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| <b>Policy Title:</b>                         | Publications Copyright Policy                    |                          |  |
| <b>Policy Owner:</b>                         | Action Learning, Action Research Association Ltd |                          |  |
| <b>Relevant Statute (if applicable):</b>     | N/a  |                          |  |
| <b>Relevant Legislation (if applicable):</b> | N/a  |                          |  |
| <b>Policy Reference and Version No.:</b>     | Pol_4_1ALARALtd_Publications_Copyright           | <b>Policy reviewers:</b> | Colin Bradley<br>Emmanuel Tetteh<br>John Molineux<br>Andrew Cook<br>Susan Goff<br>Azril Bacal<br>Shankar Sankaran<br>Yedida Bessemer |
| <b>Commencement Date:</b>                    | 27 April 2022                                    | <b>Next Review Date:</b> | 27 April 2025  |

**i. Intent of Policy:** Action Learning, Action Research Association Ltd (ALARA) publishes works via a journal, an occasional monograph series, occasional other publications, webinars and video recordings, and its websites.

This policy provides information on the copyrights associated with these publications.

**ii. Scope:** ALARA supports the distribution of action learning and action research information and research. Practitioners and researchers may wish to submit a journal paper, monograph, book, presentation, video recording, practitioner paper, or other content that ALARA agrees to publish.

ALARA and the authors of this content must know the worldwide copyright of the published articles before the parties can agree to proceed with publication, and this policy defines that copyright.

**iii. Exclusions (if any):**

- Any materials that ALARA does not publish, but may promote or advise members and others of the materials

**iv. Key Objectives:** To clarify copyright of content published by ALARA

**v. Policies, records and action plans** N/a

**vi. Supporting/ Related Documents:** N/a

**vii. Key Words:** Copyright  
Publication Submission

**viii. Supporting Procedures/ Guidelines:** The submission guidelines and other content on the ALARA website (<https://www.alarassociation.org/publications/submission-guidelines> and related pages) and *Action Learning and Action Research Journal* site (<https://alarj.alarassociation.org/index.php/alarj/about/submissions> and related pages)

**1. Definitions and Acronyms:**

“Article” in this policy includes a journal article, art work, blog, book, monograph, poster, practitioner paper, uploaded file (document, spreadsheet, picture, etc.), video recording or other form of information.

Copyright is the exclusive legal right to reproduce, publish, sell, or distribute the matter and form of something (such as a literary, musical, or artistic work).

**2. Forms and Templates**

N/a

**3. Policy Functions:**

ALARA retains copyright of published works, to ensure that

1. Authors' works are protected, and
2. Authors can benefit from the administration of copyright fees by ALARA, as a registered member of Copyright Agency Limited (CAL).

ALARA wants to keep in touch with authors to continue building the action learning / action research network of researchers, practitioners and writers, existing and new.

**4. Policy and Procedures:**

1. ALARA does not retain these rights exclusively, and authors are entitled to republish the article in a printed or electronic collection without charge as long as they ensure that the original ALARA publication is properly credited, and they notify the ALARA Editor of their intent to do so.
2. ALARA provides access to abstracts of journal articles to the public via its journal site (<https://alarj.alarassociation.org/index.php/alarj>), and full access to the entire journal to ALARA members via both the journal site and via its publications webpages (<https://www.alarassociation.org/publications/>). Access to monographs is similarly embargoed for ALARA members via the publications webpages. Full public access to both the journal and monographs becomes available on ALARA's publication webpages approximately twelve months after publication.
3. ALARA also provides copies of some publications to search engines such as Informit and EBSCO, who sell copies of the articles or access licences to their databases. ALARA may receive payment for these sales, either for a publication or a single specified article.
4. ALARA provides electronic copies of the journal and monographs to a print-on-demand publisher, who sells printed copies as requested by the public, including via online book stores. ALARA may receive a payment for copies sold.
5. When ALARA receives payment from any source for articles, authors who are financial members of ALARA at that time are entitled to 50% of any copyright monies collected as a result of the identified reprint and/or redistribution of the work in the following circumstances
  - a) The published work is an original work submitted to and published in an ALARA publication



- b) The copyright monies are directly attributed to the author's works and are not general copyright monies for a publication with several works by several authors
6. ALARA will:
    - a) Manage the communication and referral of any requests for reprinting and/or redistribution of the work,
    - b) Endorse the copyright process through its Board,
    - c) Administer the copyright licensing and fees or monies associated with it, and
    - d) Notify authors of any monies to which they are entitled, as a result of reprinting and/or redistribution requests, at 50% of the total amount, shared with ALARA.
  7. All ALARA publications are registered with the National Library of Australia and the State Library of the state in which Action Learning, Action Research Association is registered (South Australia). Copies of the publications are provided to those libraries for access by library patrons.
  8. ALARA endeavours to maintain the security of its websites and files attached to those sites, and to limit access to publications to those authorised by and arranged with ALARA. Most of ALARA's publications move to the public domain on publication or, as indicated above, approximately twelve months after publication. ALARA cannot be held responsible for unauthorised access and use of articles, although ALARA does encourage authors to advise ALARA if they discover any unauthorised use of their (or others') articles, so that it can investigate and take action if possible.
  9. ALARA expects that any disagreement or dispute between authors and ALARA over copyright will be managed through active dialogue in keeping with the collaborative spirit of action research.
  10. By submitting a work for publication by ALARA, the author(s) are agreeing to this copyright policy and ALARA's guidelines on authors' copies

## 5. Sub-groups

- Global Strategic Publications Editorial Board
- Editorial Team
- Editorial Advisory Board and Review Panel
- Conference Organising Committees for publications arising from events