St. Stephen's College
Student Handbook

STUDENT HANDBOOK
TABLE OF CONTENTS

The Student Handbook is available on the College website from 'Student Files/1.General Student Files and Links' https://www.ualberta.ca/st-stephens/st-stephens-programs/files-cabinet/student-files

ST. STEPHEN'S COLLEGE STUDENT HANDBOOK

CONTACT INFORMATION

Address
St. Stephen's College
at University of Alberta
8810 112 Street
Edmonton Alberta Canada T6G 2J6

Phone
780-439-7311
Toll Free in Canada: 1-800-661-4956

Email and Website
st.stephens@ualberta.ca
https://www.ualberta.ca/st-stephens

Contact information for Faculty and Staff, and details about who to contact for different purposes, are on the College website under 'About/Faculty and Staff'.

ST. STEPHEN'S COLLEGE HISTORY IN BRIEF AND DEGREE-GRANTING AUTHORITY

St. Stephen's College is a graduate school founded by The United Church of Canada and an Affiliated College of the University of Alberta in Edmonton. An Act to Incorporate St. Stephen's College (April 27, 1927; amended 1968) authorizes St. Stephen's College to confer degrees in theology. The College also teaches undergraduate and graduate University of Alberta credit courses, through the Faculty of Arts. St. Stephen's is an Associate Member of the Association of Theological Schools in the United States and Canada (ATS), and is actively working toward full membership and accreditation with ATS http://www.ats.edu/member-schools.

The Government of Alberta Ministry of Advanced Education licenses and certifies private post-secondary institutions. As a divinity school, St. Stephen's College is categorized as a private post-secondary institution. Institutions which fall under this category are listed here. https://www.alberta.ca/designated-post-secondary-institutions-alberta.aspx#toc-3 This list includes other divinity/theological schools/colleges in Alberta.

Campus Alberta Quality Council https://www.alberta.ca/post-secondary-program-standards-oversight.aspxd does not approve degrees in divinity.

Information on College governance, including a copy of the Act, can be found on the College website here.
https://www.ualberta.ca/st-stephens/about/governance-and-charter

Students intending to use St. Stephen's College degrees towards further higher education or for registration with professional counselling or other associations, in or outside of Canada, should be aware of the requirements of the institution, association or country they wish to apply that education toward. St. Stephen's Art Therapy programs meet the Educational Standards of the Canadian Art Therapy Association (CATA). A number of theological colleges throughout Canada accept transfer credits from St. Stephen's College; however, public universities will most likely not accept transfer credits from a divinity school. Students planning to transfer to other institutions should be aware of the specific program requirements at that institution.

FACULTY STATEMENT
St. Stephen's College Faculty is committed to the promotion of an environment that fosters learning for all in an atmosphere of trust and support. St. Stephen's College Faculty is committed to providing an environment of equality and respect for all people within St. Stephen's community, and to educating faculty, staff and students in developing teaching contexts that are welcoming to all.

HOW TO REGISTER FOR A COURSE

You will register for St. Stephen's College credit courses online: https://www.ualberta.ca/st-stephens/st-stephens-programs/how-to-study-at-ssc/register-for-a-course

Course fees are currently $859 per 3-credit course, and $898 per 3-credit course for courses starting September 1, 2020. Tuition payments are accepted online via credit card or debit through a third party payment processing service (Plastiq). A Plastiq service fee will be applied. Tuition may also be paid by email transfer, cheque, or onsite at the College (the College is temporarily closed to the public during the COVID-19 pandemic) by debit, cash, or money order. For week-long intensive courses, an extensive amount of preparation is required, and students are required to register one month in advance. Registration deadlines are published in the annual course schedule. Late registrations for some courses are accepted, if students can be prepared for the course (including acquiring syllabus, texts, and completing any pre-course assignments); a late fee of $75 applies. If you are not in a degree, but want to take a course for interest, you may register for credit as an Open Studies student, or on an Audit basis.

Information about how to register for a University of Alberta credit course (as an Open Studies student) is available on the University website: http://www.registrarsoffice.ualberta.ca/Special-Registrations/Open-Studies.aspx. Contact the St. Stephen's Registrar's Office if you need assistance.

ACCESSIBILITY: CLASSROOM AND PRACTICUM PLACEMENT SUPPORTS

St. Stephen's College promotes an accessible, inclusive, and universally designed environment. Individuals with documented disabilities are connected to the resources and supports needed to achieve full potential. We serve prospective and current students with disabilities affecting mobility, vision, hearing, learning, and physical or mental health. Students with disabilities may require accommodation support in courses and in practicums or other experiential learning courses. In a reasonable accommodation process, both the student with a disability and the College have rights and responsibilities. Clear communication and collaboration between all parties is the most reliable way to arrive at, and implement, effective classroom and field placement accommodations. While the instructors of the department delivering the course have knowledge regarding the competencies required for successfully passing a course or placement, the student has knowledge about the implications of the disability in meeting academic demands and specific tasks. We recommend that students who foresee requiring support in their courses or experiential learning initiate discussion with the St. Stephen's College Registrar's Office as early as possible, so that accommodations can be arranged through the Registrar's Office with the instructor or Department Chair/Associate Chair.

The lower level of the college is wheelchair accessible; students unable to navigate stairs should notify the College when registering so that appropriate classroom space is utilized. Also, some of the settings in which students do practicums are not wheelchair accessible. Some practicum sites may be unable to accept students with disabilities who require aids such as a walker, wheelchair, service dog, a cane, etc.

Students requiring supports for other types of disabilities may be eligible to receive services through Accessibility Resources at the University of Alberta https://www.ualberta.ca/current-students/accessibility-resources on a fee-for-service basis, with the College covering the cost. Canadian students using approved accommodation services with Accessibility Resources must apply for provincial and federal grants to defray the costs of those services. The college's administrative staff will also provide whatever assistance they can for St. Stephen's College students. Please contact St. Stephen's College Registrar's Office to request assistance.

Finally, students with disabilities need to be thoughtful about whether their disability will make it difficult or impossible for them to be admitted to practicum settings and, on graduation, to employment (including acquisition of professional certification/registration) in their chosen profession. Whether some form of disability is already in evidence at the time of application or becomes apparent after admission, the student's academic and experiential learning will be enhanced by clear communication and collaborative efforts and it is expected that the student will take responsibility for initiating conversation with the college Registrar and the Department Chair/Associate Chair concerning their situation.

HOW TO PROCEED WITH A ST. STEPHEN'S COLLEGE COURSE

This Handbook will give you some starting points for successful completion of courses. It has been created to give students some written guidelines to follow when academic or procedural questions come up. If personal guidance is desired, please call the Registrar's Office at St. Stephen's, and someone there will be glad to help.

- Take the time to read the entire course outline before you delve into the first assignment
- Get a sense of the timing suggested for the course work and how it will fit in and around your schedule. Look at a calendar as you walk through the course.
- Assignments are meant to help you through your learning. Dates are sometimes negotiable, except for the final assignment. Discuss that with your instructor.
- Get to know your instructor. Call or email when you have questions. Submit the first assignment early to get more sense of the instructor's style.
- Find someone to discuss the course with – a mentor, a colleague, a religious practitioner, a friend, your partner.

You will be asked to submit your evaluation of the course. Your comments are important to our efforts to offer effective courses.

COURSE EXTENSIONS

The course extension policy is in the Academic Calendar. Course extensions may be granted in extenuating circumstances (eg. medical reasons); the request must be made before the assignment deadline. The 'Course Extension Request' form is on the College website (https://cloudfront.ualberta.ca/-/media/ststephens/files-cabinet/course-extension-request-2020-fillable.pdf).

COURSE WITHDRAWAL-Academic

Students who wish to withdraw from a course must notify the Registrar's Office in writing (st.stephens@ualberta.ca) by the dates specified below. The College treats all students in an equitable fashion by adhering to published withdrawal deadlines.

Action / Grade	Length of Course Session				
	60 days or less (less than 2 months)	61-120 days (~2-4 months)	121-180 days (~4-6 months)	181-240 days (~6-8 months)	241+ days (~8+ months)
	Withdraw by:				
Registration Delete (no academic record)	End of first day of course	7 days after course start date	7 days after course start date	30 days after course start date	30 days after course start date
Withdrawal (Grade of W)	30 days after course start date	30 days after course start date	60 days after course start date	90 days after course start date	120 days after course start date
Withdrawal with Cause (Grade of WC)	Withdraw with cause anytime between the "Withdrawal (Grade of W)" deadline and the final assignment due date. Granted only in cases of serious illness or other extenuating circumstances (documentation required). *[REFER TO ACADEMIC CALENDAR FOR FULL POLICY]*				

For tuition refund policy, refer to Academic Calendar.

ACADEMIC CALENDAR

The Academic Calendar is the College's major publication, and it includes admission procedures and deadlines, **academic regulations** (including grading and extension policies), programs of study, academic standards, **degree requirements**, and information about **tuition and financial policies**. By the act of registering for a course of study, each student at St. Stephen's College agrees to observe and be bound by the terms, conditions, academic standards, rules, regulations, policies, and codes of behavior contained or referenced in the Calendar. Therefore, it is the student's responsibility to make himself or herself aware of the contents of the Calendar. The Calendar is on the website:
https://www.ualberta.ca/st-stephens/st-stephens-programs/how-to-study-at-ssc/academic-calendar
and paper copies are available at the College.

STUDENT CARDS

The College provides a Student Identification Card to students who wish to have one. The main benefit of this card is the potential for commercial discounts (ie. bus passes). In order to receive a student card, students are required to either submit a photograph via email to st.stephens@ualberta.ca (jpeg format), or come in to the Assistant Registrar's Office to have their photo taken. Student cards are issued to students in degree, diploma and certificate programs upon receipt of the program fee, normally in July.

DEGREE PROGRAM MANUALS

Students in degree programs access online degree program manuals specific to their program via the College website www.ualberta.ca/st-stephens using the 'St. Stephen's Programs/Files Cabinet' tab. Students are notified of any changes to Degree Program Manuals by email. Degree manuals contain detailed information about the degree requirements, and the forms necessary to navigate through practicums, thesis/dissertation and major papers and projects.

RESEARCH ETHICS

All research conducted at St. Stephen's College that involves human participants must receive research ethics review and approval before research commences. The Academic Senate of St. Stephen's College requires all ethics review for research conducted by St. Stephen's students be conducted through the Research Ethics Office (REO) of the University of Alberta. The University of Alberta REO has the authority to approve, propose revisions to, or deny any proposed or ongoing research on the part of students or faculty. Guidelines and instructions are located on the College website (https://www.ualberta.ca/st-stephens/st-stephens-programs/files-cabinet/ethics-review).

TEXTBOOKS, LIBRARY AND RESEARCH SERVICES

Acquiring Required Texts

Textbooks will be available for purchase at the University of Alberta Book Store, located in the Students Union Building, 89 Avenue and 114 Street, three blocks west of St. Stephen's College. For general information phone: 780-492-4215. To check textbook availability phone: 780-492-4692 or toll-free at 1-888-933-9133 (ask for Special Services). To order a Book, phone the Mail Order Office at 780-492-0265; they will mail you the book if you purchase it with your credit card, or you may mail in your payment. If you want to order online from the UAlberta Bookstore, go to: http://www.bookstore.ualberta.ca/ and click on TextBooks, then search under Course Code "SS" (all St. Stephen's courses begin with "SS" before the course number, even the PPSYC courses). If a coursepack – a compilation of articles and/or excerpts from books - is required for a course, you can purchase that through the UAlberta Bookstore. You may also choose to order your books on-line at www.Amazon.ca, www.barnesandnoble.com, or www.Chapters.ca, or in person at any large bookstore. Other book suppliers can be located using the search engine www.bookfinder.com . If you are interested in buying used textbooks, you may check out web sites like CheapestTextbooks.com, Booksprice.com or www.amazon.com.

Online Database Subscription Service – EBSCO

Online Database Service – St. Stephen's students will be provided with access to an online database subscription service through EBSCO Publishing. "*Academic Search Complete*" is a comprehensive scholarly, multi-disciplinary full-text database. It comprises more than 7,000 full-text periodicals, including nearly 6,000 peer-reviewed journals. In addition to full text documents, this database offers indexing and abstracts for more than 11,000 journals and a total of more than 11,600 publications including monographs, reports, conference proceedings, and the like. The database features PDF content dating back to 1887, with the majority of full text titles in native (searchable) PDF format. Searchable cited references are provided for more than 1,000 journals. For access to "*Academic Search Complete*", go to http://search.EBSCOhost.com. You will be prompted to enter a User ID and Password:

     User ID: **ns121007**   Password: **SSCstudent123***

Tutorials for performing searches can be found at: http://support.EBSCO.com/. This subscription is for the use of St. Stephen's College students and faculty only; please keep your User ID and Password strictly confidential.

For **art therapy students**, a student membership to AATA and CATA is a recommended way to gain access to art therapy published articles; UAlberta holding are limited in that area.
Taylor & Francis publish the CATA Art Therapy Journal through the University of Alberta libraries.
Our students can access these when **on** campus in Edmonton.
http://www.tandfonline.com/action/doSearch?AllField=art+therapy

Open Access Publications

The directories below can be used to help discover databases that are free of copyright issues/concerns:
- Directory of Open Access Journals: www.doaj.org
  Over 1,600 open access, peer-reviewed scholarly journals. Includes the 'For Authors' service to look up where to publish your research as Open Access

- Directory of academic Open Access repositories: http://opendoar.org
- OAIster search engine: www.oclc.org/oaister a collection of academically-oriented digital resources searchable by anyone
- Networked Digital Library of Theses and Dissertations: www.ndltd.org an international organization dedicated to promoting the creation, dissemination and preservation of electronic theses and dissertations

Searching for Articles or Publications not available on EBSCO

Try Google Advanced Search (type in full name of article), or Google Scholar http://scholar.google.ca/
Sometimes the full text of an article is available by using this method.

St. Stephen's College Reference Library

St. Stephen's College Reference Library is located on the lower level of St. Stephen's College. With over 500 volumes, this collection supports the programs that are being offered through St. Stephen's College. Its strengths lie in biblical studies, theology, church history and pastoral counselling. The library's main function is to provide onsite resources for the students, faculty and staff of St. Stephen's. Library hours are the same as the College hours, Monday to Friday, 8:30 am to 4:30 pm. Books and material must remain in the Reference room at all times except for photocopying purposes within the College. Books are arranged according to the Library of Congress Classification system. A printout of the collection in alphabetical order by title is available in the library.

University of Alberta Libraries

Rutherford Library at the University of Alberta provides services to St. Stephen's students and faculty: https://www.library.ualberta.ca/services/library-cards-and-borrowing/st-stephens-college-students
The Rutherford Library is located a half-block north of St. Stephen's College. Students may obtain a library card at the Service Desk, Rutherford Library North. [During the COVID-19 situation, if the Rutherford Library is closed to the public, alternate arrangements for picking up library cards can be made by emailing Natalya Brettle, Circulation Specialist, University of Alberta, Rutherford Library South, 11204 89 Ave NW, Edmonton. Email: brettle@ualberta.ca or phone 780-492-2672] Students should identify themselves as a St. Stephen's graduate student and will receive a library card which gives term borrowing privileges. To register for free delivery services with the University of Alberta Libraries Interlibrary Loans/Document Delivery Office, call 1-780-492-3795.

St. Stephen's students and faculty can access library e-resources and databases **on campus** (in person only) from the public computers in the Rutherford Library, the computer in St. Stephen's College Lounge, or their own device connected to University wi-fi, using their Campus Computing ID (CCID) and password. St. Stephen's students will receive a guest CCID from St. Stephen's College Registrar; this CCID is renewed annually, and password resets are managed through the Registrar's Office. Visiting students and faculty may also request a guest Campus Computing ID (CCID) at any circulation desk. A guest ID can be used until midnight of the day it is issued. To obtain a guest ID, students will be asked to provide one of the following:
1. Photo ID that displays a current Canadian address, e.g. driver's license or passport. Photo IDs without address information must be accompanied by documented proof of current Canadian address.
2. Current borrowing card issued/registered by University of Alberta or NEOS partnership libraries. If a borrowing card does not have a photo, patrons will be asked to provide photo ID as well. Staff will verify the borrower's card hasn't expired before issuing a Campus Computing ID.
3. Photo ID along with a letter of introduction from a University of Alberta department (for visiting faculty).

For further information, consult the University of Alberta Libraries website at: www.library.ualberta.ca. Access to the University of Alberta Library System (NEOS Libraries catalogue) is available. St. Stephen's students and faculty are eligible for reciprocal borrowing privileges, at no charge, at participating university libraries elsewhere in Alberta and in other provinces. COPPUL clients are issued a COPPUL card at their home agency library (Rutherford) that can then be presented at a participating library. OCUL clients can simply present their individual ID cards for identification. Students can make arrangements with the Rutherford Library for a COPPUL card to be mailed to them.

Remote access to University of Alberta Libraries' proxying service:
[NOTE: During the COVID situation, St. Stephen's students and faculty have temporary access (until at least June 30, 2020) to off-campus University of Alberta Libraries e-resources, while in-person service is not possible. You will access these e-resources by doing a regular library search, then entering your CCID/password when asked. Contact westerma@ualberta.ca if you need a CCID or a password reset.]
St. Stephen's College students and faculty are not covered by the University of Alberta Libraries' Licenses, and do not have remote access to U Alberta electronic resources (e.g. e-journals, e-books or databases). All members of the University community and the public may use most of the Libraries' content, whether print or electronic, for personal and non-commercial use within the physical context of the campus Libraries. Access for St. Stephen's College students and faculty will be limited to onsite access at the Library.

GUIDELINES FOR WRITING PAPERS

Referring to Appropriate Style Guide
We strongly recommend that students purchase their own writing style guide, and that it be the most recent edition. This will become essential if students are writing a thesis or dissertation. One of the two following books is recommended, depending on student's degree program or area of research:

- The most recent edition of Turabian, Kate L., Wayne G. Booth, Gregory G. Colomb, and Joseph M. Williams *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers (Chicago Guides to Writing, Editing, and Publishing)*. Except for a few minor differences, the overall style promulgated by Turabian is the same as *The Chicago Manual of Style.* While *The Chicago Manual of Style* is focused on giving style guidelines for publishing in general, Turabian is focused on student papers, dissertations and theses. (This style is typically used by the **MTS/BTS and DMin** Programs.)
- The most recent edition of *Publication Manual of the American Psychological Association*; Washington, DC. (This style is typically used by the **MPS and PMATC** Programs. It may also be used by **DMin** students who work in social science fields or who may want to publish in those areas.)

Students should consult with their Program Chair (or Associate Chair) before choosing a manual and/or writing style if it is the one not typically used in their program. Once a style guide is chosen, it will be used for all papers throughout the program. Title pages for assignments should include student name, date submitted, student degree program, title and date of course.

Formulating Documentation
The purpose of **documentation** is to acknowledge and to provide the locations of sources. To ignore this requirement is to commit plagiarism, or the practice of claiming someone else's work as your own. The penalties for plagiarism range from failing the course for which the student has written the essay to being required to withdraw from the College. Documentation is especially vital in a research essay, which usually requires a substantial number of sources.

Students must document their sources in two ways. First, throughout the text, students must cite the source of a direct quotation or paraphrase, or the use of someone else's idea. Such citations appear immediately following the reference. Common knowledge, such as the fact that Shakespeare wrote Hamlet, does not need to be documented. Second, students must prepare a list of works cited, and place it at the end of the research essay, in which full bibliographical information appears for each of the works mentioned in the essay.

For quick reference, students may wish to refer to a website related to the particular documentation and writing style they are following. Here is a sampling of websites:

APA	Typically used for: Dept of Psychotherapy/Spirituality (may be used for DMin)	www.apastyle.org/ http://guides.library.ualberta.ca/citing https://apastyle.apa.org/blog
Turabian/University of Chicago	Typically used for Dept of Theology	www.chicagomanualofstyle.org/16/contents.html http://guides.library.ualberta.ca/citing

Use of Inclusive Language in Scholarly Reporting

St. Stephen's College policy requires staff and students to use, in their speech and writing, language which is non-discriminatory and inclusive of all people regardless of race, creed, gender, age, sexual orientation and gender identities or disabilities. The College requires inclusive language in course work, at worship, in publications of the College, and in its community life. The intent of the policy is to stretch people beyond sexism, racism, and other exclusive habits and assumptions. All people deserve recognition and respect in our communications.

The following are some helpful guidelines for recasting sentences in inclusive language.
a) Use synonyms for man when the sense is generic, e.g., human beings, persons, people, individuals, humanity, human kind, men and women, women and men, figures, personalities.
b) In theological literature one frequently meets expressions referring to attributes 'of man' or 'of God'. A useful alternative is the use of adjectives such as human nature, human wisdom and divine love, or divine mercy. This technique will help avoid the use of the masculine possessive pronouns 'his' or 'His'.
c) Pronouns referring to a singular antecedent noun create special problems. One solution, perhaps inelegant, but often used, is the use of 'he/she' or alternating 'he' and 'she' when the gender is not specified. A more tasteful approach is to shift to the plural. Thus, 'the pastor must speak more clearly if he is to be heard' becomes 'pastors must speak more clearly if they are to be heard', or 'All are responsible for their own speech'.

Writing/Editing Assistance

> **NOTE:** For assistance with developing graduate-level writing skills, St. Stephen's College students are eligible to register for workshops at the **Academic Success Centre at the University of Alberta**: https://www.ualberta.ca/current-students/academic-success-centre
> and pay the same workshop fees as University of Alberta students.

The Academic Success Centre also offers personalized assistance for papers and theses. The Academic Success Centre occasionally has names of editors that they will pass on, but not necessarily endorse. It is a situation of "buyer beware" as there are many so-called "editors" who may not be dependable.

The University of Alberta Libraries offer free library workshops and training:
https://ualberta.libcal.com/calendar/workshops/?cid=5415&t=d&d=0000-00-00&cal=5415

If students need help with proper formatting and/or editing, they may wish to consider an editing service. Three editors to consider, who have worked with St. Stephen's students:
"To the Letter" (formatting assistance): http://www.totheletter.ca/services.htm
Susan McBroom, PhD (editing assistance): Email: susanjomcbroom@gmail.com
Sasha Braun, Windswept Editing: http://www.windsweptediting.com/

PUBLISHING GUIDELINES

Introduction

Members of the St. Stephen's community are actively engaged in learning and research. It is important that the research and writing becomes available to the academic community as well as the general public. Publishing is one way of connecting with a wider audience.

Purpose of Publishing

Some reasons to publish writing are:
- to share your reflections on your experiences or reading;
- to share research that you are doing;
- to stimulate debate on a wide range of topics; or
- to address issues in society.

Types of Publishing

Publishing can take a variety of forms depending on the type of writing you are doing and the audience you wish to reach. Some options are:
- websites ranging from personal websites to professional journals;
- blogs that allow you to determine the content of the material you want on the site;

- informal notes or personal journals;
- magazines or journals;
- letters to the editor of local papers or magazines;
- newspaper opinion columns to influence the direction an issue is taking or to look at the world in a new way; and
- books.

Rewards of publishing

After all the hard work of researching and writing it is good to have your work recognized by a larger audience. Some rewards of publishing your work include:
- establishing your reputation as a scholar;
- letting people know you have something to say;
- getting invited to conferences;
- getting grants;
- establishing yourself as an expert; or
- being asked to serve on committees and Boards.

Purpose of these guidelines

The students, faculty and members of larger St. Stephen's College community are encouraged to publish their work. These guidelines are intended to provide you with general suggestions to consider when publishing your work.

Formatting

Publications, whether they are journals, newspapers or online sites, have specific guidelines regarding length of articles, fonts, headings, page numbering and so on. You will need to consult these publications for such details. In general it is better not to use the automatic paragraph or numbers generated by your computer because this formatting may be lost when the article is converted to another format for publishing. It is better to insert numbers and letters manually.

Spelling and grammar

St. Stephen's College is a Canadian institution and therefore British/Canadian spelling should be used. The Canadian Oxford Dictionary, 2nd edition can be used as a resource. It is recommended that a copy editor be engaged to check the article for grammar and clarity.

Authorship

People who have been involved in writing the article or in the research need to be recognized. People who need to be listed include those who were involved in the research design or the acquisition, analysis or interpretation of data and/or drafting the paper or revising it critically. Each of these authors must approve the article before submitting it.

If there are multiple authors submitting an article, the corresponding author should make sure that all the information is communicated to the other authors and that the final version for printing is approved by each author. When listing the authors, the contributions of each one should be stated.

The work submitted should be original work, not previously published work. Abstracts, posters at conferences and results presented at a meeting are generally not considered prior publications.

Conflict of interest

If funders are involved in the research they should be recognized and other sources of support for the publication of the work should be acknowledged in the text of the paper. If you have a financial interest in any company or institution that might benefit from the publication of the article, this connection must be noted.

Copyrights

All copyright laws and regulations must be followed. Letters regarding any copyrighted materials should be included with the article. Footnotes and references should indicate the source of materials used in the research and article. Links to websites can be used to reference specific electronic documents. However, judgment must be used when citing sources from the internet. Online sources should only be cited to if the site archives material for a reasonable length of time, i.e., several years. You should check on the copyright policy of the publication to which the article is submitted. Some magazines may pay you for

the article and it then becomes their property. Other publications lease the copyright from you. You should know what the publication's rules are regarding your work.

Ethical standards
If the research involved human participants, proper consent should have been obtained. The article should state that the ethical guidelines of St. Stephen's College were followed. All articles must show respect for other cultures and heritage when making statements or publishing images.

Internet Publishing
Publishing on the internet is an attractive option for many authors. Whether you choose an online journal or a blog, you have the potential of reaching a large audience. Mindi McDowell, Matt Lytle and Jason Rafail of US-CERT provide the following tips for publishing online:

- View the internet as a novel, not a diary. If you are writing an online journal or a blog, write with the expectation that people world-wide will have access to what you are writing. Make sure you feel comfortable with having this information about you known to many people.
- Be careful about how much personal information you reveal because it will be accessible to the world. The more information you include the easier it is for others to misuse information against you.
- Realize that you cannot take back what you write in the internet. You can remove material but you do not know who has downloaded or saved a copy of the material and can continue to use it or to put it back on the web.