Contents

Choosing a Creative Commons license for your journal

There are four different conditions that are used in Creative Commons licenses:

BY – Attribution

BY means Attribution, and requires the creator to be credited any time the work is used. This condition applies to all of the licenses you'll choose from, so you don't need to worry about someone else claiming the work as theirs or sharing it without giving you full and proper credit.

SA – Share Alike

SA means Share Alike, and requires that if someone modifies or adapts the work, they must apply the same license to their resulting work. This helps to keep knowing moving freely. As an example, if someone took a poem with a Share Alike license and turned it into a song, they would need to apply the same open license to their song so that it can also be shared and modified or adapted.

NC – Non-Commercial

NC means Non-Commercial, and prohibits commercial use of the work. This condition is popular in academic publishing, since academics don't get paid for the work they publish. It prevents another user from taking the work and selling it, or using it for any commercial purposes.

ND – No Derivatives

ND means No Derivatives, and prohibits making any adaptations to the work.
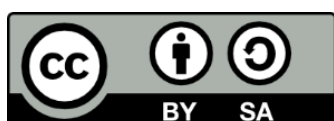
Now that we've seen all of the conditions used in the licenses, let's take a look at how we can combine them to make the various licenses.

When you're selecting a license for your work you'll want to think about which conditions are important to you.
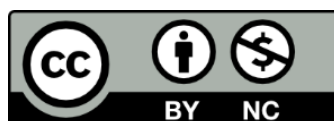
CC BY (Attribution)

CC BY is the the most open license, and other than crediting the original creator, a user can do anything they like with the work - adapt it into a new version, make copies, distribute it commercially, etc. You would choose this license if you want to remain completely flexible and open to all the different ways someone might want to use your work in the future.
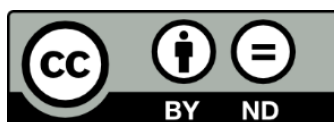
CC BY-SA (Attribution – Share Alike)

The Share Alike license is useful if you want users to be able to modify and adapt your work, but you also want to make sure that the new version they create can be built on, modified, and adapted.

CC BY-NC (Attribution – Non-Commercial)

The Non-commercial license is good if you want to ensure that others can not make money off your work - for example, they may not republish it in print and sell copies.

CC BY-ND (Attribution – No Derivatives)

The no-derivatives license is helpful if you want the work to only be shared in its original format, without any modifications. This license does have some limitations that are worth considering, keeping in mind that the intent of the licenses is to increase the spread of knowledge.

The ND license prevents someone from translating the work into another language, copying it into a different template or format, recording it as an audio file changing the font, etc. Modifications can make work more accessible for different audiences, so this license does carry that limitation.

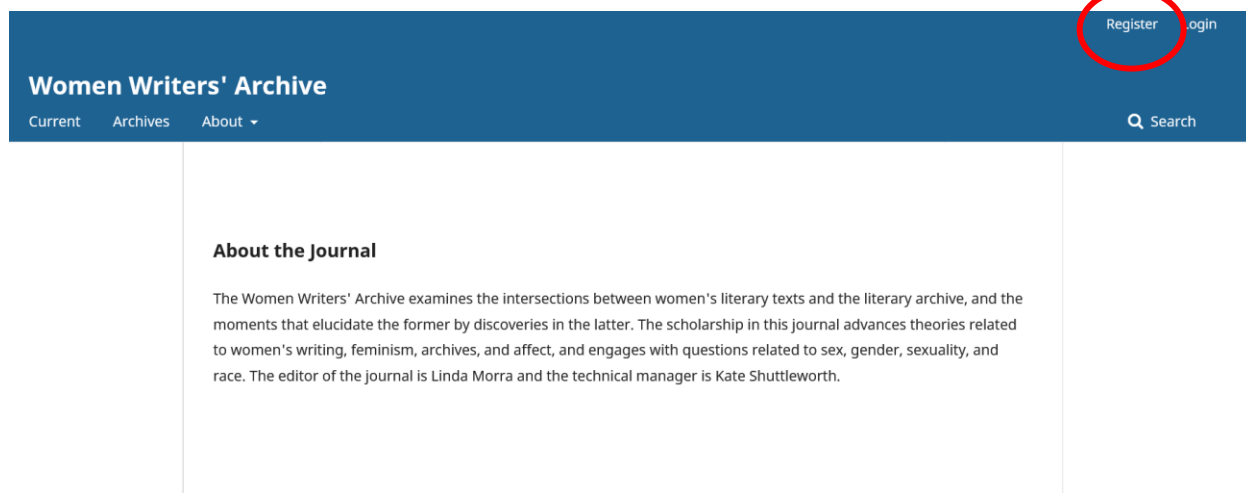 CC BY-NC-SA (Attribution – Non-Commercial – Share Alike)

 CC BY-NC-ND (Attribution – Non-Commercial – No Derivatives)

The final two licenses give you the option to combine the non-commercial condition with either Share Alike or No Derivatives. If you're sure you do not want the work to be used commercially, but you also like the sound of the one of those other conditions, you can pick one of these two licenses.

Keep in mind: no matter which license you apply, as the copyright holder you can still grant permission for uses beyond the terms of the license (e.g. you can permit commercial use of a work with a NC license). And users still have access to the user rights and exceptions in the Copyright Act, such as fair dealing and exceptions for instructors in the classroom.

Submitting your assignment draft to the journal site.

Visit http://course-journals.lib.sfu.ca/index.php/wwa and click "Register" in the top right

Complete the registration form:

- Affiliation: Simon Fraser University
- Country: Canada
- Username: First initial + Last name (ie kshuttleworth)
- Password (create one)
- Agree to privacy policy (required)

Home / Register

Register

Profile

Given Name *

Family Name

Affiliation *

Simon Fraser University

Country *

Canada

Login

Email *

Username *

Password *

Repeat password *

☑ Yes, I agree to have my data collected and stored according to the privacy statement.

☐ Yes, I would like to be notified of new publications and announcements.

I'm not a robot

Register Login

You will receive an email confirmation. Follow the steps in the email to confirm your account.

*If you do not receive an email, please let your instructor know.

Once you've successfully logged in with your account, visit the journal homepage and find the Submissions page under About.

Select **Make a new submission**.

Check off all of the submission requirements.

Leave an optional note for your instructor in the "Comments for the Editor" field

Agree to the privacy statement and click "Save and continue"

Submit an Article

| 1. Start | 2. Upload Submission | 3. Enter Metadata | 4. Confirmation | 5. Next Steps |

Section Policy

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

☑ The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).

☑ The submission file is in OpenOffice, Microsoft Word, or RTF document file format.

☑ Where available, URLs for the references have been provided.

☑ The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.

☑ The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

Comments for the Editor

☐ Yes, I agree to have my data collected and stored according to the privacy statement.

[Save and continue]   Cancel

The Upload Submission File wizard will open. From the Article Component drop-down, select Article Text.

Upload Submission File ✕

| 1. Upload File | 2. Review Details | 3. Confirm |

Article Component *

Select article component

Select article component
Article Text
Research Instrument
Research Materials
Research Results
Transcripts
Data Analysis
Data Set
Source Texts
Other

Click Upload File and follow the steps to upload the first draft of your assignment.

When the upload is complete, click Continue.

On the next tab (2. Review Details), click Continue again.

On the next tab (3. Confirm), click Complete.

Back at the main submission page, click Save and continue.

Enter your submission title, abstract, and keywords. Click Save and continue

Submit an Article

1. Start   2. Upload Submission   3. Enter Metadata   4. Confirmation   5. Next Steps

Prefix

Examples: A, The

Title *

Test submission

Subtitle

Abstract *

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur sit amet blandit urna. Cras nec orci vel nunc egestas elementum. In et malesuada lectus. Donec sollicitudin accumsan nisl, mollis venenatis erat pulvinar ut. Cras eget lacinia est. Aliquam viverra tortor sit amet arcu iaculis tincidunt. Vivamus porttitor facilisis tortor, posuere fermentum dolor iaculis in. Donec iaculis mollis neque a ullamcorper. Proin volutpat placerat ex, ac ullamcorper orci imperdiet sed. Donec non pellentesque urna. Mauris vulputate porttitor turpis, in pulvinar dui rutrum non. Sed vitae sodales dolor, ac feugiat nisi.

List of Contributors   **Add Contributor**

Name	E-mail	Role	Primary Contact	In Browse Lists
▸ Kate Shuttleworth	kate_shuttleworth@sfu.ca	Author	☑	☑

Additional Refinements
Keywords
Add additional information for your submission. Press 'enter' after each term.

keyword ×   examples ×

Save and continue   **Cancel**

On the Confirmation page, click Finish Submission.

Your submission is now sent to your instructor for review. You will receive an email with feedback when the review is complete, at which point you will make changes to your draft and log back into the journal site to upload your revisions.

Uploading your revised submission when you receive feedback

You will receive an email with feedback from your instructor. You can login to the journal and see the submission under "My Queue" at any time. It will show that the submission is in the Review stage and that revisions have been requested.

Click on the submission and click "Read Review" to see the feedback. If you have questions for your instructor you can click "Add discussion" under "Review Discussions."

Go ahead and make revisions to your assignment in Word. When you're ready to upload the revised file, click Upload File under Revisions, then follow the steps (similar to how you uploaded the original submission).

When you're done, click Complete.

Your instructor will be notified that your revisions have been uploaded.

Workflow   **Publication**

Submission   Review   **Copyediting**   **Production**

Round 1

Round 1 Status
Revisions have been requested.

Reviewers

Linda Morra   **Review Submitted**   Open   **Read**
                               Recommendation: **Review**
                               Revisions Required

Reviewer's Attachments   Q **Search**

No Files

Revisions   Q **Search**   **Upload File**

No Files

Review Discussions   **Add discussion**

Name   From   Last Reply   Replies   Closed

Check out some sample published journals from other courses

Intersectional Apocalypse (GSWS 2018)
WL 404: Literature and Translation (World Literature 2018)
Pope-ular Analysis (English 2019)

Please get in touch with any questions!

digital-publishing@sfu.ca