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Publisher's Guidelines

Copyright Registration*

To register a copyright, you will need to send application Form TX, fee (see website) and two copies of the finished publication (no galleys) within two weeks of printing to the Library of Congress, Copyright Office, 101 Independence Ave. SE, Washington, DC 20559 (202-707-3000). (Copyright registration is effective upon receipt of the above.) Within 16 weeks you will receive a certificate of registration. Website: www.copyright.gov.

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This is a worldwide book identification system. There is a different ISBN number for each edition and binding for each book, audiotape, software, or videotape. To obtain your ISBN numbers contact R.R. Bowker, 630 Central Ave., New Providence, NJ 07974, 908-286-1090 or 888-269-5372; fax 908-219-0188 or go online to www.bowker.com/ or www.isbn.org. Request an Application for Publisher's Prefix. A minimum block of ten ISBN numbers will be issued online (more may be purchased if needed). Call if only a single number is wanted.

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After you have assigned one of your ISBN numbers and the book is available for purchase, register online at www.BowkerLink.com. This will place the book into the electronic print database and the Books in Print catalog used by bookstores.

Bar Code

EAN bar code. Chain bookstores require a bar code printed on the lower right corner of the back cover. This number is created from the ISBN and usually also includes the suggested retail price. Morgan Printing provides bar codes upon request.



UPC (A) bar code. This manufacturer's bar code can be found on most general merchandise in retail stores. The system digit and the manufacturer's number are assigned by GS1. Website: www.gs1us.org. There is a fee for registering.



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The Library of Congress CIP Data Block on the title verso page should be used for every book with a library market. Publishers can create this indexing information with the help of a cataloger at a local library. The following information will have to be taken to the library: (1) manuscript, (2) author's name and birthdate, (3) LC number, (4) ISBN number, (5) LC subject headings (librarian should review), (6) LC classification (librarian needs to supply), and (7) Dewey Decimal Classification Number (librarian needs to supply). After a publisher has received two LC numbers from the Library of Congress, they will supply the indexing information for a fee.

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NOTE: Usually the ISBN, PCN, sales tax and DBA are registered with a publisher's name. Contact your county clerk's office to file a DBA.

*Form available at Morgan Printing.