

Copyright Guidelines for Authors

In order to deposit a work in DigitalCommons@Linfield, creators must either hold the copyright to that work or have the express consent of the copyright holder(s). However, if the work is being (or has been) published by a traditional publisher, copyright may have been transferred to the publisher as part of the publication process. You must know the copyright status of your work before submitting it to DigitalCommons@Linfield.

COPYRIGHT COMPLIANCE

For **previously published full-text materials** (such as journal articles or book chapters), the Linfield Libraries review the copyright status of each item, and every effort is made to ensure that ingesting and providing access through DigitalCommons@Linfield is in compliance with copyright holders' stated policies.

For **unpublished materials** (such as student papers, senior theses, faculty or student conference presentations, etc.), creators confirm through the online submission process or via the appropriate submission form that, if necessary, permission has been obtained from owners of third-party copyrighted materials included in the unpublished work. In the instance of a mediated submission wherein an official submission form is not received, it is assumed that the creator of the work is not knowingly submitting infringing material.

The Linfield Libraries do not review the content of all such scholarly or creative unpublished materials that are submitted to DigitalCommons@Linfield for compliance with copyright law. Furthermore, the Libraries fully support the right of our community members to make fair use of copyrighted materials in the creation of their own works (as outlined in [Section 107 of Title 17 of the U.S. Code](#)). The DigitalCommons Coordinator will not make a fair use determination of submitted work; such a determination is considered to be the responsibility of the creators. (See [this checklist](#) to assist in making a fair use determination.) However, in instances when it is readily and reasonably apparent that copyright law would be violated by posting a work, the DigitalCommons Coordinator may request that the creators obtain permission from any relevant copyright holders prior to the work being posted in DigitalCommons@Linfield.

IF YOU RETAIN COPYRIGHT

If you retain copyright to the work in question, and have not given someone else exclusive rights to distribute it, you should be able to submit it to DigitalCommons@Linfield.

If you share the copyright with other authors, check with them to make sure they also approve of the work being archived and made available through DigitalCommons@Linfield. We do not require submission forms from all co-authors in order to archive your work, but we do encourage full disclosure to all relevant parties.

IF YOU DO NOT RETAIN COPYRIGHT

If you do not retain copyright but instead have transferred your rights to your publisher, you may still be able to deposit a version of your paper in DigitalCommons@Linfield. When determining versions of papers, DigitalCommons@Linfield uses the terminology suggested by the [VERSIONS](#) project:

- **Draft:** early version circulated as a work in progress
- **Submitted Version:** the version that has been submitted to a journal for peer review (this is sometimes known as a pre-print)
- **Accepted Version:** the author-created version that incorporates referee comments and is the accepted for publication version (this is sometimes known as a post-print)

- **Published Version:** the publisher-created published version
- **Updated Version:** a version updated since publication

Many publishers will allow deposit of one of the versions above as long as certain conditions are met, but policies vary from publisher to publisher. Typical conditions include allowing only the accepted version to be posted, embargoing a version for a set period of time, or requiring a link to the published version on the publisher's website. You can check your publisher's copyright policy and/or author agreement to determine which version can be submitted to an institutional repository; we recommend using the [SHERPA/RoMEO](#) database of publisher copyright policies. Because of mergers and acquisitions, it is sometimes difficult to identify the parent company for a journal. SHERPA/RoMEO allows you to search by journal name to look up the publisher. (Please note that SHERPA/RoMEO, while a growing database, does not include all publishers.) Please contact the [DigitalCommons Coordinator](#) if you have questions or if you need assistance determining the copyright status of your work.

CITATION INFORMATION

When submitting an article to DigitalCommons@Linfield that has previously been published, please include full citation information. Many publishers assign a number called a Digital Object Identifier (DOI) to each article they publish. A DOI is a stable, permanent identifier. You can turn a DOI into a URL by prefixing <http://dx.doi.org/> to the front of the DOI. Alternatively, you can use CrossRef's free [DOI lookup service](#). Enter either the journal title or the ISSN (CrossRef recommends using both), along with either the first author or the first page number of the article.

WANT TO RETAIN YOUR RIGHTS TO FUTURE WORK?

Consider retaining rights to your work by attaching the [Scholar's Copyright Addendum](#) (from SPARC & Science Commons) to your publisher's contract.

TAKE-DOWN REQUESTS

If you believe that your copyright has been infringed upon by posting of material in DigitalCommons@Linfield, or if you have additional questions about removal of content from DigitalCommons@Linfield, see our [Requests for Withdrawal or Updating Content](#).

QUESTIONS?

Please contact the [DigitalCommons Coordinator](#) with any questions.

PLEASE NOTE: This document can only provide guidelines and does not constitute nor should it be relied upon for legal advice.