

## Journal of Mirce Mechanics

### Frequently Asked Questions (FAQs)

#### **I am writing an article for the Journal of Mirce Mechanics. Do I need to obtain permission for reproducing figures taken from previous the Journal of Mirce Mechanics?**

Yes, the use of all material that has been published previously must be approved by the Publisher in each case and, depending on the Publisher's policy, the author as well, before it can be used in any the Journal of Mirce Mechanics article (whether a normal paper or a review article). This assumes that the Publisher owns the rights but you should check to see if there is a citation next to the figure indicating that copyright is in fact owned by a third party. If that is the case then that third party's permission should be sought. The permission request form can be customised for use. Such requests and all responses should be submitted to the Journal of Mirce Mechanics, along with the article.

#### **Who do I need to contact about obtaining permission to make use of some figures from the Journal of Mirce Mechanics?**

Please send your enquiry to the Managing Editor and we will respond to your request as quickly as we can.

#### **As the author of an article in the Journal of Mirce Mechanics published article, can I re-use figures, tables, graphs, etc. in future publications?**

Yes, authors may use their own figures, tables, graphs, artwork, illustrations and data from their articles provided that credit is accurately given to the original article, modifications to the presentation of previously published data are noted and distinguished from the introduction of any new data, and re-use is not made for direct commercial purposes or for financial consideration.

Where there are co-authors, the other authors should be informed. In all other cases please contact the Managing Editor, for advice.

See also use of the full article for teaching and at conferences.

#### **I have downloaded a figure/photo from the Internet. Do I need any permission to use it?**

Permission should always be requested from the source of any figure or photograph taken from the Internet, before this is used elsewhere. You will need to supply full details of the planned re-use when sending your request, mentioning whether it will be for print and/or electronic formats. Even if permission appears not to be required it is good practice to notify the copyright owner of the re-use.

#### **What sections of the Assignment of Copyright must I sign?**

If you hold the copyright in your work then you only need to sign as the author. However, if your terms of employment state that the copyright in any articles written in the course of your employment belongs to your employer then you will need to obtain a second signature, on behalf of your employer, in support of your submission.

### **What if I am not sole author?**

Only one author should sign the form, as authorised agent on behalf of all the named authors. Before signing on behalf of all named authors the signatory must get consent from all the others.

### **I am a UK government employee.**

Your article will be governed by Crown Copyright and is therefore not eligible for copyright transfer. A licence should be issued by your employer to enable the Journal of Mirce Mechanics to publish your work. Please contact the Managing Editor with any queries.

### **All authors of the article are US Government employees, so where do I sign?**

One signature is required at the end of the Copyright form, confirming that all authors are employees of the US Government and the article is not eligible for copyright.

### **Some but not all of the authors are US Government employees, so where do I sign?**

One author signature who is not a US Government employee only is required in the first signature section, on behalf of all the authors.

### **Can I send a scanned or faxed copy of the form?**

Yes, forms can be returned by fax, e-mail or post. But see also the next question regarding signatures.

### **Can I include a digital signature on the form?**

Currently a digital signature superimposed on the document is unacceptable, for UK legal reasons. Instead we require a handwritten signature on the printed form, which can then be scanned for return to the Mirce Academy.

### **e-print servers**

### **I have submitted my article to the Journal of Mirce Mechanics. Can I also submit it to arXiv.org or any other repository as well?**

Yes, articles may be posted on non-commercial third party websites, including arXiv and other repositories. The author's own original format should be used (which may include amendments made by the author following peer review). This is the version commonly known as the accepted manuscript. If possible, citation information should be included with Mirce Science copyright notice. Best efforts must also be made to include a link to the online abstract in the journal. Authors **MUST NOT** deposit the published the Journal of Mirce Mechanics formatted version.

### **Author's rights after publication by the Journal of Mirce Mechanics.**

### **After the copyright in my article has transferred to Mirce Science, may I still use the article for teaching or in a thesis or dissertation?**

Yes, the Assignment of Copyright document sets out the rights that authors retain in clause 3. These include copying the article (all or part) for teaching purposes, and including the article (all or part) in research theses or dissertations. These rights must be exercised for non-commercial purposes. If

possible citation information and Mirce Science copyright notice should be displayed and for electronic use best efforts must be made to include a link to the online abstract in the journal.

**After the copyright in my article has transferred to Mirce Science, may I still use it for lecturing and at conferences?**

Yes, you may make oral presentations of the article (all or part) and include a summary and/or highlights of it in papers distributed at presentations or conference proceedings. These rights must be exercised for non-commercial purposes and papers distributed should display citation information and Mirce Science copyright notice.

**After the copyright in my article has transferred to Mirce Science, may I include it in a compilation work?**

The article (all or part) may be included without modification in personal compilations or publications of a named author's own work provided this is not created by a different Publisher. This right must be exercised for non-commercial purposes, the publications should if possible display citation information and Mirce Science copyright notice and for electronic use best efforts must be made to include a link to the online abstract in the journal. You should not use the final published the Journal of Mirce Mechanics format, but your own format which may include amendments made following peer review.

If the compilation is being prepared for commercial sale by another Publisher please contact the Managing Editor.

**May I post my paper on my personal website or my institutional website?**

Yes, authors can place their papers (all or part) on their own personal website or on the website of the institution (including its repository) where a named author worked when research for the article was carried out, but they must not use the Mirce Academy formatted version of record. Instead they can make use of the article in their own format, which can include amendments made following peer review. This is the version commonly known as the accepted manuscript. The purpose of the posting must be non-commercial, if possible should display citation information and Mirce Science copyright notice, and best efforts must be made to include a link back to the online abstract in the journal. Authors **MUST NOT** post the published the Journal of Mirce Mechanics formatted version.

**As the author of a Journal of Mirce Mechanics published article, may I provide a pdf of my paper to a colleague or third party or would this violate your copyright?**

Yes, authors can provide colleagues with the link to the online abstract of their article, so that they can access it if their institution has the necessary rights.

Authors may also send or transmit the final published article in any format to colleagues on specific request provided no fee is charged and it is not done systematically through, for example, mass-mailings, posting on open websites.

**May I reuse the abstract of my article?**

Yes, authors may re-use or post their article abstracts on any website for non-commercial purposes. No changes may be made to the abstract. Any links, brands, trademarks, or copyright notices embedded in the abstract must remain intact.

### **May I reuse supplementary material forming part of my article?**

Yes, you may re-use supplementary material. The author retains copyright in supplementary material which forms part of the article as Mirce Science only takes a non-exclusive licence to publish supplementary material. Examples of supplementary material include data sets (meaning sets/ collections of raw data captured in the course of research).

### **What if I do not own copyright of the article I have written?**

Please contact the Managing Editor for advice on how to proceed.

### **My article has been rejected, so what happens to the copyright now?**

The Assignment of Copyright document only becomes valid once an article has been accepted for publication. If an article is rejected by Mirce Academy then the copyright remains with the author and the form has no significance.

### **What is copyright?**

As soon as an original idea is expressed in a physical medium, such as writing on paper, it qualifies for copyright protection. This right is automatically vested in the author or their employer depending on the contract of employment and the relevant jurisdiction.

As a matter of statute law the copyright holder of a work has the right to prevent others from reproducing, distributing and communicating the work electronically to others. Copyright infringement occurs whenever someone other than the copyright holder reproduces, distributes or communicates the work electronically to others without permission from the copyright holder.

As far as academic journals published by Mirce Academy are concerned Mirce Academy believes that academic authors have the rights they need to use the articles for education and research purposes notwithstanding the copyright issue.

### **Why does Mirce Science request transfer of copyright?**

When the copyright in a work is transferred to Mirce Science it enables Mirce Science to ensure that the work can be given maximum exposure. There are several reasons why this is so and a summary of the most important of these follows:

Owning copyright comes with certain obligations which Publishers are well placed to carry out. For example, the owner of copyright needs to respond to requests for permissions from other authors and Publishers and from institutions perhaps for course packs. There is also the obligation to negotiate licences with institutions and sub-licences such as with document suppliers. Then there is the duty to register copyright in certain jurisdictions. We believe that Publishers are better placed to do these things than authors.

Then there is the issue of multiple authors who would automatically own copyright jointly. If they retained copyright they would have to deal with all the above on a joint basis. Having a single copyright holder eases the management of copyright. One party can deal with these things much more easily than a multitude.

From Mirce Science's point of view, as the holder of the copyright Mirce Science's rights are not limited in time. This is in contrast to if Mirce Science were a licensee as licences are sometimes limited in time either by contract or as a matter of the local law of the licensors (authors). Having rights which are unlimited by time enables Mirce Science to licence perpetual rights which many libraries want. Further, by having rights unlimited by time Mirce Science can move safely into new formats and publication platforms which may arise years after the original document is signed by the authors. Mirce Science has the right to make use of the articles in the future, without having to seek the authors' permission again. This is beneficial to the whole community. The grant of rights unlimited in time provides the legal incentives necessary for Publishers to undertake the investment needed to disseminate the scientific record worldwide and to maintain the integrity of that record.

In addition, it makes enforcement of rights much easier, enabling Mirce Science to protect the work against infringers. Authors rarely defend themselves against infringers, pirates and plagiarists as they do not have the expertise, time or money to do so. Mirce Science is much better placed to do this.

Some query whether Publishers need to hold copyright and say that by doing so authors are prevented from using their articles for academic research or educational reasons. But as can be seen the fact that the copyright has been transferred to Mirce Science does not prevent the authors from using the article in most of the ways they would want for ongoing research, education and outreach. In addition, it does not deny the authors' other rights such as the moral right to be identified as the author or patent rights.

Finally, note that Mirce Science does not take a copyright assignment for supplementary material.

### **Why does Mirce Science believe it needs exclusive rights?**

If Mirce Science only had a non-exclusive licence the owner could publish the work in another publication in addition to the journal. This is regarded as unethical.

### **Does the assignment of copyright deny the author other intellectual property rights?**

No, authors retain other rights including their moral rights to, for example, be named as the author, to object to derogatory treatment of the work (such as changes being made to the work which the author objects to) as well as the right to patent any inventions described in the article.

### **Do all articles require a signed Assignment of Copyright form?**

Authors should complete an Assignment form and have returned this to Mirce Science by the time their paper is accepted for publication. This ensures that Mirce Science is mandated to publish the article on the author's behalf and that the author confirms all the conditions relating to the article. If you think that you require an exclusive licence rather than an assignment of copyright please contact the Managing Editor.

### **As a third party, can I use articles published by Mirce Science for lecture and classroom purposes?**

This is normally possible for requests relating to small numbers of copies or parts of articles but please contact the Managing Editor for permission.

**As a third party (not an author), can I request permission to re-publish an article or portion of an article published by Mirce Science?**

This may be possible. Please let us know the full details of your intentions, such as where the material will appear and in what format, if it will be produced by another Publisher etc. Please send as much background to the request as you can to the Managing Editor and we will respond to your enquiry.

**What is the situation regarding dual publication?**

Dual publication of identical articles is regarded as unethical. The overlap between research papers, conference papers and review articles can be subtle and conventions vary in different scientific fields. Please consult Mirce Academy's Ethical Policy for further information.

**Other queries**

If you have a query which has not been answered in these FAQs please e-mail it to: [quest@mirceakademy.com](mailto:quest@mirceakademy.com).