

Good practice guide: Attribution

As a way of good practice, (screen) images, video clips and pieces of texts not authored by the resource creator have to be duly attributed when publishing resources containing such materials to HumBox. This helps other HumBox members to know how they can use and re-use materials on HumBox. Here are some guidelines on how to give information on materials that people might use to enhance their teaching resources. This guide aims to bring some order to how we attribute resources on HumBox.

A very quick and clear way to attribute your images/videos is the following:

1. copyright © owner date
[e. g. Copyright © Joe Bloggs 2006]
Providing a hyperlink for an image/video, when possible, will direct users to access the source

This information should be clearly legible on the item itself (or in the Attribution/Acknowledgements field on the HumBox resource page) where possible and should be included for every item of third-party, copyrighted materials in use in any given resource. Although it is not essential to assert copyright ownership, the symbol © makes it clear who the rights holder is and therefore it is good practice to use it.

2. For archival images:

Details on the archive/museum/institution through which an image or similar type of document is made available should be given together with details on how to find the document (e. g. shelf-mark or publication details), whenever possible. This information can be entered in the Attribution/Acknowledgements field on the HumBox resource page or denoted on the item to be attributed, if space allows.

3. Students/actors

Students, actors or other contributors who have an acting role in your resource need to be asked permission to make openly available materials containing their performance. Their names do not need to show on the resource, unless otherwise stated. However, it is advisable to keep written record of their consent, should a claim arise.

4. References

It is good scholarly practice to reference the works underpinning your thoughts and/or argument

5. Self-taken images/pictures

If you upload pictures that you have taken yourself, it is helpful to indicate this, e.g. 'Photos taken by me of...'