

Guidelines for reporting

How the universities report

All Denmark's universities report what they copy when a new term starts, i.e. February/March and September/October.

The universities have designated one or more contact persons who are responsible for the reporting. The contact persons will ensure that the copying reported by the teachers is communicated to us, and that copying done centrally at the university is also reported.

The individual universities have chosen different methods of reporting, but generally one or more of the following methods are used:

- Details about printed as well as digital compendia and other text collections produced centrally are submitted directly from the printing house or by the university's contact person.
- Curriculum lists with detailed source references are reported by the teachers and submitted by the university's contact person.
- Surveys of literature used, including uploads to the university intranet, are reported by the teachers and submitted by the university's contact person.
- Comma-separated files are reported by the university's contact person.

If you are in doubt as to how your university reports, you can ask the university's contact person.

If you have additional copied material to report, you can send an e-mail with the files attached to indberet@tekstognode.dk

Of course, you are also welcome to contact us – see contact information below in this document.

What is covered by copying

Copying is when you:

- **photocopy** from a book, a journal or the like.
- **print** websites, online newspapers, digital journals and e-books.
- **scan** a hard copy publication into PDF or another file format.
- **save** and share a text on the university intranet or other internal drive.

- **display** copyrighted material on interactive boards, e.g. Smartboards.
- **copy-paste** an extract from a digital text and include it in your own material, e.g. in PowerPoint presentations.

Remember to always include a source reference on the copies.

What material to report

You must report when you copy from copyrighted material – this applies to digital material and printed material and to both Danish and foreign material.

Copyrighted material could e.g. be:

- **Books**
Report copying from all kinds of books.
- **Newspapers**
Report photocopying from printed newspapers and prints of online newspapers.
- **Journals**
Report photocopying and prints of all kinds of journals.
Copying from journals to which the university has purchased a licence or for which it has a subscription (Course Packs) is not covered by the duty to report.
- **Websites, PDF files and other material from the Internet**
Report copying from public and private websites, PDF files, e-books, digital educational materials, blogs and other material from the Internet. Links are not to be reported.
- **PowerPoint presentations and other material prepared or compiled by you**
Report copying of other people's texts if you use them in your own material, i.e. material you have compiled and/or copy-pasted from books, websites, newspapers etc. Remember to include the source on all the copied texts.
Reporting is not required of material you have prepared yourself without using other people's material.
- **Photos, paintings, illustrations and other pictorial works** Report copying of pictorial works in connection with text.
Copying of an isolated photo, painting or the like (without accompanying text) is not to be reported. Summary captions do not count as text.

Remember the source

Always remember to include a source reference on each individual copy you report: author, title, publisher, ISBN/ISSN and year of publication. If the copy is a contribution to e.g. an anthology or an article in a journal, you must state the source on the copied contribution as well as the name of the anthology/journal.

Remember to report how many pages you have copied and how many copies you made. If the material has been uploaded to the intranet, please also state, if possible, the number of students who have had access to the material.

In doubt about the reporting?

If you have questions about reporting, please contact us:

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