OxyScholar
Center for Digital Learning & Research, Occidental College

Guidelines for Preparing Student Work for Submission to OxyScholar

With the permission of your advisor or mentor, all Honors and Senior Comps Projects, Richter Research Abroad Reports, and URC Summer Research Reports may be posted to OxyScholar, our repository of scholarly work. With the exception of selected scientific projects with ongoing research, these student works will be accessible on a permanent basis to the public, and fully searchable via Google and Google Scholar.

OxyScholar, an open access initiative (OAI), is just one example of changes that are affecting how scholarship is published and accessed. OxyScholar increases the visibility of our scholarship, but with this increased access comes increased responsibilities. Whether you are an undergraduate researcher or a faculty mentor reading this document, please be sure to make discussion of these guidelines an element of your research process.

Copyright or a Creative Commons License protects both you as the author, as well as other authors cited by you. These guidelines will help you avoid copyright and licensing issues, 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 at scholar.oxy.edu/sitepolicies.html, under “Copyright and Fair Use at Occidental College.”

The OxyScholar submission process allows you to select a Creative Commons License at the time of submission. We strongly encourage CC Licensing of your scholarship as an alternative to copyright. For more general information about Creative Commons Licensing, please visit creativecommons.org. For a description of the different types of licenses available to you, please visit creativecommons.org/about/license/.

These guidelines also remind you to pay particular attention to proper citation procedures. For assistance in writing citations, please see oxy.edu/center-academic-excellence/writing-center/citing-sources. It is in your best interest to become familiar with practices of proper citation in order to avoid charges of plagiarism, copyright infringement, or licensing violation.

In general, please follow these simple guidelines:

- Quotations – when quoting from books, articles, websites, 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 Boards for guidelines and procedures at oxy.edu/institutional-review-boards/human-subjects.
- 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 OxyScholar.

The CDLR thanks Macalester College for permission to use the DigitalCommons@Macalester College Policies and Procedures as the basis for this document.

Revised: 4/3/2013
• Websites – 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.) - Images may be included in your printed Senior Comps project, but for the online version in OxyScholar, you must comply with one of the following or images will be removed from your document:
  ○ If images are not original (made by you), you must include permission from the copyright owner
    OR
  ○ You can include a URL, but not the image itself
    OR
  ○ If images are from ArtStor, you must delete image and only include URL (this allows readers on campus to access the image)
• All citations must appear in your footnotes, as well as in your bibliography.

If you have questions concerning these procedures, or need assistance in obtaining copyright permissions, please contact the Center for Digital Learning and Scholarship at cdlr@oxy.edu.

The CDLR thanks Macalester College for permission to use the DigitalCommons@Macalester College Policies and Procedures as the basis for this document.

Revised: 4/3/2013