# Electronic Title List Requirements and Instructions

For additional requirements for Declarations of Ownership in Musical Works see https://www.copyright.gov/recordation/domw.

## To submit an electronic title list:

- All other requirements for recording a document with the Office must be satisfied (see 37 CFR § 201.4), including payment of the appropriate filing fee (see 37 CFR § 201.3(c)).

- The document must be a transfer of copyright ownership or other document pertaining to a copyright that is recordable with the Copyright Office under 17 USC § 205. Notices of termination under sections 203, 304(c), or 304(d) are ineligible.

- The appropriate box on Form DCS must be checked to indicate that an electronic title list is enclosed with your submission.

- Absent special arrangement with the Office, the electronic title list must be included in the same package as the paper document submitted to the Office for recordation.

- The Office's electronic title list template must be used and the instructions below for completing it must be followed. Any list that does not use the template or does not adhere to the below instructions will be rejected; this includes any list that only mirrors the appearance of the template. Additionally, all remitters must use the Office's electronic title list validator to confirm that the data in their electronic title lists satisfies the Office's formatting requirements. Failure to do so may result in the rejection of your recordation submission.

- The electronic title list must be saved in the Excel (.xlsx) file format and stored on a compact disc, flash drive, or other digital storage medium approved by the Office that is clearly labeled with the title of the first work provided in the paper document identified in Item 1 of Form DCS and the name of the first party identified in Item 11 of Form DCS.

- The Excel file must not be locked or have any protections or restrictions in place (other than what has already been locked by the Office in the template made available on this page).

- Where an electronic title list contains more than 10,000 titles, the titles must be grouped into separate Excel files. Each file must consist of a single sheet of no more than 10,000 titles; all must be stored on the same compact disc, flash drive, or other digital storage medium that is submitted with the paper document. If your document requires more than ten such Excel files (*i.e.*, there are more than 100,000 titles), you must contact the Office before sending your submission.

- The Excel file's name must include "ETL" and cannot include any special characters. Where multiple Excel files are submitted as part of the same electronic title list, each file's name must include "Part # of #."

- The electronic title list must only include letters, numbers, and printable characters that appear in the ASCII 128-character set. Appropriate translations or transliterations of non-English language material may be provided in conformity with 37 CFR § 201.4(d)(5).

## Instructions for Completing the Electronic Title List Template

The electronic title list template is organized so that information for each work's title for a work is provided on its own separate row of the spreadsheet; do not list more than one title in the same row. Titles should be listed in the same order in which they appear in the document. There are thirteen columns for providing the information necessary to index each title. Some columns are optional and others may not always be applicable. In general, providing information beyond what is actually contained in the document, such as authorship information or registration numbers, is optional but strongly encouraged. Specific instructions for each column are below.

**IMPORTANT:** Leave all unused cells in the template blank. DO NOT type "Not Applicable" or "N/A." Additionally, remitters may now use the copy/paste function in the template. Previously, using the function was discouraged because it interfered with validation.

**Column A: Title Number** This column be a running number list that starts at "1" with your first title and continues numerically row-by-row with each title you add to your list. For example, for the first title entered, which is in row 4 of the template, type "1" in this column. For the second title, in row 5, enter a "2" in this column. For the one thousandth title, in row 1003, enter "1000" in this column. Do not include a comma, decimal point, or any other non-numerical character.

**Column B: Leading Article for Title** If the title begins with one of the following articles, select it from the drop-down list in this column.

For example, if the title of the work is "*A New Hope*," select "*A*" from the drop-down list; if the title is "*The Empire Strikes Back*," select "*The.*" If the title does not begin with an article, begins with an article that is not listed below, or is written in a language other than English, Spanish, French, or German, leave this column blank. For example, if the title is "*Il Postino*," do not type "*Il*" in this column; if the title is Italian and is "*La Follia*," do not select "*La*" from the drop-down list.

> *English-language titles:* A, An, The
> *Spanish-language titles:* Un, Una, El, La, Lo, Las, Los
> *French-language titles:* L', Le, La, Les, Un, Une
> *German-language titles:* Der, Die, Das, Einer, Eine, Ein

**Column C: Title** Enter the complete title of the work. If the title begins with one of the above leading articles, do not include it here. Instead, enter it in Column B "Leading Article for Title." For example, if the title of the work is "*A New Hope*" or "*The Empire Strikes Back*," only type "*New Hope*" or "*Empire Strikes Back*" in this column. By contrast, if the title of the work is "*Return of the Jedi*," the full title should be entered in this column and Column B should be blank because there is no leading article.

If the work has more than one title, choose one of the titles to be the "primary title." The other titles for the work are "alternative titles." For example, the primary title of a work could be "*Star Wars*" and alternative titles could be "*Episode IV*" and "*A New Hope*." The primary title and its alternative titles must each be entered separately on individual rows of the spreadsheet. The relationship between the primary title and its alternative titles is established by completing Column D "Type of Alternative Title" and Column E "Primary Title Number." For more information about alternative titles, see § 2309.11(B) of the *Compendium of U.S. Copyright Office Practices*.

**Special Instructions for Untitled Numerically Identified Works such as Television Episodes, Newspapers, and Periodicals**
If the work is part of a larger work (see instructions for Column L "Title of Larger Work" below) and is untitled, but is known by a numerical identifier (*e.g.*, a television episode of a series identified as Episode 201 or a specific issue of a magazine identified as Issue 50) follow these instructions. Rather than providing the title of the larger work in Column L, provide it here along with the numerical identifier of the specific work at issue in the following format, to the extent applicable: [title of larger work], [numerical identifier of specific work], [date of specific work]. For example, "*Popular Science*, Vol. 286, No. 4, April 2015" or "*New York Times*, Vol. CXVIII, No. 40,721, July 21, 1969" or "*CBS Evening News*, November 1, 2017" or "*Who Wants to be a Millionaire?*, No. 1003." However, where a work has an actual title, these special instructions should be disregarded.

For example, for the television episode "*Mirror, Mirror*" from the series "*Star Trek*," "*Mirror, Mirror,*" as the title of the work, should be entered in this column and "*Star Trek*," as the title of the larger work, should be entered in Column L. Do not provide in this column "*Star Trek*, Episode 33," "*Star Trek*, Season 2, Episode 4," or "*Star Trek*, *Mirror, Mirror*." Numerical information may, at the remitter's option, still be provided in addition to the full title of the work, by including it in parentheses after the title of the work (*e.g.*, "*Mirror, Mirror* (Season 2, Episode 4)"). If the actual title of the work happens to be a numerical identifier (*e.g.*, "*Episode Three*" or "*Chapter 6*"), disregard these special instructions; it should be treated as any other title.

**Column D: Type of Alternative Title** If the title is not an alternative title, leave this column blank. If this title is an alternative title, select the type of alternative title that is most appropriate from the drop-down list in this column. If the document specifies the type, choose the type specified in the document. For example, if the document says "formerly known as," select "f.k.a." If the type is unknown or you are not sure, select "a.k.a."

> a.k.a. - Also Known As
> f.k.a. - Formerly Known As
> n.k.a. - Now Known As
> p.k.a. - Previously Known As

**Column E: Primary Title Number** If the title is not an alternative title, leave this column blank. If this title is an alternative title, enter the Title Number (from Column A) that corresponds with the primary title for the work. This number links the alternative title to the primary title in the Office's records. For example, if the Title Number of the primary title "*Star Wars*" is 12, then type "12" in this column in the row of each of its alternative titles "*Episode IV*" and "*A New Hope*."

**If the title is an alternative title, do not continue after Column E. Columns F through M must remain blank. The information for those columns for an alternative title is dictated by the information entered for its related primary title.**

Example of properly entered primary and alternative titles in the template:

| Title Number | Leading Article for Title | Title | Type of Alternative Title | Primary Title Number | Type of Work |
|---|---|---|---|---|---|
| 1 | | Star Wars | | | Motion Picture |
| 2 | A | New Hope | a.k.a. | 1 | |
| 3 | | Episode IV | a.k.a. | 1 | |
| 4 | | Indiana Jones and the Temple of Doom | | | Motion Picture |
| 5 | | Indiana Jones 2 | f.k.a. | 4 | |
| 6 | | O Alquimista | | | Novel |
| 7 | The | Alchemist | a.k.a. | 6 | |

**Column F: Type of Work** This field is only required if the information is contained in the document, though the Office strongly encourages remitters to still include this information even if the document does not specify it. Describe the type of work. While it is acceptable to state a broad category of work, it is generally more useful to be more specific. For example, while saying "Literary Work" is permissible, it would be more useful to instead say "Book," "Newspaper," or "Computer Program." If the work is a multimedia work—meaning one comprised of more than one type of work—provide a description that encompasses the work as whole (*e.g.*, "musical album") or list each type of comprising work (*e.g.*, "compilation of musical works, sound recordings, cover art, and liner note text").

**NOTE:** For Declarations of Ownership in Musical Works, this field must contain "Musical Work." Other details describing the type of work may be provided, but the phrase "Musical Work" must be present among them. For U.S. sound recordings fixed before February 15, 1972, this field must contain U.S. "Pre-1972 Sound Recording.")

**Column G: Name(s) of Author(s)** This field is only required if the information is contained in the document, though the Office strongly encourages remitters to still include this information even if the document does not specify it. Enter the word "By" followed by the name of the author or co-authors of the work, first name then last name (*e.g.*, "By Stephen Sondheim"; "By John Lennon and Paul McCartney"; "By Brian Holland, Lamont Dozier, and Eddie Holland"). Where applicable, include designations such as "professionally known as," "doing business as," "also known as," or the like (*e.g.*, "By Gerald Herman also known as Jerry Herman"), or the abbreviated form of such designations, but omit any punctuation between letters (*e.g.*, "By Ella Yelich-O'Connor pka Lorde"; not "p.k.a. Lorde" or "p/k/a Lorde"). If the work's authorship is anonymous state so in this column by writing "By Anonymous." If authorship is pseudonymous, provide the pseudonymous name and indicate in parentheses that the name is a pseudonym (*e.g.*, "By Mark Twain (pseudonymous)").

**NOTE:** This field is required for all Declarations of Ownership in Musical Works.

**Column H: Registration Number** If the document contains a U.S. Copyright Office-issued registration number for the work, it must be entered in this column. If the work has a registration number, but the document does not provide it, the Office strongly encourages remitters to still include the number in this column. Only enter one registration number in this column. If the work has more than one registration number, a second number can be provided in Column J "Additional Registration Number."

Regardless of how it appears in the document, the following format must be used when entering a registration number in this column:

- Each registration number must begin with a prefix. The prefix should contain one, two, or three letters, such as E, EU, SR, or VAU. The prefix should be presented in capital letters (*i.e.*, "PAU"; not "PAu" or "pau") and there should be no spaces, hyphens, or other punctuation between the letters.

- Each registration number must contain twelve characters, including the prefix and the numbers that follow. If a registration number contains less than twelve characters, insert zeroes between the prefix and the numeric portion of the registration number. For example, if the document contains registration number "SR-320-918," that number should be entered in this column as "SR0000320918." If the document contains registration number "VAu-598-764," that number should be entered in this column as "VAU000598764."

For additional examples that illustrate the proper format for transcribing registration numbers, see § 2306.4 of the *Compendium of U.S. Copyright Office Practices.*

**Column I: Effective Date of Registration** If a registration number has been provided in Column H "Registration Number," you must enter the 4-digit year of registration in this column.

**Column J: Additional Registration Number** If the work has more than one U.S. Copyright Office-issued registration number, enter an additional registration number here. If the document contains such additional registration number, it must be provided in this column. If the work has one, but the document does not provide it, the Office strongly encourages remitters to still include the number in this column. Only enter one registration number in this column. If the work has more than two registration numbers follow the registration number in this column with "et al." Follow the same formatting instructions as detailed above for Column H "Registration Number."

**Column K: Effective Date of Additional Registration** If an additional registration number has been provided in Column J "Additional Registration Number," you must enter the 4-digit year of the additional registration in this column.

**Column L: Title of Larger Work** If the document indicates that the work is part of a larger work, you must enter the title of the larger work here (including any leading article). If the work is part of a larger work, but the document does not provide this information, the Office strongly encourages remitters to still

include the information in this column. Examples where this column should be completed include where the work is a sound recording on a musical album (*e.g.*, the sound recording "*Shake It Off*" from the album "*1989*"), an episode of a television show (*e.g.*, the episode "*The Puffy Shirt*" from the show "*Seinfeld*"), a book in a series (*e.g.*, the book "*A Dance with Dragons*" from the series "*A Song of Ice and Fire*"), or a musical work from a motion picture (*e.g.*, the musical work "*You've Got a Friend in Me*" from the motion picture "*Toy Story*"). In these examples the title of the album ("*1989*"), television show ("*Seinfeld*"), series ("*A Song of Ice and Fire*"), or motion picture ("*Toy Story*") should each, respectively, be entered here; the title of the sound recording ("*Shake It Off*"), episode ("*The Puffy Shirt*"), book ("*A Dance with Dragons*"), or musical work ("*You've Got a Friend in Me*") should each, respectively, be entered in Column C "Title."

***Column M: Type of Larger Work*** This field is only required if Column L "Title of Larger Work" has been completed and the information is contained in the document; however, the Office strongly encourages remitters to still include this information even if the document does not specify it. Describe the type of larger work, following the same guidance provided above for Column F "Type of Work."