Bowker | U.S. ISBN Agency

ISBN Guides: Title Assignment Instructions

The purpose of this guide is to give you step-by-step instructions on how to set up and assign your title(s).

MyIdentifers.com: where you can get all your ISBN needs taken care of at one site!

WHERE BOOK DISCOVERY BEGINS!

Let's review

At this stage, you should have already purchased your ISBN and barcode (if applicable). All of your Information is waiting for you within your account.

Once your publication is ready for sale, you are required to submit the title's information for which you have assigned an ISBN, so it becomes part of the bibliographic database at Bowker. Then it will appear in Bowker Books In Print® and Bowker Syndetic Solutions™ allowing for discoverability by bookstores and libraries which look for publications to purchase. Completing the title assignment form is extremely important.

Bowker provides data about your book to online, retail and Library databases worldwide and powers over 1.3 billion searches per month.
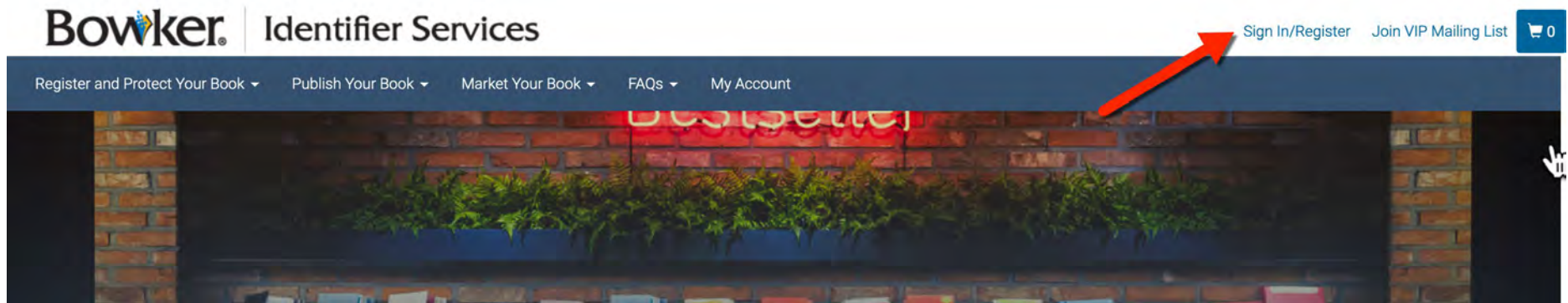
Please note: Although having an ISBN and assigning your title means people who wish to order your publication can find the information, it does not mean you are selling your book through Bowker.
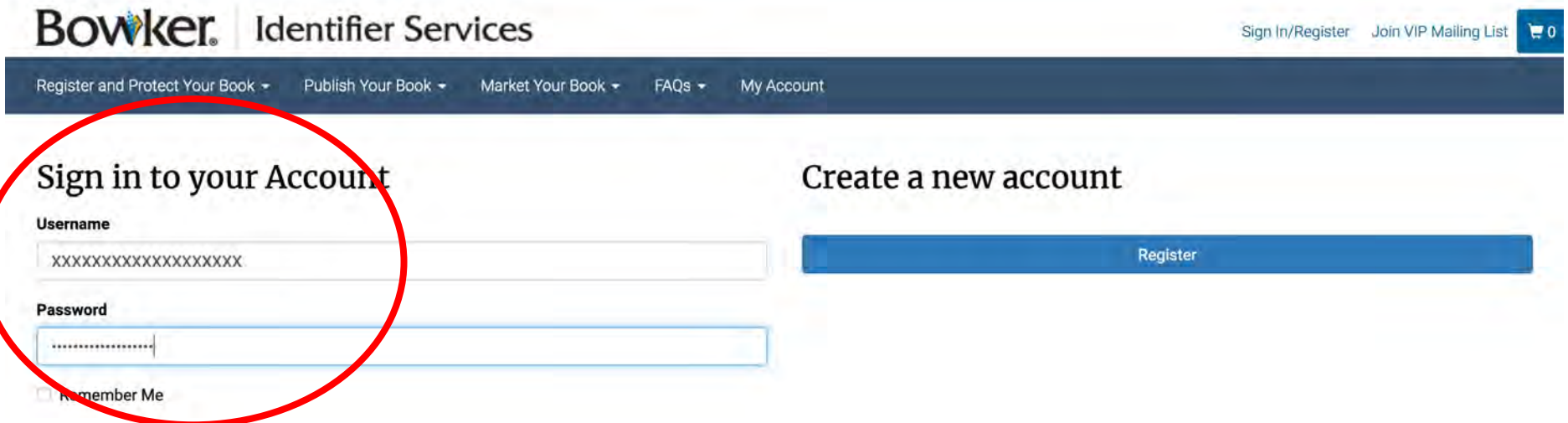
Step 1

Complete your title assignment

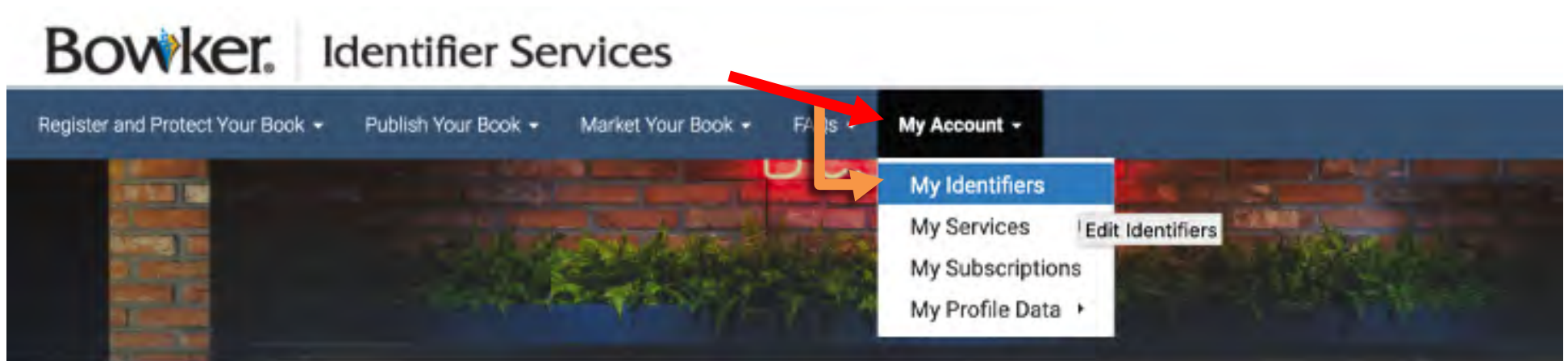Go to www.MyIdentifiers.com. Click "Sign In" in the upper right corner

Enter Username and Password

Step 2

Once you have logged in, click on **My Identifiers** from the **My Account** drop-down menu to access your list of assigned and unassigned ISBNs. (Note that an ISBN could have been used for a publication, even if the title was not assigned)

Step 3

To access the title assignment form, either click once on the ISBN you have assigned to your publication, or click on the blue "Assign Title" bar.

| Register and Protect Your Book ▾ | Publish Your Book ▾ | Market Your Book ▾ | FAQs ▾ | My Account ▾ |

My Account / My ISBN Dashboard

My Identifiers   My Subscriptions   My Services   My Profile Data

4 ISBNs   ▼ Filter Table

Search by [ISBN-13 or ISBN-10] [GO]   First < 1 **2** 3 4 5 ... > Last

Status	Title		ISBN-13	Media/Format	Cover Image	Barcode
🔄 Pending	Remnant of Glass	Clone 🗐	978-0-615-88750-0	Paperback Paperback / softback	Upload	Generate
❗ Incomplete	Basic	Clone 🗐	978-0-615-96632-8	N/A	Upload	Generate
✅ Assigned	Incorruptable	Clone 🗐	978-0-646-93931-5	Paperback Paperback / softback	Upload	Generate
	Assign Title				Upload	Generate

Legend: ✅ Approved 🔄 Pending ❗ Incomplete

[Display 10 ISBNs ▼]   Page [1] of 216 [GO]   First < **1** 2 3 4 5 ... > Last

Export [Choose Prefix ▼]

Please note the symbols that appear next to your title as you complete the form:

🔄 A yellow circle means that your title information has been successfully submitted.

✅ The yellow circle will change to green the next business day.

❗ The red circle means your information is incomplete.

Title Information - Filling out form

There are two Title Assignment Forms: Basic and Advanced.

Form view | Basic | Advanced

==Basic Title Assignment== requests only the minimum information about your book to get your title into Books In Print®.

==Advanced Title Assignment== is a multi-paged assignment form for when you want to provide more detailed title information, such as Volume, Edition, packages, dimensions, and advanced Market and Territory details.

About mandatory fields

Fields marked with red asterisks must be populated to complete the title assignment process to get the title in Books In Print®.

Note that the red asterisk is <u>not</u> an error message and will remain on the page even when information is entered into the mandatory field.

You may leave non-red asterisked fields blank. Be as complete as possible. While you are not required to fill out non-red asterisked fields, doing so may increase the odds that your book will appear in a search.

However, If you do not know the information, please leave it blank. Do not input "N/A" or "null."

Use the drop-down boxes where provided. Remember that any drop-down selection can be cleared by selecting the blank space at the top of the drop-down menu list.

You will need to know the:
• Title
• Selling price
• Primary subject of the publication
• Format
• Contributors (i.e., author)

Basic Title Assignment - Title & Cover

ISBN: 978-0-9746188-2-1

Form view | Basic | Advanced |

Title Information

Book Title *   ❓ Help

[   ]

☞ If you need to enter **Volume or Edition** information, click here to use the Advanced form.

Subtitle   ❓ Help

[   ]

Describe your book   *(0 of 350 words)*   ❓ Help

[   ]

⚠ No HTML mark-up

Book Cover Image
File Type: JPG only
Minimum File Size: 4KB
Maximum File Size: 5MB

No Image

Basic Title Assignment is on one page

* Indicates Mandatory Field

Place the cursor on the question mark icon for more information about its related field.

Please DO NOT enter **Volume and Edition** information here. Instead, enter in the Editions and Volumes section of the Format & Size tab on the **Advanced Assignment form**.

Note that the **Title and Subtitle fields become permanent** after the Publication Date has passed.

For Image instructions see page 17.

When you have completed the required fields in this form, save and click the green "Submit" bar.

Basic Title Assignment – Format & Subjects

Format

Selecting the required fields in order of appearance is essential. Format and Primary Subject fields change based upon the selection of the prior require field.

Please note: Once the ISBN Title Assignment is completed and submitted, these fields become locked and cannot change.

Subjects

The assignment must contain one Subject & Genre, but two selections are recommended.

When you have completed the required fields in this form, save and click the green "Submit" bar.

*Indicates Mandatory

Medium & Format

*	Help	*	Help
Book Medium	▾	Format	▾

Subjects & Genres

*	Help	Help
First Genre	▾	Second Genre ▾

Authors & Contributors

•A contributor can be either a person or a company, but it cannot be both. **Note that the author is also a contributor**.

•If you click **Person**, this should be to record that a person is responsible for the content of the product. For a person with only one name, such as Plato, Homer, or Madonna, use the Last Name field.

•**Organization** should only be selected if a company produced the product, not an individual or multiple people.

•You should not include titles, such as Dr. or Ph.D.. in the contributor name field. You can add this information in the Contributor Bio.

When you have completed the required fields in this form, save and click the green "Submit" bar.

*Indicates Mandatory

Authors & Contributors   Help

To Add a contributor: Click "Add Another Contributor" and add data in the form below. DO NOT enter the same person or group more than once.
To Edit a contributor: Click on the Contributor Name.
To Delete a contributor: Click "Delete" to the right of the name.

▼ Contributor 1   ● Delete

Each Contributor Entity is either a person, or Organization/group. If you require both a person and a group to share a specific function, such as Editor, they must be created as separate entries. If a person or group holds more than one Contributor Function, please select as many functions as applicable to them.
DO NOT enter the same person or group more than once; a person or group may have multiple functions per name.

◉ Individual ○ Organization

First Name   **Last Name**✱   **Suffix**

Biography   (0 of 350 words)   ❓ Help

⚠ No HTML mark-up

Function ✱ (Select all that apply)
☐ By (author)
☐ Edited by   **Function(s) selected:**
☐ (Illustrated by)
☐ (Actor)
☐ (Commentator)
☐ (Conductor)
☐ (Director)

● Add Another Author/Contributor

At least one Author or Contributor is required to assign a title.
After filling out this form, if more contributors are needed click the blue "Add Another Author/Contributor" bar.

9

Basic Title Assignment – Sales & Pricing

Sales & Pricing

•DO NOT include the currency sign ($) when supplying your price.

• If you need additional markets other than the United States click the Advanced form View to change forms.

Form view   Basic   Advanced

When you have completed the required fields in this form, save and click the green "Submit" bar.

*Indicates Mandatory

TITLE INFORMATION

1. Title & Cover	2. Contributors	3. Format & Size	4. Sales & Pricing

This is the first of 4 tabs you will need to complete.

*Indicates Mandatory

Place the cursor on the ❷ Help icon for more information about its related field.

Please DO NOT enter Volume and Edition information here. Instead, click the toggle beneath "Book Title" form (see page 12 for more details).

Note that the Title and Subtitle fields become permanent after the Publication Date (page 15) has passed. For Image instructions see page 17. When you have completed this section, save and click the blue "Next: Contributors" bar.

Title Information

Book Title ＊   ❷ Help

▶ Click here to expand **Volume and Edition** forms

Subtitle   ❷ Help

Describe your book   (0 of 350 words)   ❷ Help

⚠ No HTML mark-up

Original Publication Date   ❷ Help

Current Language   ❷ Help

☐ English
☐ Abkhaz
☐ Acholi
☐ Acoli
☐ Adangme
☐ Adygei
☐ Afar

Language(s) selected:

Translated Title   ❷ Help

Copyright Year   ❷ Help

Library of Congress Control Number   ❷ Help

＊ Indicates required field

Next: Contributors ▶

Book Cover Image
File Type: JPG only
Minimum File Size: 4KB
Maximum File Size: 5MB

Browse... No file selected.

Upload/Change Cover Image

Advanced Title Assignment – Volume and Edition

Title Information

Book Title ✳   ❓ Help

If you are assigning a second Volume, Edition, or Special Editions, click the toggle beneath "Book Title" form.

▼ Click here to collapse **Volume and Edition** forms

Editions and volumes

Title Volume Number Type

Title Volume Number   ❓ Help

Select the descriptive abbreviation from the drop-down menu, then enter the number in the adjoining field.

Total Volume Number Type

Total Volume Number   ❓ Help

If this is the first volume of a series, leave the field next to the Title Volume Number drop-down menu blank.

Edition Number   ❓ Help

❓ Help

Special Editions and Versions

Remember that any drop-down selection can be cleared by selecting the blank space at the top of the drop-down menu list.

☐ Abridged
☐ Acting edition
☐ Activity Book
☐ Adapted
☐ Adult
☐ Alternate
☐ Anniversary

Special Editions(s) Selected:

Point Size   ❓ Help

Previous Editions ISBN   ❓ Help

New Editions ISBN   ❓ Help

Advanced Title Assignment – Author & Contributors

Author & Contributor Entry

•A contributor can be either a person or a company, but it cannot be both. **Note that the <u>author</u> is also a <u>contributor</u>**.

•If you click **Person**, this should be to record that a person is responsible for the content of the product. For a person with only one name, such as Plato, Homer, or Madonna, use the Last Name field.

• **Company** should only be selected if a company produced the product, not an individual or multiple people.

•You should not include titles, such as Dr. or Ph.D.. in the contributor name field. You can add this information in the Contributor Bio.

When you have completed this section, save and click the blue "Go to: Next: Format & Size" bar.

*Indicates Mandatory

Authors & Contributors   ❷ Help

To Add a contributor: Click "Add Another Contributor" and add data in the form below. DO NOT enter the same person or group more than once.
To Edit a contributor: Click on the Contributor Name.
To Delete a contributor: Click "Delete" to the right of the name.

▼ Contributor 1   ❂ Delete

Each Contributor Entity is either a person, or Organization/group. If you require both a person and a group to share a specific function, such as Editor, they must be created as separate entries. If a person or group holds more than one Contributor Function, please select as many functions as applicable to them.
DO NOT enter the same person or group more than once; a person or group may have multiple functions per name.

◉ Individual ○ Organization

First Name   **Last Name ❋**   **Suffix**

Biography   *(0 of 350 words)*   ❷ Help

⚠ No HTML mark-up

Function ❋ (Select all that apply)
☐ By (author)
☐ Edited by
☐ (Illustrated by)   **Function(s) selected:**
☐ (Actor)
☐ (Commentator)
☐ (Conductor)
☐ (Director)

❂ Add Another Author/Contributor

❋ *Indicates required field*

‹ Previous: Title & Cover   Next: Format & Size ›

13

Advanced Title Assignment – Format & Size

Format

Selecting the required fields in order of appearance is essential. Format and Primary Subject fields change based upon the selection of the prior require field.

Please note: Once the ISBN Title Assignment is completed and submitted, these fields become locked and cannot change.

Size details

The size of your book must be in decimals. For example, enter "8.5" inches," not "8 1/2" inches.

You may choose to enter the dimensions in Centimeters and Inches.

When you have completed this section, save and click the blue "Go to: Next: Sales & Pricing" bar.

*Indicates Mandatory

Medium & Format

Book Medium   Format

Format Details   Help

☐ 'Carousel' book
☐ 16:09
☐ 16:10
☐ 3:02
☐ 46 size
☐ 46-Henkei size
☐ 4:03

Format Detail(s) Selected:

Packaging Description   Help   Trade Catalog   Help

Size Details

Weight   Help   Units   Help   Size Units   Help

Number of pages   Help   Length(1)

Number of illustrations   Help   Width(2)

Carton quantity   Help   Height(3)

Subjects & Genres

First Genre   Help   Second Genre   Help

* Indicates required field

◄ Previous: Contributors   Save Progress   Next: Sales & Pricing ►

14

Advanced Title Assignment – Sales & Pricing

Sales and Pricing
•DO NOT include the currency sign ($) when supplying your price.

• Only add markets you are going to actually sell your title in. If you create a market, it cannot be deleted fully without removing all the title's markets and starting over.

Continue to the next page to complete this tab.

*Indicates Mandatory

Advanced Title Assignment – Sales & Pricing

When you have completed and saved this last section, you will see a green bar at the bottom that says "Submit." You must click on that for the information to be submitted to our database.

Image loading and final check

Image Upload

•The image file size must be at least 4 KB and no greater than 5 MB. Very large images (measured in pixels X pixels) will cause error messages.

•Please use the title suffix .jpg, rather than .jpeg.

• Sometimes, after uploading, an image will not render properly. Often, navigating away to another part of MyIdentifiers.com and back or refreshing the screen, will fix the display.

•Sometimes an image will display as a series of smeared horizontal lines. In that event, email the picture with the ISBN number to: **techsupport@bowker.com**.

Book Cover Image

File Type: JPG only
Minimum File Size: 4KB
Maximum File Size: 5MB

No Image
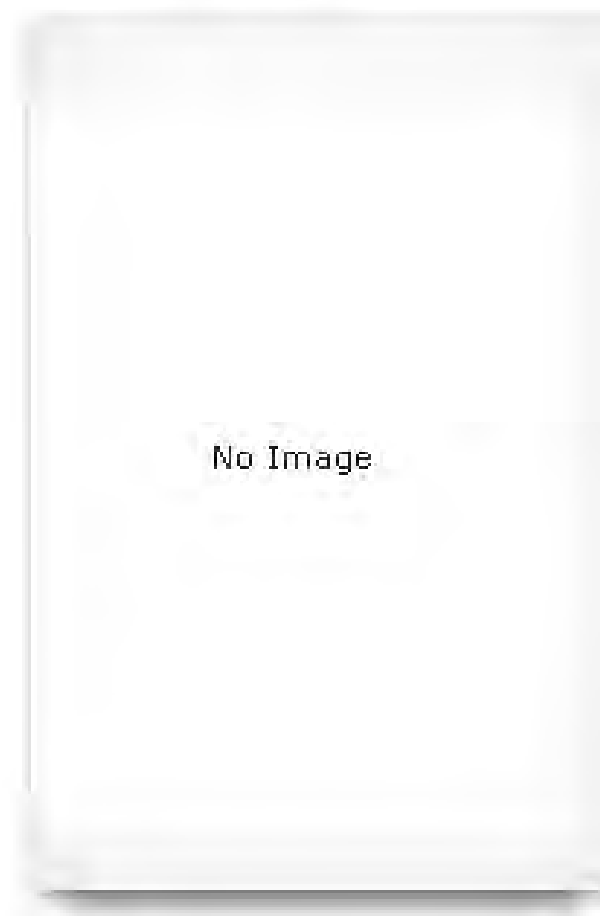
Almost There

To make sure that you have completed the form correctly:

Go back to your My Account page.
When reviewing your title name, you should see a yellow circle 🔄 to the left of your title name.

This means that your title information has been successfully submitted. The yellow circle will change to a green circle ✅ the next business day.

o If the information is not complete, you will see a **red** circle ⛔ next to the ISBN. Click on the **red** circle and it will tell you what you need to add or change.

Status	Title		ISBN-13	Media/Format	Cover Image	Barcode
🔄 Pending	Remnant of Glass	Clone 📑		Paperback Paperback / softback	Upload	Generate
⛔ Incomplete	Basic	Clone 📑		N/A	Upload	Generate
✅ Assigned	Incorruptable	Clone 📑		Paperback Paperback / softback	Upload	Generate

It could mean a **red asterisk** field is blank, or some other information in a non-required field is incorrect. **Red asterisk** fields are mandatory. A common example for non-required field is with the Library of Congress number – please do not use dashes when putting in this number.

An assigned title takes several business days before it will be added to our Books In Print® database. You will, however, be able to view all of the information you entered into your account.

Don't Forget

- All fields with a **red asterisk** are mandatory and must be filled in.

- Any field without a **red asterisk** is not mandatory and can be left blank, but the more information you provide the more likely your book will appear in a search.

- If a non-mandatory field does not apply, leave it blank. Do not input "N/A" or "null".

- Do not use dashes within the Library of Congress number. If you do not have a LCCN, leave the field blank.

- If book size is not a whole number, remember to use decimals, not fractions when entering the book size information. For example, enter "8.5" inches," not "8 1/2" inches.

- When filling out the description box, use text format (do not use special characters).

- If you have any questions or issues with this process, please contact Bip bowkerlink@bowker.com. Please add in your subject line "My identifiers title data."