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

This manual first 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 or dissertation as well as examples.

Sections:
Copyright and Embargo Information and the Copyright Page Format (pp. 1-2)
Sample APA Style Copyright Page
Sample MLA Style Copyright Page
Sample Chicago Style Copyright Page
Copyright and Embargo Information and the Copyright Page

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 Copyright covers both published and unpublished works.”

General Copyright Information:

- The thesis or 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 or dissertation with the U.S. Copyright Office through ProQuest. This is strictly optional, and there is a fee associated with the 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 nonrefundable filing fee, and a nonreturnable copy of your thesis or dissertation to the United States Copyright Office.
- Several reasons for why individuals decide to register their work:
  - Individuals want the public record to show that they own the work’s copyright
  - Individuals want a certificate of registration
  - In 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: http://lcweb.loc.gov/copyright.
- Answers to frequently asked copyright questions can be found at http://www.copyright.gov/help/faq/.

Embargoing a Thesis or Dissertation:

- Some students may have a compelling reason to embargo their thesis or 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 embargos 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

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defense approval forms. For any additional questions, please contact Megan Wilson at megan.wilson@unlv.edu.

- Embargos since the author owns the copyright to the document can only be filed by the document’s author.

General Format of the Copyright Page:

- 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 the 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 in 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.
Copyright [YEAR] by [Name of Copyright Holder]

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

All Rights Reserved