

## Guidelines for Preparing Student Scholarship for Submission to Scholarship@Claremont

Student projects, research, and senior theses will be accessible on a permanent basis to anyone and fully searchable via Google and Google Scholar. Scholarship@Claremont, an open access initiative (OAI), is just one example of changes that are affecting how scholarship is published and accessed.

**Scholarship@Claremont increases the visibility of our scholarship, but with this increased access comes increased responsibilities.**

**IMPORTANT:** Scholarship@Claremont has been established as a permanent repository. **Once deposited, an item will not be withdrawn**, although under some circumstances, it will be removed from view and an accessible record will be retained. The circumstances include reasons of factual inaccuracy, plagiarism, or potential copyright infringement.

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 the library's copyright guide at <http://libguides.libraries.claremont.edu/copyright-resources>

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 wish to consult with your mentor or advisor regarding formatting guidelines and styles of documentation. You may also use your college's writing center resources for citation styles.

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, web sites, 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 web site for the Institutional Review Board for guidelines and procedures at your college.
- 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 Scholarship@Claremont.

- *Web sites* – almost every web site 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
  - You can include a URL, but not the image itself
  - If images are from ArtStor, you must only include URL (this allows readers on campus to access the image in the licensed database)

All citations must appear in your footnotes, as well as in your bibliography.

If you need assistance in obtaining copyright permissions, please see or ask <http://copyright.columbia.edu/copyright/permissions/>, your professor or a librarian for help.

By signing or clicking through the permission form for the Claremont Colleges Library, you retain your copyright but allow the library to display, provide access to, market and preserve your scholarship.

If you have questions about these procedures, please contact the [Claremont Digital Initiatives Librarian](#) or 909.607.0893.

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