

# Redacting Copyright Material

This How-to Guide covers the following:

Redacting signatures, images, diagrams and articles from a thesis.

## Copyright material and signatures

You do not need copyright permission to insert material created by others in your thesis for marking only. However, when submitting your marked thesis for publication on [Griffith's Institutional Repository](#), you need the copyright rights or written permission to include or adapt the following. Otherwise, you will need to redact these items.

- Any images, diagrams, charts, or maps created by others
- More than two paragraphs of words written by others.
- Transcripts of interviews.
- Articles you have authored or co-authored (that have been published or you intend to publish).

In addition, all signatures must be redacted before your thesis is published online to prevent identity theft.

## Redacting Signatures

- You will need to open the thesis file as a pdf in Adobe Acrobat. If document is in Word then first, **Open** and **Save as pdf**. If you do not have Adobe Acrobat it can be [freely downloaded for 7 days](#).
- In Adobe Acrobat select **Tools** then select **Redact**.

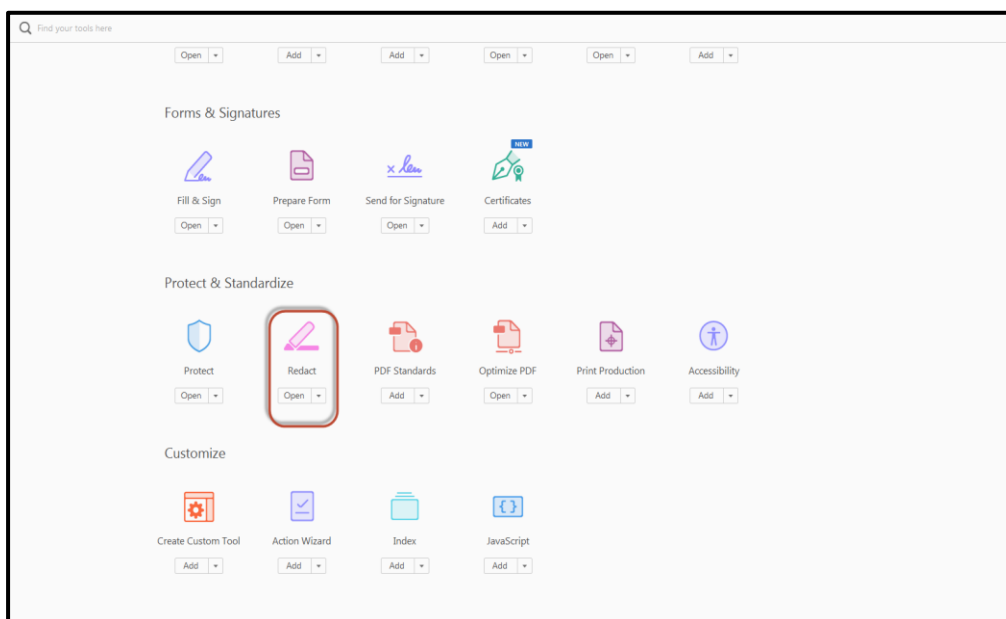


Figure 1: Select Redact

- Browse the text for signatures. Usually, signatures will be on the acknowledgement page and at the beginning of chapters that have been written by more than one researcher.
- Click on **Mark for Redaction**.
- Select **Text & Images**.
- Select the signature and click **Apply**.
- Save the file.

STATEMENT OF ORIGINALITY

This work has not previously been submitted for a degree or diploma in any university. To the best of my knowledge and belief, the thesis contains no material previously published or written by another person except where due reference is made in the thesis itself.

Signed: \_\_\_\_\_ Date: 21/02/2017 \_\_\_\_\_

Student Name: Joe Blow \_\_\_\_\_

Figure 2: Signature after redaction

## Redacting Images and Diagrams

- You will need to open the thesis file as a pdf in Adobe Acrobat. If document is in Word then first, **Open** and **Save as pdf**. If you do not have Adobe Acrobat it can be [freely downloaded for 7 days](#).
- In Adobe Acrobat select **Tools** then **Redact** (See Figure 1).
- Click on the image or diagram and delete.
- Select **Tools** and then **Add Text**.
- Place cursor in the area of redacted image or diagram.
- Type **"Image removed"**.
- Save file.

## Redacting Pages

- You will need to open the thesis file as a pdf in Adobe Acrobat. If document is in Word then first, **Open** and **Save as pdf**. If you do not have Adobe Acrobat it can be [freely downloaded for 7 days](#).
- In Adobe Acrobat select **Tools** then **Organize Pages**. This will show all pages in one menu.

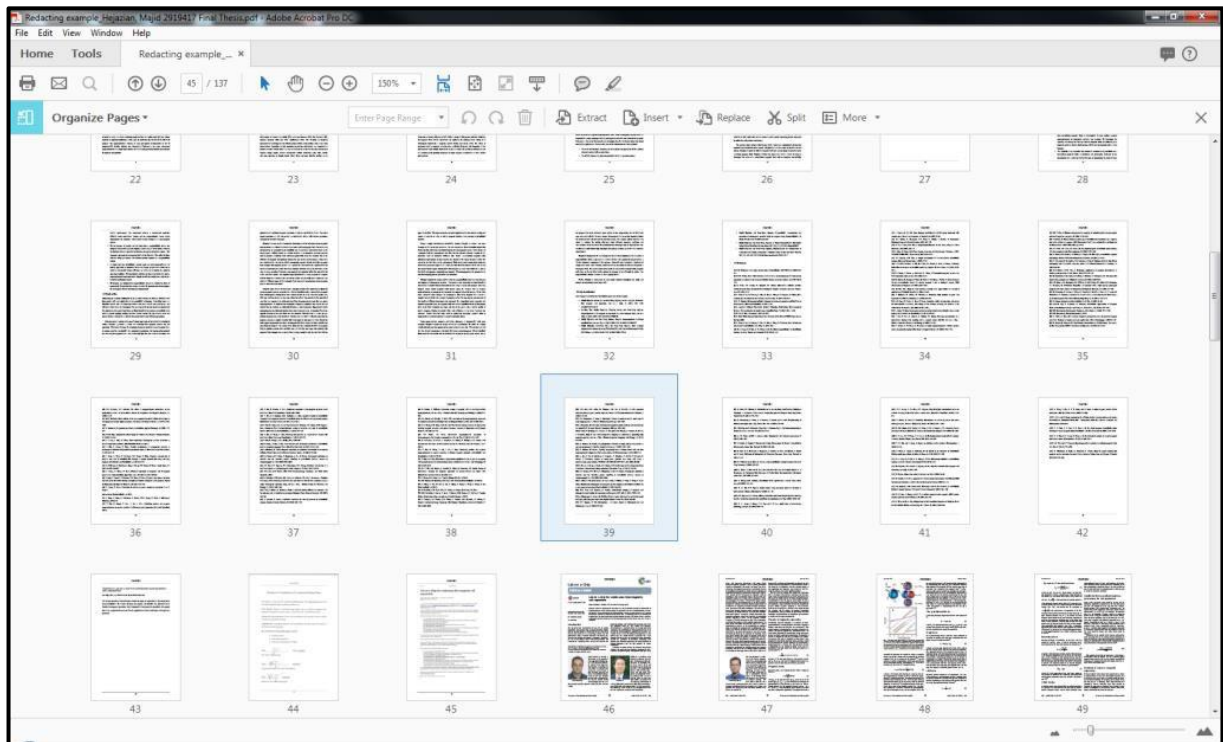


Figure 3: Select page

- Click on relevant pages and **Delete**.
- Select **Tools** and then **Add Text**.
- Place cursor in the area of redacted page.
- Type "**Pages redacted**".
- Save file.

**For further assistance**

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