

HOW TO COPYRIGHT WHAT YOU WRITE

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HOW TO COPYRIGHT WHAT YOU WRITE

If you are the author, you can copyright books, poems, directories, catalogs, pamphlets, leaflets, cards, single pages and publications such as newspapers, magazines, reviews, newsletters and bulletins. Also, scripts, lectures, sermons, maps, monologs and cartoons. In essence, you can copyright almost anything that you write or draw, provided you comply with the following procedures.

1. PRODUCE COPIES WITH COPYRIGHT NOTICE

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- a. The word "copyright", the abbreviation "copy", or the symbol "c" printed within a circle. Use of the symbol may have advantages in securing copyright in countries that are members of the Universal Copyright Convention.
- b. The name of the copyright owner (or owners).
- c. The year date of publication. This is ordinarily the year in which copies are first placed on sale, sold, or publicly distributed by the copyright owner or under his authority.

These elements should appear together on the copies.

EXAMPLE: Copyright 1988 John Doe

For a publication printed in book form, the copyright notice should appear on the title page or the page immediately following. The "page immediately following" is normally the reverse side of the page bearing the title.

2. PUBLISH THE WORK.

3. REGISTER YOUR CLAIM IN THE COPYRIGHT OFFICE. Promptly after publication, you should send the following material to the Copyright Office.

- a. Application for Registration. (For books, booklets, pamphlets, reports, etc., use form A).
- b. Two copies of the edition of the work as published.
- c. Registration fee of \$10. Do not send cash. Payment must be in the form of a money order, check, or bank draft, payable to the "Registry of Copyrights" send everything to: Registry of Copyrights, Library of Congress, Washington DC 20540.

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