



DCCCA
IMPROVING LIVES

**Prevention
Services**

Copyright & Source Materials

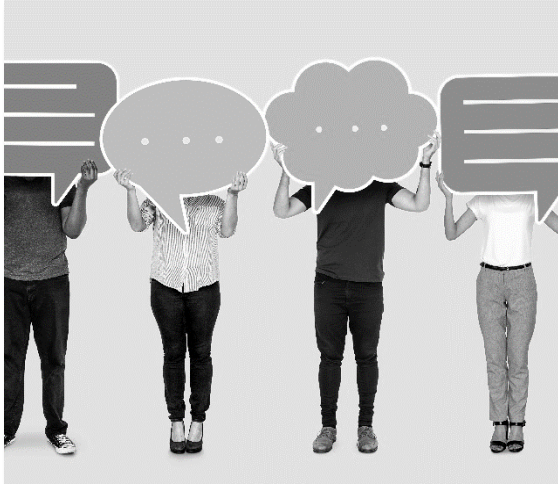
This toolkit will provide you with instructions and best practice on content gathering and source citation for presentations, modules and toolkits.

Copyright 101

Copyright is a protection required by the U.S. Constitution. This protection provides authors of literary, dramatic, musical, and artistic works the right to determine how their works are reproduced.

Copyright does not protect facts, ideas, methods of operations, or systems, but it can protect how these things are expressed.

When trying to figure out if a work is copyright protected, it is best to assume that any work you want to use is copyrighted unless it is older than 1923 or it was produced by the U.S. government.



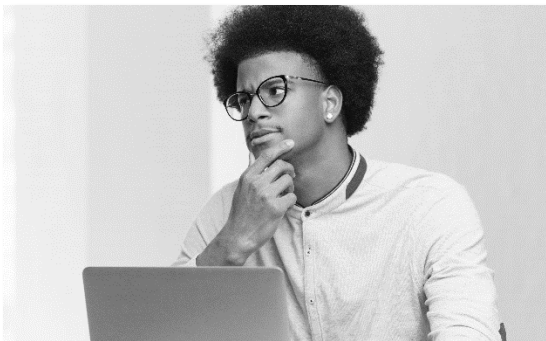
Asking for Permission

You might need to request permission if the work you have decided to use is protected by copyright and your use is not fair use. To get permission:

- Contact the copyright owner
- Secure permission in writing
- Keep a record

Tips for Avoiding Copyright Mishaps

- Use only what is necessary to achieve your purpose
- When using a protected work, add something new or beneficial to enhance it
- Limit your use to facts and data
- When you can, use Creative Commons or other freely licensed alternatives



Fair Use

It is not considered copyright infringement to use a protected work for criticism, teaching, or research. This is called fair use and the four consideration factors for fair use are:

- Purpose and character of your use
- Nature of the copyrighted work
- Amount and substantiality of the portion used
- The effect of your use upon the potential market for the work

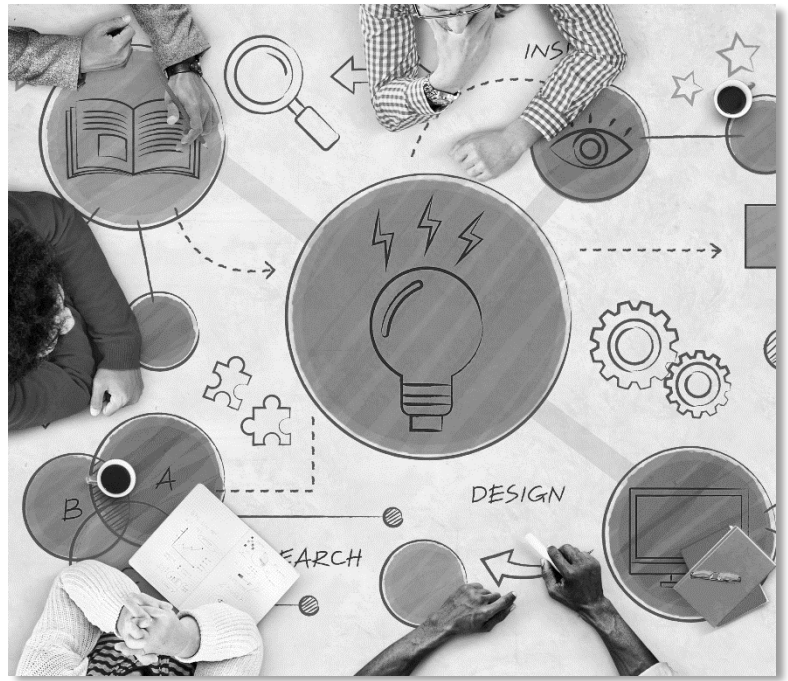
Citing Sources

A citation is how you share with others that some of the material in your work came from another source. It also gives them information they can use to locate that source again.

In order to keep from plagiarizing, you must cite sources in presentations and documents.

It is important to cite sources in these situations:

- Utilizing a quote
- Paraphrasing
- Using an idea someone else has already shared
- Making specific references to someone else's work
- Using someone else's work as a component in developing your own ideas



Citing in PowerPoint

When citing sources in PowerPoint, you can include references or in-text citations on each slide. You can choose to:

- Share the references verbally
- Offer a reference list slide at the end of your presentation
- Utilize both of these options

For any presentation that you give, it is critical that you are clear about where the information, visuals, and other materials came from.

Information You'll Need to Cite Sources

Printed Sources: author name, title of the publication, date of the publication, the place of publication of a book, the publishing company of a book, the volume number of a magazine or printed encyclopedia, the page number

Web Sites: author and editor names (if available), title of the page (if available), the company or organization who posted the webpage, the web address from the page, the last date you looked at the page

Data: author, title, edition or version, date, editor, publisher and publisher location, material designator, electronic retrieval location

APA Formatting Guidelines

For specific formatting guidelines, examples, and templates, visit [Purdue University's Online APA format and style guide](#).

Checklist for Providing Information for Social Media Posts, Modules, and Toolkits

When preparing to submit information for a social media post, module, or toolkit, be sure that all the content and sources are gathered beforehand. As you compile everything you need, please include:

- ✓ Final content for all the slides or social media post
- ✓ Sources for any data, quotes, ideas, or any other references to another work
- ✓ A final script for the audio component (if submitting information for a module) that includes the supplemental information to be shared verbally during the module

For questions about gathering this information, contact the Information Technology Specialist.



Helpful Resources

- [Baylor Fair Use Analysis Checklist](#)
- [Digital Media Law Project Fair Use Guide](#)
- [U.S. Copyright Office](#)
- [Columbia University Copyright Advisory Services](#)
- [Purdue University APA Guide](#)
- [Association of American Publishers](#)
- [Scholarly Communications Toolkit from Duke University Libraries](#)



References

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2. Copyright in General. Retrieved from <https://www.copyright.gov/help/faq/faq-general.html#what>
3. Digital Media Law Project. Retrieved from <http://www.dmlp.org/legal-guide/fair-use>
4. EasyBib. (2019, May 29). How to Cite a PowerPoint Presentation. Retrieved from <http://www.easybib.com/guides/how-to-cite-a-powerpoint-presentation/>
5. Modernizing Copyright. Retrieved from <https://publishers.org/priorities-positions/modernizing-copyright>
6. Science Buddies. (2017, August 9). Writing a Bibliography (examples of APA & MLA styles). Retrieved from <https://www.sciencebuddies.org/science-fair-projects/science-fair/writing-a-bibliography-examples-of-apa-mla-styles>
7. Using Copyrighted Material. Retrieved from <https://www.baylor.edu/copyright/index.php?id=56543>
8. What Is Citation? Retrieved from <https://www.plagiarism.org/article/what-is-citation>