

## INSTRUCTIONS – COMPLETING THE CCSC COPYRIGHT TRANSFER FORM

Thank you for submitting a paper for publication by CCSC. CCSC’s publications are read throughout the world in print and digital formats. CCSC must manage requests for reprinting, republishing, redistributing, digitizing, posting to servers, translating, anthologizing, and other actions.

It is the policy of CCSC to own the copyright on its technical publications to protect the interests of CCSC, its authors and their employers, and at the same time to facilitate the appropriate reuse of this material by others. United States Copyright Law requires that the transfer of copyright of each contribution from the author to CCSC be confirmed. Since works published in the *Journal for Computing Sciences in Colleges* are also published electronically in the ACM Digital Library it is CCSC policy to conform to the ACM Copyright Policy [§2.1](#).

### How to Complete the CCSC Copyright Form (the “Form”).

- Part I: Authors must select Boxes A and/or B and/or C, and sign Part I.**
- Part II: To be signed if authors have auxiliary materials.**
- Part III: To be signed if authors used third party materials.**
- Part IV: Authors must sign Part IV.**

**Please return the Form with the manuscript to the editor at the address indicated. Additional details about each Part of the Form are provided below.**

CCSC authors retain all proprietary rights other than copyright including a set of “Retained Rights” stated on the Form. (Also see the ACM Copyright Policy, [§2.4](#), [§2.5](#) and the [Permissions Policy, §3](#) for further details).

#### **Part I.A. – Assent to Assignment**

If you are employed and prepared your paper as part of your job, or as a “work-made-for-hire,” the rights to your paper may initially rest with your employer. If so, the Form should be signed by an authorized person. If you sign the Form, CCSC assumes that you have been authorized to do so by the owner. The Form must be received by CCSC before processing of the manuscript so publication can be completed.

For jointly authored papers, an original signature is required from one (assumed senior) author only. However, we recommend that all authors read and agree to the terms of the Form and that this single author act as duly authorized agent of the others.

#### **Part I.B. – Declaration for Government Work**

Check *only* Box B of Part I of the Form if *all* authors are Government employees, and the work was created as part of their job exclusively for a Government agency. A statement of “public domain” will appear on the work submitted (the “Work”) as it is not copyrightable. If any co-authors are not government employees, Box A of Part I must *also* be checked, and a modified copyright statement regarding government use will appear in the publication.

In the case of a Work created under a Government contract or grant, CCSC recognizes that the Government has royalty-free permission to reproduce all or portions of the Work, and to authorize others to do so for official Government purposes only, if the contract/grant so requires. Authors employed by a civilian agency working under Government contract, i.e., national laboratory employees, are required to check *both* Box A and Box B of Part I.

#### **Part I.C. – Works for which the author(s) retain(s) the copyright**

This is for works which are brief (not more than two pages) descriptions of workshops, tutorials, or panel presentations that may be presented at multiple conferences. Note that the maximum two page limit must be observed to use part I.C.

#### **Part II – Permissions**

CCSC requires a signed release to serve auxiliary materials, i.e. additional files, including software and executables, that are not submitted for review as an integral part of the work but are supplied by the author as useful and interesting resources for the reader (collectively, the “Auxiliary Materials”). Please sign part II if you are supplying Auxiliary Materials.

#### **Part III – Third Party Material**

If you have incorporated any material owned by a third party in your Work or into your Auxiliary Material, you must fill out Part III of the Form and attach proof of permission to include this material.

**Part IV – Liability Waiver** Everyone must sign Part IV.

**CCSC COPYRIGHT FORM**

**Title of Work (the “Work”):** \_\_\_\_\_

**Publication and/or Conference Name:** **CCSC Central Plains Conference**

**Author/Presenter(s):** \_\_\_\_\_

**I. COPYRIGHT TRANSFER**

Copyright to the Work and to any supplemental files integral to the Work which are submitted with it for review and publication such as an extended proof, a PowerPoint outline, or appendices that may exceed a printed page limit, (including without limitation, the right to publish the Work in whole or in part in any and all forms of media, now or hereafter known) is hereby transferred to the CCSC (for Government work, to the extent transferable **-see Part I. B. below**) effective as of the date of this agreement, on the understanding that the Work has been accepted for publication by CCSC.

**Employer / Author(s) Retained Rights.** Each of the Employer/Author(s) retains the following rights:

1. All other proprietary rights to the work such as patent;
2. The right to reuse any portion of the Work, without fee, in future works of the Author’s (or Author’s Employer’s) own, including books, lectures and presentations in all media, provided that the CCSC citation, notice of the Copyright and the CCSC DOI are included (See Section 4 below). Requests made on behalf of others, however (i.e. contributions to the work of other authors or other editors), usually require payment of a fee;
3. The right to revise the work.
4. The right to post author-prepared versions of the Work covered by the CCSC copyright in a personal collection on their own home page, on a publicly accessible server of their employer and in a repository legally mandated by the agency funding the research on which the Work is based. Such posting is limited to noncommercial access and personal use by others, and must include the following notice both embedded within the full text file and in the accompanying citation display as well:

*“© CCSC, (2018). This is the author's version of the work. It is posted here by permission of CCSC for your personal use. Not for redistribution. The definitive version was published in The Journal of Computing Sciences in Colleges, {33, 5, May 2018}, <http://dl.acm.org/>.”*

5. The right of an employer who originally owned the copyright to distribute definitive copies of its author-employees’ Work within its organization. Posting these works for access outside of the employer’s organization requires explicit permission from CCSC.

Authors should understand that consistent with CCSC’s policy of encouraging dissemination of information, each work published by CCSC appears with the CCSC copyright and the following notice:

*“Permission to make digital or hard copies of part or all of this work for personal or classroom use is granted without fee provided that copies are not made or distributed for profit or commercial advantage and that copies bear this notice and the full citation on the first page. Copyrights for components of this work owned by others than CCSC must be honored. Abstracting with credit is permitted. To copy otherwise, to republish, to post on servers or to redistribute to lists, requires prior specific permission and/or a fee.”*

**A. Assent to Assignment.** I hereby represent and warrant that I am the sole owner (or authorized agent of the copyright owner(s)), with the exception of third party material detailed in Section IV below. I have obtained permission for any third party material included in the Work.

**B. Declaration for Government Work.** I declare I am a Government employee who prepared the Work as part of my job, and whose work is not subject to copyright. If a co-author is not a government employee, check box A as well. A modified copyright statement regarding government use will appear on the published work. Checking box B certifies that the above author(s) wrote the Work (a) as part of work as government employee(s) or, (b) as other government work.

Government Agency: \_\_\_\_\_

**C. Works for which the author(s) retain(s) the copyright.** I hereby declare that the work is a description (not more than two pages) of a workshop, tutorial, or panel presentation which may be presented at multiple conferences, including non-CCSC conferences. The author(s) therefore retain(s) ownership of the material.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**II. AUXILIARY MATERIALS, NOT INTEGRAL TO THE WORK**

My published work contains (a) link(s) to auxiliary material not integral to the work.

I hereby represent and warrant that my Auxiliary Material contains no malicious code, virus, trojan horse or other software routines or hardware components designed to permit unauthorized access or to disable, erase or otherwise harm any computer systems or software, and I hereby agree to indemnify and hold harmless CCSC and ACM from all liability, losses, damages, penalties, claims, actions, costs and expenses (including reasonable legal expense) arising from the use of such files.

Signature: \_\_\_\_\_ Print Name \_\_\_\_\_

**III. THIRD-PARTY MATERIAL**

Copyright. This copyright transfer applies only to the Work as a whole, not to any embedded objects owned by third parties. An author who embeds an object, such as an art image that is copyrighted by a third party, must obtain that party’s permission to include the object, with the understanding that the entire Work may be distributed as a unit in any medium. The requirement to obtain third-party permission does not apply if the author embeds only a link to the copyright holder’s definitive version of the object. (See [Policy, §3.7 Links](#)).

Permission. In the event that any materials used in my presentation or Auxiliary Materials contain the work of third-party individuals or organizations (including copyrighted music or movie excerpts or anything not owned by me), I understand that it is my responsibility to secure any necessary permissions and/or licenses.

Third-party permission must be clearly stated near the object(s) or in the text narrative in the Work and my presentation of it and in Auxiliary Materials as applicable. Identify below any third-party material included in the Work, presentation and/or the Auxiliary Materials. Please specify the type of material, i.e., figure, table, photo, music, video or other image(s). If the permission is obtained, attach it to this form or your submission to CCSC. The Work will not be published without proof of the necessary permissions or substantiation of a claim of fair use. *(Use a separate sheet if additional space is required.)*

| CCSC/ACM citation reference | Original Third-party source | Approved By | Date Received |
|-----------------------------|-----------------------------|-------------|---------------|
| 1. _____                    | _____                       | _____       | _____         |
| 2. _____                    | _____                       | _____       | _____         |
| 3. _____                    | _____                       | _____       | _____         |

**IV. LIABILITY WAIVER**

I understand that CCSC, as a not-for-profit entity with broad educational purposes, and its agents will invest considerable resources in reliance on the permissions and releases herein, and that CCSC is under no obligation to exercise any or all of the rights, licenses, and privileges herein granted.

I hereby release and discharge CCSC, ACM, and the Conference and Publication sponsors and organizers, and their respective agents, from any and all liability, losses, damages, penalties, claims, actions, costs and expenses (including

reasonable legal expense) arising out of my participation in the Conference, the publication of the Work, or in connection with the performance of any of the activities described in this Form as permitted herein, including but not limited to my rights of privacy or publicity, copyright, patent, trade secret, moral or trademark rights.

All permissions and releases granted by me herein shall be effective in perpetuity and extend and apply to CCSC and its assigns, contractors, sublicensed distributors, successors, and agents.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_