



## ***Copyright Guidelines for the International Technology Education Association***

If you “borrow” the words or illustrations of another author and present them as your own, you are guilty of a form of copyright infringement referred to as *plagiarism*. Plagiarism and other forms of copyright infringement are considered theft—the stealing of intellectual property. Like other forms of theft, plagiarism can exact a high price.

- Your professional reputation will suffer.
- Your credence as an author and authority will come into question.
- Your publisher will likely terminate your business relationship.
- You may find yourself in court, with the expense of defending yourself. Certain types of infringement (such as software piracy) are subject to criminal prosecution.

Under the terms of any publishing agreement between you and ITEA, you guarantee that the work you submit is original and does not infringe upon any copyright, trademark, or any other intellectual property rights. If legal action claiming copyright infringement is brought against ITEA as a result of your work, you are responsible for reimbursing the publisher for all costs involved in defending and settling the legal action if it is determined that you are guilty of infringement.

ITEA sets a high standard for originality in our publications. We use the following “litmus test” to define original content: If words or images can be *recognized* as having been developed based on one specific copyrighted source, the content is not original.

Facts cannot be copyrighted, but the presentation of facts is copyrightable. For example, the formula  $F=ma$  can be used in your manuscript even though it has appeared in countless copyrighted works. However, if you found the sentence “*Newton’s second law of motion,  $F=ma$ , must be carefully analyzed if its importance is to be fully appreciated,*” in a copyrighted work and picked it up for use in your manuscript, you would be guilty of copyright infringement.

**All manuscripts submitted to ITEA must be original.** Never provide **any** copyrighted material to ITEA in any manuscript or correspondence without supplying us with a **signed release form or written permission** from the copyright holder.

### ***Some guidelines for avoiding plagiarism:***

- Never cut/copy and paste *anything*** into your manuscript document from an outside source.
- Software help files, industry standards documents, and **most content from the Internet is *not* considered in the public domain and is copyright protected.**
- When researching, take notes manually. Note only specific facts. Do *not* note the way facts are presented. Do *not* note specific examples used in other sources. Present facts in your own way, and develop your own examples.

- ❑ **Never copy text or images from a website.** The only items you should download from a website are high-resolution images, and then only after obtaining written permission to do so.
- ❑ **A signed release form or written permission must be submitted to ITEA for all copyrighted illustrations you include in your manuscript.**
- ❑ If you obtain images through a media website, copies of the site's terms of use and, if applicable, your registration approval must accompany the images.
- ❑ For illustrations you create, a copyrighted illustration can be used as inspiration and a starting point. However, you must sufficiently modify the illustration to make it original (i.e., unrecognizable as coming from a specific source). To modify an illustration, you can delete unnecessary items in the illustration, add items to the illustration, change the appearance and arrangement of the illustration, and modify components and callouts in the illustration to focus on the specific learning objective being conveyed in the text.
- ❑ Exceptions include those works deemed "Public Domain." Public Domain documents are those for which the copyright has been lost or expired, any federal government document, or works that have been "granted" to the Public Domain. An example is NASA, which allows unrestricted use to its materials.

It is critical that your research and writing methods eliminate any possibility of plagiarism. Often, instances of plagiarism can be attributed to carelessness on the author's part even though the author did not intend to plagiarize. If you have any specific questions about plagiarism or how to determine how much modification is enough, please discuss this with your editor.

### ***APA Reference Style Examples***

#### **Periodical:**

Author, A. A., Author, B. B., & Author, C. C. (1994). Title of article. *Title of Periodical*, xx, xxx-xxx.

#### **Nonperiodical:**

Author, A. A. (1994). *Title of work*. Location: Publisher.

#### **Online Periodical:**

Author, A. A., Author, B. B., & Author, C. C. (2000). Title of article. *Title of Periodical*, xx, xxx-xxx. Retrieved month day, year, from source.

#### **Online Document:**

Author, A. A. (2000). *Title of work*. Retrieved month day, year, from source.