



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

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 Copyright covers both published and unpublished works."¹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 yourself (instead of using ProQuest) by sending a properly completed application form, a non-refundable filing fee, and a non-refundable copy of your 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 title 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 are also no headers or footers in the margins.
- The most common copyright page consists of two lines, centered on the page, and double-spaced:
 - First line – Copyright by Name (First then Last), YEAR
 - Second line – All Rights Reserved
- If submitting in December, date for January of the following year.

EXAMPLE COPYRIGHT PAGE – APA STYLE

Copyright [Year] [Name of Copyright Owner]

All Rights Reserved

EXAMPLE COPYRIGHT PAGE – MLA STYLE

Copyright [Year] [Name of Copyright Owner]

All Rights Reserved

EXAMPLE COPYRIGHT PAGE – CHICAGO STYLE

Copyright [Year] [Name of Copyright Owner]
All Rights Reserved