

Contributions to Periodicals Tutorial

INTRODUCTION: DESCRIPTION

Process

1. Login to eCO account
2. Select “Register a Group Claim” on Home screen
3. Click “Start Registration”
4. Select from the “Type of Group” dropdown either
 - a. Contributions to Periodicals TX or
 - b. Contributions to Periodicals VA
5. Complete application
6. Pay fee
7. Upload deposit files

SCRIPT

About Contributions to Periodicals – eCO Login screen

- This type of registration covers a group of works first published as a “contribution to a periodical.” A “contribution to a periodical” is a separate and independent work that has been published in a periodical, such as an article or photograph published in a newspaper, magazine, or journal.
- There are strict eligibility requirements that must be met in order to register a group of Contributions to Periodicals. Before completing the application, you will be asked to confirm that you understand and meet all of these requirements.

Beginning the application – Login screen / Home screen / Registration Process Overview screen

- To submit an application for a group of contributions to a periodical, first log in to your eCO account. Click “Register a Group Claim” under the “Copyright Registration” heading on the upper left of the Home page. Click “Start Registration” on the Registration Process Overview screen.

Selecting a “Type of Group” – Type of Group screen

- Next, click the “Type of Group” dropdown and select either Contributions to Periodicals TX or Contributions to Periodicals VA. As you click on these entries in the list, a description of the corresponding type of group will be provided.

- Select Contributions to Periodicals TX if the contributions primarily contain nondramatic text, such as articles, news stories, columns, features, reviews, editorials, essays, fiction, verse, quizzes, puzzles, advertising copy, or the like.

The screenshot shows the Copyright.gov website interface. At the top, there is a navigation bar with 'Home', 'My Profile', 'Help', 'Contact Us', and 'Log Out'. Below this, a header section displays 'Case #: 1-4746570501', 'Application Format: Standard', 'Type of Case:', and 'Date Opened: 7/25/2017'. The main content area is titled 'Type of Group' and features a 'Continue >>' button. Below the button, there is a dropdown menu for 'Type of Group' with 'Contributions to Periodicals TX' selected. The page provides detailed instructions for this registration type, including a definition of a 'periodical' and a list of six requirements that must be met.

Please select a "Type of Group" from the dropdown list, then click "I agree" to confirm you meet all requirements for the selected group registration. Click "Continue" to begin the application.

If you do not meet the eligibility or other requirements for group registration, click "Home" at upper right and then "Register a New Claim" on the Welcome page.

Type of Group Contributions to Periodicals TX

This type of registration covers a group of works first published as a "contribution to a periodical."

A "periodical" is defined as a collective work that is issued or intended to be issued on an established schedule in successive issues that are intended to be continued indefinitely. In most cases, each issue will bear the same title, as well as numerical or chronological designations. A "contribution to a periodical" is a separate and independent work that has been published in a periodical, such as an article or photograph published in a newspaper, magazine, or journal.

Select **Contributions to Periodicals TX** if the contributions primarily contain nondramatic text, such as articles, news stories, columns, features, reviews, editorials, essays, fiction, verse, quizzes, puzzles, advertising copy, or the like.

In all cases the following requirements must be met:

- 1) All of the contributions must be created by the same author. The author must be an individual (not an employer for hire).
- 2) The copyright claimant for all the works must be the same person or organization.
- 3) Each work must be first published as a contribution to a periodical, and all the contributions must be first published within a twelve-month period.
- 4) The application must identify each contribution, including its date of publication and the periodical in which it was first published.
- 5) The applicant must submit one copy of each contribution, either by submitting the entire issue of the periodical where the contribution was first published, the entire section of the newspaper where it was first published, or the specific page(s) where the contribution was first published.
- 6) If any of the contributions were published before March 1, 1989, those works must bear a separate copyright notice. The notice must contain the copyright owner's name (or an abbreviation by which the owner can be recognized or a generally known alternative designation for the owner) and the name that appears in each notice must be the same.

- Select Contributions to Periodicals VA if the contributions primarily contain pictorial or graphic material, such as photographs, drawings, illustrations, cartoons, comic strips, prints, paintings, art reproductions, charts, diagrams, maps, pictorial advertisements, or the like.

The screenshot shows the Copyright.gov website interface, similar to the previous one. The 'Type of Group' dropdown menu is now set to 'Contributions to Periodicals VA'. The page provides detailed instructions for this registration type, including a definition of a 'periodical' and a list of six requirements that must be met.

Please select a "Type of Group" from the dropdown list, then click "I agree" to confirm you meet all requirements for the selected group registration. Click "Continue" to begin the application.

If you do not meet the eligibility or other requirements for group registration, click "Home" at upper right and then "Register a New Claim" on the Welcome page.

Type of Group Contributions to Periodicals VA

This type of registration covers a group of works first published as a "contribution to a periodical."

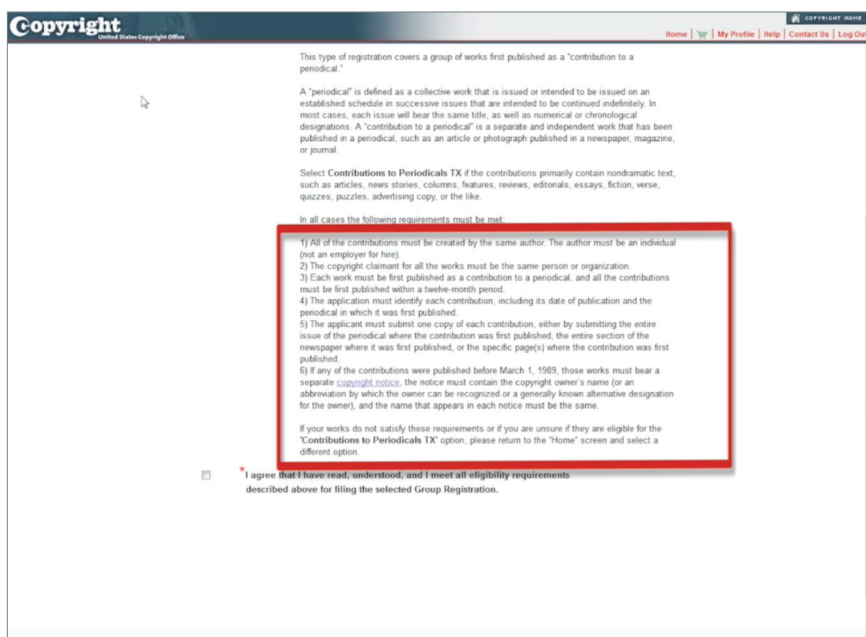
A "periodical" is defined as a collective work that is issued or intended to be issued on an established schedule in successive issues that are intended to be continued indefinitely. In most cases, each issue will bear the same title, as well as numerical or chronological designations. A "contribution to a periodical" is a separate and independent work that has been published in a periodical, such as an article or photograph published in a newspaper, magazine, or journal.

Select **Contributions to Periodicals VA** if the contributions primarily contain pictorial or graphic material, such as photographs, drawings, illustrations, cartoons, comic strips, prints, paintings, art reproductions, charts, diagrams, maps, pictorial advertisements, or the like.

In all cases the following requirements must be met:

- 1) All of the contributions must be created by the same author. The author must be an individual (not an employer for hire).
- 2) The copyright claimant for all the works must be the same person or organization.
- 3) Each work must be first published as a contribution to a periodical, and all the contributions must be first published within a twelve-month period.
- 4) The application must identify each contribution, including its date of publication and the periodical in which it was first published.
- 5) The applicant must submit one copy of each contribution, either by submitting the entire issue of the periodical where the contribution was first published, the entire section of the newspaper where it was first published, or the specific page(s) where the contribution was first published.
- 6) If any of the contributions were published before March 1, 1989, those works must bear a separate copyright notice. The notice must contain the copyright owner's name (or an abbreviation by which the owner can be recognized or a generally known alternative designation for the owner) and the name that appears in each notice must be the same.

- If the contributions contain multiple types of authorship you should select the option that best describes the predominant form of authorship in the contributions. For example, if most of the contributions contain nondramatic text combined with a few photographs, you should select Contributions to Periodicals TX. If most of the contributions contain illustrations with a small amount of nondramatic text, you should select Contributions to Periodicals VA. If the types of authorship are roughly equal, you may choose the option that would be appropriate for the majority of the contributions.
- Please be sure to review the eligibility requirements that are included with each description.



- After selecting the type of group that best describes the content of the contributions, check the box confirming that you have read, understood, and meet all eligibility requirements for filing an application for a group of Contributions to Periodicals. If you do not meet these requirements, return to the Home page to select another service.
- To proceed with the application, click "Continue" at the top of the screen.

Completing the application – Titles screen

- On the Titles screen, click "New" to give information about the first contribution being registered. For each contribution in the group, the title of the contribution, the periodical in which it was published, year of completion, and date and nation of first publication are required. Enter any other information that may help to identify the work, such as the International Standard Serial Number of the periodical and the issue in which the contribution was published.

- After entering the title information, click the “Save” button to return to the previous screen. Repeat this process to enter additional contributions created by the same individual and published within a 12-month period. After entering information for all the contributions in the group, click “Continue” to identify the author.

Completing the application – Author screen

- Complete the fields provided, identifying the individual who created the works and check one or more boxes to describe the contributions. If you are the author, you may click “Add Me” to enter your name. After entering the requested information, click “Continue” to identify the copyright claimant.

Completing the application – Claimants screen

- If you are the claimant for all the contributions in the group, click “Add Me” to give your name and address. If you are not the claimant, click the “New” button to add a claimant. If the claimant is not the author of the contributions, you must enter a transfer statement to explain how that claimant obtained ownership of the copyright. After entering the requested information, click “Continue.”

Completing the application – Rights and Permissions, Correspondent, Mail Certificate, Special Handling screens

- On the Rights and Permissions screen, you may identify the person who should be contacted regarding copyright management information or permission to use the contributions in this group. Any information you enter here will appear in the Office’s online catalog and may be viewed by visitors to the Office’s website.
- On the Correspondent screen, give information for the individual the Copyright Office should contact to answer questions that may arise during the examination of your claim.
- On the Mail Certificate screen, enter the address where the registration certificate should be mailed.
- Special Handling is an expedited service that requires a significant surcharge fee. It is granted only for pending or prospective litigation, customs matters, or contract or publishing deadlines that require an expedited examination. If you do not qualify for special handling service or do not wish to pay the surcharge for this service, click the Continue button without completing this screen.

Completing the application – Certification screen

- The application must be certified by the author, copyright claimant, or owner of exclusive rights, or by an authorized agent of one of these parties. Check the box to confirm that you are authorized to file the application, and enter your name as the “certifying individual.” Click “Continue” to review the application.

Submitting the application – Review Submission screen to My Cart screen

- Carefully review the information you entered before proceeding. Use the links in the navigation bar to go back and make corrections if needed. Click “Add to Cart” to pay the fee and submit your application.

Submitting the deposit copy - Submit Your Works screen

- After payment is confirmed, you will receive an email confirming receipt of your application and payment. To complete the submission process, you must upload an electronic copy of your works. Click “Continue” to proceed.
 - To upload files, first click the green “Select a File for Upload” button.
 - A new window will open, allowing you to select one or more files from your computer. Select files to be uploaded and click “Open.”
 - The files you selected will be displayed with the corresponding application.
 - Click the blue button to upload your files.
 - Click to confirm that all files for this application have been uploaded.
 - You will receive an email from the Copyright Office confirming receipt of your files.
 - You must upload your works. If you print a shipping slip and mail a physical copy of the contributions, the Copyright Office will ask you to submit an electronic copy of each contribution. This will delay the registration decision and may result in a later effective date of registration.
 - This completes all steps for submitting your application for a group of Contributions to Periodicals.