

The Manitoba Association of Landscape Architects
a component organization of the Canadian Society of Landscape Architects

**MALA GUIDELINES
FOR ACKNOWLEDGING PROFESSIONALS**

PURPOSE

This document is designed to clarify a protocol for acknowledging contributions by Members and other professionals in third party publications and materials, including project work undertaken for former employer(s). These guidelines are provided to assist the membership in demonstrating due diligence and professional courtesy, as required by the *MALA Code of Conduct*, cited below:

6: Responsibilities to Fellow Professionals

A Member shall:

4. **not** make unauthorized use of any work of another party, including that of other Members or of other environmental planning, design and engineering professionals. The landscape architect will be responsible for ascertained breaches of copyright, trademarks, patents and similar rights in the Landscape Architect's work.

A Member is expected to:

2. acknowledge the contribution to projects by other firms and members of other professions in third party publications and other material covering those projects.

7: Responsibilities as Employers

A Member who acts as an employer is expected to:

3. acknowledge the contribution to projects by individual employees in third party publications covering those projects.

8: Responsibilities as Employees

A Member who is an employee shall:

2. **not** claim credit for work undertaken for a former employer without giving adequate acknowledgement to the former employer.

GUIDELINES

1. Ensure that appropriate permission has been obtained to use images or declare project work in third party publications, including websites. Members are well advised to seek and keep on file formal written permission from the professionals or firms in question.
2. Ensure that all relevant parties have an opportunity to review the images and project descriptions before publication.
3. Project descriptions should include the name of the project, the name of the professional or firm (whether a former employer or collaborator), the timeline of the Member's contribution (the year or years worked on the project for the organization referenced) and the Member's role in the project, e.g. senior landscape architect, junior landscape architect, landscape architectural intern, landscape architectural technician, etc.