



MEMORANDUM

To: All VEF Fellows and Scholars

Cc: VEF Staff

From: Vo Van Toi, Executive Director

Date: November 19, 2007

Subject: **Policy on Acknowledgement of VEF in Publications/Presentations by VEF Fellows & Scholars**

The Vietnam Education Foundation (VEF) serves as the sponsoring agency for Fellows and Visiting Scholars during their designated program in the U.S. VEF wishes to assure the acknowledgment of the important relationship between VEF and our Fellows and Scholars, particularly with regard to public professional documents and presentations, produced by our Fellows and Scholars during the time of, or as a result of, their VEF sponsorship. This memorandum supersedes all previous written or oral communication from VEF on the subject. The policy is effective immediately.

Policy Decision

VEF requires that Fellows and Scholars acknowledge VEF in all professional publications, such as journals, reports, proceedings, dissertations, and theses, as well as in all public presentations (oral/poster) at professional meetings, such as conferences, symposium, and workshops, as well as video and internet presentations, during the time of, or as a result of, the VEF sponsorship of the Fellow or Scholar.

Any publications or articles resulting from the VEF award must acknowledge the support of the Vietnam Education Foundation and must include a disclaimer of official endorsement as follows:

“This [article] was funded [in part] by a grant from the Vietnam Education Foundation (VEF). The opinions, findings, and conclusions stated herein are those of the author[s] and do not necessarily reflect those of VEF.”

Format

You may use the following formats, depending on the circumstances and any printing format requirements. The basic intent is to provide acknowledgement of VEF while stating the disclaimer as well.

1. “Vietnam Education Foundation [Fellow] [Visiting Scholar]” written in parentheses after your name, which generally follows the title line:

[Title]
[Author's name] (**Vietnam Education Foundation Fellow or Visiting Scholar**)

2. Acknowledgement and Disclaimer at the beginning or end of the publication/presentation:

“This [article] was funded [in part] by a grant from the Vietnam Education Foundation (VEF). The opinions, findings, and conclusions stated herein are those of the author[s] and do not necessarily reflect those of VEF.”

Additional Information

You may add further information if you wish, for example, to clarify the dates or specific years of your tenure as a VEF Fellow or Visiting Scholar.
