

# Quick Guide: Credit Lines

## General Guidelines

The Production team will create credit lines for each book using the information contained within the permissions log. As such, it is important that the information provided in the log is complete and accurate. Please follow these guidelines:

- If a specific credit line is required by the rights holder as a term of the permission agreement or license, the exact credit line should be used.
- When a rights holder does not require a specific credit line, provide full source information so the Production team can create one following a consistent, standard style.
  - Full source information includes any and all descriptive information that can be used to identify the source of the content. Please note, a URL to the content is not sufficient.
- When a rights holder indicates that they do not wish to be credited, indicate so.

## Creative Commons Credit Line

When using CC content, always include proper attribution. This is important because failing to properly cite the source puts us in violation of the license terms and subject to copyright infringement claims.

### **Always provide the following:**

- Full source info
- Source location link/url
- Name the license
- Link/url to the terms of the license

### *Example of proper citation:*

*Photo of Ceiling frescos in Sonntagberg Basilica by Daniel Gran,*

[https://commons.wikimedia.org/wiki/Main\\_Page#/media/File:Sonntagberg\\_Basilika\\_Deckenfresken\\_03.JPG](https://commons.wikimedia.org/wiki/Main_Page#/media/File:Sonntagberg_Basilika_Deckenfresken_03.JPG), licensed under CC BY-SA 4.0 <http://creativecommons.org/licenses/by-sa/4.0/>.

## Public Domain Credit Lines

While Public Domain material is not subject to copyright protection, it is still necessary to give proper attribution for work that is not original. In all cases, a credit line should be included that provides as much source info as possible. Simply indicating “Public Domain” as a credit line is not sufficient.

## Photo Credit Lines

Credit lines for images licensed via photo vendors should adhere to the terms of the license. Typically, vendors specify a particular format which includes the individual photo credit, the library or collection the image belongs to as well as the name of the vendor. Additionally, the credit line must appear immediately adjacent to the image in the text.

## Social Media

Social media content should be cited/credited in text with the full source information listed in the references. <http://blog.apastyle.org/apastyle/2013/10/how-to-cite-social-media-in-apastyle.html?ga=2.108470786.1444560830.1496677086-942583714.1496677086>