of 88 downloads/document



## Copyright in the Classroom

- Today, we're talking about copyright for printed works like journal articles and dissertations
- Different rules exist for reusing materials in the classroom
- Rules are more liberal, and are more codified
  - A current events class wouldn't be very current if you couldn't use a newspaper article from this morning's paper
- There are rules, though, and limitations to how much and how often materials can be copied





## Physical Property

- Examples: car, house, piece of equipment
- There are laws that govern property
  - I can't take a car I don't own even if the keys are in it – I need permission of the owner to drive it
  - I can't sell my house without my husband's approval since both of our names are on the deed
  - I can't damage somebody else's property (and get away with it)



# Physical Property vs. Intellectual Property

- Physical property is “stuff”
  - The physical book, a car, a house, etc.
- Intellectual property is “property of the mind”
  - Examples: logo for a company, idea on how to make something, creative expression of an idea, music
  - It's not tangible like a house, but it's still property



## Laws for Intellectual Property

- Just as for physical property, there are laws that govern how intellectual property can be used
  - I can't use the Nike “swoosh” for my logo
  - I can't make a patented device without permission
  - I can't sell a poem that I didn't write
  - I can't post music from Maroon 5 on a public site for my friends to download
  - Well, I can do these things, but if the owner finds out, I could be in trouble...



## Intellectual Property – 4 types

- Trademark ®
  - Patents
  - Copyright ©
  - Trade secrets
- 
- We're focusing on copyright today because we're talking about dissertations, theses, and reports



## What is Protected by Copyright?

- Works of authorship include:
  - Literary, musical, artistic, audiovisual, architectural, etc.
- Works of authorship must be:
  - Original – Not a copy of a previously existing work
  - Creative – Must display a degree of creative effort
  - Fixed in a tangible medium of expression – written, recorded, filmed, saved to a device or otherwise captured



# What is NOT protected by Copyright?

- ideas
- facts
- discoveries
- data

*Copyright protects the **creative expression**.*



## For Example

### Not Protected

- Idea of Vikings invading Mars
- Facts such as dates and holidays on the calendar
- Data presented in the table

### Protected

- Novel about Vikings invading Mars
- Bridges of Michigan calendar
- Original and creative table of data





# Are there exceptions?

## Licensed Material

- Libraries & Pay to view service
- Terms of license can override or build upon copyright
  - This might apply to your own published works
- Creative Commons other “share licensing”

## Public Domain

- Expired copyright
- U.S. Government works
- Permission free use



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# Literature Review

- You want to summarize papers by yourselves and others.
- You use your own words, or small quotes
- Ideas are not copyrightable
- No permission is needed
- All sources must be cited



# Simple data table

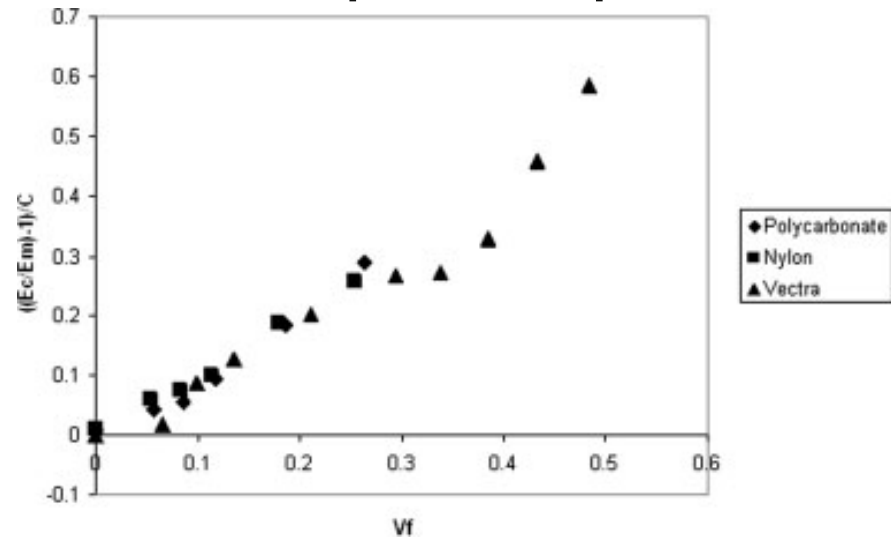
TABLE 1. Properties of Ticona's vectra A950RX [22].

Melting point	280°C
Tensile modulus (1 mm/min)	10.6 GPa
Tensile strength at break (5 mm/min)	182 MPa
Tensile strain at break (5 mm/min)	3.4%
Flexural modulus at 23°C	9.1 GPa
Notched Izod impact strength at 23°C	95 KJ/m <sup>2</sup>
Density at 23°C	1.40 g/cc
Volumetric electrical resistivity at 23°C	10 <sup>15</sup> ohm-cm
Surface electrical resistivity	10 <sup>14</sup> ohm
Thermal conductivity at 23°C	0.2 W/mK (approx.)
Humidity absorption (23°C/50%RH)	0.03 wt%
Mold shrinkage-parallel	0.0%
Mold shrinkage-normal	0.7%
Coefficient of linear thermal expansion-parallel	0.04 × 10 <sup>-4</sup> /°C
Coefficient of linear thermal expansion-normal	0.38 × 10 <sup>-4</sup> /°C

- Data is not copyrighted
- This table is not a creative expression of the data
- This is not generally considered to be copyrighted

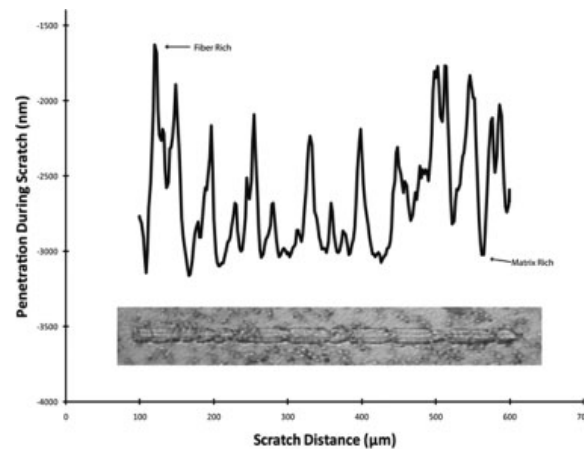


# Simple Graph



- Data is not copyrighted
- This figure is not a creative expression of the data
- This is not generally considered to be copyrighted

Keith *et. al*, Polymer Composites (2009)

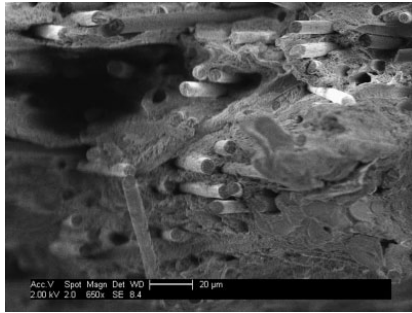


- Figure contains a simple representation of data, a photograph and labels
- This is a creative expression of the information and therefore is copyrighted
- This is copyrighted

Keith *et. al*, Polymer Composites (2009)



# Photograph or Art

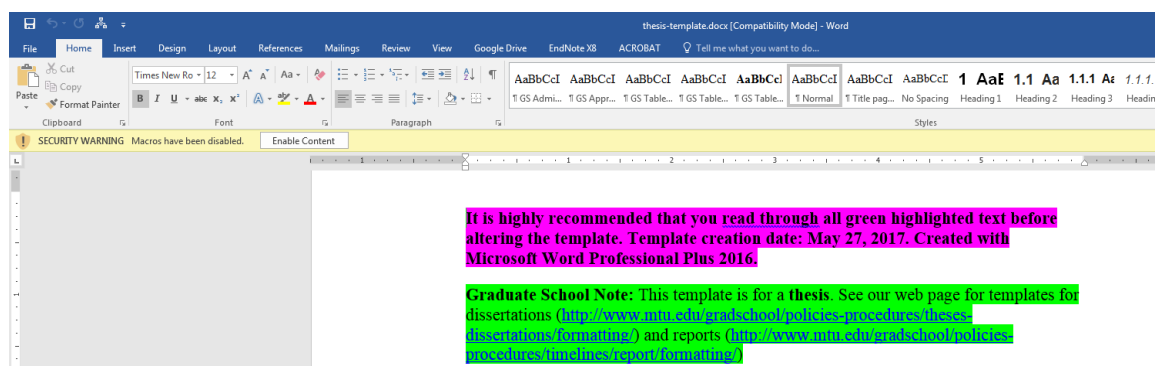


- A photograph is generally a creative expression of information – the composition, camera settings, etc., can all be chosen by the photographer
- These are copyrighted

(left) Keith *et. al*, Polymer Composites (2009), (right) D. Charlesworth 2017



# Software Screenshots



- Image contains icons I did not create
- This is generally considered to be protected by copyright





## How to Use Materials Created by Others or Copyrighted

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### Can I use copyrighted material in my document?

- Only if you have permission!
- This includes:
  - Your own published work, like journal articles and conference proceedings
  - Works published by others, like figures from journal articles or pictures
  - Items from the internet or software screenshots
- Always cite the original source!
  - If you don't, it's plagiarism....



## Step 1: Cite the original source

- This is a scholarly expectation!
- This applies even if the material is your own work that has been published
- For figures and tables, the citation should be in the text and caption
  - Captions with figures/tables should allow the material to stand on its own



## A citation alone is not sufficient

- A citation acknowledges that your document is not the original source
  - This is done for proper attribution and to avoid allegations of plagiarism
- A citation, however, does not give you permission to use the material
  - It's like having the keys to a friend's car. Just because you have the keys doesn't mean you can go on an epic road trip.



## Step 2: Determine if permission is needed

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- See Section 5.3.1 of the Graduate School “Guide” for more information
- Permission is not needed for:
  - Public domain
  - Expired copyright
  - Fair use
  - Figures or text that have been substantially altered from their original source – caption should indicate that the material was adapted from the cited source
  - Papers where you have retained the right to republish



## Step 3: Obtain permission as needed

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- See Section 5.3.2 of the Guide for links
- Permission must be in writing
  - Email
  - Fax
  - Paper letter
- If there are signatures on any pieces, and you wish to include them in your dissertation, thesis, or report, they must be redacted (obscured)
  - This helps to prevent identity theft



## Step 4: Document ability to reprint

- See Section 5.3.3. of the Guide
- Follow any instructions given by the rights holder
  - Special credit line text
  - Embargo of work until it's published?
- Send **all documentation** to the Graduate School



## What kind of documentation do I need to reprint materials?

- Permission letters – in writing
- Documentation that the item...
  - Is in the public domain – the Graduate School doesn't know just by looking at it
  - Is "fair use" – the Graduate School doesn't know just by looking at it
  - Has an expired copyright – the Graduate School doesn't know just by looking at it





## Step 4: Continued

- **Organize** all documentation:
  - An appendix to document OR
  - A single PDF file (upload to ProQuest and Digital Commons) OR
  - A comment in Digital Commons (for very simple items) if you can explain in one sentence
- **Label** each item with a cross reference:
  - Ex: This letter is for Figure 4.5.
  - Ex: Documentation for Chapter 2.
- **Remove** all signatures (see redaction tool in Acrobat)



## 4 steps summarized

1. Cite your material
2. Determine if you need permission
3. Obtain permission
4. Document your ability to reprint the items





## What is a published paper?

- For the purposes of a thesis or dissertation:
  - Published materials are items in print, accepted for publication, in review, or planned for submission
  - Only in print items require copyright documentation

## Can I use a paper I've already published in my document?

- Only if you have permission or have retained the right to reprint!
- This includes:
  - Your own published work, like journal articles and conference proceedings
  - Works published by others, like figures from journal articles or pictures
  - Items from the internet or software screenshots
- Always cite the original source!
  - If you don't, it's plagiarism....



## Repeat steps 1-4

- Step 1: Cite the original source
- Step 2: Determine if permission is needed
  - Review the copyright transfer agreement you (or your advisor) signed with the publisher. The agreement may already state that you can reuse the paper.
- Step 3: Obtain permission if needed
- Step 4: Document the ability to reprint



## What is a copyright transfer agreement?

- It's an agreement the authors of an article sign with a publisher
- The authors initially own the copyright to their written article
- The authors sign an agreement with the publisher that transfers some or all of the copyright to the publisher
  - Read these carefully – they're available online
  - You are bound to this agreement even if you don't sign it
  - Most allow reuse of articles in a thesis/dissertation



## Step 5: Add footnotes to your document

- Add a footnote to each chapter or section (Guide 4.12.2)
  - See Guide for suggested text; alter as needed
  - Credit line as needed by publisher



## Step 6: Add an Author Contribution Statement to your document<sup>1</sup>

- This describes the contribution of all collaborators, including you!
- It does not need to be long.
- Contributions include things like:
  - Writing the paper
  - Analyzing data
  - Planning experiments
  - Collecting data
  - etc.

1. See Guide 4.7. This was previously called the “Preface”



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# Fair Use Limitation

- Fair use allows the use of some copyrighted materials without asking for permission
- Four factor test
  - *(Purpose, Nature, Amount, Market Effect)*
- Case-by-case application
- Ambiguous by design
- Challenges are decided in the Courts
  - (Universities, publishers, other vested parties)



## For Example



# Four Factors

## Purpose of the use

*Is your use transformative?*

## Nature of the copyrighted work

*Are you borrowing from fact or fiction?*

## Amount of the work used

*How much and how important?*

## Potential market effect for the copyrighted work

*Are you depriving the rights holder?*

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## Try this Tool: [Fair Use Evaluator](#)

The screenshot shows the 'Fair Use Evaluator' tool interface. On the left, there is a logo consisting of three interlocking gears and the text 'Fair Use Evaluator'. Below the logo, there are two sections of text:

**What this tool can do for you:**

- Help you better understand how to determine the "fairness" of a use under the U.S. Copyright Code.
- Collect, organize & archive the information you might need to support a fair use evaluation.
- Provide you with a time-stamped, PDF document for your records ([example](#)), which could prove valuable, should you ever be asked by a copyright holder to provide your fair use evaluation and the data you used to support it. ([why is this important?](#))
- Provide access to educational materials, external copyright resources, and contact information for copyright help at local & national levels.

**What this tool cannot do for you:**

- This tool does not provide legal advice. It records the information you provide it as well as your own judgment on the fairness of the use. See the tool ([disclaimer](#)) for more information.
- Only a court of law can definitively rule on whether a use is fair or unfair. This tool does not assume or predict a court outcome.

On the right side of the interface, there are two buttons:

- Make a Fair Use Evaluation
- Learn More about Fair Use

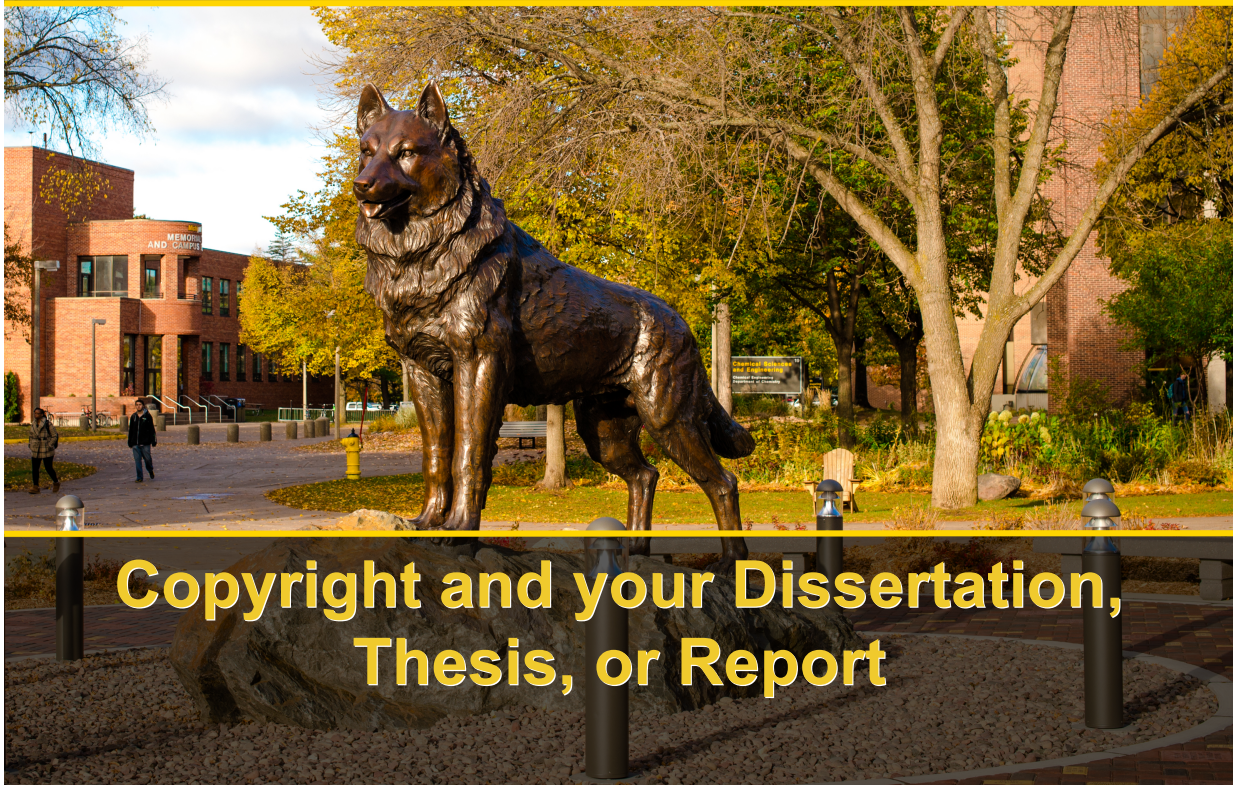


# Useful Links and References

- [Library - Copyright Help](#) – Van Pelt and Opie Library’s copyright pages contain basic information on copyright law and the use of copyrighted materials in academia. (Michigan Technological University)
  - Nora Allred is the University’s Copyright Librarian and can assist students
- [Graduate School - Copyrighted Materials](#) – MTU Graduate School’s site features resources on copyright, fair use and graduate research. (Michigan Technological University)
  - Dr. Debra Charlesworth can assist students with copyright questions pertaining to their dissertation, thesis, or report
  - [Copyright Crash Course](#) (University of Texas, Austin)
  - [United States Code, Title 17](#) (Cornell Law School legal Information Institute)
  - [Copyright & Fair Use, Stanford University Libraries](#) (Stanford University/[NOLO](#))



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## Copyright of your Dissertation, Thesis, or Report

- Students, as the sole author, own the copyright to it
  - If parts have already been published, then the copyright transfer agreement with the publisher spells out what rights the author(s) retain
- To reuse parts of a thesis or dissertation in a journal article or book chapter, you essentially need to ask yourself permission to reprint



## Filing your Copyright

- Students may file their copyright to their dissertation, thesis, or report
- It gives a student additional protections if their copyright is infringed
  - Reports must file on their own with the US Copyright office
  - Dissertations and Theses may file on their own or with ProQuest for a \$55 fee





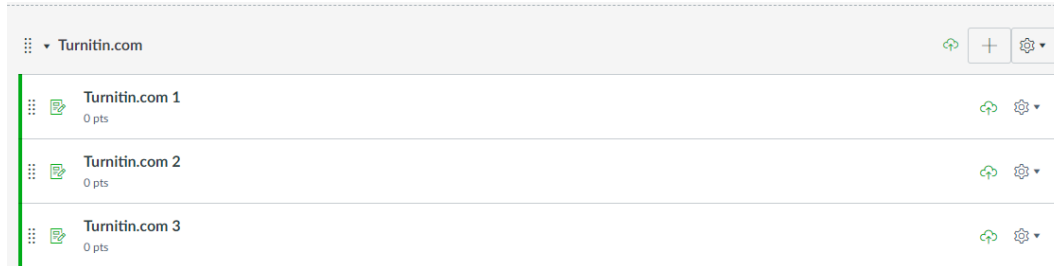
## What is Turnitin.com?

- It is plagiarism detection software
- It compares your document to its sources
  - Web pages, journal articles, etc.
- The report shows you what text matches a source, and the source of that text
- When you use the Graduate School site to submit your work, it is completely private. Only authorized Graduate School staff will have access, and we don't look at your documents unless you ask us.



# How can I access Turnitin?

- Submit an assignment on Canvas– there are three available
- Click on “Modules” in left hand menu – scroll to bottom



## Will the Graduate School submit my document to turnitin.com?<sup>55</sup>

- No
- We can assist in interpreting reports and point you to additional resources if you need assistance



# Bottom Line

- Cite all your sources
- Obtain permission as needed
- Document that you have the ability to reprint items that are copyrighted
- Lots more to learn!



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