



**Copyright Page Manual:
Copyright Information and Embargoing the Thesis/Dissertation**

This manual provides information on copyright and embargos for the thesis and dissertation. It then gives instructions on how to properly format the copyright page for the thesis/dissertation as well as provide examples.

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Copyright and Embargo Information

What is copyright?

According to the United States Copyright Office, “Copyright is a form of protection grounded in the U.S. Constitution and granted by law for original works of authorship fixed in a tangible medium of expression. Copyright covers both published and unpublished works.”¹

General Copyright Information:

- The thesis/dissertation author automatically owns copyright to the document since it represents the author’s original documented work.
- Students have the opportunity to register a copyright on their thesis/dissertation with the U.S. Copyright Office through ProQuest. This is strictly optional, and there is a fee associated with this service. This fee is paid directly on the ProQuest site at the time of electronic submission.
- Students may also file a registration of copyright themselves (instead of using ProQuest) by sending a properly completed application form, a non-refundable filing fee, and a non-refundable copy of their thesis/dissertation to the United States Copyright Office.
- Several reasons why students copyright their work:
 - Individuals want the public record to show that they own the work’s copyright
 - Individuals want a certificate of registration
 - In a successful litigation, works that are registered with the U.S. Copyright Office may be eligible for attorney’s fees and statutory damage.
- More information on Copyright is available at the U.S. Copyright Office’s Website: <https://www.copyright.gov>.
- Answers to frequently asked copyright questions can be found at: <https://www.copyright.gov/help/faq/>.

Embargoing a Thesis or Dissertation

- Some students may have a compelling reason to embargo their thesis/dissertation for a period of time to protect intellectual property rights or due to other publication restrictions. The UNLV Embargo Policy and Embargo Request Form are available [here](#) for your reference.
- Common reasons for embargo include but are not limited to: publishing conflicts, patent applications, the potential to publish in the next 2 years, and funding contracts. Embargos are available for 6 months, 1 year, 2 years, or 3 years at a time and must be renewed. For faster processing, embargo forms should be included with culminating experience and defense approval forms.

¹ United States Copyright Office. *Copyright in General*. Retrieved from <https://www.copyright.gov/>

- Since the author owns the copyright to the document, embargos can only be filed by the document's author.
- For any additional questions, please contact the Graduate College RPC Team at grad.rpc@unlv.edu.

Copyright Page Formatting

- If applicable, the copyright page is inserted after the cover page in the document. Remember, this page is **optional** unless you register with the United States Copyright Office. Then you must have a copyright page.
- This page is **not numbered**. There is also no heading on this page.
- The most common copyright page consists of two lines, centered on the page, and double-spaced:
 - First line – Copyright by [Student's Full Name], YEAR
 - Second line – All Rights Reserved
- If submitting in December, date for the following year. For example, if you are graduating and submitting your document for December 2022, the Copyright Page would be dated for 2023.

Example of Copyright Page – 1

Copyright by [Student Full Name], [YEAR]

All Rights Reserved

Example of Copyright Page – 2

Copyright by Samuel Iniguez, 2023

All Rights Reserved