

REPRINTED OR REPRODUCED MATERIAL

WHAT IS IT?

Students may include material that was previously published (i.e., an article the student published or a figure from another source). When writing the ETD and submitting to Vireo, students need to ensure they obtained proper permissions.

I WANT TO INCLUDE A JOURNAL ARTICLE I WROTE AND PUBLISHED, AM I ALLOWED?

Students should first confirm that this is acceptable with their committee. If the committee agrees, students must consult the publishing journal's guidelines for reproducing or reprinting an article. Every journal is different.

Publishers will often specify if an article can be included within a thesis/dissertation within their Author Guidelines, Rights & Policies, or the Author Agreement forms. If you are unable to locate this information, you might need to reach out to the journal to verify.

CAN I INCLUDE IMAGES, FIGURES, OR TABLES FROM OTHER SOURCES AS LONG AS I CITE THEM?

This depends. Students should first determine if reprinting the material falls under [Fair Use](#). If the material exceeds Fair Use, or if the publisher indicates that permission must be obtained, students should follow the publisher's steps for requesting permission from the copyright holder. If the copyright holder declines permission, do not use the material within your ETD.

Regardless of whether or not permission was needed, students should specify when material has been reprinted or reproduced within their ETD.

HOW DO I INDICATE THE MATERIAL IS REPRINTED/REPRODUCED?

Publishers often have specific language that authors need to follow when reproducing material. Even if permission is not needed, students should check the publisher's guidelines for the language of the reproduced acknowledgment.

If no language is specified, students should consult with their committee on the best way to acknowledge the reproduced material.

WHAT DO I INCLUDE WHEN I SUBMIT TO VIREO?

Students should select the box labeled "Reproduced or Reprinted Material" when uploading to Vireo. Additionally, students should upload: 1) a copy of permission(s) granted if permission was needed, 2) a copy of any license documentation, 3) verification that permission was not needed for reproducing the material if permission wasn't needed