



## Nielsen Book: explanatory notes for our New Title Form

Please try to supply new title information 20 weeks in advance of publication in accordance with BIC guidelines and please allow 4-6 weeks for titles to be fully listed on our database. All sections marked with an asterisk (\*) are mandatory and must be supplied, even if only in provisional form. You can update any item later as changes are agreed. If any of the sections marked with an asterisk (\*) are missing the form will be returned to you; this will obviously lead to delays.

Our recommendation is that the new title form be completed as a word document and submitted via email. You can go to: [www.nielsenbookdata.co.uk](http://www.nielsenbookdata.co.uk) for a downloadable information form (please see Publisher Services or FAQs) or you can email: [pubhelp.book@nielsen.com](mailto:pubhelp.book@nielsen.com) for a word version. Completed forms should be returned via email to: [newtitles.book@nielsen.com](mailto:newtitles.book@nielsen.com). We recommend you do not submit handwritten forms, but if you do please fill in only the relevant sections using **BLOCK CAPITALS**. Hardcopy forms should be sent to Nielsen Book, 89-95 Queensway, Stevenage, SG1 1EA.

If you have any queries regarding completing the form or updating previously submitted information, please contact our Publisher Helpdesk:

tel: **+44 (0)845 450 0016**

email: [pubhelp.book@nielsen.com](mailto:pubhelp.book@nielsen.com)

### \*1 ISBN

A separate form is required for each ISBN. The ISBN standard changed on 1st January 2007. Since then all ISBNs need to be in the new 13-digit format.

Full information concerning the rules for allocating ISBNs can be obtained from the UK International Standard Book Numbering Agency, 3rd Floor, Midas House, 62 Goldsworth Road, Woking, Surrey, GU21 6LQ email: [isbn.agency@nielsen.com](mailto:isbn.agency@nielsen.com) or call **+44 (0)870 777 8712**.

### \*2 Date of publication

Please supply the publication date in the format DD/MM/YYYY. If only the month and year is provided, we will assume that the publication date is the end of the month.

### \*3 Price

The recommended retail price must be quoted in £ sterling. If you wish to supply additional currencies please contact email: [pubreg.book@nielsen.com](mailto:pubreg.book@nielsen.com). Please note that we do list publications that are free of charge on our database but this must be specified on the form. If the item contains non-book material that is liable for VAT, please fill in **box 3a**. If the item is zero rated, please put the price in **box 3**.

### \*4 Binding/Format

The most common bindings are hardback and paperback. If the product is not a hardback or paperback (e.g. audiocassette, DVD, CD-ROM etc) or is a pack made up of several items, please list the contents under the section "other".

### \*5. Title and Sub-title

The full title and sub-title should always be given as presented on the title page. They should not be abbreviated or truncated in any way. If the book has a volume or part number or, in the case of an annual, a year of issue, then this should be given as part of the title.

**\*6 Name of publisher**

Please supply the publisher's name and address. This should be the name under which you have registered your ISBN prefix.

**\*7 Name and Address of the distributor**

To be supplied if they differ from the publisher details. Please note, any distribution changes need to be notified in writing by email: [tradedata.book@nielsen.com](mailto:tradedata.book@nielsen.com) or by post to: Trade Data, Nielsen Book, 3rd Floor, Midas House, 62 Goldsworth Road, Woking GU21 6LQ.

**\*8 Imprint**

The publisher's imprint should be supplied as it is stated on the title page, if it is different from the name (i.e. it is a subsidiary) of the publisher. (e.g. 'Puffin' is an imprint of Penguin Books).

**\*9 Publishing market rights**

Please circle the territories for which the exclusive publishing rights for the title are currently owned. If you have not sold the rights to publish this title to another organisation, then you own the market rights for all the territories listed and you should mark the form accordingly. If you have sold the right to publish in another territory then you should indicate the territories where you still retain the rights to publish this ISBN.

**\*10a BIC Classification**

If possible, please advise the BIC Subject Classification that you would prefer us to use. For more information about the BIC Subject Classification scheme, please visit the BIC website: [www.bic.org.uk](http://www.bic.org.uk)

**and/or**

**\*10b Short Description of Subject Matter**

Please supply a brief description of the subject matter. This will enable us to classify your product correctly - especially if you are not able to provide a specific BIC Subject Classification. Please note this will not be listed as a description on our database. Our free listing service allows for the listing of a basic record and a jacket image. Descriptive content is only added to the database, and included on all our products and services, for publishers subscribing to our Enhanced Service. For further details about the benefits of subscribing to our Enhanced Service, please contact:

[publisher.services.book@nielsen.com](mailto:publisher.services.book@nielsen.com)

Existing subscribers, please supply descriptive material on a separate sheet.

**11 Children's Book Marketing Code (CBMC)**

For children's publications only. For further details please visit: [www.bic.org.uk](http://www.bic.org.uk)

**12 Readership level**

Please indicate the readership level.

**13 Author(s) and Editor(s) etc.**

Please only provide the contributors (authors, editors, illustrators, translators etc) who appear on the title page of the book. The surname should be given first. Forenames or initials must also be provided. If more than three contributors are responsible for the book, only the first three names need be given. The name of the "series" editors should not be given. Please give date of birth where known. Please add corporate contributors at the bottom of this field, if appropriate.

**14 Size**

Please give the height and width of the book in millimetres (mm).

**15 Number of pages**

The total number of pages in the book should be given.

**16 Number of volumes**

If you are producing a set of books – which for example may be packaged in a slipcase – and this form is referring to the whole set obtainable under a single ISBN, please note the number of volumes included here.

**17 Illustrations**

Illustrations (including photographs), diagrams, figures, tables, charts and maps should be noted. It should also be specified whether they are in black and white or colour.

**18 Edition**

Only complete this field if the book is not a 'First Edition' (this being a text published for the first time in a particular country), e.g. Revised edition or <number> plus edition (e.g. 3rd Revised Edition).

**19 Series details**

Only the series names present on the title page or book cover should be supplied. Please also supply the volume number.

**20 ISSN**

Only the ISSN present on the title verso page or book cover should be supplied.

**Book front cover and jacket images**

If you wish to send book jacket or cover images, please send them, clearly labelled with the ISBN number as the file name, to our Images Department email: [images.book@nielsen.com](mailto:images.book@nielsen.com)  
The preferred format is .jpg, 648 pixels high, at a resolution of 100 dpi. For further information, please contact our Image Co-ordinator: [images.book@nielsen.com](mailto:images.book@nielsen.com)

Thank you for your time and we will be happy to help if you need further assistance, email: [pubhelp.book@nielsen.com](mailto:pubhelp.book@nielsen.com)

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