

# Magazine Article Use Policy

## What authors need to know about their submission.

1. All articles submitted to A Light on Teaching magazine will remain the intellectual property of the author.
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3. Submitted articles will be subject to copy-editing and will be published as the copy-edited version and not the submitted manuscript.
  - a. Copy-edited versions will be shown to the author. Authors will be given a limited period to approve or disapprove the edits to the articles submitted. Any authors who do not respond in the approval period given will be published with edits as chosen by the copy-editor and project manager.
  - b. This an editing approval process and not a revision process. Authors can approve or oppose copy edits but may not remove or add content to the article.
4. The call for articles for the magazine is a competition and submitting your article does not guarantee publication.

## Authors who wish to republish their article in print:

1. will not republish their article until 2 weeks from the release date of the issue of A Light on Teaching Magazine.
2. Inform the other publisher that the work has already been published in A Light on Teaching magazine.
3. Republished articles will use the exact published text from A Light on Teaching magazine, and not the original submitted manuscript. This will include all references, footnotes and bibliographic material. This will ensure that all copy edits of the final article are included. Copy-edited manuscripts will be provided to the authors upon request.
4. Must have other publishers apply a CC NC ND license to the republished article
5. Must place a preceding comment before the article stating that the article was previously published.
  - a. Example: *A Teaching Journey* by Dr. Firstname Lastname was originally published in the 2016-17 Issue of *A Light on Teaching* magazine. *A Light on Teaching* magazine is an annual publication focusing on teaching in higher education at the University of Lethbridge produced by the Teaching Centre.

### **Authors who wish to republish their article digitally:**

1. will not republish their article until 2 weeks from the release date of the issue of A Light on Teaching Magazine.
2. Inform the other publisher that the work has already been published in A Light on Teaching magazine.
3. Republished articles will use the exact published text from A Light on Teaching magazine, and not the original submitted manuscript. This will include all references, footnotes and bibliographic material. This will ensure that all copy edits of the final article are included. Copy-edited manuscripts will be provided to the authors upon request.
4. Must have other publishers apply a CC NC ND license to the republished article
5. Must place a preceding comment before the article stating that the article was previously published.
  - a. Example: *A Teaching Journey* by Dr. Firstname Lastname was originally published in the 2016-17 Issue of *A Light on Teaching* magazine. *A Light on Teaching* magazine is an annual publication focusing on teaching in higher education at the University of Lethbridge produced by the Teaching Centre.
  - b. The issue number and title of the magazine must link back to the full issue of A Light on Teaching magazine.

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2. The article must be republished:
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  - b. OR a 2 paragraph excerpt can be used, and must be linked back to the full article published by the Teaching Centre
  - c. The following must accompany the article if you chose choice a or choice b: *The Title of the Article* by Dr. Firstname Lastname was originally published in the 2016-17(use relevant issue) Issue of *A Light on Teaching* magazine. *A Light on Teaching* magazine is an annual publication focusing on teaching in higher education at the University of Lethbridge produced by the Teaching Centre. You can read the full issue here.
    - i. For those who wish to publish digitally, it is required that you link the last sentence back to the originally published digital output by the Teaching Centre.
3. Except for graphs and figures, relevant to the article, the photos and graphics used to originally publish the article in A Light on Teaching cannot be used.

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