Career Tech High School

STYLE & REFERENCE MANUAL

2007-2008 Edition

MAT-SU
CAREER & TECH HS
EST. 2007

Revised 12/14/07

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FORMATTING NOTES

- Use left justification of documents unless otherwise indicated.
- Use a 12-point Arial font unless otherwise indicated.
- Spacing Guidelines: One or two spaces may be used between the two-letter state abbreviation and the ZIP code. One or two spaces may be used following the end-of-sentence punctuation. One or two spaces may be used after a colon. For a dash, use either an em dash key or two hyphens (no spaces before, between, or after). Spacing must be consistent throughout the document.
- Spell out numbers from 1 through 10; use figures for numbers above 10. This rule applies to both exact and approximate numbers. Use the same style to express related numbers above and below 10. If any of the numbers are above 10, put them all in figures.
- When using the abbreviation for Post Office in an inside address, it should be as follows: P.O.
- In a series, the comma before the conjunction is optional.
- Main and subheadings should be keyed in boldface in all documents except in the Report format.
- Documents in the *Style & Reference Manual* may not show the correct top margins due to instruction box at the top of the page.
- Header and footer margins are .5" unless otherwise indicated.
- All signature lines will be 2".
- Enumerations and bullets are formatted the same way in letters and memos. (See memo for example.)

PROFESSIONAL BUSINESS ASSOCIATES ***(bold, all caps)***
(DS)
Agenda ***(bold)***
(DS)
Regular Meeting of Board of Directors ***(bold)***
(DS)
Tuesday, March 29, 20__ -1 p.m. ***(bold)***
(DS)
Board Room, Sixth Floor ***(bold)***

(QS)

1. Call to Order—Nancy Wells, Chief Executive Officer
   (DS)
2. Roll Call—Harvey Rosen, Secretary

3. Reading of the Minutes—Harvey Rosen, Secretary

4. Treasurer's Report—Julie Smith, Treasurer

5. Other Officer Reports

6. Committee Reports
   Accounting—Larry Owens
   Social—Bernice Adams **(SS)**
   Fundraising—Kathy Ludwig
   (DS)
7. Unfinished Business
   Dues Increase **(SS)**
   Name Change
   (DS)
8. New Business
   Purchase of Folders **(SS)**
   Anniversary Celebration
   (DS)
9. Date of Next Meeting

10. Adjournment

Note:

- Do not enumerate if times are used.
- If times are used, they can be aligned at the colon or left aligned.
- Numbers may be left or right aligned.

LABEL/ENVELOPE FORMAT

Ms. Julie Smith, Manager
Human Resources Department
Professional Business Associates
5454 Cleveland Avenue
Columbus, OH 43231-4021

Note:

- One or two spaces may be used between the two-letter state abbreviation and the ZIP code.
- Avery 5160 should be used for labels unless otherwise stated.
- Labels can be sorted vertically or horizontally.

LETTER
Margins: 1"--To vertically center
click PAGE SETUP
From the File menu, select LAYOUT tab,
under vertical alignment, choose CENTER

November 16, 20__ *(use current date)*

(QS—4 returns)

Mr. Larry Brown, President
Brown Office Supplies
1101 Hortez Road
Chicago, IL 60601-1234
(DS—2 returns)
Dear Mr. Brown
(DS—2 returns)
Your current balance on the enclosed invoice is long overdue. We are planning to turn your records over to a collection agency soon.

It is important that you contact our accounting department immediately to arrange an easy payment plan that will be satisfactory to both parties.

Please contact Roger Owens, your account representative, at 601-555-0014.
(DS—2 returns)
Sincerely

(QS—4 returns)

Nancy Wells Chief Executive Officer
(DS—2 returns)
xx (*your initials as typist in lowercase*)
(DS—2 returns)
Enclosure
(DS—2 returns)
c Roger Owens

MEMORANDUM
Top Margin: 1"
Side Margins: 1"

MEMORANDUM (*16 pt. bold font*)

(DS)

TO: Tom Carlson, Julie Smith, Roger Meyer, Edna Renick
(DS)
FROM: Harvey Rosen, Financial Services
(DS)
DATE: September 9, 20__
(DS)
SUBJECT: Mandatory Payroll Deductions
(DS)

It has come to my attention that some employees believe that payroll deductions are optional. Please share the following information with the employees in your respective departments. It can be found on page 23 of our Personnel Manual.

> Professional Business Associates is required by law to make certain deductions
> from your paycheck each time one is prepared. Among these are your federal, state, and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub.

I've attached the Compensation section from our HR Manual for your reference. Highlights from this section are listed below.

1. Direct Deposit

2. Payroll Deadlines

3. Making Changes to Tax Withholdings (W-4)

4. W-2 Form—by January 30 of each year, current and former employees are provided W-2 Form for income tax purposes

If any of your employees have questions, please let me know and I'll be more than happy to address them on an individual basis. Thank you for your time and attention to this matter.
(DS)
xx (*your initials as typist, lowercase*)
(DS)
Enclosure or Attachment **(***use whichever is appropriate, if any***)**

MINUTES
Top Margin: 1"
Side Margins: 1"

PROFESSIONAL BUSINESS ASSOCIATES *(bold)*
(DS)
Minutes *(bold)*
(DS)
Regular Meeting of Board of Directors *(bold)*
(DS)
September 22, 20__ *(bold)*

(QS)

A regular meeting of the Board of Directors of Professional Business Associates was called to order at 5454 Cleveland Avenue, Columbus, Ohio, at 10 a.m. pursuant to the notice sent to all Directors in accordance with the bylaws.

(DS)

The following Directors were present, constituting all the Directors: Jared G. Allison II, Kenneth L. Calderone, Deborah Dean Daniels, and Gary Guyot.

Jared G. Allison II, Chairman, presided and David K. Rust, Assistant Secretary, recorded the proceedings of the meeting.

The minutes of the last meeting were approved.

Mr. Allison introduced Gregory A. Horn, Executive Vice President of Operations, who reported on August operations. Although sales were satisfactory, future prospects looked good. Gary Guyot reviewed the recommendations for building a new facility or renovating the existing facility to accommodate the corporation’s information processing needs over the next ten years.

The next meeting of the Board will be held on November 24, 20__, at 10 a.m.

There being no further business, the meeting was adjourned at 1:05 p.m.

(QS)

______(2” line)__________,
Secretary

Note:
- The line for the Secretary’s signature must be two inches long.
- The word Secretary is to be centered below the line.

MLA REPORT
Top Margin: 1"
Side Margins: 1"
Spacing of Body: DS
Header: .5"

Julie Smith (***student name)***
(DS)
Roger Meyer (***teacher name***)
(DS)
Marketing Department *(n**ame of course**)*
(DS)
8 October 20__ (***use current date***)
(DS)

*NOTE: The title is typed in Title Case (not all caps) and is not bold.

Report Format (title of report)

(DS)

Whether written for personal or business use, a report should present a message that is well organized, stated simply, and clear in meaning. A report that does not meet these criteria reflects a lack of planning and preparation.

Planning a Report

Three steps should be taken in planning a report. Selecting the topic is not merely the first step, but also the most important one. It is vital that you choose a topic in which you have sufficient interest to do the necessary related reading and research.

Preparing the Report

The following three steps should be utilized in preparing the report:

1. Look for data and authoritative statements.

2. Prepare a rough draft of the report, organizing the data into a series of related paragraphs. A sentence that follows enumerated items within the same paragraph should begin at the left margin.

3. Read the rough draft carefully. Whether the report is typed or printed, it should be neat and arranged in proper format. A neat report presented in an orderly style makes an immediate positive impression on the reader.

Computer Set-Up for MLA Format

1. Open a Word Document.
2. Pull down File menu
   1. Choose Page Setup
   2. Set All margins (top, bottom, right and left) to 1”
   3. Click on “OK”
3. Pull down Format menu
   1. Choose Paragraph
   2. Choose Line spacing—change to double
4. Pull down View menu
   1. Choose Header and Footer
   2. Choose Right Align from your toolbar
   3. Key your last name and press the space bar
   4. Click on the button with # on it from the header toolbar
   5. Choose close from the header toolbar
5. Key your 4-line Heading (Student’s name, teacher, class, date) at the left margin of the paper. The following is an example:

   John Doe

   Mr. Teacher

   Honors Underwater Basket Weaving, Period 5

   1 January 2001

6. Key the title of your paper and press “Enter”.
7. Place your cursor back in the title and choose center from the toolbar
8. Return to the line below the title and key the body of your report.
9. After the last line of the last paragraph, hold “Ctrl” and press “Enter”. This creates a page break for your works cited page.
10. Key “Works Cited”
    1. Choose the center button on the tool bar
    2. Press “Enter”
    3. Choose the left align button on the tool bar.
11. Pull down Format
    1. Choose paragraph
    2. Under “Special” choose Hanging
12. Key your Works Cited.
13. BEFORE you print, run spell check and PROOFREAD!!

SPEECH
Top Margin: 1"Side
Margins: 1"Spacing in
Body: QS

BUSINESS PROFESSIONALS OF AMERICA *(bold)*
(DS)
National Leadership Conference *(bold)*

(QS)

Students from Johnson High School will attend the 20__ National Leadership Conference of Business Professionals of America in New York, New York, April 22-April 26, 20__. The theme of the conference is “Destination: Success.” During the five-day conference, the students will participate in skills assessments, workshops, and an election campaign. Also, they will be enjoying some of the sites in the New York area.

More than 6,000 students nationwide will attend the conference as top representatives from the approximately 55,000 national members.

NOTE: top table is with borders
lower table is without borders

SALARY CHART *(bold)*
(DS)
Administrative Support Department *(bold)*

(QS)

Position	**Current Salary**	**Percent Increase**	**Amount Increase**	**New Salary**
Accountant	$26,000.00	6.5	$1,690.00	$27,690.00
Accounting Clerk	19,000.00	5.0	950.00	19,950.00
Administrative Assistant	23,000.00	5.5	1,265.00	24,265.00
Data Entry Clerk	16,500.00	4.5	742.50	17,242.50
Data Processing Programmer	23,500.00	6.0	1,410.00	24,910.00
Executive Assistant	25,000.00	6.5	1,625.00	26,625.00
Office Assistant	16,000.00	0.5	80.00	16,080.00
Office Specialist	19,000.00	5.0	950.00	19,950.00
Total	**$168,000.00**		**$8,712.50**	**$176,712.50**

SALARY CHART *(bold)*
(DS)
Administrative Support Department *(bold)*

(QS)

Position	**Current Salary**	**Percent Increase**	**Amount Increase**	**New Salary**
Accountant	$26,000.00	6.5	$1,690.00	$27,690.00
Accounting Clerk	19,000.00	5.0	950.00	19,950.00
Administrative Assistant	23,000.00	5.5	1,265.00	24,265.00
Data Entry Clerk	16,500.00	4.5	742.50	17,242.50
Data Processing Programmer	23,500.00	6.0	1,410.00	24,910.00
Executive Assistant	25,000.00	6.5	1,625.00	26,625.00
Office Assistant	16,000.00	0.5	80.00	16,080.00
Office Specialist	19,000.00	5.0	950.00	19,950.00
Total	**$168,000.00**		**$8,712.50**	**$176,712.50**

WORKS CITED
Top Margin: 1"
Spacing of Body: DS
Header: .5

(Right margin header—Sender's Last Name & Page #) **Smith 13**

Works Cited

(DS)

Burka, Lauren P. "A Hypertext History of Multi-User Dimensions." MUD History. 1993. (2 Aug. 1996). http://www.utopia.com/talent/lpb/muddex/essay.

Connor, Earl. "Body Language Cues." Management Today. June 1994: 250-261.

LePoole, Arnold. What American Business Can (and Must) Learn From the Japanese. New York: Management Press, 1990.

---. Your Tour of Duty Overseas. 2nd ed. Oklahoma City: American Press, 1988.

Newby, Corrine J. "Global Implications for American Business: The Numbers Don't Lie." Marketing Research Quarterly. 50 (1994): 190-215.

Roncaro, Paul L., and Glenn D. Lance. "Losing Something in the Translation." Winston-Salem Herald. 2 June 1992: 4A.

"Tell It Like It Is: Making Yourself Understood in the New Russia." International Times. 19 October 1993: 38.

Note:

- A Website address is accepted in either normal or smaller font size.
- The marking "---" is used to indicate a repeat in authors.
- Alphabetical by author. If no specific author referenced, alphabetize by first letter of first word of work cited.

Two-Letter State Abbreviations

State/Possession	**Abbr.**
ALABAMA	AL
ALASKA	AK
AMERICAN SAMOA	AS
ARIZONA	AZ
ARKANSAS	AR
CALIFORNIA	CA
COLORADO	CO
CONNECTICUT	CT
DELAWARE	DE
DISTRICT OF COLUMBIA	DC
FEDERATED STATES OF MICRONESIA	FM
FLORIDA	FL
GEORGIA	GA
GUAM	GU
HAWAII	HI
IDAHO	ID
ILLINOIS	IL
INDIANA	IN
IOWA	IA
KANSAS	KS
KENTUCKY	KY
LOUISIANA	LA
MAINE	ME
MARSHALL ISLANDS	MH
MARYLAND	MD
MASSACHUSETTS	MA
MICHIGAN	MI
MINNESOTA	MN
MISSISSIPPI	MS
MISSOURI	MO
MONTANA	MT
NEBRASKA	NE
NEVADA	NV
NEW HAMPSHIRE	NH

State/Possession	**Abbr.**
NEW JERSEY	NJ
NEW MEXICO	NM
NEW YORK	NY
NORTH CAROLINA	NC
NORTH DAKOTA	ND
NORTHERN MARIANA ISLANDS	MP
OHIO	OH
OKLAHOMA	OK
OREGON	OR
PALAU	PW
PENNSYLVANIA	PA
PUERTO RICO	PR
RHODE ISLAND	RI
SOUTH CAROLINA	SC
SOUTH DAKOTA	SD
TENNESSEE	TN
TEXAS	TX
UTAH	UT
VERMONT	VT
VIRGIN ISLANDS	VI
VIRGINIA	VA
WASHINGTON	WA
WEST VIRGINIA	WV
WISCONSIN	WI
WYOMING	WY

Military "State"	**Abbr.**
Armed Forces Africa	AE
Armed Forces Americas (except Canada)	AA
Armed Forces Canada	AE
Armed Forces Europe	AE
Armed Forces Middle East	AE
Armed Forces Pacific	AP

Rules for Alphabetic Filing

The following seven rules provide consistency in simplified filing.

1. Each filing unit in a filing segment is to be considered. This includes prepositions, conjunctions, and articles. The only exception is when the word **The** is the first filing unit in a filing segment. In this case, **The** is the last filing unit. Spell out all symbols (e.g., &, $, #) and file alphabetically.
2. Alphabetize by arranging files **unit-by-unit** and **letter-by-letter** within each unit.
3. File "nothing before something." File single unit filing segments before multiple unit filing segments.
4. Ignore all punctuation when alphabetizing. This includes periods, commas, dashes, hyphens, apostrophes, etc. Hyphenated words are considered one unit.
5. Arabic and Roman numbers are filed sequentially before alphabetical characters. All Arabic numerals precede all Roman numerals.
6. Acronyms, abbreviations, and radio and television station call letters are filed as one unit.
7. File under the most commonly used name or title. Cross-reference under other names or titles, which might be used in an information request.

Personal Names

1. Simple Personal Names—Use the last name (surname) as the first filing unit. The first name or initial is the second filing unit. Subsequent names or initials are filed as successive units.
2. Personal Names with Prefixes—Surnames that include a prefix are filed as one unit whether the prefix is followed by a space or not. Examples of prefixes are: D', Da, De, Del, De la, Della, Den., Des, Di, Du, El, Fitz, L', La, Las, Le, Les, Lo, Los, M, Mac, Mc, O', Saint, St., Ste., Te, Ten, Ter, Van, Van de, Van der, Von, Von der.
3. Personal Names with Personal and Professional Titles and Suffixes—Suffixes are not used as filing units except when needed to distinguish between two or more identical names. When needed, a suffix is the last filing unit and is filed as written, ignoring punctuation. Examples of suffixes are: Jr., III.
4. Personal Names which are Hyphenated—Ignore the hyphen and file the two words as one unit.
5. Pseudonyms and Royal and Religious Titles—Pseudonyms are filed as written. Personal names that start with a royal or religious title and are followed by only a given name(s) are filed as written.
6. Foreign Personal Names—If the surname is identifiable, file the name as any other personal name is filed. If there is a question about the surname, use the last name as the first filing unit and make a cross-reference from the first name.
7. Nicknames—When a person commonly uses a nickname as a first name, file using the nickname. Cross-reference from the given name only if necessary.

Business Names

1. When the same filing segment is applicable to more than one location, filing order is determined by an identifying location. In the case of banks, unions, etc., this location may be a branch, local number, post, etc. For most businesses, it will be an address.
2. When using an address, cities are considered first, followed by states or provinces, street names, house number, and then building number, in that order.

Address Arrangement

1. When the first units of street names are written as numbers, the street names are considered in ascending numeric order and placed together before alphabetic street names.

2. Street names with compass directions are considered as written. Numbers after compass directions are considered before alphabetic names (for example: East 8th, East Main, Franklin, SE Eighth, Southeast Eighth, etc.)

3. If a filing unit within an address is not necessary for identification, it does not have to be used.

Business and Organization Names

1. Business and organization names are filed as written, using the business letterhead or trademark as a guide. Names with prefixes follow the example for personal names with prefixes.
2. Note: When necessary to ensure information retrieval, cross-reference between acronyms and the complete name.
3. Subsidiaries of businesses will be filed under their own name with a cross-reference to the parent company, if needed.
4. Location words in business names will follow the standard rule that each word/filing unit is treated as a separate filing unit.
5. Compass terms in business names: Each word/unit in a filing segment containing a compass term is considered a separate filing unit. If the term includes more than one compass point, treat it as it is written. Establish cross-references as needed.

U.S. Governmental/Political Designations

1. When filing governmental/political material, the name of the major/governmental/political entity is filed first, followed by the **distinctive** name of the department, bureau, etc.

2. This rule covers all governmental and political divisions, agencies, department, committees, etc. from the federal to the state, county/parish, city, district, and ward level.

EXAMPLES:

Federal

The name of the major governmental entity, United States Government, is filed first followed by the distinctive name of the department, office, service, bureau, etc. For example, Labor is the distinctive part of the name Department of Labor, so it should be filed as Labor Department (of).

United States Government
  Agriculture Department (of)
    Natural Resources Office (of)
      Forestry Service

United States Government
  Environmental Protection Agency

State and Local

State, county, parish, city, town, township, and village governmental/political divisions are filed by their distinctive names. The words "county," "city" "department" etc., if needed and as appropriate, are added for clarity and are considered filing units.

Ohio State (of)
  Transportation Department (of)
    Motor Vehicles Division (of)

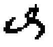
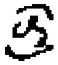
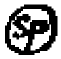
Note: If "of" is not part of the official name as written, it is not added.

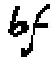
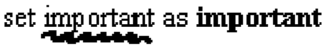
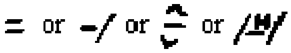
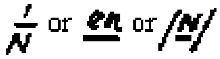
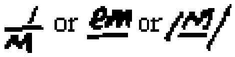
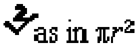
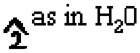
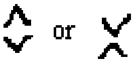
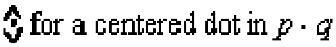
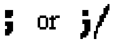
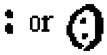
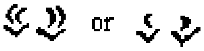
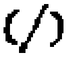
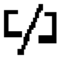
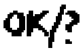
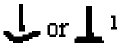
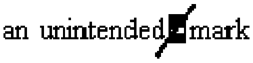
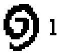
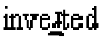
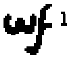
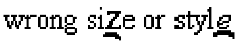
Foreign Governments

The distinctive name translated into English is the first filing unit. If needed, the balance of the formal name of the government forms the next filing unit(s). Divisions, departments, and branches follow in sequential order, reversing the written order where necessary to give the distinctive name precedence in the filing arrangement.

States, colonies, provinces, cities, and other divisions of foreign governments are filed by their distinctive or official names as translated into English. Cross-reference written name to official native name where necessary.

PROOFREADERS' MARKS

Symbol	Meaning	Example
 or or	delete	take ~~it~~ out
	close up	print as o ne word
	delete and close up	clo~~o~~se up
or or	caret	insert here something
#	insert a space	put onehere
eq#	space evenly	space evenly where indicated
stet	let stand	let marked ~~text~~ stand as set
tr	transpose	change order the
/	used to separate two or more marks and often as a concluding stroke at the end of an insertion	
[	set farther to the left	too far to the right
]	set farther to the right	too far to the left
	set as ligature (such as æ)	encyclopaedia
	align horizontally	alignment
||	align vertically	|| align with surrounding text
x	broken character	imperfect
□	indent or insert em quad space	
¶	begin a new paragraph	
	spell out	set 5 lbs. as five pounds
cap	set in CAPITALS	set nato as NATO
sm cap or s.c.	set in SMALL CAPITALS	set signal as SIGNAL
lc	set in lowercase	set ~~S~~outh as south
ital	set in *italic*	set oeuvre as *oeuvre*
rom	set in roman	set *mensch* as mensch

	set in **boldface**	
	hyphen	multi-colored
	en dash	1965–72
	em (or long) dash	Now—at last!—we know.
	superscript or superior	
	subscript or inferior	
	centered	
	comma	
	apostrophe	
	period	
	semicolon	
	colon	
	quotation marks	
	parentheses	
	brackets	
	query to author: has this been set as intended?	
w/c	**Word Choice**	
s/s	**Sentence Structure**	
	push down a work-up	
	turn over an inverted letter	
	wrong font	

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[1] The last three symbols are unlikely to be needed in marking proofs of photocomposed matter.

COPYRIGHT AND FAIR USE GUIDELINES

Medium	What You Can Do	According to	The Fine Print
Printed Material			
• Poem less than 250 words • Excerpt of 250 words from a poem greater than 250 words • Articles, stories, or essays less than 2,500 words • Excerpt from a longer work (10% of work or 1,000 words, whichever is less) • A chart, picture, drawing, diagram, graph, cartoon or picture from a book, Web page, or periodical issue • Two pages (max) from an illustrated work less than 2,500 words (like children's books) • A chapter from a book • An article from a periodical • Short story, short essay, or short poem	Teachers may make multiple copies for classroom use. Teachers may incorporate into multimedia for teaching courses. Students may incorporate text in multimedia projects.	*United States Copyright Office Circular 21*	No more than one copy per student. Usage must be: At the "instance and inspiration of a single teacher" and when the time frame doesn't allow enough time for asking permission. Only for one course in the school. No more than nine instances per class per term (current news publications such as newspapers can be used more often). Don't create anthologies. "Consumables" can't be copied. Don't do it every term (if time allows, seek permission). Can't be directed by "higher authority." Copying cannot be a substitute for buying. **Copies may be made only from legally acquired originals.** Students may keep in portfolio for life.
Text for Use in Multimedia Projects			
• Same rights as " Printed Material" above	Students may incorporate text in multimedia projects. Teachers may incorporate text into multimedia for teaching courses.	*Fair Use Guidelines for Educational Multimedia*	
Internet			
• Internet connections • World Wide Web	Images may be downloaded for student projects. Sound files may be downloaded for use in projects (see portion restrictions above).	*Fair Use Guidelines for Educational Multimedia & Digital Millennium Copyright Act (DMCA).*	Images may **not** be reposted onto the Internet without permission. Sound or music files may not be copied and posted on the Internet without permission.
Video ("Motion Media") for Use in Multimedia Projects			
• Videotapes • DVD • Laser Discs • QuickTime Movies • Encyclopedias (CD ROM)	Students "may use portions of lawfully acquired copyrighted works in their academic multimedia," defined as 10% or three minutes (whichever is less) of "motion media."	*Fair Use Guidelines for Educational Multimedia*	"Proper attribution and credit must be noted for all copyrighted works included in multimedia, including those prepared under fair use." *Tina Ivany, UC San Diego 12/08/95*

Video for Integration into Video Projects			
• Videotapes • DVD • Laser Discs • QuickTime Movies • Encyclopedias (CD ROM)	Students "may use portions of lawfully acquired copyrighted works in their academic multimedia," defined as 10% or three minutes (whichever is less) of "motion media."	*Fair Use Guidelines for Educational Multimedia*	The material must be legitimately acquired (a legal copy, not bootleg or home recording).
Illustrations and Photographs			
• Photograph • Illustration • Collections of photographs • Collections of illustrations	Single works may be used in their entirety, but no more than 5 images by an artist or photographer. From a collection, no more than 15 images or 10%, whichever is less.	*Fair Use Guidelines for Educational Multimedia*	Older illustrations may be in the public domain, but the collection may be copyrighted.
Music for Integration into Multimedia / Video Projects			
• Music	Up to 10%, but no more than 30 seconds, of a copyrighted musical composition may be reproduced, performed and displayed as part of a multimedia program produced by an educator or student for educational purposes.	*Fair Use Guidelines for Educational Multimedia*	Some authorities site a maximum length of 30 seconds. *(www.indiana.edu)*, some do not mention a maximum *(Tina Ivany, UCSD, 12/08/95).* See below.
Television			
• Broadcast (e.g., ABC, NBC, CBS, UPN, PBS, local television stations) • Tapes made from broadcast	Live "off the air" broadcasts may be used for instruction. Tapes made from broadcasts may be used for instruction for a period of 45 consecutive days after recording.	Congress	Things get interesting when you want to retain tapes. **Minimum** rights allow for 10 school days. Enlightened rights holders often allow for much more. PBS series *Reading Rainbow* offers three year retention rights, for example. If you like it enough to keep it more than three years, buy it! It may not be altered.
Cable Television			
• CNN • MTV • HBO (etc.) • Tapes made from cable	May be used with permission. Many programs may be retained for years—depending on the program. Check with Cable in the Classroom. http://www.ciconline.org/main.cfm	Cable Systems (and their associations)	The guidelines for television programs were defined by Congress before cable television was a factor. Cable programs are not technically covered by the same guidelines as broadcast television.