AUTHOR SUBMISSION AGREEMENT GUIDELINES

The National Research Foundation staff may submit their work/s to the designated coordinator.

AUTHOR AGREEMENT form should be submitted to the coordinator and a once off consent form should also be submitted online to the NRF IR admin.

Deposited Work/s
(Full title or description of the Deposited Work/s that you agree will be submitted for deposit on your behalf by the coordinator at your BU/NF

Deposited Work/s Author/s:

1. DEFINITIONS

Copyright: means the entire right, title and interest in the copyright, design right and database right in the Deposited Work/s throughout the world;

Author/s: means the first owner/s of copyright in the Deposited Work/s;

Deposited Work/s: means the work/s authored by an NRF employee, which can be submitted for archiving in the NRF IR.

Types of material to deposit: publications, research datasets, conference proceedings, PowerPoint presentations, reports, book/book chapters, artistic (including photographs), sound recordings, videos/films or broadcasts and any information or data accompanying the work/s.

2. GRANT OF RIGHTS TO NRF IR

2.1 As the author you agree to deposit your work/s in NRF IR and grant to the NRF non-exclusive, worldwide, royalty-free license for use of digital work/s for the full term of copyright and any renewals, extensions or revivals thereof for the purpose, defined as follows:

2.1.1 to reproduce the work(s) for archiving and preservation purposes; and

2.1.2 to reproduce the Deposited Work(s) and make the Deposited Work(s) available
via NRF IR to the public on the Internet or any subsequent technology for the purposes of non-commercial research or private study and as otherwise permitted in the copyright act 98 of 1978 South Africa.

I warrant that:

1. I am either the owner of the copyrights in the Submission or have the express written permission of the copyright owner(s), and, therefore, have full authority to grant the rights set forth in this Agreement;

2. The Submission does not infringe on any copyright or other intellectual property rights of any third party, nor does the Submission contain any libelous matter or otherwise infringe any other rights of any third party.

3. If the Submission contains any material, including images and graphs, for which I do not hold the copyright and that does not constitute fair use under the copyright act 98 of 1978 South Africa, such material is clearly identified/acknowledged within the Submission, and I have obtained the written permission of the copyright owner of such material to grant the rights set forth in this Agreement;

4. No right in the Submission has been sold, mortgaged, or otherwise disposed of, and the Submission is free from all exclusive claims; and

5. There are no restrictions or required publication delays affecting the NRF’s distribution or other use of the Submission, so the NRF may immediately post my Submission to NRF IR, except as indicated in writing simultaneously with the deposit of the Submission.

4. NRF IR Rights

4.1 I understand and agree that NRF IR:

4.1.1 may apply metadata elements or documentation to the Deposited Work(s);

4.1.2 will exercise reasonable endeavors to preserve the physical integrity of the Deposited Work(s), but shall incur no liability for loss or damage to any Deposited Work(s);

4.1.3 shall retain the right to remove the Deposited Work(s) without notice for professional, administrative or legal reasons after its acceptance for archiving and dissemination, including pending investigation upon a complaint from a third party, or it becomes evident that all appropriate permissions and/or consents warranted have not been secured, or it is found to contain defamatory or libelous statements or material. Upon such an occurrence a metadata record indicating storage of the Deposited Work(s) in NRF IR will remain visible in perpetuity.

NRF IR has the right to grant these rights without infringing others’ copyrights.
Please be assured that: The NRF IR team will check publisher policy, apply embargoes where necessary and liaise with you to ensure legal compliance.

**Please contact us for more information is required**

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**References:**

1. Policies & guidelines, available from: [http://search.arcadia.edu/content/policies-guidelines](http://search.arcadia.edu/content/policies-guidelines) [4 November 2015]