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Using Registered Notices

We now recommend that wherever possible, registered works also include a notice stating that they are registered.

Do I have to add a registered notice to my work?

No. Just like copyright notices, registered notices are optional. Sometimes it is even inappropriate to have a notice, (on a logo for example a notice can be overpowering and may distract from the brand).

As a general rule however, we do recommend that you place a notice on your work. This is because a statement that a work is registered will act as a deterrent against copyright infringement and abuse of your work.

Just as a copyright notice lets others know that your work is subject to copyright, a registered notice demonstrates that:

- You are aware of your rights and take copyright seriously.
- You have independent proof of both the date and content of your work to support your copyright claim.
- The content of your work can be verified by an independent body.
- You have proper evidence to support you in any legal case

What should my registered notice look like?

The registration notice is just a simple statement that the work is registered. It is also common to include the registration number.

The registration notice will look something like:

This work is registered with Copyright Witness.

or

This work is registered with Copyright Witness:
Registration No:123456789

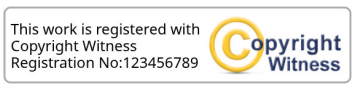
It is normal to include such a notice next to or just below the copyright notice.

Using Copyright Witness images and logos

There are a number of registered notice examples, as well as images and logos you can use, available from our webpage at: https://copyrightwitness.com/notices.

Registered notice labels

These are self adhesive notice labels (84 labels per sheet) that state that the work is registered and registration number:



You can order these via our website copyrightwitness.com

Placing registered notices on your work

Where you place a registered notice will depend greatly on the type of work. Typically, the statement that the work is registered would appear as a declaration next to, or directly below the copyright notice.

As a basic rule, a notice does not need to be overpowering, but it should be apparent to anyone reading or using your work that the work is subject to copyright and that it is registered.

The following are examples based on basic work types. Even if the type of work you have registered is not listed, they should at least provide a basis for your own notices.

1. **Written work**
   For books and manuscripts, notices will normally appear after the title, and before the main content, (e.g. first page of a manuscript or flyleaf of a book), so that the reader is presented with the notices before the content of your work.
   For single page works the copyright notice would typically be placed at the foot of the page with the registration statement next to it.
2. **Software**
   The copyright notice and registered notice should normally be placed within a 'Help' / 'About this software' option.
   When software is installed, it is normal to mention copyright, along with the conditions of use agreement that the user accepts by pressing an 'I accept' (or similar) button during the installation process.
   If the software is distributed on CD, BD, DVD, or other media, then it is normal for the notices to appear on the media itself as well as any inlay card, documentation or manuals.
3. **Websites**
   Normally a copyright notice will appear on the bottom of every page; so you may simply choose to include a registered notice after this, or if you have a separate page that deals with legal notices etc. this may be a better place.
   You can also include a link to our website so that visitors know what you are referring to.
4. **Music**
   Typically notices would appear on any physical media (CD, inlay card, booklet, etc.). For electronic files (MP3 etc.) the file properties (such as an ID3 tag) can be used to store this information.
5. **Photographs and artistic works**
   For printed items, place the notices at the bottom or on the reverse of the work. For digital images, you may choose to use photo editing software to place the notices on the images themselves or file properties.
6. **Films**
   On the DVD/BD and accompanying cover or booklet. It is normal to also place a copyright notice at the start or end of the film itself so a notice can be added here too if you wish.
7. **Electronic files**
   With other electronic files it is normally possible to include the copyright details in the file properties.

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