



References and Copyright

Reputations in academia are made on the basis of creating new knowledge: discoveries of new facts, new ways of looking at previously known facts, original analysis of old ideas. Reputations in the field of youth development are no different, and included in this is the reputation of 4-H through its curriculum and other educational materials and resources.

Respect for these values is also reflected in licensing for professions (particularly law and medicine), employment on the basis of academic credentials, and esteem from one's colleagues. If you are incorporating an author's ideas into your curriculum, or if the work of another has influenced your thinking on a topic, then the source must be cited.

Any time you use someone else's words it should be very clear that they are attributed to someone else. If you quote up to a sentence of someone else's work just use quotation marks. For longer passages use a block quote. Always indicate the source of the quote directly after it is made.

It doesn't matter what the source is. It could be a book, journal article, web site, message from a listserv, television program, speech or government publication. Just remember, if you are using another's words or ideas, cite them.

Copyright Defined

Copyright is a form of protect provided by the laws of the United States (title 17, U.S. Code) to the authors of "original work of authorship," including literary, dramatic, musical, artistic, and certain others intellectual works. This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:

- To reproduce the work;
- To prepare derivative works based upon the work;
- To distribute copies to the public by sale or other transfer of ownership, or by rental, lease or lending; and
- To perform or display the work publically.

It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright.

In the case of works made for hire, the employer and not the employee is considered to be the author.

What is Not Protected by Copyright?

Several categories of material are generally not eligible for federal copyright protection. These include among others:

- Works that have not been fixed in a tangible form of expression;
- Titles, names, short phrases, and slogans; familiar symbols or designs; mere variations of typographic ornamentation, lettering, or coloring; mere listing of ingredients or contents;



4-H National Headquarters; 1400 Independence Avenue, S.W.; MS 2225;
Washington, D.C. 20250
www.national4-hheadquarters.gov



The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

- Ideas, procedures, methods, systems, processes, concepts, principles, discoveries, or devices, as distinguished from a description, explanation, or illustration; and
- Works consisting entirely of information that is common property and containing no original authorship (for example: standard calendars, height and weight charts, and lists or tables taken from public documents or other common sources).

Example:

Facts that are considered 'common knowledge' - those that a reasonably well-educated person could be expected to know – do not need to be documented with a citation.

Facts or statistics that are more obscure or pertain directly to your work will need to be documented with a citation.

When in doubt, ask permission.

For more information about copyright, go to www.copyright.gov.

Adapted from Copyright Basics, United States Copyright Office.