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.

opyright United States Capyright Office		Hom	ne 🧺 My Profile Help Contact Us Log
Form Pay Submit Work	Case #: 1-4746570501 Application Format: Standard	Type of Case:	Date Opened: 7/25/2017
Type of Group	e of Group		
	Please select a "Type of Group" from the dropdown list, then click "I agree" requirements for the selected group registration. Click "Continue" to begin t		
	If you do not meet the eligibility or other requirements for group registration, and then "Register a New Claim" on the Welcome page.	, click "Home" at upper right	
	*Type of Group: Contribution to Periodicals TX	rst published as a "contribution to a	
	A 'periodical' is defined as a collective work that is established schedule in successive issues that an most cases, each issue will be and the same tick pa- designations. A 'contribution to a periodical' is a s published in a periodical, such as an article or pho or journal.	e intended to be continued indefinitely. In is well as numerical or chronological separate and independent work that has been	
	Select Contributions to Periodicals TX if the co such as articles, news stories, columns, features, quizzes, puzzles, advertising copy, or the like.		
	In all cases the following requirements must be ms 1) All of the contributions must be created by the t (not an employer for him). 2) The copyright clamman for all the works must be 3) Each work must be first published as a contribu- must be first published within a twelve-month perior 4) The applications must identify ach contributions.	same author. The author must be an individual e the same person or organization. ution to a periodical, and all the contributions d.	
	periodical in which it was first published 5) The applicant must submit one copy of each co issue of the periodical where the contribution was newspaper where it was first published, or the spe published 6) If any of the contributions were published before separate <u>contributions</u> were published before	first published, the entire section of the crific page(s) where the contribution was first March 1, 1989, those works must bear a the copyright owner's name (or an	
	abbreviation by which the owner can be recognized for the owner), and the name that appears in each		

• 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.



- 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.

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	This type of registration covers a group of works first published as a "contribution to a periodical."		
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	Select Contributions to Periodicals TX if the contributions primarily contain nondramatic t such as articles, news stories, columns, features, reviews, editorials, essays, fiction, verse, quizzes, puzzles, advertising copy, or the like.	ext,	
_	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 index (ord an encapsive for her). 2) The copyright claimant for all the works must be the same person or organization. 2) Each works must be first published as a contribution to a periodical, and all the contribution must be first published. 3) The capacitors must identify aeak contribution in clucking sit date of publication and the publication must be first published. 4) The application must identify aeak contribution, solve by submitting the entire sine of the purpoint during the published. 6) If any of the contributions were published, or the specific participation was first published. 6) If any of the contributions, where the published there is a solution of the specific participation. 6) If any of the contributions were published before March 1, 1995, those works must be application. 6) If any of the contributions, the the published mark is a second to be specific participation. 6) If any of the contributions, the the published mark is a second to be specific participation. 6) If any of the contributions were published before March 1, 1995, those works must be applied to compare the event and the paramet is each notice must be the same. If your works do not attribly these requirements of you are unsure if they are eligible for the Contributions, during the priority. The other behaviors are strained applications. If your works do not attrible the requirements of you are unsure if they are eligible of the Contributions, planter they are eligible for the Contributions, and the mark applications. If your works do not attrible the requirements on the Yourm's cream all selects at different option.	ns st ion	
	above for filing the selected Group Registration.		

- 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

d States Copyright Office

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• 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.

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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.