Sources & Credits Guidelines

Crediting Third-Party Materials

Quick Guide for Entrants

1. Mark the material

Place a bracketed reference number next to third-party material:

> **[1] or for AI materials [AI-1]**

2. Match the number to your Sources & Credits sheet

> **[1] Jane Doe. *Maple Trees in Fall.* 2021. Digital drawing. Used with permission. www.JaneDoePhoto.com/portfolio/MapleTrees2021**

3. Tell us what kind of permission you have - include this in the citation

- Public domain
- Open/Creative Commons license
- Licensed material
- Permission granted
- Other legal basis

4. If you don't have permission

Don't simply assume that credit makes it okay to use or publish. **Disclose the material and identify that permission has not been obtained.** Common Roots may ask you to remove or replace it before publication or exhibition.

5. AI crediting and disclosure

Use the below format to credit and notate AI generated elements or features. This can be included in your Sources & Credits document and does not need to be another document

> **[Notate on the Design where AI is used] Title of Software used i.e. ChatGPT, Midjourney etc. Date Created. Description of the feature used and generated. "Include or summarize the prompt given to the software."**

> **[AI-1] Midjourney. August 2026. AI-generated interior visualization used to explore stair design. "Design a set of stairs 36 inches wide and 24 inches tall."**