

# Guidelines for AXELOS Global Best Practice Intellectual Property

**Audience:** Accredited Training Organizations  
Approved Examination Organizations  
Licensed Operational Hubs  
Licensed Affiliates

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March 2016  
Version 2.0

[AXELOS.com](http://AXELOS.com)

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## GENERAL

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Global Best Practice is the overarching brand that includes multiple AXELOS best practice products, including ITIL®, PRINCE2®, MSP®, P3O® and others. The internationally renowned portfolio is adopted as best practice through high quality training, publications, software tools and consultancy for portfolio, programme, project, risk, value and service management disciplines.

The Global Best Practice products were created on behalf of Her Majesty's Government (HMG) in the United Kingdom. From 2000 to 2010 OGC was custodian of the intellectual property and since 2010 the Cabinet Office has owned and created further intellectual property assets. On 1 July 2013 'AXELOS' was announced as the name for the Joint Venture company that the Cabinet Office formed with Capita to deliver and commercialize the UK Government's portfolio of Best Practice accreditation and publishing services, including the ITIL and PPM product sets. AXELOS now owns the intellectual property for Global Best Practice portfolio and will build on the current business activities and developing products in new areas.

This document and the corresponding annexes form the guidelines for the use of AXELOS Intellectual Property with respect to the provision and marketing of accredited Global Best Practice products and should be used in conjunction with the terms and conditions of the License Agreement. AXELOS Intellectual Property relates to the logos, word marks and copyright text/diagrams associated with AXELOS products.

These Guidelines do not constitute legal advice. Any organization or person using these Guidelines should seek their own legal advice. Please note that laws relating to Intellectual Property may vary from territory to territory. AXELOS does not accept any liability for any loss or damage arising out of reliance placed by any organization or person upon these Guidelines.

## **GUIDELINES**

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### **Definition of terms**

**Copyright** - refers to text, diagrams and tables that form part of the content of the official Global Best Practice portfolio material that is available for re-use in accordance with the terms of your IP Licence.

**Symbol** - refers to the “™” or “®” symbol.

**Trade Marks** - refers to logos and word marks. If a trade mark features a “™” symbol, the trade mark contains unregistered rights. If a trade mark features the “®” symbol, the trade mark is registered. It is important that the correct trade mark status is accorded to each trade mark. For a list of our registered trade marks please refer to: <https://www.axelos.com/licensing/product-trade-mark-registrations>

**Word Marks** - refers to trade marks in normal font for example the product name: PRINCE2®, PRINCE2 Agile®, MSP®, P3O®, M\_o\_R®, ITIL®, MoP®, MoV®, and RESILIA™.

### **Accredited Training Material**

The AXELOS Intellectual Property that ATOs and Affiliates have been licensed to re-use can only be used in relation to course training/consultancy material (web based, slides, handouts, workbooks, CD's etc.) provided the material has been accredited and approved by an approved Examination Institute. Any training/consultancy material, in whatever media or format, which has not been licensed and approved by an AXELOS approved Examination Institute as part of ATO course material cannot use AXELOS Intellectual Property.

A separate licence is required for any additional uses outside of the licensed accredited activities (e.g. commercial sale of products outside of the scope of accredited training/consulting activity). For more information about the licensing arrangements for products or services outside of accredited activities please refer to the Intellectual Property licensing pages of our website: <https://www.axelos.com/licensing> or email us at [licensing@AXELOS.com](mailto:licensing@AXELOS.com)

### **AXELOS Global Best Practice Product Trade Mark Logo Use**

The size of AXELOS product Trade Mark logos can be increased/decreased but must remain in proportion at all times. The logos cannot be stretched or squashed nor can you change the style, font or colour.

An AXELOS product logo must always be accompanied with the correct symbol at every use. The product logo must, on the first occurrence in each format, show the relevant Trade Mark acknowledgement statement. On any subsequent use of the product logo within that document the statement is not required, only the symbol. These rules apply unless stated otherwise within the Guidelines.

In the case of presentations or brochures, the acknowledgement statements may be presented in a logical place, such as the beginning or end of the document, as opposed to the first use.

Further information on product Trade Mark logos can be found in Annex 1. Logos are available from your Examination Institute.

**AXELOS Global Best Practice Product Trade Mark (Word Mark) use**

The first occurrence of an AXELOS Word Mark must be in its proper format (as shown in Annex 2). On the first use of any AXELOS Word Mark, the correct symbol (™ or ®) must be used. The correct acknowledgment statement must occur at first use of a product Word Mark on the same page.

On any subsequent use of the product Word Mark (within that document) the acknowledgement statements are not required and it is not compulsory to use the symbol with each use of the Word Mark.

In the case of presentations or brochures, the acknowledgement statements may be presented in a logical place, such as the beginning or end of the document, as opposed to the first use.

Further information on product Word Marks is provided in Annex 2.

**AXELOS Global Best Practice Copyright Material**

All copyright material re-used from an AXELOS publication must be properly acknowledged by use of an appropriate copyright statement. Please see below and Annex 3 for details.

Acknowledging use of AXELOS copyright can be done in two main ways:

1. Where each piece of AXELOS copyright material is acknowledged; or
2. Where a blanket copyright statement is used within the document.

Where your accredited document comprises a small amount of AXELOS copyright material you should use the first method of acknowledging the AXELOS copyright content. Where your accredited document comprises a significant proportion of AXELOS content you may use either the first or second method of acknowledging copyright.

**When using method 1**

ATOs are not permitted to use AXELOS copyright acknowledgement statements in a master template footer and/or header. All material created by ATOs/Affiliates should accurately reflect the copyright position by displaying an appropriate copyright statement, for example:

© 2016 copyright of Joe Bloggs & Associates unless otherwise stated.

Copyright statements can be used as the master template footer and/or header provided there is clear and correct differentiation between ATO material and AXELOS material.

**When using method 2**

If you wish to adopt the second method you must comply with the following criteria:

- a) The following joint copyright acknowledgement statement must appear on all pages of the document:

“Copyright © [name of ATO] and AXELOS Limited 20XX. All rights reserved.

- b) In addition a blanket source statement in the following format must appear on all pages of the document:

Material in this document has been sourced from [Title of book(s) and year of edition(s) e.g. Managing Successful Projects with PRINCE2® 2009 Edition].

- c) The following copyright notice must be contained on each page of the document:

No part of this document may be reproduced in any form without the written permission of both the [ATO name] and AXELOS Limited. Permission can be requested at [ATO website] and licensing@AXELOS.com.

The statements can be included in the footer, header, watermark, or any other suitable placement.

### **Marketing Material**

An AXELOS Trade Mark (Word Mark and/or logo) may appear on an accredited organization's marketing material (e.g. advertisements, flyers, brochures, mail shots etc.) as long as the accredited service connected with the Trade Mark use is included in the offer.

Organizations are not able to use AXELOS Trade Marks to advertise other products or services solely. There must be a clear distinction and separation within marketing material between accredited/licensed services being offered and other goods/services offered.

All the rules regarding statements and symbols apply equally to marketing materials as they do for training materials.

### **Websites**

An AXELOS Trade Mark (Word Mark and/or logo) may be used on your website in association with the accredited/licensed service provided. An AXELOS Trade Mark cannot be used on pages that have no reference to the accredited/licensed service unless it forms part of a standard header/footer/strip comprising of other brands. There must be a clear distinction and separation within your website between accredited/licensed services being offered and other ATO/Affiliate product or service offerings.

An AXELOS Trade Mark logo can only be used as a hyperlink to the associated AXELOS product's official-site. The correct logo symbol must appear on each webpage where the logo appears. The acknowledgement statement may be shown either on each page where the logo appears or be referenced on an acknowledgements/copyright page, accessible via a link on each webpage where the logo appears.

An AXELOS Word Mark can only be used as a hyperlink to other web pages on your website containing further information about the relevant product. The Word Mark can be used on these pages freely. The correct symbol must be shown on the first occurrence of any AXELOS Word Mark within each webpage on which it appears. The acknowledgement statement may be shown either on each page where the Word Mark appears or be referenced on an acknowledgements/copyright page, accessible via a link on each webpage where the Word Mark appears.

### **Company, Service or Product Names**

As a matter of AXELOS policy, the use of any AXELOS product Trade Mark names in a product name, service (outside the specific accredited product training or consultancy services) or company name is not permitted. This applies irrespective of whether the company, service or product is accredited or

licensed. AXELOS may consider a well-reasoned and mutually beneficial case for the grant of a licence in exceptional circumstances. Requests to do so must be put in writing and sent to [licensing@AXELOS.com](mailto:licensing@AXELOS.com).

### **Domain names**

In the past, ATOs were permitted to register domains that include within them the PPM and ITIL brand names. Going forward, ATOs will no longer be permitted to register domain names that include our Trade Marks. Those ATOs who have already registered domains that include these marks will be permitted to continue using these domains.

### **Stationery**

The AXELOS Trade Marks (Word Mark and/or logo) can appear on stationery (e.g. letterheads, compliment slips, etc.) provided that:

- a) the ATO/Affiliate is accredited and licensed for each AXELOS product brand they wish to use; and
- b) the ATO's name is also included on the stationery.

If the Trade Marks are to be used in this manner they can only be used as part of a standard template header/footer/strip that contains other brand names/logos. AXELOS Trade Marks cannot appear on stationery as a solo Trade Mark unless the document relates solely to the corresponding product. This is applicable where the accredited/licensed organization runs more than one business.

The associated Trade Mark (Word Mark and/or logo) must be used with the correct symbol and acknowledgement statement as outlined in these Guidelines and the attached annexes.

### **Business Cards**

An AXELOS Trade Mark logo cannot be used on business cards as they advertise a person/company and not the associated product.

An AXELOS Word Mark can be used on a business card as long as the correct symbol is used. Where practicable (if it can be included and be legible) the Trade Mark acknowledgement statement should also be shown. E.g.

Joe Bloggs  
PRINCE2®/PRINCE2 Agile®/MSP®/P3O®/M\_o\_R®/ITIL®/MoP®/MoV®/RESILIA™ Accredited  
Trainer

### **Exhibition Stands**

An AXELOS Trade Mark (Word Mark and/or logo) may be used on trade show stands, when associated with the accredited service provided by the ATO/Affiliate. The correct symbol and acknowledgement statement must be used.

Association with other services, products or company logos will need prior written approval from AXELOS.

### **Promotional Goods**

An AXELOS Trade Mark (Word Mark and/or logo) may appear on promotional goods (pens, mugs etc.) when used solely by the ATO/Affiliate in connection with the accredited service provided. The correct symbol must be used and where practicable the Trade Mark acknowledgement statement must also be shown.

Association with other services, products or company logos will need prior written approval from AXELOS which may be sought by contacting [licensing@AXELOS.com](mailto:licensing@AXELOS.com).

### **Affiliates**

ATOs are to provide all licensed Affiliates with the correct Licensed Affiliate logo (as shown in Annex 1) and ensure the affiliate complies with all AXELOS IP Guidelines as provided in this document.

Affiliates must ensure they clearly represent that they are working in conjunction with an ATO and name the ATO they have a contractual relationship with.

### **AEOs**

AEOs are required to use the correct AEO logo as provided to them (as shown in Annex 1). AEOs do not have the right to re-use copyright material and need to refer to their IP Licence for details.

### **OHs**

OHs are required to use the correct OH logo as provided to them (as shown in Annex 1). OHs do not have the right to re-use copyright material and need to refer to their IP Licence for details.

### **Use of Resellers**

Any type of business relationship to do with marketing or selling courses/services with an ATO/Affiliate, other than affiliates, will be classed as a reseller regardless of what they are called in the market. Some common terms are brokers, resellers, partners, business channels, and marketing partners. ATOs and Affiliates must endeavour to ensure that all Resellers they work with operate under the following conditions:

- a) No Trade Mark logos are to be used by Resellers;
- b) All Trade Mark Word Marks should incorporate the appropriate symbol and have Trade Mark acknowledgement statements; and
- c) One of the following statements should appear in a clear and logical place on the webpage and other documents where advertising the ATOs/Affiliates course(s).

“All XYZ courses are offered by XYZ ATO/AFFILIATE of AXELOS Limited.”

“The XYZ courses on this page are offered by XYZ ATO/AFFILIATE of AXELOS Limited.”



## **ANNEX 1 - GLOBAL BEST PRACTICE LOGOS**

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### **AXELOS Global Best Practice Product Trade Mark Logo Usage**

The size of AXELOS Product Trade Mark logos can be increased/decreased but must remain in proportion at all times. The logos cannot be stretched or compressed, nor can the style, font or colour, be changed.

An AXELOS Product logo must always be accompanied with the correct symbol at every use.

The product logo must, on the first occurrence in each format, show the relevant Trade Mark acknowledgement statement. On any subsequent use of the product logo (within that document) the statement is not needed, just the symbol.

In the case of websites, an AXELOS Trade Mark logo can only be used as a hyperlink to the associated product's official-site. The correct logo symbol must appear on each webpage where the logo appears. The acknowledgement statement may be shown either on each page where the logo appears or be referenced on an acknowledgements/copyright page, accessible via a link on each webpage where the logo appears.

An AXELOS Trade Mark (Word Mark and/or logo) may be used on your website in association with the ATO accredited service provided. An AXELOS Trade Mark cannot be used on pages that have no reference to the accredited service provided, unless they form part of a standard header/footer/strip comprising of other brands. There must be a clear distinction and separation within your website between AXELOS accredited services being offered and other ATO/Affiliate product or service offerings.

Logos can be used in the header/footer strip template for web pages and stationery as outlined in these Guidelines.

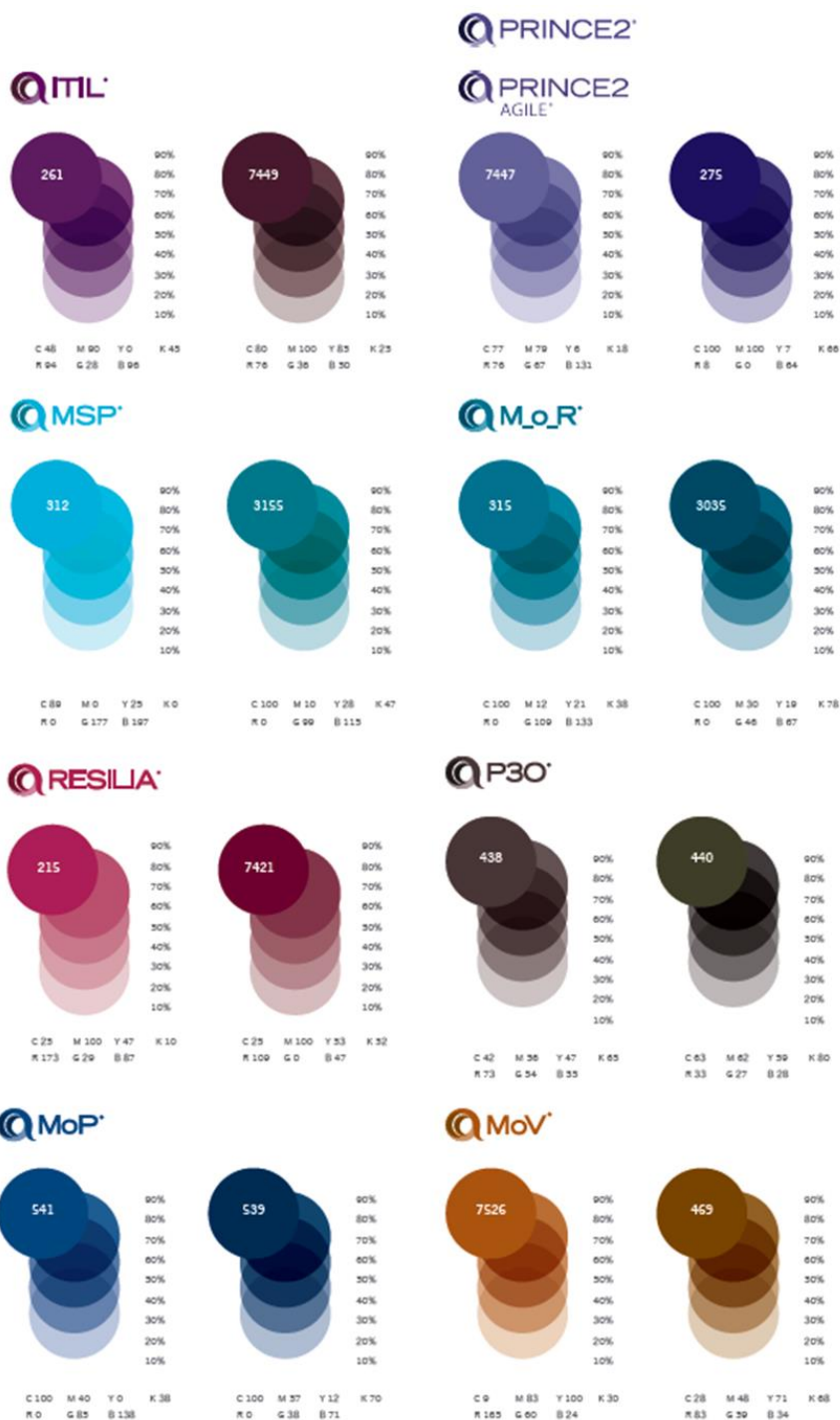
ATOs are not permitted to use the unboxed swirl logos relating to the product for which they are accredited for any purposes, without the prior written permission of AXELOS.

Logos contained within this document are for demonstration purposes only and are not meant for reproduction as they have been altered to fit the purposes of this document. Please use the versions supplied to you by your Examination Institute.

## Global Best Practice ITIL Logo Guidelines

### General Guidelines

Global Best Practice logos can be used as described in these Guidelines. The logos must not be altered in any way, other than for re-sizing purposes. For your information the logos use the following pantone/RGB colours.



**For use by Examination Institutes ONLY****Accredited Examination Institute Mark**

The following logo can ONLY be used by approved and accredited Examination Institutes that have been licensed by AXELOS.

When using these logos the following acknowledgement statement(s) must be present:

***[ITIL®/PRINCE2®/PRINCE2 Agile®/MSP®/M\_o\_R®/P3O®/MoP®/MoV®/RESILIA™ - delete as appropriate] is a [registered] trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.***

***The Swirl logo™ is a trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.***

and/or

***The [ITIL/PRINCE/PRINCE2 Agile/MSP/M\_o\_R/P3O/MoP/MoV/RESILIA - delete as appropriate] Accredited Examination Institute logo is a trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.***

**For use by Accredited Training Organizations ONLY**

The following logos can ONLY be used by training organizations that have been accredited by one or more of the official Examination Institutes. ATOs can only use the logo of the Examination Institutes which they are accredited by. Organizations that are accredited by more than one EI can choose which logo to use. Alternatively they can use all the applicable logos simultaneously.



These types of logos must be used in their entirety, i.e. as displayed above. When using any one of these logos the following acknowledgement statement(s) must be present:

***[ITIL®/PRINCE2®/PRINCE2 Agile®/MSP®/M\_o\_R®/P3O®/MoP®/MoV®/RESILIA™ - delete as appropriate] is a [registered] trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.***

***The Swirl logo™ is a trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.***

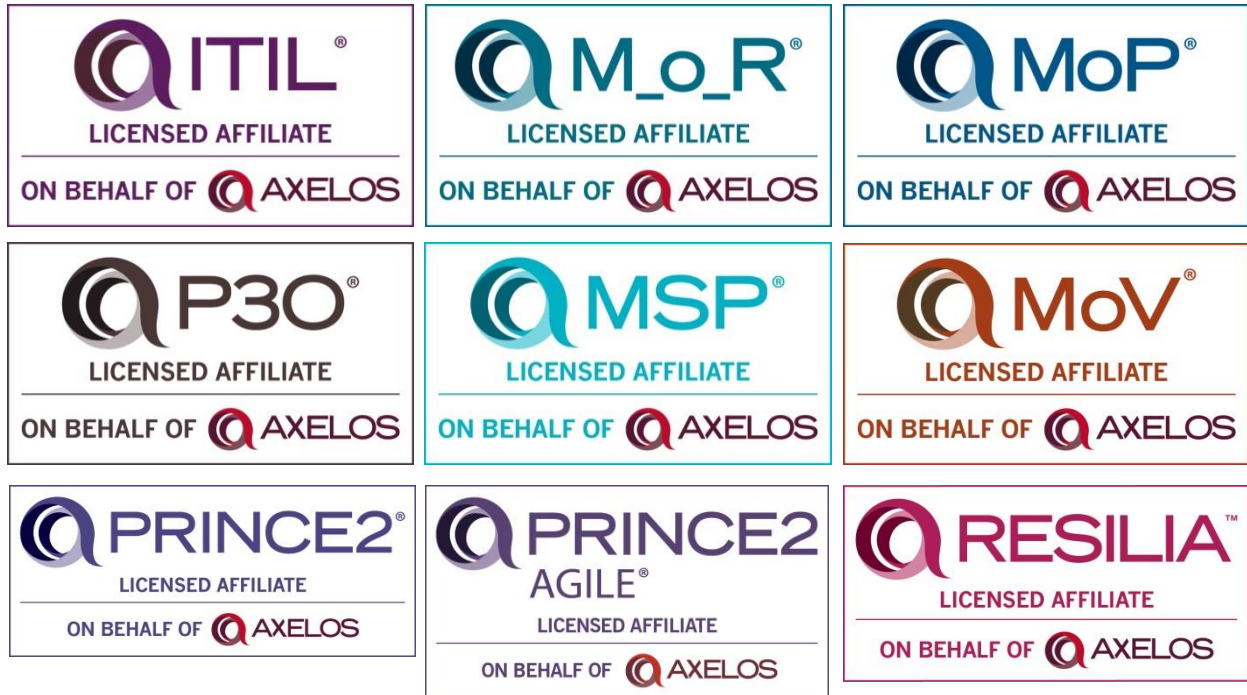
and/or

***The [ITIL/PRINCE2/ PRINCE2 Agile/MSP/M\_o\_R/P3O/MoP/MoV/RESILIA - delete as appropriate] Accredited Training Organization logo is a trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.***

The Examination Institute may also have a separate Trade Mark acknowledgement statement that they require their Accredited Training Organizations to use. The Examination Institute will notify you if this is the case.

**For use by Licensed Affiliates ONLY**

The following logo can only be used by Licensed Affiliate organizations that have been notified to and licensed by AXELOS.



When using these logos the following acknowledgement statement(s) must be present:

***[ITIL®/PRINCE2®/PRINCE2 Agile®/MSP®/M\_o\_R®/P3O®/MoP®/MoV®/RESILIA™ delete as appropriate] is a [registered] trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.***

***The Swirl logo™ is a trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.***

and/or

***The [ITIL/PRINCE2/PRINCE2 Agile/MSP/M\_o\_R/P3O/MoP/MoV/RESILIA delete as appropriate] Licensed Affiliate logo is a trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.***

**For use by Approved Examination Organizations ONLY**

Approved Examination Organizations that have been notified to and licensed by AXELOS can only use the following logos.



When using these logos the following acknowledgement statement(s) must be present:

*[ITIL®/PRINCE2®/PRINCE2 Agile®/MSP®/M\_o\_R®/P30®/MoP®/MoV®/RESILIA™ - delete as appropriate] is a [registered] trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.*

*The Swirl logo™ is a trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.*

and/or

*The [ITIL/PRINCE2/ PRINCE2 Agile/MSP/M\_o\_R/P30/MoP/MoV/RESILIA - delete as appropriate] Approved Examination Organization logo is a trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.*



**For use by Operational Hubs ONLY**

Operational Hubs that have been notified to and licensed by AXELOS can use the following logo.



When using this logo the following acknowledgement statement(s) must be present:

*[ITIL®/PRINCE2®/ PRINCE2 Agile®/MSP®/M\_o\_R®/P3O®/MoP®/MoV®/RESILIA™ - delete as appropriate] is a [registered] trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.*

*The Swirl logo™ is a trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.*

and/or

*The [ITIL/PRINCE2/ PRINCE2 Agile/MSP/M\_o\_R/P3O/MoP/MoV/RESILIA - delete as appropriate] Licensed Operational Hub logo is a trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.*

## ANNEX 2 - GLOBAL BEST PRACTICE TRADE MARK GUIDELINES

### AXELOS Product Trade Mark (Word Mark) Use

AXELOS owns and manages a range of Trade Marks in a number of countries around the world. Use of any Trade Marks must be strictly in accordance with the information provided in these Guidelines.

The first occurrence of an AXELOS product Word Mark must be in the format shown below in the table. On the first use of any AXELOS product Word Mark, the correct symbol (™ or ®) must be used. The correct acknowledgment statement must occur at the first use of a product Word Mark within a document. The correct statement and symbol for the mark can be determined by checking the list available here: <https://www.axelos.com/licensing/product-trade-mark-registrations>

On any subsequent use of the product Word Mark (within that document) neither the symbol nor the statements are required.

In the case of websites an AXELOS Word Mark can only be used as a hyperlink to other web pages on your website containing further information about the relevant product. The Word Mark can be used on these pages freely. The correct symbol must be shown on the first occurrence of any AXELOS Word Mark within each webpage on which it appears. The acknowledgement statement may be shown either on each page where the Word Mark appears or be referenced on an acknowledgements/copyright page, accessible via a link on each webpage where the Word Mark appears.

The table below shows AXELOS Trade Marks and the applicable acknowledgment statement. The Trade Marks must be used as shown below.

AXELOS Trade Mark Title	Trade Mark Acknowledgement Statements
ITIL	ITIL is a [registered] trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.
IT Infrastructure Library	IT Infrastructure Library is a [registered] trade mark of AXELOS Limited used, under permission of AXELOS Limited. All rights reserved.
PRINCE2	PRINCE2 is a [registered] trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.
PRINCE2 Agile	PRINCE2 Agile is a [registered] trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.
MSP	MSP is a [registered] trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.
M_o_R	M_o_R is a [registered] trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.
P3O	P3O is a [registered] trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.
MoV	MoV is a [registered] trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.
MoP	MoP is a [registered] trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.
RESILIA™	RESILIA is a trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.



Where several trade marks are being used together and there is limited space available the use of the following format is acceptable:

*[ITIL, PRINCE2, PRINCE2 Agile, MSP, M\_o\_R, P3O, MoP, MoV and RESILIA - delete as applicable] are [registered] trade marks of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.*

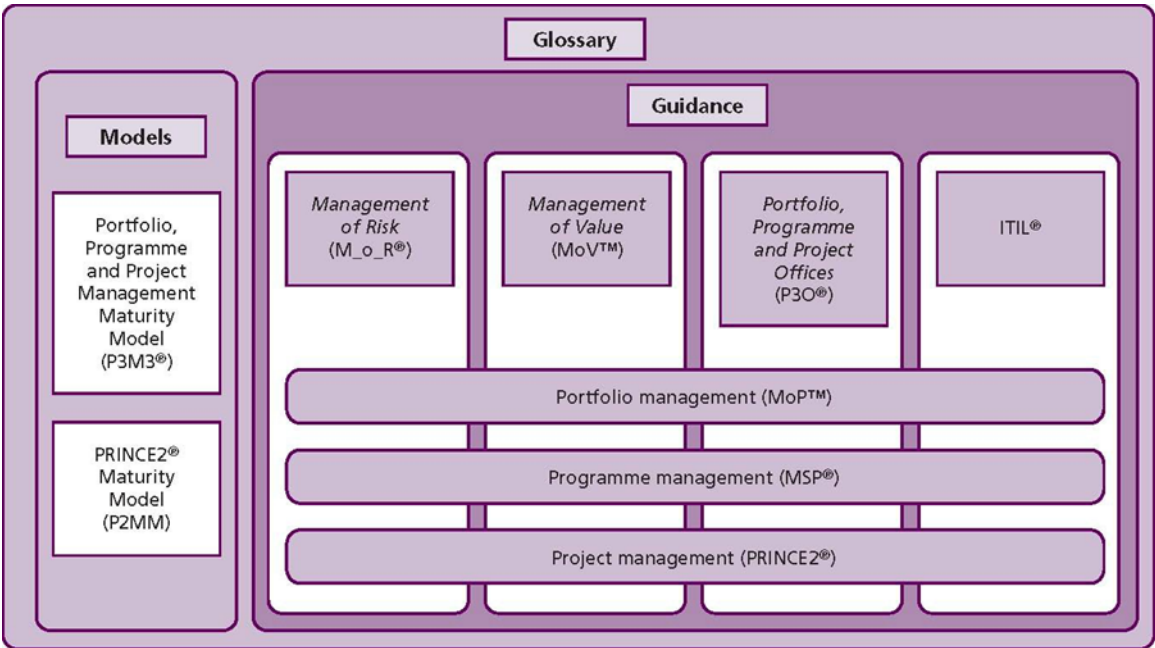
ANNEX 3 - COPYRIGHT GUIDELINES

Diagrams and Tables

Any diagram or table taken directly from an AXELOS publication or other AXELOS source must always include the following acknowledgement statement at the foot of the diagram/table:

*“Copyright © AXELOS Limited 20XX Reproduced under licence from AXELOS Limited. All rights reserved.”*

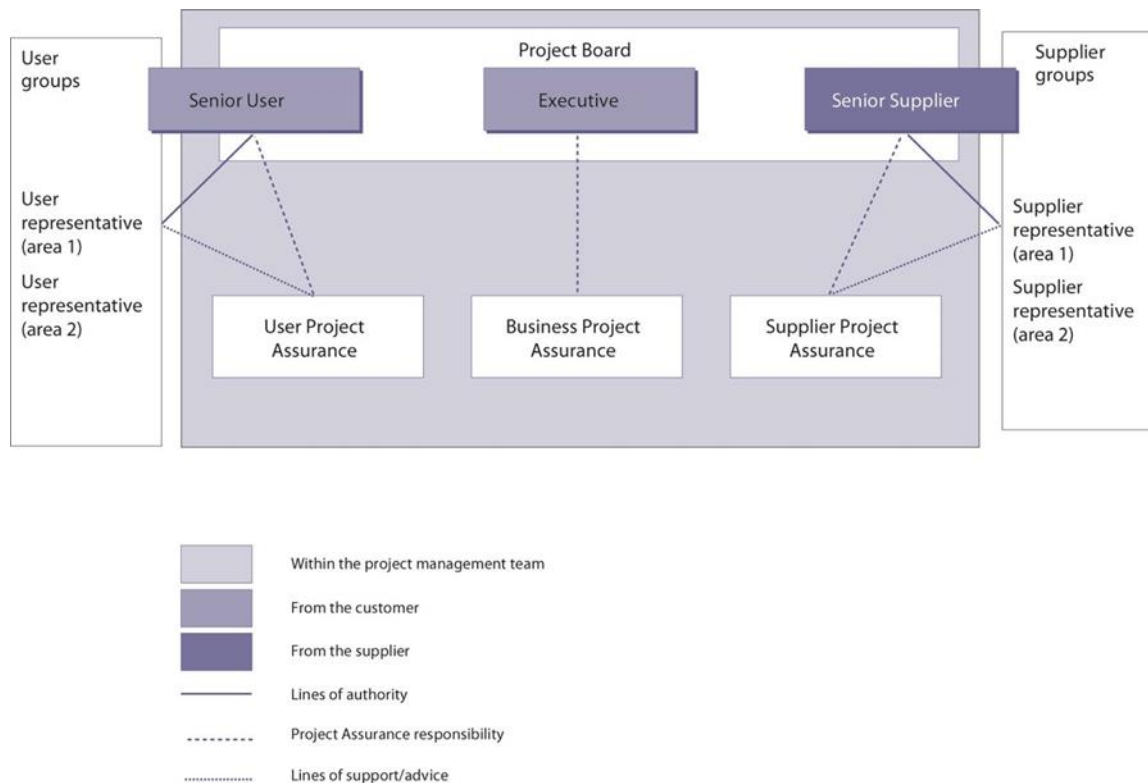
Please replace the “20XX” with the year of publication of the document from which the diagram/table is taken, for example:



Copyright © AXELOS Limited 2011. All rights reserved. Material is reproduced under licence from AXELOS

The statement “Copyright © AXELOS Limited 20XX. Material is reproduced under licence from AXELOS Limited. All rights reserved.” must relate to the year of publication of the document from which the diagram is taken. Therefore please fill in the correct date where it states “20XX”

Where possible please also reference the source of the diagram (title of publication, page number etc.) an example is shown below:



**Copyright © AXELOS Limited 2009. Material is reproduced under licence from AXELOS Limited. All rights reserved. (Figure 5.4 Managing Successful Projects with PRINCE2® 2009 edition).**

If the style, size or colour of a diagram is changed, or the ATO added value material is included within the diagram, the diagram remains AXELOS Intellectual Property and the same rules still apply. However, there are instances where material contains ATO value added material and the material copyright is neither clearly AXELOS' nor the ATOs. This can be the case for diagrams as well as text reproduction. In these circumstances the following "based on" acknowledgement statement can be used:

**"Based on AXELOS (PRINCE2®/MSP®/P3O®/M\_o\_R®/ITIL®//MoP®/MoV®/PRINCE2 Agile® and RESILIA™ - delete as appropriate) material. Reproduced under licence from AXELOS Limited. All rights reserved."**

### Text

Any text taken directly from an AXELOS publication or other AXELOS source must be differentiated from ATO text. This can be done in a number of ways and will depend largely on what suits each individual document or product. The method used must be identified within the document/course material and be clear to the reader. Some examples of how this can be done are illustrated below:

- a) A small comment can be added after an insertion of AXELOS text.

E.g.

This is the first process in PRINCE2. It is a pre-project process, designed to ensure that the prerequisites for initiating a project are in place. The process expects the existence of a Project Mandate that defines in high-level terms the reason for the project and what product is required. (Source *Managing Successful Projects with PRINCE2® 2009 Edition*)

- b) A symbol, different colour/font and/or italics can be used to distinguish AXELOS text.

E.g.

*\*This is the first process in PRINCE2. It is a pre-project process, designed to ensure that the prerequisites for initiating a project are in place. The process expects the existence of a Project Mandate that defines in high-level terms the reason for the project and what product is required.*

(\*Font denotes source *Managing Successful Projects with PRINCE2® 2009 Edition*)

- c) AXELOS text can be encapsulated within a text box.

E.g.

This is the first process in PRINCE2. It is a pre-project process, designed to ensure that the prerequisites for initiating a project are in place.

(Text encapsulated within a box denotes source *Managing Successful Projects with PRINCE2® 2009 Edition*)

- d) Quotation marks/inverted commas can be used around AXELOS text.

E.g.

“The risk indicator is the level of acceptability of a risk. Determining the risk indicator is a technique that can be used as part of the risk planning process prior to the evaluation activity.”

*Quoted text Source is Managing Successful Projects with PRINCE2® 2009 Edition. Copyright © AXELOS Limited 2009. Material is reproduced under licence from AXELOS Limited. All rights reserved.*

The method used must be identified within the product by using a statement as below. For the purposes of illustration, example (d) above would be referenced as follows:

***Quoted text Source is<INSERT PUBLICATION/PRODUCT>. Copyright © AXELOS Limited 20XX. Material is reproduced under licence from AXELOS Limited. All rights reserved.***

There are instances where material contains both AXELOS and ATO value added material, the material copyright is clearly neither belongs to AXELOS nor the ATOs. In these circumstances the following “based on” acknowledgement statement can be used:

***“Based on AXELOS (select: PRINCE2®, MSP®, P3O®, M\_o\_R®, ITIL®, MoP®, MoV®, PRINCE2 Agile® and RESILIA™ - delete as appropriate) material. Material is reproduced under licence from AXELOS Limited. All rights reserved.”***

Copyright statements need to appear in a logical place within documents/course materials.

Copyright statements must always appear at the foot of every diagram/table regardless of other statements.

ATOs are prohibited from using the AXELOS copyright acknowledgement statements in a master template footer and/or header. ATO copyright statements can be used as the master template footer and/or header provided there is clear and correct differentiation between ATO material and AXELOS material. The following footer is an acceptable master template footer example:

© 2004 copyright of Joe Bloggs & Associates unless otherwise stated.

### **Copyright re-use in videos and other formats**

The same principles apply to videos as they do hard copy material. Videos need to include the relevant copyright statement and should note which parts are copyright of AXELOS.

E.g. when quoting from an MSP publication in a video, a statement detailing which publication is being quoted is sufficient alongside ensuring the copyright statement for AXELOS material is included at the same point at which other copyright statements for the video appear or where any other contributors are referenced.

### **Copyright re-use - sample exam papers**

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## ANNEX 4 - TRANSLATED ACKNOWLEDGEMENT STATEMENTS

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