



Forms and Guidelines for Using Trademarks and Copyrighted Material WISELI: Women in Science and Engineering Leadership Institute®

In order to foster and advance women and minorities in academia, WISELI: Women in Science and Engineering Leadership Institute® is firmly committed to broadly disseminating our materials and workshops to other academic institutions. Simultaneously, we are committed to protecting the reputation of our materials and to ensuring their appropriate use.

Consequently, we require anyone wishing to use our copyrighted materials to submit a request detailing how the materials will be used to wiseli@engr.wisc.edu. Please sign the request form, initial the “Terms and Conditions” pages and return to WISELI by mail, fax or as a scanned email attachment.

If your request is approved and you agree to the terms and conditions listed below, WISELI will grant you non-transferable, non-exclusive permission to use copyrighted material. (For academic institutions requesting use for educational purposes, this permission will usually be granted royalty-free.)

WISELI reserves the right to terminate or modify your permission for use and to take action against any use that does not conform to these terms and conditions, infringes on our intellectual property or other rights, or violates applicable law.

See below for:

Terms and Conditions for Copyright (pp. 2-3)

Important Note on Use of Trademarks (p. 3)

Request form – Permission to use Copyrighted Materials (p. 4)

List of Trademarks and Copyrighted Materials (p. 5)

TERMS and CONDITIONS for Copyrighted Material:

- If you plan to create your own document/s (guidebooks, brochures, handouts, etc) that incorporates substantial portions of our document/s, please use the following language:

This [handbook/guidebook/booklet/handout/document \(your choice\)](#) is reproduced and adapted with permission from WISELI: Women in Science and Engineering Leadership Institute[®] at the University of Wisconsin – Madison. It is based on the following publication/s: (Please see list of publications below and use the following format: Author/s. *Title*. Copyright © Date The Board of Regents of the University of Wisconsin System.)
- If you plan to reproduce our text and reformat one of our documents (guidebooks, brochures, handouts, etc) by changing the design/colors/images etc., we ask you to follow the guidelines below:
 - For the front cover, please choose one of the following options:
 - a. No Institutional Name, logo, or other identification (only the brochure title and an image), **or**
 - b. If you do choose to place your institution’s name/logo/other identification on the front cover, please also include on the front cover in readable font the following language:

Reprinted with permission from WISELI
Copyright © 2006 Board of Regents of the University of Wisconsin System
 - c. For the back page/panel, please include the WISELI logo, website address, credits, and NSF disclaimer. If you did not include language regarding permission to reprint and copyright information on the front cover, please include the following language below the NSF disclaimer:

Reprinted with permission from WISELI
Copyright © 2006 Board of Regents of the University of Wisconsin System.
Written by [Author/s]

If you wish to add your institution name/logo to the back page/panel – please add it **after** the Copyright notice (or if that is on the front page, after the NSF disclaimer).
 - Please submit a final draft to WISELI for approval before printing and disseminating.
- If you are offering a workshop/s based on our copyrighted materials, include the following text in a footnote on both the agenda and announcement:

This workshop is based on and adapted from a workshop developed by WISELI: Women in Science & Engineering Leadership Institute.[®]

If you wish, you may choose to name our workshop on which your workshop is based, for example:

This workshop is based on and adapted from “Searching for Excellence and Diversity,”[®] a workshop developed by WISELI: Women in Science & Engineering Leadership Institute.[®]
- If the material you plan to incorporate is not nearly as extensive as described above, a simple citation to the appropriate document will suffice.

(initial)_____

- If you envision using our material in some other manner, please use the language above as a guideline and forward your verbiage to Eve Fine (efine@wisc.edu) who will provide permission or suggest changes.
- If you receive requests from other institutions to use/reproduce/adapt material you based on WISELI's publications, please forward them to WISELI at wiseli@engr.wisc.edu

IMPORTANT NOTE ON USE OF TRADEMARKS:

WISELI holds the following trademarks:

- Searching for Excellence and Diversity®
- WISELI: Women in Science and Engineering Leadership Institute®

Because we hold these trademarks, we ask that you do not use them as titles for any workshops or documents you develop. Please use these trademarks only when crediting WISELI for our contributions as indicated in the examples above. When using the trademarks, please adhere to the following guidelines:

- Distinguish the trademark from the surrounding text in some manner by capitalizing or italicizing the entire mark, placing the mark in quotes, or using a different type style or font.
- Follow the trademark with the symbol ® to identify the term as a registered trademark.

(initial)_____

WISELI – The Women in Science and Engineering Leadership Institute
Permission to use Copyrighted Materials

Applicant Name: _____

Applicant Title: _____

Institutional Affiliation: _____

Request (Please specify your request below and provide a brief description of how you will be using the copyrighted materials):

I hereby agree to abide by the Terms and Conditions listed above (please initial lower right hand corner of the pages above),

Applicant Signature: _____

Date: _____

PERMISSION

Permission is hereby granted to _____

This permission is non-transferable and non-exclusive.

Permission Granted by _____

(Signature)

(Date)

List of Trademarks and Copyrighted Material

WISELI: Women in Science and Engineering Leadership Institute[®]

Trademarks

- WISELI: Women in Science and Engineering Leadership Institute[®]
- Searching for Excellence and Diversity[®]

Copyrights

- Enhancing Department Climate: A Chair's Role[©] (workshop, presentation)
- Breaking the Prejudice Habit Through Bias Literacy[©] (workshop, presentation)
- Website (<http://wiseli.engr.wisc.edu>)
- All brochures and guidebooks (see list below)

Partial List of Copyrighted Material

- WISELI Website: <http://wiseli.engr.wisc.edu>
- Eve Fine and Jo Handelsman. *Searching for Excellence and Diversity: A Guide for Search Committee Chairs*. University of Wisconsin-Madison, 2005. (Copyright © 2005 by the Board of Regents of the University of Wisconsin System.)
- Eve Fine and Jo Handelsman. *Reviewing Applicants: Research on Bias and Assumptions*. University of Wisconsin-Madison, 2005, 2006. (Copyright © 2005, 2006 by the Board of Regents of the University of Wisconsin System.)
- Eve Fine and Jennifer Sheridan. *Enhancing Department Climate: A Guide for Department Chairs*. University of Wisconsin-Madison, 2008. (Copyright © 2008 by the Board of Regents of the University of Wisconsin System.)
- Jo Handelsman, Jennifer Sheridan, Eve Fine, and Molly Carnes. *Advancing Women in Science and Engineering: Advice to the Top*. University of Wisconsin-Madison, 2005, 2009. (Copyright © 2005, 2009 by the Board of Regents of the University of Wisconsin System.)
- Eve Fine and Jo Handelsman. *Benefits and Challenges of Diversity in Academic Setting*. University of Wisconsin-Madison, 2010. (Copyright © 2010 by the Board of Regents of the University of Wisconsin System.)
- Jennifer Sheridan, Eve Fine and Jo Handelsman. *Fostering Success for Women in Science and Engineering: Advice for Departmental Faculty*. University of Wisconsin, 2010. (Copyright © 2010 by the Board of Regents of the University of Wisconsin System.)
- Deveny Benting and Jennifer Sheridan. *Advancing Your Career Through Awards and Recognition*. WISELI, 2004. (Copyright © 2004 by the Board of Regents of the University of Wisconsin System.)