# ACADEMIC TECHNOLOGIES (ITS)



### TUTORIAL

## CITATION INFORMATION

This tutorial will help you figure out the best way to cite your video and phot sources on ePortfolio.

http://www.help.pace.edu PLV: 914 773 3338 NYC: 212 346 1583

Each case is individual when it comes to citation rules. The best practice is to use material which is public domain, or has a creative commons license. To find free images and video using a creative common license, see our separate document listing <u>resources for finding free content</u>.

- **Cite sources** whenever you use them. Make sure to cite them in the appropriate citation format for your field of study.
- **Do not use copyrighted content** (images, etc.) unless you have permission from the copyright holder, it is in the public domain, and/or it falls under the "fair educational use" exemption. It is your responsibility to ensure that you are not violating copyrights. For information on copyrights and fair use, click on "fair educational use" above or visit the Electronic Frontier Foundation.

#### **Helpful Links:**

<u>ePortfolio ethics</u> <u>More information on copyrights</u> <u>Copyright info</u>

# Adding a Creative Commons License to your own work:

- Log in to ePortfolio and go to the Portfolio tab. Choose the page which you would like to add a license to, and click the gray edit pencil.
- Under the "General" tab, drag down the "Creative Common License" icon.
- **Choose** whether you would like to allow commercial uses of your work (copying, distributing, displaying, performing the work,) or to allow non-commercial purpose use
- **Decide** whether or not you want to allow modifications to your work

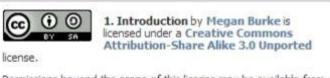
# ACADEMIC TECHNOLOGIES (ITS)



## TUTORIAL



This is what your license will look like: Creative Commons license



Permissions beyond the scope of this license may be available from Megan Burke.

### The license basically states that a user is free to:

- **Share** to copy, distribute and transmit the work
- **Remix** to adapt the work
- To make commercial use of the work

#### **Under the following conditions:**

- **Attribution** You must attribute the work in the manner specified by the author or licensor (but not in any way that suggests that they endorse you or your use of the work).
- **Share Alike** If you alter, transform, or build upon this work, you may distribute the resulting work only under the same or similar license to this one.

#### With the understanding that:

- **Waiver** Any of the above conditions can be <u>waived</u> if you get permission from the copyright holder.
- **Public Domain** Where the work or any of its elements is in the <u>public domain</u> under applicable law, that status is in no way affected by the license.

# ACADEMIC TECHNOLOGIES (ITS)



## TUTORIAL

- **Other Rights** In no way are any of the following rights affected by the license:
  - Your fair dealing or <u>fair use</u> rights, or other applicable copyright exceptions and limitations;
  - The author's moral rights;
  - Rights other persons may have either in the work itself or in how the work is used, such as <u>publicity</u> or privacy rights.

**Notice** — For any reuse or distribution, you must make clear to others the license terms of this work. The best way to do this is with a link to this web page.

**My Notes:**