Bowker | U.S. ISBN Agency
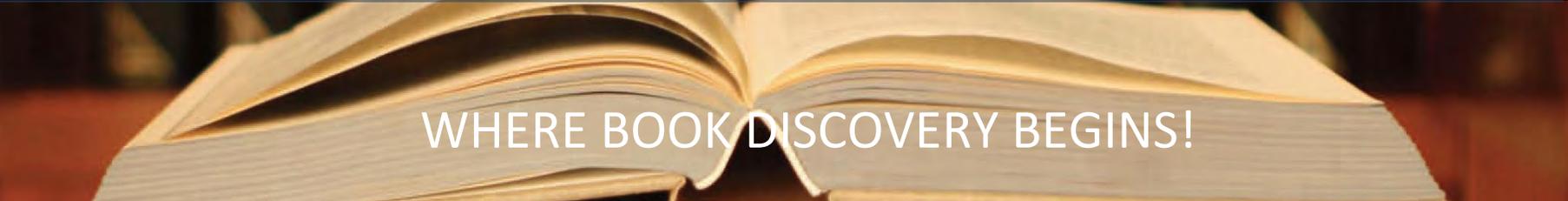
ISBN Guides: Title Set Up & Registration

Welcome to My Identifiers **Title Set Up & Registration** user guide. The purpose of this guide is to give you step-by-step instructions on how to set up and register 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 who look for publications to purchase. Filling out the title form completely is extremely important.

Please note: Although having an ISBN and registering 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.

Bowker provides data about your book to online, retail and Library databases worldwide and powers over 1.3 billion searches per month.

Your Book
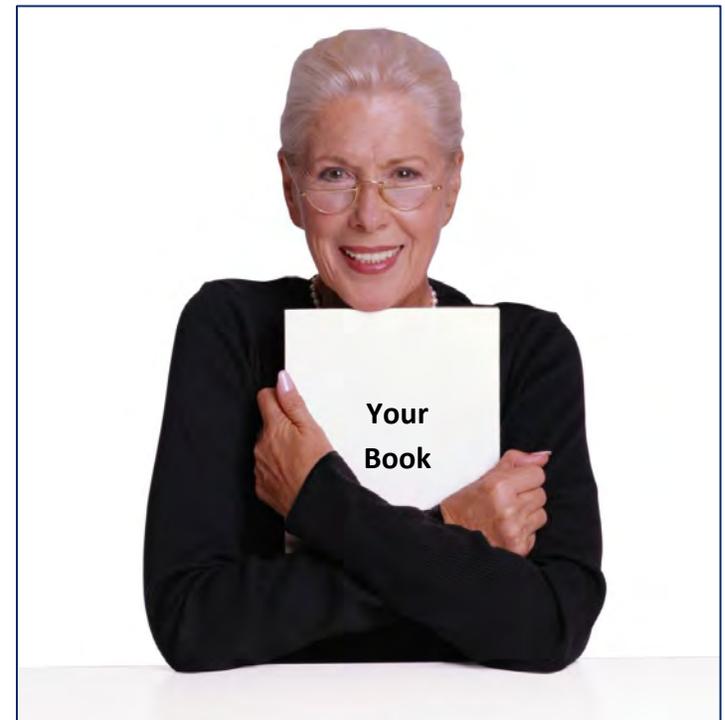
Step 1

Complete your title registration

Go to www.MyIdentifiers.com.

Enter your username and password and click the Login button.

Step 2

Once you have logged in, click on **My Account to** view the drop down menu.
Click on "**Manage ISBNs"** to see your list of used and unused ISBN's.

Step 3

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

Title Information - Filling out form

When filling in your title information, it is **mandatory** to fill in all the required fields marked with **red asterisks***.

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

This data will be entered across several tabs.

When you have completed this section, click the **blue** bar and "SAVE and go to Contributor".

Tab 1 - Title & Cover

TITLE INFORMATION

Title & Cover
Contributors
Format & Size
Sales & Pricing

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

* Indicates Mandatory

☐   In the Box please enter data

🌐 Click to get help

For Image and full text instructions see page 13

When you have completed this section, click the **blue** bar and "SAVE and go to Contributor".

Title Details

SBN-10: 0615611257

SBN-13: 978-0-615-61125-9

Title *: [_____]

Subtitle: [_____]

Main Description: [_____]

(350 Word Max)

Original Publication Date: [_____]

Current Languages(s) Selected: None Selected

Current Language:
☐ Abknaz
☐ Acholl
☐ Acoli
☐ Adangme
☐ Adygei
☐ Afar

Translated Title: [_____]

Copyright Year: [_____]

LCCN: [_____]

Save   Cancel

Upload Cover Image

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

No Image

[_____] Browse...

Upload file

Upload the Full Text of Your Book

Upload File for Indexing
Bowker will index the PDF of your full book in order to create keywords based on the text. We will not show your PDF to customers and we will not resell your PDF. We will only show the keywords created to Bowker customers.

[_____] Browse...

Upload Manuscript

Save and Go to: Contributors

7

Tab 2 - Contributor

Title & Cover

Contributors

Format & Size

Sales & Pricing

Contributor Entry

• A contributor can be either a person or a company, but it cannot be both.

• If you click **Person**, this should be to record that a person is responsible for the content of the product.

• **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 P.h.D. in the contributor name field. You can add this information in the Contributor Bio.

When you have completed this section, click the **blue** bar and "SAVE and Go to Format & Size"

*Indicates Mandatory

Contributor Details

Each Contributor Entity is either a person, or Company/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 **by using the "Add More Contributors" button.**

- **To Edit a contributor:** Click "Edit" to the right of the name, and edit data in the form below.
- **To Add a contributor:** Click "Add More Contributors" and add data in the form below.
- **To Delete a contributor:** Click the "Delete" button to the right of the name.

Contributor Name

Add More Contributors

Each Contributor Entity is either a person, or Company/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.

Contributor Entity: * ○ Person ○ Company

First: _____

Last: * _____

Suffix: _____

Contributor Function(s) None Selected
Selected:

Contributor Biography: _____
(350 Word Max)

Save   **Cancel**

Save and Go to: Title & Cover   **Save and Go to: Format & Size**

Tab 3 – Format & Size

Title & Cover

Contributors

Format & Size

Sales & Pricing

Format and Size

Medium: * [_____ ▼] ?

Format: * [_____ ▼] ?

Format Detail(s) Selected: None Selected ?

Format Details:
- ☐ AB size
- ☐ Advent calendar
- ☐ AIFF
- ☐ ALAC
- ☐ Almanac calendar
- ☐ Audible

Packaging Description: [_____ ▼] ?

Trade Catalog: [_____ ▼] ?

Primary Subject: * [_____ ▼] ?

Secondary Subject: [_____ ▼] ?

Size Details

Weight Units: [_____ ▼] ?   Size Units: [_____ ▼] ?

Weight: [_____] ?   Length(1): [_____]

Number of Pages: [_____] ?   Width(2): [_____]

Number of Illustrations: [_____] ?   Height(3): [_____]

Carton Quantity: [_____] ?

Size details

The size of your book must be in decimals.

Continue to the next page to complete this tab.

*Indicates Mandatory

Tab 3 – Format & Size

When you have completed this section, click the **blue** bar and "SAVE and Go to Sales and Pricing".

Tab 4 – 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

Tab 4 – Sales & Pricing

When you have completed 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.

Country Series Title Info

Series Title: [▼] ⊙   Series Volume Number: [   ] ⊙

Country Sales Rights Info

Rights Type	Rights Country	Rights Territory

Add Sales Rights

Rights Type: [▼] ⊙

Rights Country: [▼] ⊙   -OR-   Rights Territory: [▼] ⊙

Save   **Cancel**

Save and Go to: Format & Size   **SUBMIT**

Image loading and final check

Image Upload

• The image file size must be 5 MB or smaller. Very large images (measured in pixels X pixels) will cause error messages.

• Sometimes an image will "keyhole"after uploading. 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**.

Upload full Text

Should you wish to upload your finished book, Bowker will create keywords via our machine indexing processes. We will not resell your book or display it to our users.

Here are instructions for this process:

• You should obtain a copy of your entire book in a PDF format from your printer or self-publishing service provider after your book has been printed or published as an ebook. Please do not submit draft content or manuscripts.

• PDFs are the only format for full works that can be uploaded through this website. Bowker cannot accept Word documents or design files.

• Each PDF should be named by ISBN (example 9780123456789.PDF).

Title Details

ISBN-10: 0615611257

ISBN-13: 978-0-615-61125-9

Title: *

Subtitle:

Main Description:

(350 Word Max)

Original Publication Date:

Current Languages(s): None Selected
Selected:

Current Language:
- [ ] Abkhaz
- [ ] Acholi
- [ ] Acoli
- [ ] Adangme
- [ ] Adygei
- [ ] Afar

Translated Title:

Copyright Year:

LCCN:

Save   Cancel

Upload Cover Image

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

No Image

Browse...

Upload file

Upload the Full Text of Your Book

Upload File for Indexing
Bowker will index the PDF of your full book in order to create keywords based on the text. We will not show your PDF to customers and we will not resell your PDF. We will only show the keywords created to Bowker customers.

Browse...

Upload Manuscript

Save and Go to: Contributors

Almost There

To make sure that you have completed the form correctly:

☐   Go back to your My Account logbook.

☐   When reviewing your title name, you should see a yellow circle with a black triangle to the left of your title name. This means that your title has been successfully processed.

☐   The yellow circle with a black triangle 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.

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".

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

- Remember to use decimals if you fill out the book size sections.

- 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.

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