

Copyright page template

Information that must be included:

- Publisher's full name and postal address
 - if you are self-publishing, you are the publisher.
- Publication date
 - the date of first publication should be given. The dates of any reprints and new editions should be listed in chronological order.
- Copyright notice
 - though a work is automatically under copyright, the year the book was published (not written) and the author's name should be included as this easily identifies when copyright will expire and who the initial copyright owner is, and reminds people that it is under copyright.
- International Standard Book Number (ISBN)
 - every published book needs an ISBN, which gives it a unique identity internationally. These are provided free in New Zealand by the National Library of New Zealand. Each format of a book needs a different ISBN.
- Cataloguing in Publication data
 - the Cataloguing in Publication (CiP) programme is for all publishers in New Zealand. It is a list of all forthcoming publications. Some publishers include the block of data provided by the National Library after applying for CiP, or you can use a standard line, as shown in the template. The block of data includes, as applicable, the title, author, series, subject, Dewey classification, and the proposed date of publication. It should not be altered in any way without asking the library first.
- Printer's name and address
 - the name and address of the printer should be included.

Optional information:

- A reservation of rights statement to expand on the copyright and any fair use of the work.
- A disclaimer relating to the content, especially if the book provides advice.
- Any or all of the names of those who have contributed: the copyeditor, typesetter, designer, indexer, illustrator or cover designer.
- The author's website or email address.
- Source information of cover images. If not listed on this page, it should be acknowledged appropriately elsewhere.
- Information about the typeface or paper.
- A general website disclaimer. If URLs are used in the book, you may wish to cover yourself in the case of URLs no longer being available.



Example for hard copy books

The order of the information and the typesetting design can be changed from these examples.

Copyright © [year], [year] [Author name]

All rights reserved. No part of this book may be reproduced or used in any manner without written permission of the copyright owner.

[Publisher name and postal address]

ISBN [number]

A catalogue record for this book is available from the National Library of New Zealand.

First published in New Zealand [year]

Reprinted [year]

Second edition [year]

Design: [name]

Cover image: [name]

Cover design: [name]

Printer: [name and address]

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[Author website or email address]

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Example for e-books

For e-books, there is no need to provide the name of the printer. The ISBN of the e-book should be followed by the ISBNs of any printed formats that are still in print.

The order of the information and the typesetting design can be changed from these examples.

Copyright © [year] [Author name]

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[Publisher name and postal address]

First published in print format [year]
ISBN [number] e-book ([online platform name])
ISBN [number] (hardback)
ISBN [number] (paperback)

A catalogue record for this book is available from the National Library of New Zealand.

Design: [name]
Cover image: [name]
Cover design: [name]

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[Author website or email address]

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