Guidelines for Use of Content from Copyrighted Sources in Distributed Learning (DL) Courseware
Version 1

When content developed for spoken presentation to a small audience is transitioned into a more permanent format for distribution to a wider audience, it is important to ensure that content from copyrighted sources (including required textbooks) is used and cited appropriately.

The following guidelines, which have been reviewed by the Uniformed Services University (USU) Office of the General Counsel, provide faculty and staff at USU with information about the use of copyrighted content in the creation of DL course materials. They are designed to provide you with a common-sense approach to the use of copyrighted content – one with which you may already be familiar based on your work with the citation of sources in student theses and your own published work.

1. It is permissible to use facts, "Common Knowledge," numbers, and equations from another source without citation.
   - If the content being presented can be found in many other sources, it may not be necessary to cite the source because that information is a fact or is "Common Knowledge." "Common Knowledge" can be defined as a fact that most people know, such as the fact that fresh water freezes at 32 degrees Fahrenheit.
   - However, when facts or common knowledge are presented in an online environment, citing a reference such as the textbook supports the learners by giving them a place to go for more information.

   EXAMPLE:

Original Source	Use in Course Materials
$$X^2 = \Sigma\left[\frac{(O_{ij} - E_{ij})^2}{E_{ij}}\right]$$	$$X^2 = \Sigma\left[\frac{(O_{ij} - E_{ij})^2}{E_{ij}}\right]$$ **[Fact, does not need to be cited]**
• H_0: Populations are homogeneous with respect to some criterion. • H_A: Populations are not homogeneous with respect to some criterion.	A standard way of writing out hypotheses, as presented in the textbook (Daniel, 1999) appears below. • H_0: Populations are homogeneous with respect to some criterion. • H_A: Populations are not homogeneous with respect to some criterion. **[Fact, but with citation provided for learner support]**
"Tricyclic antidepressants can cause a number of cardiovascular side effects through α-adrenergic blockade, including tachycardia or orthostatic hypotension. " Taken from the APA practice guidelines at http://www.psychiatryonline.com/content.aspx?aID=49371	Possible side effects of tricyclic antidepressants include tachycardia and orthostatic hypotension. **[Fact, does not need to be cited]**

2. If copying a table or information from a table, change the column and row headings, and the look and feel if desired, and use only the relevant portions. If you do not make any changes to a table and you wish to reproduce it in its entirety in your course materials, you will need to seek permission from the copyright holder.

EXAMPLE:

Original Source	Use in Course Materials
	The following table shows whether the risk factor of having three or more sexual partners was present or absent.

Original Source (first table)

# sexual partners	Syphilis infection status		
	Cases	Noncases	Total
≥ 3	41	58	99
0	10	49	59
Total	51	107	158

Use in Course Materials (first table)

Risk factor	Sample	
	Cases	Controls
Present	41	58
Absent	10	49

[Formatting and table headings are changed and unneeded content is omitted]

Original Source (second table)

Commonly Used Antidepressant Medications (this list is representative, but not comprehensive)

Generic Name	Starting Dose (mg/day)[a]	Usual Dose (mg/day)
Tetracyclics		
Amoxapine	50	100–400
Maprotiline	50	100–225
SSRIs[b]		
Citalopram	20	20–60[c]
Fluoxetine	20	20–60[c]
Fluvoxamine	50	50–300[c]
Paroxetine	20	20–60[c]

Excerpted from the APA Practice Guidelines at http://www.psychiatryonline.com/content.aspx?aID=48727; complete table is at http://www.psychiatryonline.com/popup.aspx?aID=48760

Use in Course Materials (second table)

FDA indications of commonly used psychiatric medications

**Medications and FDA Indications as of 02 May 2007

MEDICATION DOSE RANGE

DISORDER	Bupropion 150 - 300 mg	Citalopram 20 - 60 mg	Duloxetine 20 - 60 mg	Escitalopram 10 - 30 mg	Fluoxetine 20 - 60 mg	Mirtazapine 15 - 45 mg	Nefazadone 100 - 600 mg	Paroxetine 20 - 60 mg	Sertraline 50 - 200 mg	Venlafaxine 37.5 - 225 mg
Anorexia Nervosa										
Bulimia Nervosa				●						
GAD		●	●					●	●	●
MDD	●	●	●	●	●	●	●	●	●	●
OCD					●			●	●	
Panic Disorder					●			●	●	
PTSD								●	●	
Social Phobia								●	●	●

Duloxetine is FDA Approved for Diabetic Nerve Pain
Bupropion is FDA Approved for SAD
Sertraline is FDA Approved for OCD in Children aged 6 - 17 y/o

[Content from original table is used as part of a new table with different formatting and additional content. Citation is not needed for factual information.]

3. When you get beyond facts, "Common Knowledge," numbers, and equations, paraphrasing is best, but make sure quotations are clearly identified if they are used, and make sure all content when paraphrased or quoted is appropriately cited and referenced.
EXAMPLE:

Original Source	Use in Course Materials
Table 12.7.4 shows 158 subjects classified as cases or non-cases of syphilis infection and according to number of sexual partners (the risk factor) in the preceding 90 days. We wish to compare the odds of syphilis infection among those with three or more sexual partners in the preceding 90 days with the odds of syphilis infection among those with sexual partners during the preceding 90 days.	Daniel (1999) describes a study in which roughly 158 men were classified as having cases or non-cases of syphilis infection in the preceding 90 days. Risk factor = three or more sexual partners. In order to demonstrate Mantel-Haenszel testing, Daniel (1999) "compare[s] the odds of syphilis infection among those with the risk in the preceding 90 days with the odds of syphilis infection among those without the risk during the preceding 90 days." **[Original is both paraphrased and quoted, and is cited appropriately.]**
  EM-DAT (2009) Retrieved from Rodriguez et al., *Annual Disaster Statistical Review 2008*. http://www.cred.be/sites/default/files/ADSR_2008.pdf	An estimated 214 million people were victims of disasters during 2008 (Rodriguez, et al., 2009). **[Content from chart is paraphrased as narrative text. Citation is provided.]**

4. While numbers themselves can be copied without citing the source, if the numbers include data from a study, and you are using information about the study to provide context for the numbers, you should cite the study. If you are using the numbers independent of their context (e.g., you use numbers from a study but are not describing the study), the study does not need to be cited).

EXAMPLE:

Original Source	Use in Course Materials
E-6s in different services were surveyed to determine how many were smokers and what the ages of the smokers were. **Number of smokers table:** 	Service	Smokes	Does not Smoke	Total
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Air Force	35	40	75
Army	23	52	75
Navy	31	44	75
Total	89	136	225 | **Age (mean (SD)):** | Service		
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Air Force	28.2 (3.1)	28.7 (2.9)
Army	28.8 (2.4)	29.1 (2.5)
Navy	27.9 (3.2)	28.5 (2.8) | Table 1.1: Ages and Branch of Service of Smokers	A study examined the smoking habits of E-6s in the Air Force and the Army. Data from Walker et al., 2008 Table 1.1: Branch of Service of Smokers | Service	Air Force	Army	Total
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Condition Present	35	52	87
Condition Absent	40	23	63
Total	75	75	150	 **[Citation is required because data is being used as it was collected and presented in the source, even though the table has been modified.]**
Same data as above	Table 1.1: Data 	Category Y	Condition A	Condition B	Total
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Condition C	35	52	87
Condition D	40	23	63
Total	75	75	150	 **[Citation is not required because data is being used independent of how it was used in the source.]**

5. Use no more than 10% of an author's article or book, and cite the article or book.
   - If you wish to use more than 10% of an article or book, you must obtain permission from the copyright holder.
   - When there are multiple authors for one article/book and there is no clear indication in the article/book as to which author contributed which content, treat the article/book as the work of a single author and use no more than 10% of the work.
   - Use no more than 10% of any specific author's work if work is found in a compilation book. The percentage is based on the work of the individual author, not the whole of the compilation.
     EXAMPLE:
     If an author writes a 10-page chapter in a compilation work, you could use no more than 1 page of content from that work without obtaining permission.
   - An image or graphic is generally a copyrighted work in its own right and should not be considered as a percentage of the work in which it appears. Obtain permission if you wish to use more than 10% of a copyrighted image or graphic.
     EXAMPLE:
     If an image takes up to 1/4 of the page in a 10-page article, you would need to obtain permission to use it in DL courseware. If you wanted to use only 10% of the image, you could use it without permission. In both cases, you would need to cite the image appropriately.

6. Provide citations for all graphics/images, whether they are from copyrighted sources or the public domain. Many public domain sites that provide images request that you credit the source of those images.
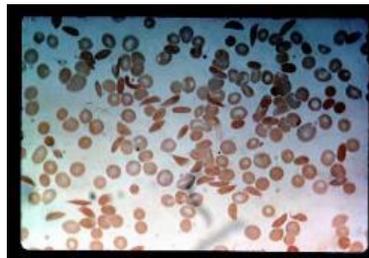   **EXAMPLE:**

Photo courtesy of National Institutes of Health/Department of Health and Human Services
Sickle Cell Anemia

[**The image in this example is in the public domain and can be used in its entirety without permission. The source is cited under the image, as requested by the source.**]

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