



GUIDELINES & SPECIFICATIONS



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1. RELEASE-TITLE

1.1. Republished Release/Various Versions

If an release gets republished ore more than one version exists, the difference between it and the original must be marked clearly in the version.

Beispiel: 25-Years-Anniversary-Edition
Bonus-Version (see also Point 3)
Rerecorded Version
Version from 1969
Deluxe-Version (see also Point 3)

1.2. Compilation Series

If you create a compilation series, the title must be numbered ongoing (beginning with number 1) and must be listed as followed:

Example: Compilation Title, Vol. XY

Note:

"Volume" must be shortened to "Vol.";
Always have a decimal point behind the compilation title;
Always add a blank character after "Vol.".

Important for compilations:

Generic bundle-titles such as "The Best of Deep House", "Finest Chillout Tracks", "Ibiza Lounge", as well as titles that are purely based on "tags" (e.g. "Ibiza Lounge Chillout", "100 House Tracks", "Workout Fitness Running") are no longer accepted by iTunes.

1.3. Several Release-Titles

If there is more than one release title they have to be divided by a slash in the title field (add blank space bevor an after slash).

Example: Blonde on Blonde / Blood on the Tracks / Time out of Mind

1.4. Exclusive or Limited Editions

The specifications "Exclusive" or "Limited Edition" are not permitted, due to being a constant part of the product.

The original/basic version of a release must not contain any additional information. For example not allowed: "Album Version"; "Original Version" ; "Original Mix".

1.5. Translations

Translations in the title have to be set in brackets.



2. TRACK-TITLE

A track title must be unique on the album. The track is not allowed to be on the album more than once. Remixes/ Mixes (Radio Mix, Extended Mix) are excluded from this.

2.1. Parts

Different parts of one track have to be marked with the abbreviation: "Pt." with a decimal point behind the track title and a blank space behind "Pt.".

Example: Touch me I'm Going to Scream, Pt. 1
Touch me I'm Going to Scream, Pt. 2

2.2. Title of Cover Versions

The name of the artist creating the cover version is not allowed to be the name of the relevant cover version. The name of the original artist may not be mentioned in general, either in the artist, in the track title, or in the version.

Example: Title: Love Me Tender
Artist: Love Me Tender -> NOT allowed

2.3. Generic Titles

Generic titles like "Track 1" or "Track 2" are not permitted, unless they are the actual track title.

2.4. Silent, Hidden and Ghost Tracks / Performances, Backing and Split Tracks

They have to be marked clearly in the version.

2.5. Exclusive or Limited Editions

The specifications "Exclusive" or "Limited Edition" are not permitted, because they are a constant part of the product. The original version/basic version of a track must not contain any additional information. For example, you cannot: "Album Version"; "Original Version"; "Original Mix".

2.6. Translations

Translations in the title have to be set in brackets.

2.7. Continuous DJ Mix

A "Continuous DJ Mix" combines shorter tracks in one longer track. The longer track must be clearly marked as "Continuous DJ Mix", and must be listed as followed:

Example: Bundle-Title: UKF Dubstep 2010
Track-Title: UKF Dubstep 2010 (Continuous DJ-Mix)

The mixing DJ or "Various Artists" can be entered as performer with a "Continuous DJ Mix". With a "Continuous DJ Mix" you have to be able to buy all tracks on the album separately. If several parts of a "Continuous DJ Mix" exist, they have to be marked with the addition "Pt. 1", "Pt. 2" etc. in the track title.

2.8. Mixed Tracks

See also 9.1.



3. BONUS CONTENT

If a release contains "bonus content", this must be clearly shown in the release version.

An album can only contain bonus content if there is also an "original version" of this release without the corresponding bonus content.

Example: Bonus Track Version
Deluxe Version
Extended Version
Bonus Video Version
Bonus Digital Booklet Version
Audio Version (ONLY if the physical product is offered as a CD+DVD box set)

4. KARAOKE / TRIBUTE / COVER / MEDLEY VERSIONS

4.1. KARAOKE / TRIBUTE / COVER / MEDLEY Artists

Karaoke, tribute and cover albums or not allowed to contain the name of the original artist in the artist field, neither on track nor album level. However if the original artist is the composer or writer, he/she has to be shown as such.

4.2. Karaoke

"Karaoke" must not be the alone standing artist name, however it can be part of the artists name.

Example: The Karaoke Kangaroos -> PERMITTED
All Star Karaoke -> PERMITTED
The Billy Joel Tribute Band -> FORBIDDEN

"Karaoke" tracks have to include an addition in the title version. Classifying the genre as "Karaoke" is mandatory.

For karaoke versions following titles are permitted:

- Originally performed by
- In the Style of

The title and the cover artwork are not allowed to relate directly to the original performer.

Example: Scooter: The Whatever Tribute -> FORBIDDEN
The Whatever Tribute to Scooter -> PERMITTED

4.3. Medley

Each song from a Medley has to be mentioned in the track title and must be divided by a blank space followed from a slash "/" and another blank space. The original artist does not be part of the artist, track title or version

Example: Title 1 / Title 2 / Title 3

5. 1-TRACK-RELEASE

If your bundle only contains one track, the metadata of your track has to match the metadata of your bundle perfectly as well as the information on your cover art.

Example: Release-Title: Elektra (Gian Paolo Fontani 2015 Mix)
Track-Title: Elektra (Gian Paolo Fontani 2015 Mix)



6. ADULT CONTENT

Tracks with adult content have to be marked as "Explicit" in the track settings. The terms "Explicit" or "Clean Version" are forbidden in the version field.

7. REMASTERED

If a track is remastered, the track title can contain the term "Remastered". If the majority of tracks on the release are remastered this must be indicated in the album title.

8. RE-RECORDINGS

The album title must contain one of the following permitted terms:

Re-Recorded Versions (plural on album level)

Re-Recorded Version (singular on track level)

Re-Recorded

9. REMIXES

If a product includes more than one remix of the same song, this must be marked in the album version as "Remixes".

Example: Dancing In the Key of Life (Remixes)

9.1 DJ Mix

A DJ Mix album must not be released as a single audio file, but as individual tracks, which in turn make up the complete DJ mix.

The DJ Mix must be called „DJ Mix“ in the version field on bundle level. The individual tracks of the DJ mix must be clearly marked as [Mixed] in the version field. The addition [Mixed] must also be used if a track on the DJ Mix is a remix.

The performer is the DJ who created the mix, „Various Artists“ is not allowed in this case.

Example Release-Title: Bargrooves Summer 2018 (DJ Mix)

Example Track-Title: Can't Get Enough! (Dr Packer Extended Remix) [Mixed]

9.2 Remix Artist

In order to ensure a link to the artist profile of the remixer in the stores, the remixer must be entered in the track information under "Contributors".



10. ARTIST NAMES

WARNING: Assignment issues: Make sure that the artist name you choose is not already used by another artist, otherwise there may be assignment problems in the stores.

10.1 Artist Names

- The main performer always has to be listed as “Performer”.
- Artists always have to be written in the exact same way on every product.
Please start the names of the contributors with a capital letter. Artist names and the names of the contributors are always listed as first name followed by surname.

Fred Smith -> CORRECT

Smith, Fred -> INCORRECT

- Artist names shouldn't contain additional information such as: role, dates, instrument, band name, translations, etc.
- **Writer** and **composer** have to be real people (civil name). Exception: the artist name is registered at a collecting society. In this case please contact your label manager beforehand.
- It is forbidden to name the artist after the release/track title.
- **Various Artists:** If there are four or more main artists on one album, the performer has to be “Various Artists” on album level. Do not use “Various Artists” on 1-Track-Bundles or if there is only one artist performing on the album.
On track level, the performer cannot be titled as “Various Artists”, unless it is an ongoing mix track with various performers (-> „Continuous DJ Mix”).
Artist names for English content cannot be variations or abbreviations of “Various Artists” (e.g. “V/A”, “V.A.”, “Various”, “Various Artist”, or “Various”).
Translated versions of “Various Artists” are permitted as long as the language matches the content.
- **Mixes and remixes (collections and compilations):** Albums containing collections that were compiled or mixed by a single DJ or artist have to list the compiling DJ or artist on album level and identify him/her as the performer of that album. In this case do not use “Various Artists”.
- **Unspecified artists** like a choir, orchestra or singer are not allowed! Names of ensembles have to contain the real name of the show or production:

Original Broadway Cast of Cats -> CORRECT

Cast of Cats -> INCORRECT

10.2. Compound Artists

If more than one performer exists, every artist has to be listed as a separate performer.

➔ Release is assigned to individual profiles of the performers in the shops. (If they do not exist yet, these profiles will be recreated.)

EXCEPTION: Performers who always perform together as a band must be listed as a Compound Artist.

➔ Release is assigned to the common profile of the performers in the stores. (If this does not yet exist, this profile will be recreated.)

Example: Simon & Garfunkel
Katrina & The Waves
Ray Conniff & Friends
Kruder & Dorfmeister



11. GENRE/LANGUAGE – WRONG CLASSIFICATION

Should a product unintentionally or intentionally be classified under the wrong genre or language, it will not get accepted by the stores.

As a guideline it is recommended to look at corresponding artists in store and then classifying your own product in the same or a similar genre.

If a compilation with multiple track genres is to be delivered, the release genre must be the one that predominates in percentage terms on the release. **EXCEPTION:** Fitness compilations must have "Fitness/Sport" as the genre at the release level.

12. LANGUAGE SPECIFIC REQUIREMENTS

Writing in only capitals is forbidden!

12.1. English

The first letter of every word has to be a capital letter

EXCEPTIONS: prepositions, conjunctions and "the".

Example: In the Still of the Night
The Angel and the Gambler

The first and the last word of a title (and the title in brackets) has to start with a capital letter.

Example: (The Angels Wanna Wear My) Red Shoes
The Beat Goes On

Words before and/or after a hyphen, slash (/), colon (:), or &, have to start with a capital letter.

Example: Love: And a Million Other Things
Venice Beach : The Tracks of Summer

"The" has to be written with a capital letter if it's the first word, if it's at the beginning of an artist name and if it's the first word set in brackets.

Example: The Way You Look Tonight
(The Man Who Shot) Liberty Valance

With a few exceptions following words have to be written in **lowercase**.

- a, an, and, as, but, for, from, nor, of, or, so, the, to, yet.
- Prepositions with four or less letters (at, by, for, from, in, into, of, off, on, onto, out, over, to, up, with), unless they are part of a verb phrase or are used as a different part of speech (e.g. adverb, adjective, noun, or verb).

Example: Get Over It
Get Out of Here
Fall For You

These rules also apply on intentionally misspelled words.

Example: In da House
Kill Rock 'n Roll"
It's fo' Realz
I Ain't Got Nobody



12.2. Spanish & Portuguese

With Spanish and Portuguese album and track titles, the user can choose upper and lower case lettering for titles or sentences, as long as it is consistent throughout the entire album. The first word set in parenthesis or square brackets is written with a capital letter. Additionally words after a hyphen (-), slash (/), or colon (:) are written with a capital letter.

Example: Luz da Tua Voz (Ao Vivo)
Popurrí: Guitarras de media noche / Ya no me quieres / Paloma querida (En directo)
Sevillanas: La vuelta del camino

The following Spanish words always have to be written in lowercase

- a, e, las, por, al, el, los, un, de, en, o, una, del, la, para, y

The following Spanish words always have to be written in lowercase

- a, das, nas, pela, à, de, no, pelas, ao, do, nos, pelo, aos, dos, o, pelos, as, e, os, por, às, em, ou, um, da, na, para, uma

12.3. German

Upper and lower case lettering is based on the new German orthography. With German album and track titles upper and lower case lettering has to be used in sentences. The initial of every noun has to be a capital letter.

Example: Was ihr wollt
Ich tu dir weh
So ist das Spiel

Umlauts

In German names or titles all symbols that are usually used in German spelling have to be used (e.g. Ä, ä, Ö, ö, Ü, ü, ß).

Example: Möwe -> CORRECT
Moewe -> INCORRECT

12.4. Swedish, French and Italian

Swedish, French and Italian album and track titles have to be formatted in sentence-case format. Only the first letter in a sentence is allowed to be written with a capital letter (excluding proper names – people, places, things).

Example: L'amour dans la rue
Il mondo che vorrei
För sent för edelweiss

12.5. Accents and Characters

Supported languages have to contain all accents.

Example: Hôtel d'Angleterre
Révérence
Kärlek är ett brev skickat tusen gånger
Max Gazzé
Les plus belles chansons françaises

12.6. Abbreviations

Following abbreviations are permitted:

- #, &, a.k.a., DJ, feat., No., Pt., Pts., TV, vs., Vol., MC

Following abbreviations are **NOT** permitted:

- Alt., Dj, Ft., Feat., N., Rmx, Tv, V., Vl., Vs., v., w/, w/o, ft.



13. DUPLICATED RELEASES

In no case one and the same album is allowed to appear twice in the stores. Both albums will be taken down if this is the case!

14. RELEASE-TYPE

You are not allowed to enter the album type manually behind the title or in the version bar.

Example: Release-Titel: Take Me Higher (Maxi Single) -> NOT permitted

Example: Release-Titel: Take Me Higher EP → Permitted, if type is actually EP

15. MUSIC FROM MOVIES

Soundtracks and music from movies, TV and musicals, have to have an addition in the album title:

Example: Version: Original Motion Soundtrack

Example: Twilight (Original Motion Picture Soundtrack) → if there is actually a related movie/series/musical.

Version: Original Score

Example: Happy Feet (Original Score)