**References Disclosure Form**

**By submitting this form and your leaflet, you are certifying that you have disclosed all sources and that no part of your leaflet contains copyright violations (text and images).**

Please enter all sources used to write/update your leaflet, including sources of all images. Sources include websites, medical journals, text books and other leaflets. If you did not use any sources, please type “*professional knowledge”*. Please email this document along with your leaflet to pals@dchft.nhs.uk.

For help with finding free images, please see the [Guide to Copyright Free Images](http://sharepoint/departments/PALS/Patient%20Information%20leaflets/Copyright%20Free%20Images%20Guide.pdf). If your leaflet contains copyrighted text, images, photos, charts, graphs, etc., you must have permission from the owner(s) for DCH to use, modify and distribute the copyrighted content. Please use the “[Permission to use copyrighted material template](http://sharepoint/departments/PALS/Patient%20Information%20leaflets/Permission%20to%20use%20copyrighted%20material%20template.pdf)” to request permission. After you receive permission from the copyright owner(s), please forward the written evidence to liz.venning@dchft.nhs.uk or pals@dchft.nhs.uk for archiving. *Please note that the* [*penalty*](https://www.gov.uk/government/publications/intellectual-property-offences/intellectual-property-offences) *for using copyrighted material without the owner’s consent is a £50,000 fine.*

PALS will forward the references to the DCH Library, where they will be formatted to comply with the *Harvard Referencing Standard*. Once we have reviewed your sources, copyright permissions (if applicable) and edited your leaflet, it will then automatically proceed to the next step in the approval process, the [PIGLIT Review](http://sharepoint/departments/PALS/Patient%20Information%20leaflets/PIGLIT%20Member%20Review%20form.docm).

|  |  |
| --- | --- |
| **Title of leaflet:** |  |

|  |  |
| --- | --- |
|  | **References Used (for text and images):** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |

Please insert additional rows if you have more references.