

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).

[MyIdentifiers.com.au](https://myidentifiers.com.au): 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.

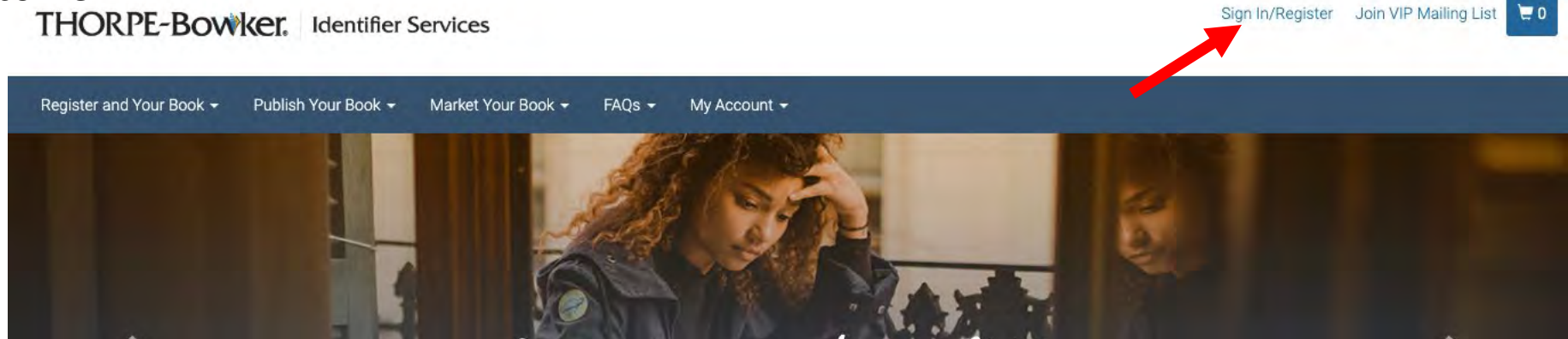
Please note: Although having an ISBN and assigning your title means people who wish to order your publication can find the information, it does not mean you are selling your book through Bowker.



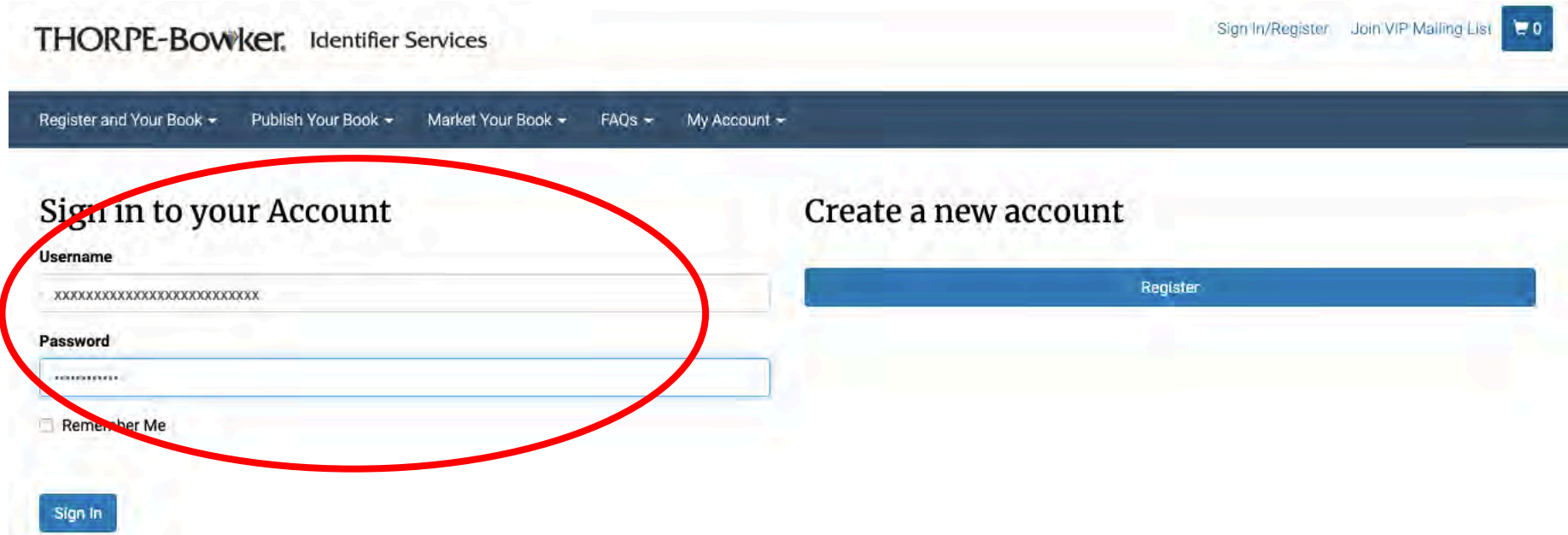
Step 1

Complete your title assignment

Go to www.MyIdentifiers.com.au. 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)

The screenshot displays the THORPE-Bowker Identifier Services website. The top navigation bar includes the logo, the text "Identifier Services", and user information: "Welcome Richard Smith! 979 Company, The Sign Out Join VIP Mailing List" with a shopping cart icon showing "0". Below the navigation bar, a dark blue menu contains "Register and Your Book", "Publish Your Book", "Market Your Book", "FAQs", and "My Account". The "My Account" menu is open, showing "My Identifiers", "My Services", "My Profile Data", and "Support". The "My Identifiers" option is highlighted with an orange arrow. A red arrow points to the "My Account" menu, and a green arrow points to the "ISBN Dashboard" option in the sub-menu. The background features a photograph of an elderly man in a library, with the text "Finish your story here." and a "How we can help" button.

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 First < 1 2 3 4 5 ... > Last

Status	Title	ISBN-13	Media/Format	Cover Image	Barcode
Pending	Remnant of Glass	Clone	Paperback Paperback / softback	<input type="button" value="Upload"/>	<input type="button" value="Generate"/>
Incomplete	Basic	Clone	N/A	<input type="button" value="Upload"/>	<input type="button" value="Generate"/>
Assigned	Incorruptable	Clone	Paperback Paperback / softback	<input type="button" value="Upload"/>	<input type="button" value="Generate"/>
	<input type="button" value="Assign Title"/>			<input type="button" value="Upload"/>	<input type="button" value="Generate"/>

Legend: Approved Pending Incomplete

Display 10 ISBNs ▾ Page 1 of 216 First < 1 2 3 4 5 ... > Last

Export

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 in 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 not 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



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

Basic Title Assignment – Authors & Contributors

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

Function * (Select all that apply)

By (author)
 Edited by
 (Illustrated by)
 (Actor)
 (Commentator)
 (Conductor)
 (Director)

Function(s) selected:

[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.

Basic Title Assignment – Sales & Pricing

Sales & Pricing

- DO NOT include the currency sign (\$) when supplying your price.
- If you need additional markets other than Australia, 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

Sales & Pricing

UNITED STATES

Publisher Help

Distribution Status Help

Publication Date Help

Target Audience Help

Book Price Help

Set Dollar Amount

Write for Info (No set price or free)

Submit

* Indicates required field

Advanced Title Assignment – Title Information

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  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 *   Click here to expand Volume and Edition forms


Subtitle 


Describe your book (0 of 350 words) 


Original Publication Date  No HTML 


Current Language  English Abkhaz Acholi Acoli Adangme Adyghe Afar

Language(s) selected:

Translated Title 

Copyright Year 

Library of Congress Control Number 

 Indicates required field

Book Cover Image

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



Browse... No file selected.

[Upload/Change Cover Image](#)

[Next: Contributors >](#)

Advanced Title Assignment – Volume and Edition

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

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

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

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

Title Information

Book Title *

Help

Click here to collapse Volume and Edition forms

Editions and volumes

Title Volume Number Type

Title Volume Number

Help

Total Volume Number Type

Total Volume Number

Help

Edition Number

Help

Special Editions and Versions

- 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

1. Title & Cover

2. Contributors

3. Format & Size

4. Sales & Pricing

Author & Contributor Entry

- 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.

- **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

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

Function * (Select all that apply)

- By (author)
- Edited by
- (Illustrated by)
- (Actor)
- (Commentator)
- (Conductor)
- (Director)

Function(s) selected:

Add Another Author/Contributor

Previous: Title & Cover

Next: Format & Size

* Indicates required field

Advanced Title Assignment – Format & Size

1. Title & Cover

2. Contributors

3. Format & Size

4. Sales & Pricing

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

Medium & Format

Book Medium * Help **Format** * Help

Format Details Help

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

Packaging Description Help **Trade Catalog** Help

Format Detail(s) Selected:

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 Help **First Genre** * Help **Second Genre** * Help

* Indicates required field

[← Previous: Contributors](#) [Save Progress](#) [Next: Sales & Pricing >](#)

Advanced Title Assignment – Sales & Pricing

1. Title & Cover

2. Contributors

3. Format & Size

4. Sales & Pricing

Sales & Pricing

UNITED STATES

Edit

Delete

Publisher

blah blah

Help

Publication Date *

Help

Target Audience *

Help

From Age

Help

Academic Grade From

Help

Imprint

Help

Distribution Status *

Help

To Age

Help

Academic Grade To

Help

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

Additional Sales Information UNITED STATES

Title Ship Date Help
Final Return Date Help

On Sale Date Help
Out of Print Date Help

Is The Title Returnable? Help

Country Series Title Information UNITED STATES

Series Title Help
Series Volume Help

UNITED STATES Price Data

Currency	Price	Price Type	Price Availability	Distributor	Discount Code

[Add UNITED STATES Price Data](#)

Book Price * Help
 Set Dollar Amount Write for Info (No set price or free)
Currency * Help
Price Type * Help

Price Availability Help
Distributor Help
Discount Code Help

[Done with this Price Data](#)

UNITED STATES Sales Rights

Rights Type	Rights Country	Rights Territory

[Add UNITED STATES Sales Rights](#)

[Done with UNITED STATES Market](#)

Select a new Market Help [Add selected Market](#)

[Previous: Format & Size](#) [Submit](#) * Indicates required field

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

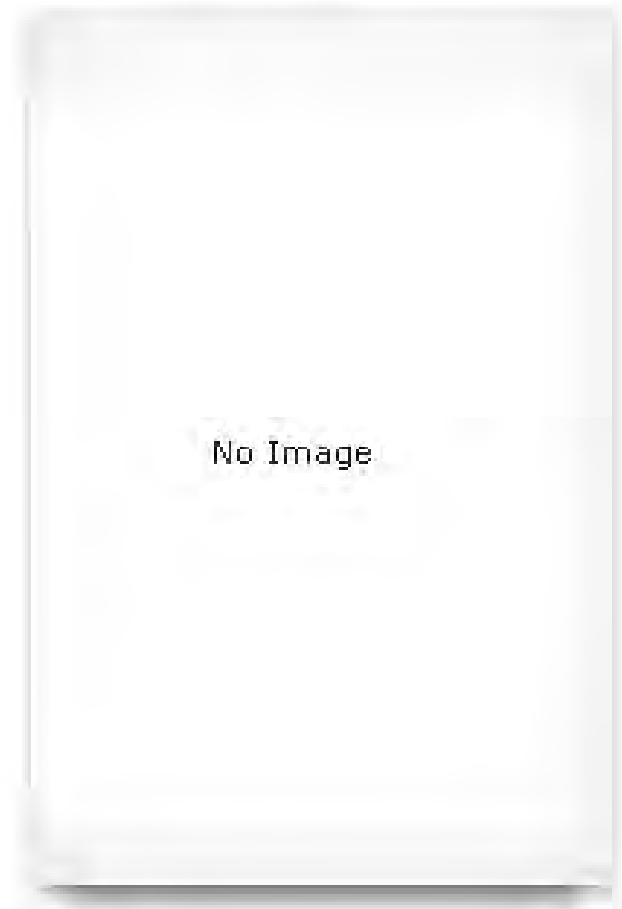
- The image file size must be at least 4KB and no greater than 5MB.. Very large images (measured in pixels X pixels) will cause error messages.
- Please use the title suffix .jpg, rather than .jpeg.
- Sometimes, after uploading, an image will not render properly. Often, navigating away to another part of MyIdentifiers.com.au 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




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  the next business day.

- 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.

A registered 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".
- 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."

THORPE-Bowker®