



## Obtaining ISBN and LCCN Suggested Copyright Page Format

One of the most common questions that authors ask is about the Copyright page, along with “Where do I get my ISBNs,” “Do I need a Library of Congress Number (LCCN)” and “What should my copyright page look like?” All important questions that need answers.

### Copyright Page

**The Copyright Page**, which follows the title page of your manuscript, is a flexible document with respect to format, but several elements must be included. The most confusing two are the ISBN and LOCN. Detailed instructions for sending for them are included below:

- **Copyright**
  - **The copyright symbol,**
  - **Followed by the copyright year**
  - **Followed by who (the author) or what (the publisher) is responsible for (owner of) the copyright**
  - **Followed by the phrase, “All Rights Reserved”**

**Example: © 2013 Jane Johnson All Rights Reserved.**

- **The Title**
- **Warning against Copying without Permission**
- **A Disclaimer mentioning the author(s)' name and/or publisher's name (if different)**
- **A paragraph, possible boxed, indicating how books may be purchased singularly or in bulk—this is where you can put Publisher name, website, how to email or phone for books directly.**
  
- **Cover Design by:**
- **Interior Design by:**

- **Editor:**
- **Book Consultant:**
- **Publisher (if not already stated on the © page):**
  
- **The ISBN (The International Standard Book Number—see instructions below)**
- **The LCCN (The Library of Congress Control Number—see instructions below)**
  
- **A numbered list of subjects identifying topics the book may be identified with for shelf location in a library or book store**
- **The Edition (first, second, etc.) and where it was printed (USA, Canada, China, or ...)**

**Copyright:** You'll want the copyright year to be the year following the actual year of publication if publication takes place in May or June of that year or later. By the time your marketing has been put in place and operational, and books are finally in the hands of buyers, the actual year of publication may be over ... Bad News! The book is no longer "new."

**Example:** Your book is finished, printed and available by say September, 2012, it should have a copyright date of 2013.

You'll want to make a clear statement indicating that no one can copy your "stuff" in any of the many possible ways these days, without your permission; and that you are not responsible for errors or omissions, nor are you liable for damages resulting for use of information contained therein.

**Warning against Copying without Permission:** "No part of this book may be reproduced in any written, electronic, recording, or photocopying without written permission of the publisher or author. The exception would be in the case of brief quotations embodied in the critical articles and reviews and pages where permission is specifically granted by the publisher (name) or author(s) (name)."

**The Disclaimer:** "Although every precaution has been taken to verify the accuracy of the information contained herein, the author and

publisher assume no responsibility for any errors or omissions. No liability is assumed for damages that may result from the use of information contained within.”

## How to Get Your ISBN

The International Standard Book Number is known to all in the book world as an ISBN. It costs \$125 for one and \$275 for a block of ten. It's highly recommend that you purchase a block of 10 because the author usually has at least another book on the “back burner.” And, it's recommended that your own them outright in your publishing company name. And these days, the hard cover will be followed by the soft-cover version, requiring another ISBN, and one or more e-books. And of course, a revised edition (30% or more) could follow eventually, particularly if your first edition is well received. Bowker is the mothership for ISBNs. Here's there website that will take you directly there: [www.MyIdentifiers.com](http://www.MyIdentifiers.com)

**Beware:** The websites are occasionally updated—changed—so these instructions may also require updating.

## How to Send for Your ISBN(s)

- Go to [www.MyIdentifiers.com](http://www.MyIdentifiers.com).
- Click on bullet in blue below question, “**Are you a new publisher applying for a block of ISBNs?**” The bullet reads: “Continue your application process on our secure server.”
- Click on “**Create an Account.**”
- Click on “**I Am a New Bowker Customer.**”
- Fill out the two column form for “**My Profile**” and “**Company Profile.**”
- Fill out the two boxes at bottom, “**Username** and **Password**” (“User name” can be your name, your e-mail address, your publishing company, or ... whatever.)
- Click on the box at the bottom, “**I accept – Create my Account**”
- Click on the “**10 ISBN**” “**BUY**” button and fill out the required information. (As suggested above, the 10 ISBNs is the better way

to go in today's one-author-multibooks-published publishing world.)

The process can take up to a week. The Application will also ask if you want a **Bar Code**, which costs extra (but not much). You don't ordinarily need that as the author, so ignore that box. It will be necessary for the back cover of your book but your layout person will take care of it (and charge you for it).

## How to Send for Your LCCN (Library of Congress Catalog Control Number)

**The LCCN:** The Library of Congress Control Number. It is free and can be obtained fairly quickly—a week or so— although we've received them within just a day or two. You need the ISBN to get it, however—therefore that comes first.

**Beware:** The websites are occasionally updated—changed—so these instructions may also require updating.

It is a two-step process:

- Go to Google.
- Enter: "**Library of Congress book number**" and click on "**Search.**"
- "**Preassigned Control Number Program**" will appear. Or go to [www.LOC.gov](http://www.LOC.gov).
- Click on "**Open an Account**" if appropriate. Otherwise click on "**EPCN Login,**" for an existing account.
- If "**New Account,**" read instructions, and then click on "**Application to Participate.**"
- There is a note at the top, "**Click here for Instructions,**" for assistance.

- Fill out and click on “**Submit.**” Within a few days, no more than a week, you will be e-mailed an account number and a password providing you access to the appropriate application form.

If you have an account already, the “**EPCN Login**” button brings you to the form requiring your Account ID and Password. Fill out and click on the “**Sign On**” button and fill out form. A final note to those with accounts already: The password expires after 60 days. A new one can be created using the following instructions. It must:

- Be at least eight characters in length;
- Contain at least one uppercase letter, one lowercase letter, and one number;
- Not contain consecutive repeated characters;
- Be recreated following these steps if you wait to use it over 60 days;
- Not be changed more than once per day;
- Not be changed to any of the 11 most recently used passwords.

If the password has expired, just write the old one out and write the new one under it, changing just one of the numbers or letters. Keep a record so that you know what has been changed, thus avoiding repeating the old number by chance.

## Don't Be Lost ... Get Your Book into Bookscan

If there are any bookstore sales, including Amazon, it's trackable. Get your name and book out there, plus, when a store is looking your title up if a customer asks for it, you are found.

- Pull all of your book data into one place: title, subtitle, price, ISBN, eBook ISBN, eBook price, trim size, page count, word count, category, age group— into book ISBN fields at [www.MyIdentifiers.com](http://www.MyIdentifiers.com) (this will start the process of getting your book's data out to the world

and make it easier for the sales to be tracked by Nielsen Bookscan.)  
Do not skip this!

## Suggested Format with Two Examples of Copyright Pages

**The Creating Formula** by Barbara Joy

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Cover Design: NZ Graphics, Inc.

Interior Design: WESType Publishing Services, Inc.

Publisher: Be Unlimited Press, a division of Be Unlimited, LLC

Editor: John Maling (Editing By John)

Creative Consultant: Judith Briles, The Book Shepherd

Library of Congress Catalog Number: 2010904344

ISBN: 978-0-971736-70-2

1) Spirituality    2) Self Help    3) New Age    4) Metaphysical

First Edition Printed in Canada

**Have You Ever Held a Mountain?** by John Maling

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Books may be purchased in quantity and/or special sales by contacting the publisher, Mile High Press, at PO Box 460880, Aurora CO 80046; 303-885-4460, by faxing 303-627-9184 or by email at [MileHighPress@aol.com](mailto:MileHighPress@aol.com).

Published by: Mile High Press, Ltd, Aurora, Colorado  
Interior Design by: Ronnie Moore, WESType of Boulder, Colorado  
Cover Design by: Nick Zelinger, NZ Graphics  
Editing by: John Maling, Editing by John  
Creative Consultant: Judith Briles, The Book Shepherd

Maling, John, 1931-  
Have You Ever Held a Mountain?

Library of Congress Control Number: 2008911644  
ISBN-13: 978-1-885331-32-8

10 9 8 7 6 5 4 3 2 1

1. Poetry    2. Mountain photography

First Edition

Printed in Canada

*John Maling specializes in editing nonfiction books. Drawing on his educational and scientific background, John is skilled in editing a variety of genres as well as creating the Index when a book has completed layout. John's professional background includes teaching, research and publishing in physics and engineering. He is the author of Have You Ever Held a Mountain?, a photo illustrated poetry gift book, in collaboration with Grant Collier, award winning and published Colorado photographer.*