

# Give Credit Where Credit Is Due

## The Art Institute of Fort Lauderdale's Guidelines for Citation and Attribution

### A. Giving Credit and having Permission are two different things.

While proper credit and disclaimers (as noted below) must always be used in educational assignments, projects and graduating portfolios, the INTENT of each project will determine whether or not PERMISSION must be obtained. You must get PERMISSION BEFORE you use another's work or materials, and/or trademarks (as described in Sections B and C below) if you intend to do any of the following:

1. Publicly display or perform your project outside of school (including online); or
2. Sell or distribute your project.

### B. If you use any third party's trademarks...

such as: Company names, words, brands, logos, symbols, slogans, characters, celebrity names and images and other devices (such as NBC's three chimes) and trade dress (such as packaging and other visual features that make up the overall appearance of a product or service).

**...in educational assignments, projects or graduating portfolios, your project must include a**

**disclaimer** such as: "*Student Project of (name of student) . There is no association with (name of company and brand) intended or implied.*"

### C. If you use any portion of someone else's work or materials...

Including but not limited to the following:

**Written Word:** Fiction, nonfiction, poetry, textbooks, reference works, directories, catalogs, advertising copy, data (including numerical), compilations of information, computer programs and other literary works. This includes unpublished drafts.

Examples: magazine articles; web site content; text from books

**Visual Image(s):** Two-dimensional and three-dimensional works of fine, graphic and applied art, sculptural works, photographs, prints and art reproductions, maps, globes, charts, technical drawings, textiles and surface designs, diagrams, models, architectural works and any other pictorial or graphic works. This includes preliminary sketches and studies.

Examples: art reproductions; photographs, clipart

**Moving Image(s) or Performance(s):** Works prepared for viewing by an audience, either directly as in theater or indirectly as in film; included are musical works and their lyrics, dramatic works, choreography, motion pictures and other audio-video works. This includes all developmental stages.

Examples: YouTube.com video; motion graphics, films

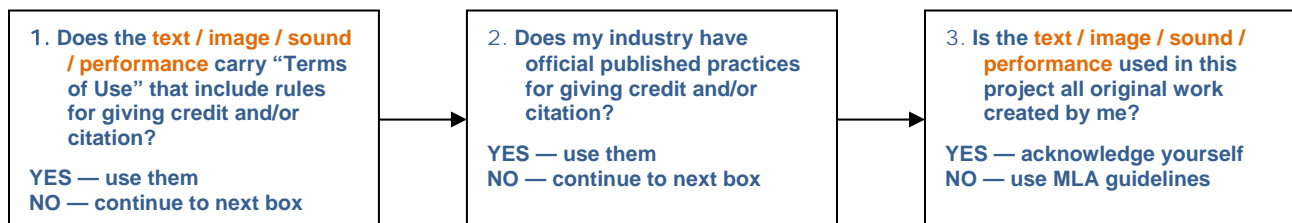
**Sound(s):** The recorded fixation of a series of musical, spoken or other sounds. This includes works-in-progress.

Examples: published sound effects libraries; royalty free music; recorded speeches, songs, samples

**...within educational assignments, projects or graduating portfolios, you must give proper credit.**

### D. For proper credit, The Art Institute of Fort Lauderdale students follow the Modern Language Association (MLA) citation guidelines unless:

1. The material being used carries its own rules for giving credit and/or citation; or
2. Their specific industry has its own official published practices for credit and/or citation.



Examples of MLA (Modern Language Association) citation formatting can be found on the back.

**Whenever a student's project, assignment or portions within those projects and assignments does not include credit or citation, the student is acknowledging that the work is original to them.**

Further questions concerning this document: Give Credit Where Credit Is Due, may be directed to The Office of the Dean of Academic Affairs at The Art Institute of Fort Lauderdale.

## MLA Citation Formatting A Brief Sampler

### A book

Miller, Jack E., John R. Walker, and Karen Eich Drummond. Supervision in the Hospitality Industry: applied human resources. 5th ed. Hoboken, NJ: Wiley, 2007.

### A magazine article (print)

Jones, Malcolm. "Who Was More Important: Lincoln or Darwin?" Newsweek 14 July 2008: 30-34.

### A database entry

Jones, Malcolm. "Who Was More Important: Lincoln or Darwin?" Newsweek 14 Jul 2008: 30 – 4. ABI/INFORM Global. ProQuest. The AiFL Library, Fort Lauderdale, FL. 6 Aug. 2008 <<http://www.proquest.com/>>.

### A web site (with a personal author)

Jones, Malcolm. "Who Was More Important: Lincoln or Darwin?" 14 July 2008. Newsweek. 6 Aug. 2008 <<http://www.newsweek.com/id/143742>>.

### A web site (with a corporate author)

The Humane Society of the United States. "An HSUS Report: The Impact of Animal Agriculture." Factory Farming Campaign. 2008. The Humane Society of the United States. 15 Aug. 2008 <<http://www.hsus.org/web-files/PDF/farm/animal-agriculture-and-climate.pdf>>.

### A photograph (from within a book)

Stackpole, Peter. Alfred Hitchcock at the Wilshire Palms. 1939. The Great Life Photographers. By The Editors of LIFE. New York: Bulfinch Press, 2004. 537.

### A film

Indiana Jones and the Raiders of the Lost Ark. Dir. Steven Spielberg. Prod. George Lucas. Perf. Harrison Ford. DVD. Paramount Pictures, 1981.

### A piece of music

Police. "Every Breath You Take". Synchronicity. A&M, 1983.

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For additional MLA citation examples refer to:

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 6th ed. New York: Modern Language Association, 2003.

Hacker, Diana. A Writer's Reference. 6th ed. Boston: Bedford/St. Martin's, 2007.

Kunka, Jennifer L. MLA Formatting and Style Guide. 9 Apr. 2008. Online Writing Lab (OWL) at Purdue University. 12 Aug. 2008 <<http://owl.english.purdue.edu/owl/resource/557/01/>>.

Searle, Justin. Knight Cite. 10 Dec. 2004. The Hekman Library at Calvin College. 12 Aug. 2008 <<http://www.calvin.edu/library/knightcite/index.php>>.

Warlick, David. Son of Citation Machine. Apr. 2006. The Landmark Project. 12 Aug. 2008 <<http://citationmachine.net/>>.

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