Grad Steps
FROM CAMPUS TO CAREER
Faculty of Graduate Studies
Copyright & Your Thesis

What graduate students need to know

July 2017
Copyright – Why should you care?

- It’s the law.

- Compliance is your responsibility.

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Attribution-NonCommercial-ShareAlike 2.0 Generic
Definitions

- Copyright = right to copy, part of intellectual property (IP).
- Work = image (e.g., photograph, figure, diagram, chart, table, map, cartoon, clipart, architectural drawing), chapter, article, essay, script, blog post, painting, musical score, song, video, actor’s performance, computer program, book, etc.

- Copyright infringement = violation of creator’s copyright, unlawful use of a copyrighted work, potential consequences.
What can be copyrighted?
Who owns copyright?

- **Usually** the creator (writer, photographer, painter, composer, etc.).
- Can be the employer.
- Copyright can be assigned to publisher, organization or person.
- Copyright can be bequeathed to inheritor.
- Students own copyright to their theses, in most cases.

- Owners have right to control their work and benefit financially from it.

- [UM Intellectual Property policy](#)
Universal copyright symbol ©

• © symbol is not required to protect a work in Canada but is required in some countries.
• © symbol is recommended because it serves as a notice to readers that a work is copyrighted.

• In Canada, a work is automatically protected by copyright as soon as it is created.
To consider when using © works in thesis

- The *Copyright Act* and its exceptions.
- Free or pre-paid stuff.

- Instructors and TA’s should also consider the UM Copyright Guidelines and library electronic resources.
The *Copyright Act* allows you to…

Take your own photograph (with limits) or create or draw your own graph, chart, map, diagram, etc. based on someone else’s ideas, facts, statistics, data or news. Add a “based on” statement with citation.

- **Ideas, facts, statistics, data, equations, algorithms, news and simple drawings** cannot be copyrighted.
- Copyright protects the **expression** of ideas, not the ideas themselves.
- Permission is sometimes needed to **modify or adapt** a work (due to the need to retain the integrity of the work or the intent of the creator).
Chart 2 – Original chart

**FIGURE 15.4 MEGA-CITY GROWTH**

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### Mega-City Growth

<table>
<thead>
<tr>
<th>City</th>
<th>2000</th>
<th>2015</th>
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<tr>
<td>Los Angeles</td>
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The *Copyright Act* allows you to...

- Copy and distribute an amount that is “fair”.
- “Fair” is defined by case law, not by the *Copyright Act*.

- Ultimately, it is up to you to determine if the amount copied is fair. Remember that you are responsible for your copying.

- Because your thesis will be available online worldwide, it is advised to err on the side of caution.
The *Copyright Act* and Fair Dealing

- In general, using up to 10% of a work could be considered fair, even if the work comes from a website with restrictive terms of use.

- Text
  - up to 10% of a work could be considered fair.

- Music or video
  - assess the amount needed vs the amount available from the original source.

- Images (photograph, table, figure, diagram, chart, map, cartoon, clipart, etc.)
  - assess the amount needed vs the amount available from the original source.
Fair Dealing examples

• If you want to copy to your thesis 2 figures from a journal article which contains only 9 figures, it would likely NOT be fair to copy them because there are not that many figures in the whole article compared to how many you would like to use (copying 2 of 9 figures is more than 10%).

• If you want to copy 4 photos from a website that had hundreds of photos, it would likely be fair to copy them to your thesis (4 photos is less than 10%).

• You may copy a whole article or chapter for your own research and private study (i.e., for your own personal files).
The *Copyright Act* and UGC

- Apply user-generated content provision (UGC or YouTube exception).
- Create and share a **new work** using publicly-available works as long as the use is non-commercial, no adverse effect on existing works, existing works are cited, existing works were not infringing copies (e.g., not pirated movies), you obtained existing works legally (e.g., you didn’t break digital locks).
  - Examples: You can create a mash-up of video chunks, a musical remix or a collage of images. Or you can create a home video with popular music in the background and upload it to YouTube.
- Your creation must be substantially different than existing works. Remember that permission may be required to **modify or adapt**.
What country’s copyright law to apply

• Follow Canadian rules while **researching, writing your thesis, publishing, or teaching in Canada** even if you’re using works from other countries.

• Don’t assume you can copy the same way in Canada as in other countries, and vice versa.
Copyright and the web

- Everything on the web (photos, diagrams, figures, blogs, articles, theses, etc.) is considered copyright-protected unless explicitly noted otherwise. This includes content on social media like Instagram and Facebook.
- Avoid sites where content is obviously posted illegally (e.g., a movie taped inside a theatre, or scanned images posted by “PirateDood”).

If there are no terms of use or if the terms of use are restrictive, apply the Fair Dealing rule, or get permission, or use the URL.
Use free or pre-paid resources

- Copy a complete work from the public domain.
- Copy a Creative Commons work according to its licence. Creative Commons is a great resource for photos.
- Note that some websites offer both free works and fee-based works.
- See the Copyright Office website for links to free or pre-paid stuff.
Public domain

- In general, copyright lasts for 50 years after death of creator.
- When the copyright term expires, the work enters the public domain.
- Public domain work is not protected by copyright - can be copied, distributed, adapted, modified, etc. without permission.
- Some public domain works can be found at Gutenberg Canada and Project Gutenberg and Wikipedia: Public Domain Resources.

Public domain = Free
Confusion about the public domain

• If a public domain work is re-published with new content, that new version is copyrighted. Shakespeare’s *Hamlet* published with a preface, critical essays and margin notes in 2001 by Penguin Books is copyrighted by that publisher.

• A publicly available work from the web or the library is **not the same** as a public domain work.

• Much of the content on the web or in “newer” books or journals is not in the public domain.
Creative Commons is an organization committed to sharing works
  – promotes collective ownership of knowledge
  – bridges gap between full copyright and public domain.
• Good for users of other people’s works and creators of original works
  – you can copy any Creative Commons work to your thesis, but don’t modify it unless the licence allows you to.
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• Copy your own published work in your thesis provided the publisher allows it (e.g., for a sandwich thesis).

• Check your publisher contract or contact the publisher for permission.

• Consult with your advisor and/or the Faculty of Graduate Studies about a sandwich thesis.
You may also…

• Copy a complete Canadian or US federal government work (unless noted otherwise, e.g., consultant report).

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• Don’t engage in cumulative copying from the same work, even for private study.
How to get permission?

- Start early.
- Determine who the copyright owner is
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  - author, creator, photographer
  - employer, inheritor
  - other.
How to get permission?

• Prepare request in writing (verbal agreement is not valid).
  – Check online article for a link to obtain permission (e.g., RightsLink is often used by publishers).
  – Use fillable form on publisher’s website.
  – Copy sample permission letter from Copyright Office website.
  – Use your own wording, including full citation information and intended use (thesis, conference, non-profit, etc.).

• Response is usually, but not always, quick (instant to 1 month+).
The social psychology of adolescence. 2nd edition.

Article first published online: 28 OCT 2002

DOI: 10.1111/1469-7610.02372

Journal of Child Psychology and Psychiatry
Volume 43, Issue 8, pages 1111-1112, November 2002

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Publication: Journal of Child Psychology and Psychiatry
Publisher: John Wiley and Sons
Date: Oct 28, 2002
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Figure 9. Overall venue plan of National Exhibition Centre, Birmingham, UK.
Source from: http://www.necgroup.co.uk/visitor/thenec/

Five of the halls interconnect and radiate from a central service and circulation zone – the central piazza, which provides the first access to the visitors to the hall they wish to visit. Thus, it reduces walking distances and visitor fatigue. In addition,
More about your thesis defense

- Display copyrighted works without permission during your thesis defense but don’t provide handouts or otherwise distribute the presentation **unless** the copyrighted material is used fairly, a licence applies, or permission was obtained.
- Ensure you have a citation for each work.

- To keep your slides “clean”, include all citations on the last slide.
MSpace and your final thesis

- While the MSpace licence allows the UM to reproduce and distribute your thesis, you retain copyright and moral rights to your thesis. [https://www.umanitoba.ca/libraries/collections/thesis/copyright_form.php](https://www.umanitoba.ca/libraries/collections/thesis/copyright_form.php)

- For questions about MSpace, contact Wendy Prystenski at Wendy.Prystenski@umanitoba.ca or 204-474-7895.

- For questions about your thesis and forms to submit, contact FGS at 204-474-9377 or graduate_studies@umanitoba.ca.
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  - home telephone number
  - home address
  - personal e-mail address.


- Use Paint or Adobe Acrobat or other to cover up, blank out, black out or XXXX out signatures and personal information.
Managing your own copyright

• For a collaborative work, prepare a written agreement which will clarify copyright.

• Check your publisher contract before distributing or uploading your published work.

• See SHERPA/RoMEO for publishers’ copyright policies.

• Read your publisher contract carefully and save it for your files.
Test your copyright knowledge

• Take the [Copyright Quiz](#) available from the Copyright Office website.
Cite your sources

- Always cite your source, whether you use someone else’s data, an image, a work from the public domain, a work for which permission was obtained, a library resource, etc.

- Keep in mind that citing does not replace obtaining copyright permission.

Sample theses in MSpace

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- Answer your questions about copyright (images in thesis, fairness, permission, etc.).
- Help you determine allowable uses.
- Help you find Creative Commons or free resources.
Remember, use it fairly – keep it legal

• Questions?