

Ohio as America Citing sources for Unit Plans

Why historians cite their sources

Historians mine both primary and secondary sources for information on subjects they are researching. They add to the scholarship of historical research by sharing their findings and conclusions with other scholars, students and researchers to add to the world's collective knowledge of history.

A scholar's synthesis of the evidence and ideas found in the sources he has consulted represent a great investment of his effort, time- and money. He owns the result of his work. It is his intellectual property. In the United States that ownership is protected by copyright laws.

That being said, some published sources are considered to be within the **public domain**. This means that the public, not an individual, company or organization, owns the source. Anyone can use it without obtaining permission from the creator. This occurs because the work was produced by the U.S. Government, the creator failed to register the work for copyright, or the term of the copyright has expired.

Public domain generally includes the following categories:

1. Generic information, such as facts, number and ideas.
2. Works published prior to **1923**.
3. Works published 1923 through 1977 without copyright notice.
4. Works published between 1978 and March 1, 1989 without notice and without subsequent registration of copyright.
5. Works whose copyrights have lapsed due to the passage of time or the failure of the copyright holder to renew copyright registration (a requirement that applies to works created before 1978).
6. Works created by the United States Government.
Works created by the U.S. Government are not eligible for copyright protection. If an author/creator of a work was working for the federal government when he created the work, it is considered to be owned by the U.S. Government and falls within the public domain.¹ For instance, if a songwriter wanted to use the phrase, "Ask not what your country can do for you-ask what you can do for your country," from President John F Kennedy's 1961 inaugural address, he would not need to seek copyright permission. President Kennedy was working for the U.S. Government when he made this speech.

Additional resources on copyright law:

"Copyright Term and the Public Domain in the United States."
http://www.copyright.cornell.edu/training/Hirtle_Public_Domain.htm (accessed March 3, 2006).

¹ Copyright Clearance Center. Copyright Central. "Copyright Basics."
<http://www.copyright.com/ccc/viewPage.do?pageCode=cr10-n>. (accessed 20 July 2009)

Citing Common Types of Sources for *Ohio as America* Lesson Plans
(based on *The Chicago Manual of Style*)

If you are not certain how to format the citation for your source, follow the format below:

Author/creator, title, place originally published: publisher, date originally published, name of collection and/or website, host for website, <url of the document>, (date you accessed the document).

The goal of the *Ohio as America* grant is to provide as much information about where you have located your sources to other teachers who plan to your unit plans or sources in their classrooms. This is especially important if you are using sources from websites. It is not unusual for links to websites to expire or change over time.

Images (photographs, paintings, sculptures, lithographs, political cartoons, maps, etc.)

✱ **Work of art (painting, drawing, sculpture, etc.)**

If the work of art is found in a book, provide the name of the artist, title of the work, title of book in which it was found, author or editor of book, the publication information and page number.

Example: "John Brown," in *American Passages: A History of the United States, Vol. I: To 1877*, Edward L. Ayers, Lewis L. Gould, David M. Oshinsky and Jean R. Soderland (Belmont, CA: Thompson/Wadsworth, 2003) p. 314.

If the work is located in a museum, an archive or collection, include the type of medium, date the work was created and where it can be found, i.e., the name of the museum, archive or collection.

Example: Ole Peter Hansen Balling, "John Brown," oil on canvas, 1872, National Portrait Gallery, Smithsonian Institution, Washington, D.C.

If the work of art is on a website, include the web address or URL and the date of access.

Example: Thomas Hovenden, "The Last Moments of John Brown" (1884), San Francisco Museum of Fine Art,

<http://search3.famsf.org:8080/view.shtml?keywords=The%20Last%20Moments%20of%20John%20Brown&artist=&country=&period=&sort=&start=1&position=1&record=132341> (accessed December 17, 2009).

✱ **Photograph**

Record the same information to cite a photograph as you would other works of art: name of the photographer, title of the work, date created and where it can be found. If the photograph is from a website, include the URL and access date.

Example: "John Brown's Fort," c. 1862, National Park Service, Harper's Ferry National Historic Park, <http://www.nps.gov/archive/hafe/jbfort.htm> (accessed December 17, 2009).

✱ **Political cartoon**

Provide the same information as you would for other works of art: name of cartoonist, title of cartoon, date, newspaper or periodical in which it was found. Include website and access date, if found on the Internet

Example: John McLean, "The Real Irrepressible Conflict," December 24, 1859, *Harper's Weekly*.

✱ **Map**

Cite a map as you would a work of art. Include the name of map designer if known, title of the map in quotation marks, date of the map if known, title of book or work in which the map was found,

author of the book, publication and page number. If the map appears on a website, include the website information: sponsor of the site, name of the site, URL and the date of access.,

Example: "Map of Harper's Ferry Region," University of Virginia, The Institute for Advanced Technology in the Humanities, John Brown and the Valley of the Shadow, <http://www2.iath.virginia.edu/jbrown/map1.gif>. (accessed December 17, 2009).

Text Documents

*** Book**

Include the author's name, title of the book including subtitle in italics, publication information in parenthesis, and the page numbers.

Example: David S. Reynolds, *The Man Who Killed Slavery, Sparked the Civil War, and Seeded Civil Rights* (New York: Random House, Inc., 2005) p. 3-4.

*** Newspaper**

Provide the author, title of the article, name of the paper in italics, date, and section number if available, e.g., sec. A.

Example: Edward Rothstein, "One Man's Crusade against Slavery, Seen from Two Angles," *New York Times*, October 27, 2009.

Government documents

Include the name of the government body that created the document. Then record the subcategory, e.g., committee of Congress, the title of the document in italics, publisher if different from the issuing agency, date and page number if available. If the document is online, include the URL and access date.

Example: U.S. Congress, Senate, *Report of the Select Committee of the Senate Appointed to Inquire into the Late Invasion and Seizure of the Public Property at Harper's Ferry*, (Washington, D.C, 1860), Library of Congress, American Memory, The 19th Century in Print Books, [http://memory.loc.gov/cgi-bin/query/r?ammem/ncpm:@field\(TITLE+@band\(Report+%5Bof%5D+the+Select+committee+of+the+Senate+appointed+to+inquire+into+the+late+invasion+and+seizure+of+the+public+property+at+Harper's+Ferry.+\)\)](http://memory.loc.gov/cgi-bin/query/r?ammem/ncpm:@field(TITLE+@band(Report+%5Bof%5D+the+Select+committee+of+the+Senate+appointed+to+inquire+into+the+late+invasion+and+seizure+of+the+public+property+at+Harper's+Ferry.+))) (accessed December 17, 2009).

Example: President John F. Kennedy's Inaugural Address (1961), January 20, 1961, Our 100 Milestone Documents, National Archives and Records Administration, <http://www.ourdocuments.gov/doc.php?flash=true&doc=91> (accessed December 16, 2009).

Audio and video recordings

*** Music from a website**

For music, list the name of the composer, title of the piece, the performer if known, the sponsor of the website, name of the site, URL and date accessed.

Example: *John Brown's a-Hangin on a Sour Apple Tree*, Henry Reed on fiddle, Library of Congress, American Memory, Fiddle Tunes of the Old Frontier: The Henry Reed Collection, [http://memory.loc.gov/cgi-bin/query/S?ammem/afcreed:@field\(TITLE+@od1\(John+Brown's+a-Hanging+on+a+Sour+Apple+Tree\)\)](http://memory.loc.gov/cgi-bin/query/S?ammem/afcreed:@field(TITLE+@od1(John+Brown's+a-Hanging+on+a+Sour+Apple+Tree))) (accessed December 17, 2009)

*** Speech from a website**

For a speech, list the speaker, title of the recording, the publication information and medium or website and access date.

Example: W.F. Hooley, *Lincoln's Speech at Gettysburg*, Library of Congress, American Memory, Emile Berliner and the Birth of the Recording Industry, [http://memory.loc.gov/cgi-bin/query/r?ammem/berl:@field\(NUMBER+@band\(berl+136012\)\)](http://memory.loc.gov/cgi-bin/query/r?ammem/berl:@field(NUMBER+@band(berl+136012))) (accessed December 17, 2009).

※ **DVD or videocassette**

Include the title of the film, name of the series if applicable, type of medium, name of the director or producer/director, and publication information. If the video recording is on a website, give the sponsor of the site, name of the site, and the URL and access date.

Example: "Underground Railroad," The History Channel, DVD, produced by Stephen Kroopnick and Stu Schreiber (New York: The History Channel, 1998).

Citing Sources from the Library of Congress

For Library of Congress sources, include the following under Primary or Secondary Sources in your unit plans: Author, photographer or creator of work, if known, Title of text, photograph, carton, etc., Name of publisher: place of publication and date of publication (if known), Collection or Division, Library of Congress, image reproduction number, URL, date accessed.

In general The Library of Congress asks for the **courtesy of a credit line** that includes

- Reference to the Library of Congress
- Specific collection that includes the document
- Image reproduction number (negative, transparency or digital ID number).

If space considerations are an issue, a shorter version may be used.

- Courtesy of the Library of Congress, LC-USZ62-89971

Example: For the photographic image of a Wright Brothers flight below:

Harris & Ewing Photographers, "Orville Wright and Lieutenant Lahm of the United States Signal Corps Making the World's Record Flight at Fort Myer," July 27, 1909, George Grantham Bain Collection, Prints and Photographs Division, Library of Congress, LC-USZ62-89971, [http://lcweb2.loc.gov/cgibin/query/h?pp/PPALL:@field\(NUMBER+@1\(cph+3b36338\)\)](http://lcweb2.loc.gov/cgibin/query/h?pp/PPALL:@field(NUMBER+@1(cph+3b36338))) (accessed December 16, 2009).

or

Harris & Ewing Photographers, "Orville Wright and Lieutenant Lahm of the United States Signal Corps Making the World's Record Flight at Fort Myer," July 27, 1909, Courtesy of the Library of Congress, LC-USZ62-89971, [http://lcweb2.loc.gov/cgibin/query/h?pp/PPALL:@field\(NUMBER+@1\(cph+3b36338\)\)](http://lcweb2.loc.gov/cgibin/query/h?pp/PPALL:@field(NUMBER+@1(cph+3b36338))) (accessed December 16, 2009).



Orville Wright and Lieutenant Lahm of the United States Signal Corps making the world's record flight at Fort Myer, on July 27. The aeroplane made fifty miles at a speed of about forty miles an hour, 1909 July 27

Researching copyright information of images at the Library of Congress

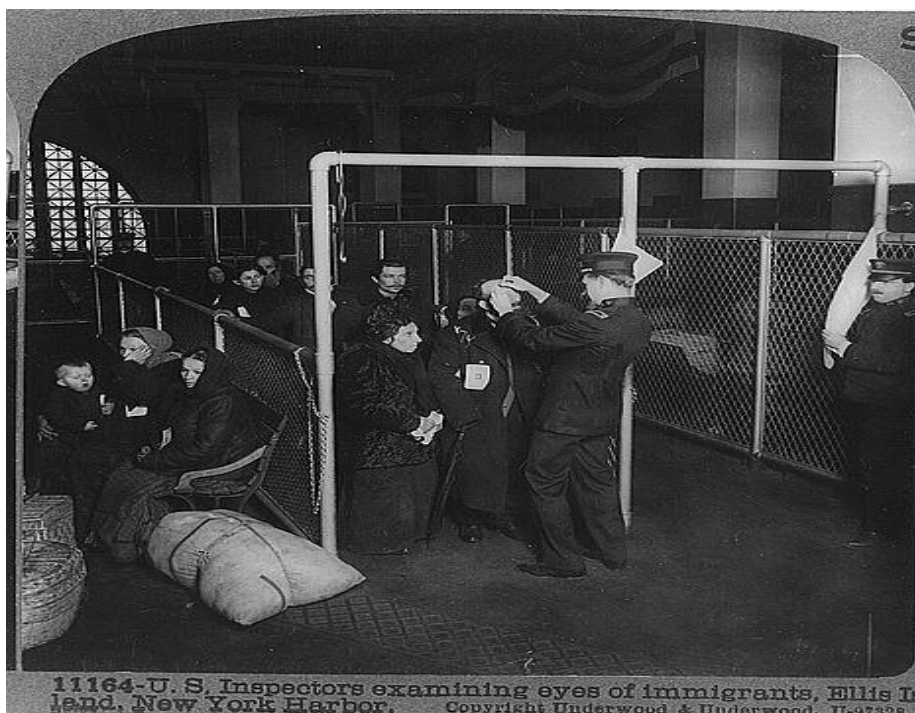
Go to Library of Congress Home Page <http://www.loc.gov/index.html>

- * Click on Researchers. This will take you to <http://www.loc.gov/rr/>
- * Click on Prints and Photographs <http://www.loc.gov/rr/print/>
- * Click on Rights and Restrictions. <http://www.loc.gov/rr/print/res/rights.html>
- * Search the collection using the alphabetical guide

If you click on the **bibliographic information** for a document, you can determine if the item is in the public domain. Sometimes, the phrase “No known restrictions on publication” may appear. In general this means that there was a copyright on the image at one time but it was not renewed *or* the image is from a late 19th or early 20th century collection for which there is no evidence of any rights holder.

Example: To find copyright information for the photographic image of Ellis Island below:

Underwood & Underwood, “U.S. Inspectors Examining Eyes of Immigrants, Ellis Island, New York Harbor,” c. 1913, Underwood & Underwood Collection, Prints & Photographs Division, Library of Congress, LC-USZ62-7386 http://lcweb2.loc.gov/cgi-bin/query/D?ils:1:/temp/~pp_KO34::@@@mdb=fsaall,brum,detr,swann,look,gottscho,pan,horyd,genthe,var_cai,cd,hh,yan,lomax,ils,prok,brhc,nclc,matpc,iucpub,tgmi,lamb,hec,krb, (accessed December 16, 2009).



11164-U. S. Inspectors examining eyes of immigrants, Ellis Island, New York Harbor. Copyright Underwood & Underwood. U-97325
U.S. inspectors examining eyes of immigrants, Ellis Island, New York Harbor, c. 1913.

Go to Library of Congress Home Page <http://www.loc.gov/index.html>

- * Click on Researchers. This will take you to <http://www.loc.gov/rr/>
- * Click on Prints and Photographs <http://www.loc.gov/rr/print/>
- * Click on Rights and Restrictions. <http://www.loc.gov/rr/print/res/rights.html>
- * Search the collection using the alphabetical guide and click on U <http://www.loc.gov/rr/print/res/rights.html#U>

* Click on Underwood & Underwood and this page will open:
http://www.loc.gov/rr/print/res/468_unde.html. You will see the following:
Underwood & Underwood

Rights and Restrictions Information

Prints and Photographs Division, Library of Congress, Washington, D.C., 20540-4730

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Access: Permitted; subject to P&P policy on serving originals.

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Publication and other forms of distribution: Images submitted for copyright by Underwood & Underwood are in the public domain. The use of other images may be restricted.

Underwood & Underwood images in the Library's custody generally fall into two categories:

1. ***Images received through copyright deposit: The copyrights on images registered by Underwood & Underwood (including the hundreds of stereographs issued by the firm) have expired or were not renewed, so the images are in the public domain.***

2. *Images received as gifts: Underwood & Underwood of Washington and Chicago specialized in photographs of current events and personalities which the firm distributed as a news picture agency. The firm presented its "stock surplus" to the Library in a series of gifts made primarily between 1922 and 1935. These images can be found in various LOTS and Reading Room files, such as the Biographical File. In presenting these photographs to the Library, the company stipulated that they not be used for "commercial purposes," presumably to avoid competition with its commercial interests, and stamped many prints with restriction notices. By mid century the firm was inactive. The Library is unaware of any company successor or heir. Searches have not turned up any existing copyrights for Underwood & Underwood images.*