Guidelines for Preparing Student Projects for Submission to DigitalCommons@Linfield

DigitalCommons@Linfield, an open access initiative, is just one example of recent changes impacting how scholarship is published and accessed. DigitalCommons@Linfield increases the visibility of your scholarship, but with this increased access comes increased responsibilities. Student projects, with the exception of selected projects with ongoing research, will be accessible on a permanent basis to anyone and will be fully searchable via Google and Google Scholar, among other search engines.

Copyright protects both you as the author, as well as other authors cited by you. These guidelines will help you avoid copyright infringement and/or the unintentional act of plagiarism. Keep in mind that simple keyword searches in Google can reveal when someone has used another's work without giving credit to the original author. Detailed information on copyright can be found in a variety of locations, including our website at https://www.linfield.edu/linfield libraries/copyright-policy.html and https://linfield.libguides.com/copyright-fairuse.

It is also very important when preparing bibliographies or lists of references for your work to pay particular attention to proper citation procedures. You may want to consult with your faculty mentor or advisor regarding formatting guidelines and styles of documentation. You may also want to refer to the information on citing sources at https://linfield.libguides.com/citations .

It is in your best interest to become familiar with practices of proper citation in order to avoid charges of plagiarism or copyright infringement. In general, please follow these simple guidelines:
- Quotations – when quoting from books, articles, websites, or other publications, be sure to give a complete citation that will allow the reader to locate your original source.
- Tables, data, sources of statistics, diagrams – if including reproductions of these types of sources, give a complete citation that will allow the reader to locate your source.
- Human Subjects – if your research includes human subjects, please consult the website for the Institutional Review Board for guidelines and procedures (see https://inside.linfield.edu/irb/index.html).
- Animal Subjects – if your research includes animal subjects, it must be reviewed by the Institutional Animal Care & Use Committee. Talk with your advisor for more information.
- Your project may be a translation of material written in a foreign language. You must have the copyright holder's permission to upload the document in DigitalCommons@Linfield.
- Websites – almost every website includes copyright information. Please review the site carefully; just because something is freely available via the

web does not mean it can be used without permission.
- Media (audio, sound recordings, software, video, etc.) – if sound bites are not original (made by you), you will need to obtain permission from the copyright owner, which could include the performer, the composer, and the publisher.
- Images (photos, artwork, sculptures, graphics, paintings, etc.) - you must comply with one of the following:
    - if images are not original (made by you), you must include permission from the copyright owner, or
    - you can include a URL, but not the image itself.

If you need assistance in obtaining copyright permissions, please refer to https://copyright.columbia.edu/basics/permissions-and-licensing.html for more information.

If you have questions about these procedures, please contact the DigitalCommons Coordinator (digitalcommons@linfield.edu).