

# Copyright Guidelines for Students

The guidelines for including work that is done by other people in your own presentation or paper :

*Writing from a book, magazine, web source, etc.*

Up to 1000 words, but no more than 10% of the book or article

*Poetry*

Up to 250 words (or entire poem if it is less than 250 words)

No more than 3 poems by the same poet

No more than 5 poems from one collection of poetry

*Photographs, Drawings, or Artwork*

Up to 5 graphics or photos from the same artist

No more than 15 images from the same collection

Images may not be changed (for example, color added or Photoshopped)

*Video*

Up to 3 minutes but no more than 10% of the entire video

Video clip may not be changed in any way (showing parts of the video are ok, but you may not reorganize the clips or edit them)

*Music*

Up to 30 seconds but no more than 10% of sheet music

Up to 30 seconds but no more than 10% of a recording

The music cannot be changed in any way

## ***Giving Credit :***

A Works Cited page should include all sources used within the presentation or paper. In addition, for images used in a presentation, state the source of your image and label the image as Fig. 1 (2,3, etc.) *beneath the image itself*, and provide a title describing the image and the first word of your citation in parentheses, for example : Fig. 1 “Man with Lambs” (Frost).