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Guidelines for Preparing Student Works for Submission to Digital Commons @ Colgate

Student works chosen for the site, with the exception of selected projects with ongoing research, will be accessible on a permanent basis to anyone and fully searchable via Google and Google Scholar. Digital Commons @ Colgate, an open access initiative (OAI), is just one example of changes that are affecting how scholarship is published and accessed. Digital Commons @ Colgate increases the visibility of our scholarship, but with this increased access comes increased responsibilities.

One significant responsibility is ensuring that your work does not violate the copyrights of others. Copyright protects both you as the author, as well as other authors cited by you. 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.

It is also very important when preparing bibliographies or lists of references for your work to pay particular attention to proper citation procedures. You may wish to consult with your faculty mentor or advisor regarding formatting guidelines and styles of documentation. You may also use our subject guide on Citation Style Guides (http://cu-cel.org/library/subjectsplus/subjects/CitationGuides) for citation styles. It is in your best interest to become familiar with practices of proper citation in order to avoid charges of plagiarism or copyright infringement. All works submitted to Digital Commons @ Colgate must comply with the Colgate University Academic Honor Code (http://www.colgate.edu/offices-and-services/deanofthecollege/academichonorcode).

If your research involves human subjects, it must follow the guidelines and procedures of Colgate's Institutional Review Board (see http://www.colgate.edu/academics/departments-and-programs/psychology/institutional-review-board).

If you have questions about these guidelines, please contact the Digital Commons Coordinator (digitalcommons@colgate.edu).