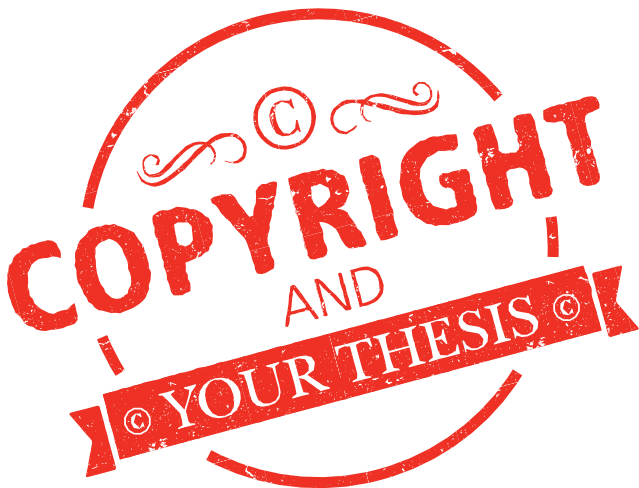




THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



A GUIDE FOR
**RESEARCH
STUDENTS**

INTRODUCTION

This guide is aimed at research students at LSE. It's important to understand why copyright matters when you undertake a piece of original research, and are presenting research in your thesis and/or a published article as you will inevitably use the ideas and work of other people and organisations. Consequently you will also need to know what rights apply to your own work, and how you want others to share and re-use the content that you create.



This guide will help you understand

- how you can protect your own copyright in the work you produce and
- how you can use the ideas of others without infringing copyright
- when you might need copyright permission and how to obtain this.

COPYRIGHT AND ETHICS

It is essential that you think about copyright issues from the outset of your research and certainly before you start collecting data and carrying out fieldwork. Copyright issues also overlap with, and are sometimes mistaken for, wider ethical issues such as how you can use the data that you collect from other people and organisations, and getting their consent to use their name and ideas. LSE has **research ethics policy, procedures and guidance available** which you should consult in conjunction with this guide. Any queries related to research ethics can be sent to: research.ethics@lse.ac.uk

If you wish to use data you collect from others, you will need to make clear to them what you wish to do with the information they give you. For example if you take photos of people who are clearly identifiable, although you will own the copyright, you should obtain their permission if you wish to include these in your thesis. In many disciplines there can also be issues of confidentiality and so ensuring data you collect is anonymous may also be important. If people supply you with data or information (such as photographs) and you wish to re-publish it in your thesis you will need to establish who owns the copyright and obtain their permission.

COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS FOR STUDENTS

You own the copyright to your thesis and the rights to publish and distribute it, unless you have made arrangements to transfer or assign copyright to a third party (eg, a sponsor). In some universities copyright is assigned to the university, or held jointly, however at LSE, PhD students retain copyright in their work.



WHERE AND HOW WILL YOUR THESIS BE MADE AVAILABLE TO READERS?

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After you have completed your viva examination and made any revisions requested by your examiners, you will need to email the final copy of your thesis to **LSEThesesOnline@lse.ac.uk** and the LSETO team will make it available in the repository for you.



Silent Zone

WHAT IS OPEN ACCESS? HOW DOES PUTTING YOUR THESIS IN **LSETO** AFFECT YOUR COPYRIGHT?

Open Access is the immediate, online availability of scholarly literature, free of charge, often coupled with the rights to use these works in their entirety in the digital environment. Open Access increases the potential audience for your work, while still allowing you to retain the copyright.

For the majority of publishers making your thesis available online does not constitute prior publication and so is unlikely to affect the ability to get work based on your thesis published in the future, for example in academic journals or as a monograph. However, some publishers take a stricter view of what constitutes publication. See below for further details.

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There are a number of advantages to making your PhD thesis available in LSETO:

- raising the visibility and reach of your research. Theses deposited in LSETO appear prominently in search engine results and are indexed by authoritative sources (eg, the British Library's EThOS service (<http://ethos.bl.uk/>) and DART-Europe E-theses Portal (<http://www.dart-europe.eu>)). Since 2012, theses have been downloaded from LSETO over 720,000 times worldwide. Several studies also suggest that research that is available open access is more likely to be read and cited
- providing a stable, long-term URL that you can use to promote your work, refer potential collaborators, employers and grant providers and enable and track citations and downloads of your PhD.
- ensuring long-term preservation and access to your research.
- satisfying the open access requirements of funding bodies, such as RCUK.
- protecting against plagiarism by making a reference copy publicly available.
- enabling access to usage statistics to show how often the thesis is downloaded.

ARE THERE ANY ISSUES TO BE AWARE OF WHEN MAKING MY THESIS AVAILABLE VIA OPEN ACCESS?

While your thesis being made available is not formal publication in the traditional sense, you should be aware that in depositing your thesis in LSE Thesis Online the full text of your thesis is discoverable and accessible over the internet. If you are using work from other sources, even your own, then you should acknowledge this through citations to the material. If the content of a chapter is used in a publication in the same form then some publishers may request your thesis is embargoed or removed from the repository during the submission process.





HOW SHOULD YOU APPROACH “THIRD PARTY” CONTENT IN YOUR THESIS?

Third party content is content that you may use in your thesis that comes from other sources. It might be quotations or data from other sources. It might be images, charts or graphs that you wish to include in your thesis.

Substantial use of this type of content may require permission to include in your thesis, and in any subsequent publications unless there is a clear statement on the work saying it can be re-used. It will be necessary to apply an element of judgment over whether your use of third party content falls under an exception to UK copyright law based on whether it is considered “fair”. For example the reproduction of a single screenshot from a large website, or the use of a low

resolution version of an image for the purposes of quotation, criticism and review. These decisions need to be made on a case by case basis and advice should be sought early if you feel it is not appropriate or necessary to obtain permission and wish to rely on a copyright exception. If you have any queries please get in touch with one of the contacts listed at the end of this guide. You can also find further information from the CopyrightUser website: <http://copyrightuser.org/topics/quotation/>

HOW DO YOU OBTAIN PERMISSIONS FOR COPYRIGHT MATERIAL?

In order to obtain permission you will first need to identify who owns the work you wish to use (for example the author, photographer or publisher). For material on a website many pages now have a section about copyright (or terms and conditions of use).

You may find relevant contact details from PLS Clear (www.plsclear.com). You will need to be as specific as possible about the material you wish to use (include page numbers where possible), and where it will be reproduced. Also do let the rights owner know that your thesis will be made available in LSE Theses Online.

The time taken to get copyright permission can vary depending on individual copyright holders, and some may be slow to respond or never respond to your request. Do not assume that if a rights owner does not respond to you then they have given permission to use their work. However, remember to allow enough

time (several weeks at least) to obtain permission and it is always better to ask for permission early on in the process of producing your thesis. You should also be aware that some permissions may carry a cost, particularly if you wish to obtain permission to publish the thesis at a later stage.

Further advice and assistance in establishing who owns the copyright of a work and securing copyright permissions, including drafting permissions letters/ emails can be obtained from LSEThesesOnline@lse.ac.uk





WHAT IF YOU CANNOT OBTAIN PERMISSIONS?

If you have taken reasonable steps but cannot gain permission to include material protected by copyright in your thesis, you will need to submit two electronic versions to LSETO:

1. The final version of your thesis
2. Publicly available electronic version – an edited version with all uncleared third party copyright material removed. If you do remove material from your thesis, please indicate where material has been removed using the following message: This [delete where appropriate] image/photo/screenshot/map/graph, [insert title or short description], has been removed as the copyright is owned by another organisation or individual. LSETO will preserve both

copies of your thesis but only upload the publicly available version to LSETO.

Alternatively, if you have made reasonable efforts to contact the copyright owner, and have discussed the risks of including any third party content with the LSE Copyright Team we can add your thesis to LSETO and make use of our takedown policy. This policy means that content will be removed from LSETO in the event of an allegation of copyright infringement, while the matter is investigated.

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WHAT TO DO IF USING YOUR OWN PUBLISHED WORK IN YOUR THESIS

Many research students who have already written a body of academic work want to include their published articles as part of their thesis. If you are submitting a thesis by papers, your thesis will include articles that you have had published elsewhere, in journals or books.

Although the material is your own work, as part of the publication process, publishers will often request that you transfer copyright or assign an exclusive right to publish, in the form of a Copyright Transfer Agreement or Contributor's agreement. While most publishers allow you to retain the rights to distribute your own final version of your published work following

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WHERE TO GO FOR MORE HELP

LSE offers regular courses on Copyright for Research Students. Go to the LSE Training and Development System for more information. (<https://apps.lse.ac.uk/training-system/>).

If you have questions about copyright, please feel free to email the LSE Theses Online team (LSEThesesOnline@lse.ac.uk).

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