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## CHAPTER 1. UNIVERSITY FORMAT REQUIREMENTS

The copy of a thesis submitted to the Thesis/Dissertation Office is called the *Deposit* copy. The *Deposit* copy of a thesis cannot be altered or edited after acceptance by the Thesis/Dissertation Office except with the express approval of the Graduate School. Accordingly, special care must be taken in producing this copy. The *Deposit* copy cannot be produced until after you have orally defended your research, made any required revisions, and have had them approved. The *Deposit* copy must conform to all University format specifications described below.

### University Format Requirements

#### Paper Requirement

- Letter 8 ½ x 11” paper sizing must be used for the *Deposit* copy.
- Oversize pages up to 11 x 22 ½” are acceptable. Oversize pages should not be used unless necessary.

#### Font and Quality

- Times New Roman font will be the only accepted font.
- All text, page numbers, table numbers, figure numbers, captions, references, and footnotes must be in the same font. For general text, type size should neither be less than 10 points nor greater than 12 points. Font and font size may be varied for symbols or emphasis when appropriate (i.e., for scientific or mathematic terms).
- Well-crafted text usually does not require font variations for emphasis. Avoid underlining, bolding, or italicizing text purely for emphasis only. If you use them, do so sparingly and consistently. However, use of these variations for special symbols or words with special meaning is acceptable.
- Bolding of major headings and chapter headings is acceptable.

## Line Spacing

- Vertical spacing of all text, including bibliographic references, should be 1.5 lines. Double-spacing is also acceptable. Long quotations, heading, footnotes, and captions may be single-spaced. You may use a writing style that is most commonly used within your discipline.
- Spacing between line spacing recommendations
- The line spacing in chapters should match the line spacing in Front Matter and Back Matter pages.

Table 1. Suggested Line Spacing

<b>After Space Setting</b>	<b>Where to Use It</b>
<b>12</b> (equal to single line spacing)	After lowest level subheadings
<b>18</b> (equal to 1.5 line spacing)	After higher level subheadings
<b>24</b> (equal to double spacing)	After figure captions or table captions
<b>36</b> (equal to 3 single spaced blank lines; equal to 1 inch)	After title page blocks, major headings and chapter headings

## Margins

- Page margins should be set using the guidelines in Table 2.

Table 2. Margin Settings

Left	1.5"
Right	1"
Bottom	1"
Top	1"

- Avoid ending pages with one-line paragraphs or with only the first line of text of a paragraph continuing on the following page (these are commonly called “orphans”). Paragraphs ending pages of text must contain at least two lines of text or be moved to the top of the following page. This rule also applies to “hanging” subheadings.

- New pages of text must not begin with the last line of paragraphs carried over from previous pages (these are commonly called “widows”). Instead extend the bottom margin slightly on the previous page to accommodate the remainder of the paragraph, footnote, or figure caption.
- All tables and figures, including their captions, must conform to margin requirements. If figures or table and their captions cannot be placed on the same page, the table or figure caption should go on the page before the table or figure. See Appendix D for example.

### Pagination

- Except for the title page, all pages of theses containing text or figures/tables are numbered. Page numbers must be placed on each page of the manuscript.
- Preliminary pages (i.e., dedication through ABSTRACT) are numbered consecutively in lowercase Roman numerals. Text and all reference pages, including appendices, are numbered consecutively in Arabic numerals beginning with 1 on the first page of text (usually CHAPTER 1).
- Pagination should be placed in the upper right corner with ½” below the top edge of the page. The last digit of the page number is even with the right margin.
- Page numbers must be in the same font and font size as your text.
- Title pages are technically the first numbered pages (Roman numeral “i”). However, the numeral “i” does not appear on the title page. The first page following the title page (usually the dedication or ACKNOWLEDGMENTS) is numbered “ii”. See Appendix E for example.
- The word “page” never accompanies the number. Pages numbered with a suffix (i.e., 2.b) are not permitted.

### Chapter Titles

- The first page of a section or chapter must have a heading.
- Headings must be centered on the page and typed in all caps.
- Include 3 single spaced blank lines between heading and first line of text (or 36pt. spacing after the title).

### Additional Departmental Style Requirements

Your department/major professor can provide guidance on what style is preferred in your discipline. Common style manuals include the MLA Handbook for Writers of Research Papers, and the Publication Manual of the American Psychological Association, and Chicago/Turabian.

## CHAPTER 2. ORDER OF THESIS|DISSERTATION PAGES

This section describes the format specifications in *A Manual for the Preparation of Graduate Theses*. The presentation order of preliminary material, text, appendices, and publications must apply to all theses. Consistency and simplicity are key things to remember!

### Preliminary Pages

#### Title Page

- Title pages are not numbered, but are counted as page “i” of the preliminaries.
- The title page in the Purdue University Thesis Template **MUST** be used. This page has specific formatting requirements including the official University Seal that cannot be altered in any way.
- Type your full name as it appears on University records.
- Degree title for all doctoral candidates is “Doctor of Philosophy”.
- Specific degree names for master’s candidates appear on a candidates’ Plan of Study.
- Title page date is the month and year your degree is actually awarded (not your defense or deposit date – even if you are “Exam/Degree Only”).
- Ensure you include the correct location of the degree-awarding campus (West Lafayette, Calumet, Fort Wayne, or Indianapolis).

#### Statement of Thesis/Dissertation Approval Page

- This page is **REQUIRED**. The page should be numbered page “ii” and should **NOT** be listed in your **TABLE OF CONTENTS**.

#### Dedication Page

- This page is **OPTIONAL**. They should be brief and centered on the page. No heading is used. Number this page “iii”. Your dedication is not listed in the **TABLE OF CONTENTS**.
- You may choose or use a stylish font type as long as it looks professional.



### Acknowledgements Page

- An Acknowledgements page is optional; however, most theses include brief statements of appreciation or recognition of special assistance. This page is not listed in your TABLE OF CONTENTS.
- The heading ACKNOWLEDGEMENTS, in capital letters, is centered between the left and right margins, without punctuation or underlining, one (1) inch from the top of the page, with the text beginning 3 single-space lines below.
- Line spacing of the text must be the same as in the rest of your thesis (i.e., 1.5 lines or double spacing).
- Pagination is in lowercase Roman numerals.

### Preface

- This is optional. Appropriate examples of prefaces can be found in various style manuals. Prefaces are not listed in the TABLE OF CONTENTS.
- The heading PREFACE, in capital letters, is centered between the left and right margins, without punctuation or underlining, one (1) inch from the top of the page, with the text beginning 3 single-space lines below.
- Line spacing of the text must be the same as in the rest of your thesis (i.e., 1.5 lines or double spacing).
- Pagination is in lowercase Roman numerals.

### Table of Contents

- This section is required.
- The heading TABLE OF CONTENTS, in capital letters, is centered between the left and right margins, without punctuation or underlining, one (1) inch from the top of the page, with the text beginning 3 single-space lines below.
- Line spacing of the TABLE OF CONTENTS should be 1.5 lines.
- All sections following the TABLE OF CONTENTS are listed. No preceding sections are listed.
- Headings of parts, sections, chapters, and their principal subdivisions are listed in the TABLE OF CONTENTS and must be worded exactly as they appear in the body

of your thesis. When listing the subdivisions, list the same levels of headings and subheadings consistently with each chapter.

- Dotted leaders are required between headings and page numbers.
- Pagination for this section is in lowercase Roman numerals.

#### List of Tables

- This section is required if tables are represented in the thesis. The format for the LIST OF TABLES is generally the same for the TABLE OF CONTENTS.
- The heading LIST OF TABLES, in capital letters, is centered between the left and right margins, without punctuation or underlining, one (1) inch from the top of the page, with the text beginning 3 single-space lines below.
- Line spacing of the text should be 1.5 lines.
- Dotted leaders are required between captions and page numbers.
- This section contains exactly the same numbers and captions appearing above the tables in the text and appendices.
- Pagination is in lowercase Roman numerals.

#### List of Figures

- This section is required if figures are represented in the thesis. The format for the LIST OF FIGURES is generally the same for the TABLE OF CONTENTS.
- The heading LIST OF FIGURES, in capital letters, is centered between the left and right margins, without punctuation or underlining, one (1) inch from the top of the page, with the text beginning 3 single-space lines below.
- Line spacing of the text should be 1.5 lines.
- Dotted leaders are required between captions and page numbers.
- This section contains exactly the same numbers and captions appearing above the tables in the text and appendices.
- Pagination is in lowercase Roman numerals.

### List of Symbols, Abbreviations, Nomenclature, or Glossary

- Lists of symbols, lists of abbreviations, nomenclature, or glossary may be appropriate for some theses. If needed, these appear after lists of tables and figures. If needed, these appear after lists of tables and figures.
- Follow a form acceptable in your field of study.
- Pagination is lowercase roman numerals.
- Line spacing of the text should be 1.5 lines and dual columns can be used.

### Abstract

- Abstracts are required.
- The heading ABSTRACT, in capital letters is centered between the left and right margins, without punctuation or underlining, one (1) inch from the top of the page. The first paragraph begins three single-space lines below the heading, is single-spaced, and begins at the left margin.
- The first paragraph must contain your name as it appears on the title page but with the last name first, the abbreviation of the degree title, the name of the institution granting the degree, the month and year the degree is awarded, the title of the thesis, and the name(s) of your major professor(s).
- Follow the first paragraph with a statement of the thesis problem, a brief exposition of the research and a condensed summary of your findings. There is no maximum length your summary must be.
- The line spacing must be the same as the spacing in the rest of your text.
- Mathematical formulas, diagrams, and other illustrative materials are not recommended for your abstract.
- Paginate abstract pages with lowercase Roman numerals.

## Main Body Pages

The text of your thesis follows the preliminaries. A standard and consistent, organizational scheme must be adopted and used throughout your thesis.

### Parts

For these divided into parts, there are special instructions:

- If several chapters are grouped to form a part, the heading (ex: PART ONE, PART TWO, etc.) and the title are writing in capital letters and are centered on a separate divider sheet. The divider sheets are numbered and counted.
- The names of the parts are listed in the TABLE OF CONTENTS as major headings with their page numbers.
- Immediately following each divider sheet is the first page of the first chapter of each part. This page must carry the chapter number and title printed in capital letters, centered, and placed one (1) inch from the top of the page.

### Introduction

- Introductions may precede the first chapters or major divisions of theses.
- In these cases, the heading INTRODUCTION, in capital letters, is centered without punctuation or underlining, one (1) inch from the top of the page. Text begins three (3) single-space lines below the heading.
- Begin pagination with Arabic numeral 1 on the first page of text.
- Introductions may also be first chapters of theses, in which case INTRODUCTION is the title of the first chapter or major division, and its placement is consistent with other chapter titles.
- If your thesis is divided into parts or sections, and if the introduction serves to introduce the entire work, it precedes the divider sheet for PART ONE.
- If each part has its own introduction, the INTRODUCTION section should follow the separate part divider sheet.

### Body

- The body of the thesis is the substance of your dissertation, the comprehensive statement of your research.

### Summary and Conclusions

- The summary and/or conclusions are often the last major division(s) of your text.

### Recommendations

- You may include recommendations as a major division if your subject matter and research dictate.

## Back Matter Pages

### References

- The references/bibliography/works cited/list of references contains sources consulted during the course of your research.
- The heading REFERENCES, BIBLIOGRAPHY, WORKS CITED, or LIST OF REFERENCES, in capital letters is centered without punctuation or underlining, one (1) inch from the top of the page, and the first reference should be listed 3 single spaces below the title.
- Line spacing of this section should be consistent. Within entries, line spacing is the same required for the publishing style used in your discipline.
- Reference entries must not be divided between pages. To preclude this, shift the entire entry to the top of the next page and leave the bottom of the previous page blank.
- In some departments, theses are composed of separate and distinct parts. Each part, or chapter, has a references section that is placed at the end of the part. If this method is used, the references will follow the chapter and begin on a new page with a heading typed in Title Case (like other subheadings) and will be listed in the TABLE OF CONTENTS as a subheading of a part, or chapter.
- If you are not using the above method, your references section will be listed in the TABLE OF CONTENTS as a major heading.

- Standards for presentation of references are set forth in style manuals or will be prescribed by your major professor.

#### Appendix/Appendices

- Appendices are not necessarily part of every thesis. Appendices are used for supplementary illustrative material, original data, computer programs, and other material not necessarily appropriate for inclusion within the text of your thesis.
- Appendices must meet the left margin requirement of 1.5” and the top 1” margin, but not necessarily the bottom or right margin requirements.
- If there is only one appendix, it will be treated as a major division in the TABLE OF CONTENTS. If there are multiple appendices, each appendix will be treated as a major division in the TABLE OF CONTENTS.
- Appendix tables and figures MUST be included in the LIST OF TABLES and LIST OF FIGURES.
- See the sample thesis at the end of this manual for examples of appendix pages.

#### Notes and Footnotes

- The main requirement for notes and footnotes is consistency.
- When notes are placed at the end of chapters, they are treated as first order subdivisions and begin one (1) inch from the top of the page. The heading ‘Notes’ is listed in the TABLE OF CONTENTS.
- When notes are deferred to the end of your text, treat them as a major division and include the major division heading NOTES in the TABLE OF CONTENTS.
- When footnotes are used, begin and end them on the same page. If necessary, you can slightly reduce the font size (no smaller than 10 point font) and use single-spacing to accommodate the entire note on one page.

#### Vita

- This section is OPTIONAL for all candidates.
- The heading VITA, in capital letters, is centered on the page without punctuation or underlining, centered, one (1) inch from the top of the page. Do not use “VITAE” or “CURRICULUM VITAE”.

- Your vita is the last major division of your TABLE OF CONTENTS and in your thesis unless followed by a publication.
- Do not use different font colors, graphics, photographs, figures, tables, etc. in your vita. Format should follow guidelines mentioned above. Usually, a few paragraphs are sufficient. Some departments may require a “curriculum vitae”; if so, these should generally follow University format.
- The font, font size, and line spacing should be consistently used throughout your entire thesis.
- Avoid using personal information in this section as it will be published and available throughout the internet.

#### Publication(s)

- Some departments require that a publishable paper, based on your thesis, be included. Your major professor will direct your preparation of this paper.
- Incorporation of publications should be placed as the last section of your thesis.
- The heading PUBLICATION, in capital letters is centered between the left and right margins, without punctuation or underlining, one (1) inch from the top of the page.
- Articles should be listed in the TABLE OF CONTENTS as PUBLICATION (or, if more than one, PUBLICATIONS).
- Journal article pages must conform to margin requirements stated for the rest of your thesis. Ensure article pages are fully legible, especially if they are scanned onto pages.

## CHAPTER 3. GENERAL INFORMATION

Submission of your thesis to the Thesis|Dissertation Office usually satisfies the final prerequisite for receiving a graduate degree. Theses, as a rule, may not be altered or edited after their acceptance by the Thesis|Dissertation Office. Theses should not be uploaded to ProQuest until after all revisions, recommended by your committee and department, have been accomplished and departmental format approval has been secured.

There is more to a thesis than satisfying the University and departmental format and procedural requirements described in the previous sections of this manual. Your major professor as well as your departmental faculty and staff will help you meet the tangible requirements of an advanced degree. They will also help you with the intangible basics of conducting and communicating the results of your original research in your specialized area. The information in this chapter focuses on other, but no less important, the aspects of the research process including copyright protection and infringement, additional publication of your thesis, and use of unusual materials in your thesis.

### Thesis Delay of Publication

Delay of Publication is a ProQuest sponsored program. Unlike Confidentiality, your thesis will be delivered to ProQuest as soon as your degree has been cleared by the records office. Your Abstract and References section will be published, but your content will remain unpublished until your Delay of Publication has expired, after which, your content will become available. It is possible to extend or shorten a Delay of Publication. If you have any questions about this program [contact our office](#).

### Thesis Confidentiality

Special circumstances, contractual obligations, patent or proprietary rights, or other factors may require that publication and distribution of theses be delayed. In such cases, you should choose the appropriate Confidentiality period on your Electronic Thesis Acceptance Forms. Withholding or delaying publication of research findings in a thesis is



a serious matter and should be considered carefully by you and your major professor. Initial requests for confidentiality are normally granted for one (1) year. If you have any questions about this program, [contact our office](#).

Once your thesis has been released from confidentiality by the Graduate School, your thesis will be delivered to ProQuest for publishing.

### Foreign Language Theses

Occasionally, thesis texts are written in foreign languages. In these cases, title pages and abstracts must be in English. However, thesis titles may appear on the title page and in the first paragraph of the abstract in the same language as the text. English translations of titles may be included in parentheses immediately following titles in thesis abstracts (but not titles on title pages).

## APPENDIX A. THE DEPOSIT PROCESS

### [1] Schedule Your Appointment

- [Click here](#) to schedule an in person or by proxy appointment. Please, carefully review your Appointment Confirmation email.
- We recommend scheduling your appointment as far in advance as possible, especially if you are planning to deposit during the week before the deadline, as 60% of all deposit appointments are scheduled for the 10 days leading up to the deadline.

### [2] Initiate Electronic Thesis Acceptance Form [ETAF] and Complete Survey(s)

- In addition to ETAF, **Master's candidates** will need to complete the Graduate School Exit Questionnaire and **Doctoral candidates** will need to complete the Graduate School Exit Questionnaire and the Survey of Earned Doctorates. Certificates of Completion will automatically be sent to the Thesis|Dissertation Office. Be sure to save a copy of the certificate for your personal records.

### [3] Submit Electronic Thesis Deposit [ETD]

- [Click here](#) and click 'Create or continue with submission' in the lower part of the page. Provide all requested information. Carefully read all items, as some of ProQuest's optional services have fees attached. Buying into these optional services is not required.
- Check your thesis carefully to avoid formatting errors.

### [4] Check Your Email

For requested formatting changes by the Thesis|Dissertation Staff.

### [5] Be Available for your Electronic Appointment

A staff member from the Thesis|Dissertation Office will contact you via email during your appointment time with any questions that they may have. If they do not have any questions, they will simply email you a Deposit Receipt.

**[6] Pay the Deposit Fee**

- Master's Thesis Fee: \$90.00
- Ph.D. Dissertation Fee: \$125.00

**West Lafayette Campus**

*West Lafayette* candidates will pay the deposit fee through their myPurdue accounts. The Deposit Fee should appear in a candidate's student account approximately 2-3 days after their thesis deposit appointment.

**Regional Campuses**

*Purdue Northwest* and *Fort Wayne* candidates will pay their fees to their local Bursar's office as part of the clearance process by their regional campus format advisors.

*IUPUI* candidates will receive a paper bill following their successful deposit.

## APPENDIX B. ORDER OF PRELIMINARY PAGES

Front Matter	Main Body	Back Matter
ABSTRACT (Required)	CHAPTER 4, etc.	PUBLICATIONS (Optional)
LIST OF TABLES, Figures, etc. (Required – if using figures/tables in thesis)	CHAPTER 3	VITA (Optional)
TABLE OF CONTENTS (Required)	CHAPTER 2	REFERENCES (Required – either after each chapter or a separate section at the end of the thesis)
PREFACE (Optional)	CHAPTER 1	APPENDIX(CIES) (Optional)
ACKNOWLEDGMENTS (Optional)		
Dedication (Optional)		
STATEMENT OF THESIS/DISSERTATION APPROVAL (Required)		
TITLE PAGE (Required) Page Number Not Typed		

## APPENDIX C. STYLE HEADINGS

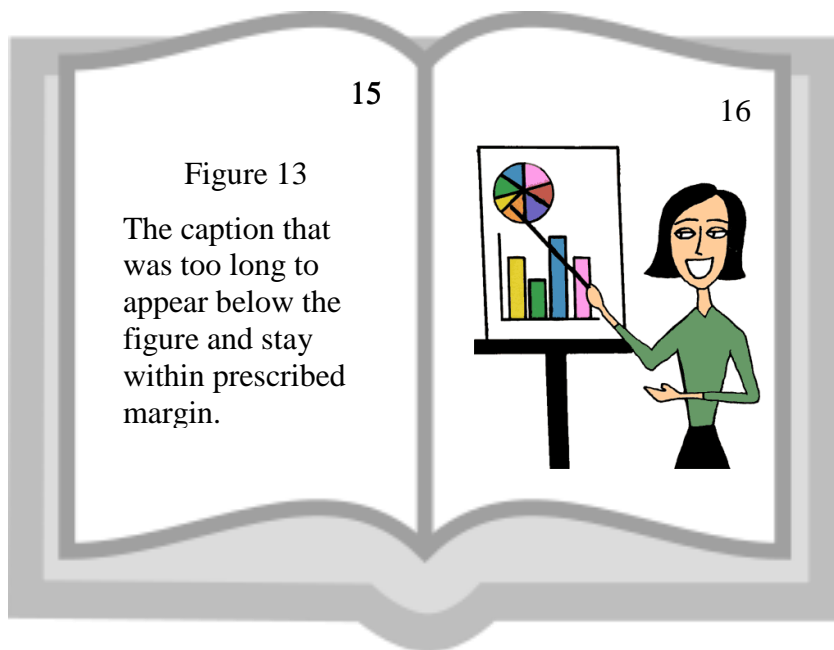
The following tables present a number of Styles that are common throughout multiple disciplines that have been modified for Purdue University Graduate School formatting requirements. You may use whatever style that is most common in your discipline, as long as your headings and subheadings are consistent throughout your thesis.

APA HEADINGS (MODIFIED FOR GRADUATE SCHOOL ACCEPTANCE)	
Level	Format
1	<b>INTRODUCTION</b>
2	<b>Subheading 1</b>
3	<b>Subheading 2.</b>
4	<i>Subheading 3.</i>
5	<i>Subheading 4.</i>

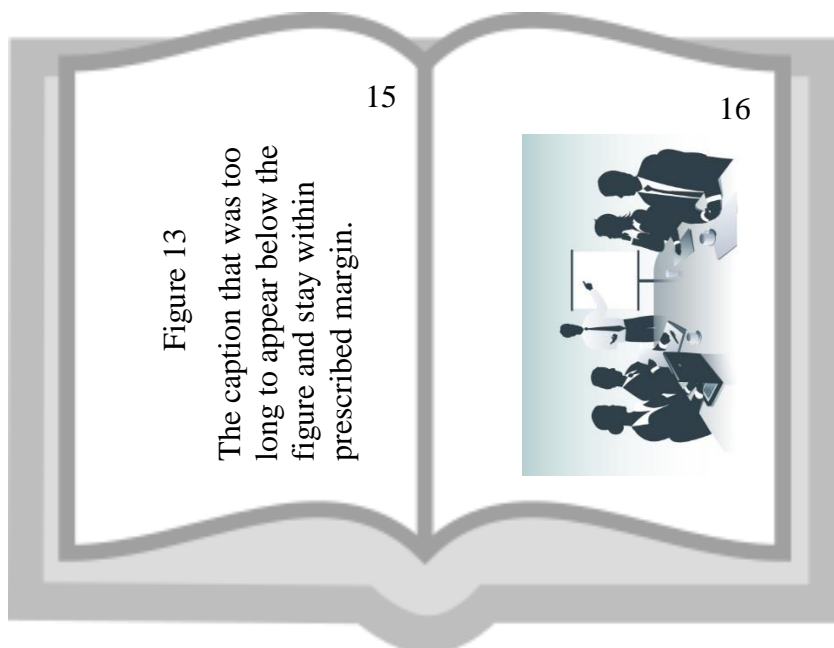
MLA HEADINGS (MODIFIED FOR GRADUATE SCHOOL ACCEPTANCE)	
Level	Format
1	CHAPTER 1. INTRODUCTION
2	1.1 Subheading 1
3	1.1.1. Subheading 2
4	1.1.1.1 Subheading 3
5	1.1.1.1.1 Subheading 4

CHICAGO/TURABIAN HEADINGS (MODIFIED FOR GRADUATE SCHOOL ACCEPTANCE)	
Level	Format
1	<b>CHAPTER 1. INTRODUCTION</b>
2	1.1 Subheading 1
3	<b>1.1.1 Subheading 2.</b>
4	1.1.1.1 Subheading 3
5	1.1.1.1.1 This is subheading 4.

## APPENDIX D. CAPTIONS FOR LARGE FIGURES



Sample A



Sample B

## APPENDIX F. UNIVERSITY COPYRIGHT INFORMATION

## WHAT IS COPYRIGHT?

Copyright protects creative works and is a federal law. It allows authors to control the use of their works for a limited period of time. Once that time period has expired, the public is allowed to freely use the works without paying royalties and/or obtaining permission from the copyright holder.

### #1 What are the requirements for a work to be copyrighted?

The work must be an original work that is fixed in a tangible medium of expression. The word “copyright” or © is no longer required for works to be considered copyrighted. A work is protected from the moment of fixation.

### #2 What are the copyright holder’s exclusive rights?

- To publish or distribute the work
- To reproduce the work
- To create derivative works
- To perform or display the work publicly
- To authorize others to exercise the above rights

### #3 How long does copyright protection last?

Works created on or after January 1, 1978 are protected for a term of the life of the author plus 70 years. If the work is a product of a corporate author, then the protection is for the shorter of 95 years from publication or 120 years from creation.

### #4 What *can* be copyrighted?

Eight categories of works are copyrightable:

- Literary, musical, and dramatic works
- Pantomimes and choreographic works
- Pictorial, graphic, and sculptural works
- Sound recordings
- Motion pictures and other AV works
- Computer programs
- Compilations and derivative works
- Architectural works

### #5 What *cannot* be copyrighted?

- Ideas, procedures, methods, systems, and processes
- Titles, names, short phrases, and slogans
- Facts, news, and research
- Works produced by US government employees or agencies



## #6 What is the public domain?

The public domain consists of all works that never had copyright protection, such as US government works, and works on which has expired. Works published in the US prior to 1923 are in the public domain. All works in the public domain are free for the public to use.

## FAIR USE EXCEPTION

The purpose of the fair use exception is to allow the public to use copyrighted works under certain circumstances without having to pay royalties or obtain permission. Fair use is determined by applying a four factor analysis that balances the rights of the copyright holder with that of the public. The four questions are designed to help a user decide if the planned use of the work is fair and under the law.

### Factor #1 What is the purpose and character of the use?

#### Favors Fair Use:

- Non Profit
- Educational
- Personal
- Teaching
- Criticism/Comment
- Scholarship/Research
- News Reporting

#### Favors Permission

- Commercial
- For Profit
- Entertainment

### Factor #2 What is the nature of the work to be used?

#### Favors Fair Use

- Fact
- Published

#### Favors Permission

- Creative
- Unpublished

### Factor #3 How much of the work will be used?

#### Favors Fair Use

- Small amount

#### Favors Permission

- Large amount
- Heart of the work

## Factor #4 What is the market effect of the use of the work?

### Favors Fair Use

- Small amount
- No effect
- Licensing/permission unavailable

### Favors Permission

- Large amount
- Major effect
- Work is made available to the world

If the balance of the four factors weighs in favor of fair use, then the work can be used without obtaining permission from the copyright owner. However, if the balance weighs against fair use and other exceptions do not apply, then permission to use the work must be obtained. The fair use analysis must be applied to each use of every work. Fair use is technologically neutral so the analysis may be used for any medium.

*Please be aware that not all educational use is automatically fair use. It is the responsibility of each member of the Purdue University community to apply all the factors and to make a reasonable and good faith determination as to whether or not the use can be considered fair.*

## UNDERSTANDING YOUR RIGHTS

Almost everyone is an author in some way. You generally own the copyright to your works such as self-created websites, photographs, emails, and home videos, as well as the works produced in your roles as students and researchers. It is important to understand your rights as an author, as well as the ways in which you can better protect your intellectual property.

For further information on the management of intellectual property at Purdue, review *Purdue Policy I.A.1: Intellectual Property*, [www.purdue.edu/policies/academic-research-affairs/ia1.html](http://www.purdue.edu/policies/academic-research-affairs/ia1.html)

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Ferullo, Donna. (2016). *University Copyright Office – A Guide to Copyright* [Brochure]. N.p.

APPENDIX E. SAMPLE PAGES