Conducting and managing documents

November 15, 2012
Agenda

1. Basics of copyright
2. Necessary information for citing materials
3. Citation Manager
1. Basics of copyright
Definitions

☐ Work(s)

"work" means a production in which thoughts or sentiments are expressed in a creative way and which falls within the literary, scientific, artistic or musical domain

☐ Author

“author” means a person who creates the work

(From Copyright Act: Article 2)
Sort of works

- **Literary Works** (Academic articles, Novels, Scenarios, Poetries, Speeches, etc...)
- **Musical Works** (Melodies, Lyrics)
- **Artistic Works** (Paintings, Printings, Handwritings, Engravings, Cartoons, Comics, etc...)
- Geographic/Academic diagrams and models
- Cinematographic/Photographic Works
- Computer Program Works etc...
- **Derivative Works** (Translations/Adaptations)
- **Compilation Works** (Encyclopedias/Dictionaries, etc...)
## Sort of copyrights

<table>
<thead>
<tr>
<th>Rights of author</th>
<th>Rights of transmitter*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moral rights of author</td>
<td>Assets of author</td>
</tr>
<tr>
<td><strong>Right to</strong></td>
<td><strong>Right of</strong></td>
</tr>
<tr>
<td>• make the work public</td>
<td>• reproduction</td>
</tr>
<tr>
<td>• determine the indication of the author's name</td>
<td>• public transmission</td>
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<tr>
<td>• maintain integrity</td>
<td>• recitation</td>
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<td></td>
<td>• screen presentation</td>
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<td>• exploitation of a derivative works etc</td>
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The copyright shall continue to subsist until the end of the fifty year period following the death of the author. (For movies, until the end of the seventy year period following the making public of the work.)

The duration of neighboring rights shall expire at the passage of fifty years commencing with the year immediately following the year when the performance/publication/broadcast took place.
Using other persons’ works

- When you want to cite a part of someone’s work, **permission from the author is needed** as a general rule.

- But for the specific use which is provided in the copyright law, you don’t need permission.
Cases for free use (Example)

☐ Reproduction for private use
(using copying machine at the convenience store, etc... However, if you make sound or visual recordings with the machines that can make digital sound and recordings, you shall pay reasonable amount of compensation to the copyright holders.)

☐ Reproduction in the library
(a person can make only single reproduction of less than half of the work for a purpose of his research or study.)

☐ Quotations
(However, it has to be compatible with fair practice and to the justified extent by the purpose of the quotation.)
Copyright infringement

- Large quantity downloads
- Forwarding/Transferring data to a third person without permission
- Using works except for academic purpose
- Plagiarism
Large quantity downloads

A case which happened as a practical matter:

- Downloading whole one volume of the journal.
- Large quantity downloads by using robot / own programming （add-in of Mozilla FireFox like “DownThemAll!”，etc…）
- Bulk download by using pre-read function tools of the web browser.

→ DB is going to stop automatically and access of whole university is going to be suspended. Many people’s research will be interrupted.

→ Strict warning will be given to you and your advisory professor.

→ University will investigate the incident, and will submit apology letter and a request for reconnection with preventive measures to the DB’s provider.
Plagiarism

- Plagiarism: when someone uses another person's words, ideas, or work and pretends they are their own

⇒ It is important to cite/quote rightly

- At Waseda University, if plagiarism is declared, not only the credits for certain course will be deprived but also for other subjects, and suspension from school can be taken, too.
Quoting rightly

• Compatible with fair practice ⇒ necessary
• Within the limited scope ⇒ Your writing is main
• Make sure to enclose the phrase with “"” (or 「」 if you are writing in Japanese) so that the reader can tell that the phrase is quoted
• Specify the works you cited
  ⇒ Write the bibliography of the source
  （Title, Author, Publication Year, Pages, etc…）

◆ If you don’t quote rightly, it’s going to be deemed as plagiarism / copyright infringement.
Infringement of copyright is a crime

- Use of works without permission/ beyond the limited scope

  ↓

  Imprisonment with work for a term not more than ten years
  or
  by a fine of not more than ten million Yen

IF you want to know more about the copyrights...
⇒CRIC=Copyright research and information center
  (http://www.cric.or.jp/)
2. Necessary information for citing materials
Format

☐ SIST

http://sti.jst.go.jp/sist/
Necessary information (Book)

Katsuhiko Shirai, Junko Edahiro ; [translated by Randal Helten].

University power : how Waseda University shifted gears for the 21st century


Riko Library

F377.28 00211

call number
Mikio Tohyama. Sound and Signals. 1st Edition,

Necessary information (Journal article)

Yamakawa, Hiroshi  
Study on heredity and evolution of designs by using genetic algorithms  
Transactions of the Japan Society of Mechanical Engineers, Part C.  
1995, Volume 61, Issue 592, Pages 4646-4652  
Riko Library

library

none
call number
Necessary information (Online Journal article)

Kimura, H., Nakajima, T.  
Applying smart objects for persuading users to change their behavior.  
International Journal of Multimedia and Ubiquitous Engineering.  
http://www.sersc.org/journals/IJMUE/vol4_no3_2009/2.pdf  
access 2012-11-14
3. Citation Manager
Troubles in citation management

- Loss of memo
- PC was broken
- Hard to make citation list

⇒ Using Citation Management will resolve these troubles
Merit of Citation Management

- Web based service
- Creative personal account
- Creative folders
- Import records from Database
- Create bibliography (in many formats)
- Information sharing that imported
Let’s use RefWorks

- Waseda University contract
- Available after graduation
- Available from “Waseda E-Resource Portal”
  http://www.wul.waseda.ac.jp/imass/index-e.html
- Help
Examples of other citation manager

• **Endnote Web**
  It’s in the Web of Science. You need to register.

• **Zotero**
  You can manage citation, import PDF files of the articles. (Free)

• **Mendeley**
  You can manage citation, import PDF files of the articles. Social Network System is provided. (Free)