

AUDIO METADATA INSTRUCTIONS

Special Instructions:

- Do not use **all capital letters** for **ANY** of the words in the metadata.
- Columns (A) – (AE) embody data that is specific to the entire release only, not individual tracks.
- Columns (AF) – (AV) embody data that is specific to each individual audio track on the release.
- Columns (AW) – (AX) embody data that is specific to the writers and publishers of each song track on the release.
- Columns (AY) – (AZ) are for internal use only and do not need to be edited.

(Column A) Release Name -

Name of album title

-The following list of prepositions must be lowercase **unless** they are the **first** or the **last** words in the title: **a, an, and, for, from, of, or, the, to, in**

(Column B) Release Meta Language -

Choose appropriate language from drop-down menu that refers to the “**language**” of the **Album title** (e.g. for “Besame Mucho” choose Spanish; for “O Solo Mio” choose Italian). Use English for any “**slang**” titles.

NOTE: BE SURE TO SELECT ONLY ONE LANGUAGE PER RELEASE (MULTIPLE LANGUAGES WILL CAUSE YOUR ALBUM TO BE REJECTED. DO NOT TYPE OVER DROP-DOWN-MENU LANGUAGES! CHOOSE A LANGUAGE FROM THE DROP-DOWN-MENU!

(Column C) Artist -

Name of band or **primary artist** for album (e.g. The Beatles or Lady Gaga, Tom Jones)

NOTE: ONLY THE MAIN ARTIST SHOULD BE LISTED HERE AND SHOULD BE THE SAME FOR ALL SONGS ON THE SPECIFIC RELEASE.

NOTE: VARIOUS ARTISTS CAN BE ENTERED HERE ONLY IF THE ALBUM EMBODIES 4 OR MORE ARTISTS ON VARIOUS RELEASE TRACKS.

(Column D) Artist Country -

Choose the appropriate country for the primary release artist.

NOTE: YOUR SELECTION MUST BE THE SAME FOR EVERY TRACK EMBODIED IN ANY GIVEN RELEASE.

(Column E) Subaccount Name

LEAVE COLUMN BLANK

(Column F) Artist URL -

Please copy and paste this link for all tracks being submitted: <http://www.sugomusic.com>

(Column G) Release Artist(s)-Primary Artist(s) -

Name of band or primary artist for album (e.g. The Beatles or Lady Gaga, Tom Jones)

(Column H) Release Artist(s) - Featuring(s) -

Name of artist(s) in band or artist(s) featured on EVERY track of **THE ENTIRE ALBUM** (e.g. ONLY when an artist(s) appears on every track of the album), separated by a pipeline (NOT a capital “I”) and no space between names (e.g. John Lennon|PaulMcCartney|GeorgeHarrison|Ringo Starr). You **create a pipeline** by holding the **shift key** and pressing the **forward slash** “ \ ” button. The above said must be the same for all tracks on album.

Pipeline example: Capital I= I Pipeline= |

e.g. John Lennon|PaulMcCartney|GeorgeHarrison|Ringo Starr

(Column I) Release Artist(s)- Remixer(s) -

LEAVE COLUMN BLANK

(Column J) Release Artist(s)-Composer(s) -

LEAVE COLUMN BLANK

(Column K) Release Artist(s)-Orchestra(s) -

LEAVE COLUMN BLANK

(Column L) Release Artist(s)-Ensemble(s) -

LEAVE COLUMN BLANK

(Column M) Release Artist(s)-Conductor(s) -

LEAVE COLUMN BLANK

(Column N) Release Date -

LEAVE COLUMN BLANK

(Column O) Sale Start Date -

LEAVE COLUMN BLANK

(Column P) iTunes Pre-Order -

LEAVE COLUMN BLANK

(Column Q) iTunes Pre-Order Date –

LEAVE COLUMN BLANK

(Column R) Preorder Preview –

LEAVE COLUMN BLANK

(Column S) Release iTunes Pricing –

LEAVE COLUMN BLANK

(Column T) Release Amazon Pricing –

LEAVE COLUMN BLANK

(Column U) Format: Full Length / EP / Single -

Choose one per Album,

Guidelines

Single: 3 tracks or less, each song must be less than 10 minutes

EP: 1-3 tracks in cases where one or more tracks has a running time of 10 minutes or more with a total running time that is less than 30minutes. Or a 4-6 track release with a total running time that is less than 30 minutes.

Full Length: A “Full Length” release is any release that is 7 or more tracks or 4-6 songs with a total running time greater than 30 minutes

NOTE: YOUR SELECTION MUST BE THE SAME FOR EVERY TRACK EMBODIED IN ANY GIVEN RELEASE.

(Column V) Imprint -

Enter: “Your Label Name”/SUGO Music Group

e.g. (The Sample Record Company/SUGO Music Group)

NOTE: THIS MUST BE THE SAME FOR ALL RELEASES IN ORIGINAL OR ANY FUTURE RELEASE SUBMISSIONS.

(Column W) Genre -

Choose one per Album from the dropdown menu. If you cannot find the exact genre for your album, please select the most suitable genre in the pull down menu. **DO NOT** type in any genres that are not available.

NOTE: YOUR SELECTION MUST BE THE SAME FOR EVERY TRACK EMBODIED IN ANY GIVEN RELEASE.

(Column X) Sub-genre -

Choose one per Album from the dropdown menu. If you cannot find the exact sub-genre for your album, please select the most suitable sub-genre in the pull down menu. **DO NOT** type in any sub-genres that are not available.

NOTE: YOUR SELECTION MUST BE THE SAME FOR EVERY TRACK EMBODIED IN ANY GIVEN RELEASE.

NOTE: THIS IS A REQUIRED FIELD, PLEASE DO YOUR BEST TO SELECT A SUB-GENRE THAT BEST EMBODIES YOUR RELEASE

(Column Y) [C] Information –

Album's original release year. If album is unreleased, use current year, immediately followed by the name of your record label.

e.g. 2013 The Sample Record Company

(Column Z) Digital UPC –

LEAVE COLUMN BLANK

(Column AA) Manufacturer's UPC -

LEAVE COLUMN BLANK

(Column AB) Folder Name / Label Catalog Number -

LEAVE COLUMN BLANK

(Column AC) Release Version -

LEAVE COLUMN BLANK

(Column AD) File Name -

LEAVE COLUMN BLANK

(Column AE) Volume -

Enter the number (1) in all corresponding track cells for this column **(Column AF) Track No. -**

Track number in set list

Enter the corresponding track number for each song listed in Column AG

(Column AG) Track Name -

Name of track

-The following list of prepositions must be lowercase **unless** they are the **first** or the **last** words in the title. **a, an, and, for, from, of, or, the, to, in**

(Column AH) Meta Language -

Choose appropriate language from drop-down menu that refers to the **“language”** of the **track** title (e.g. for “Besame Mucho” choose Spanish; for “O Solo Mio” choose Italian). Use English for and slang titles.

(Column AI) Version –

Enter version name for any song that has been remade, remixed or slightly altered from the original song, i.e., “My Tune (Depression Mix)”, “My Tune (Acoustic Remix)”, etc. Not to include ‘copy’ tunes.

NOTE: IF THE VERSION IS A REMIX DO NOT INCLUDE THE REMIXERS ARTIST NAME IN THIS FIELD, THAT INFORMATION WILL BE ENTERED INTO COLUMN (AL)

(Column AJ) Track Artist -

Leave blank (your “Primary Artist” will automatically pre-populate this field for stores)

NOTE: IF YOUR RELEASE IS A COMPILATION AND VARIOUS ARTISTS HAS BEEN PLACED IN THE PRIMARY ARTIST FIELD, THEN YOU MUST LIST EACH TRACK ARTIST.

(Column AK) Track Artist(s) - Featuring(s) –

Name of featured artist(s) on a specific track; **DO NOT** include the primary artist. Separate multiple artists with a pipeline (NOT A Capital “I”). **Create a pipeline** by holding the **shift key** and pressing the **forward slash** “ / ” button.

Pipeline example: Capital i= I Pipeline= |

e.g. John Lennon|Paul McCartney|George Harrison|Ringo Starr

(Column AL) Track Artist(s) - Remixer(s) -

Please enter the name of any track Remixer(s) in this field. Separate multiple Remixers with a pipeline.

(Column AM) Track Artist(s) - Composer(s) -

LEAVE COLUMN BLANK

(Column AN) Track Artist(s) - Orchestra(s) -

LEAVE COLUMN BLANK

(Column AO) Track Artist(s) - Ensemble(s) -

LEAVE COLUMN BLANK

(Column AP) Track Artist(s) - Conductor(s) -

LEAVE COLUMN BLANK

(Column AQ) Track iTunes Pricing

LEAVE COLUMN BLANK

(Column AR) Track Amazon Pricing

LEAVE COLUMN BLANK

(Column AS) Explicit (No/Yes/Clean) -

Yes= Explicit

No= No Profanity

Clean= Contains Censored Profanity

NOTE: CLEAN REFERS TO EXPLICIT RELEASES THAT HAVE HAD EXPLATIVES REMOVED OR ALTERED TO ENSURE A RADIO FRIENDLY VERSION OR EDIT. IT DOES NOT REFER TO A TRACK THAT SIMPLY CONTAINS NO PROFANE LANGUAGE.

(Column AT) ISRC -

LEAVE COLUMN BLANK

(Column AU) 3rd Party Publisher? (Yes/No) -

Click **Yes**: If there is a publisher/publishing company **other than your own** publisher/publishing company associated with this specific song track, **or** if the song was originally written by a third party composer previous to your arrangement of the song.

Click **No**: If the publishing company is **your own** publisher/publishing company associated with this specific song track, **or** if you are the original writer of the song, **or** if the song is public domain (i.e. the song was written more than 70 years ago).

(Column AV) [P] Information -

Album's original release year. If album is unreleased, use current year, immediately followed by the name of your record label.

e.g. (2013 The Sample Record Company)

(Column AW) Writer(s) -

Name of writer(s) on track, separated by a pipeline (NOT A Capital “I”). **Create a pipeline** by holding the **shift key** and pressing the **forward slash** “ \ ” button.

Pipeline example: Capital i= I Pipeline= |

e.g. George Gershwin|Ira Gershwin|Duke Ellington

(Column AX) Publisher(s) -

Name of publisher(s) on track, separated by a pipeline (NOT A Capital “I”). **Create a pipeline** by holding the **shift key** and pressing the **forward slash** “ \ ” button.

Pipeline example: Capital i= I Pipeline= |

e.g. NEN Publishng|Sugo Recording Company

If you have signed a co-publishing/publishing agreement with SUGO Music Group please add the correct SUGO Music Group publisher to this column.

-In the Case of ASCAP, add "NEN Music" without the quotations

-In the case of BMI, add "El Granada Music" without the quotations

Example:

-In the cases of a **Co-publishing** deal with SUGO Music Group where your publishing company is ASCAP affiliated, **Column AN** should look like this:

Your Publishing Company's Name|NEN Music

-In the cases of a **Co-publishing** deal with SUGO Music Group where your publishing company is BMI affiliated, **Column AN** should look like this:

Your Publishing Company's Name|El Granada Music

-In the cases of a **full publishing** deal with SUGO Music Group **Column AN** will be determined by the writers existing associate if already associated with BMI the publisher will be “El Granada Music” in cases where the PRO association is ASCAP then the publisher will be “NEN Music”.

If the writer isn't affiliated with a PRO please populate this field with our ASCAP publisher “NEN Music”.

***There is no need to define whether the company is ASCAP or BMI. Just use the appropriate SUGO Music Group Publisher.**

NOTE: DO NOT INCLUDE THE LETTERS ‘ASCAP’ OR ‘BMI’ IN THE NAME OF THE PUBLISHING ENTITY BEING ENTERED – INCORRECT = “MY OWN PUBLISHER ASCAP” – CORRECT = “MY OWN PUBLISHER”

(Column AY) Only Include/Only Exclude?

LEAVE COLUMN BLANK

(Column AZ) Territories (ISO Codes)

LEAVE COLUMN BLANK

(Column BA) Track Duration

Please enter the exact length of each track (this is essential for the proper collection of mechanical royalties)

e.g. 3:20

(Column BB) Release Total Duration

Please enter the total length of time for the entire release to the nearest minute (round up if over 30 seconds, round down if under)

e.g. 59 Minutes

(Column BC) Track Level Genre

Choose one per song from the dropdown menu. If you cannot find the exact genre for your album, please select the most suitable genre in the pull down menu. **DO NOT** type in any genres that are not available.

(Column BD) Track Level Sub-Genre

Choose one per song from the dropdown menu. If you cannot find the exact sub-genre for your album, please select the most suitable sub-genre in the pull down menu. **DO NOT** type in any sub-genres that are not available.

(Column BE) Instrumental Y/N

Please indicate if the track is an instrumental song (no vocals) by selecting Y for yes, or N for No

(Column BF) Primary Instrument

Please indicate the primary instrument featured on the song.

e.g. Guitar

NOTE: PLEASE ENTER ONLY ONE INSTRUMENT.

(Column BG) Keywords –

Add 'Keywords' that give a sense of the feeling of the song. This could be genre, or an adjective that expresses the mood such as 'Ambient', or 'Frenetic', 'Inspirational' etc. Also good to include specific instruments such as 'Guitar', 'Keyboards' that are a part of the song.

NOTE: PLEASE DO NOT USE COMMAS OR SEMI-COLONS BETWEEN WORDS, ONLY ADD A SPACE BETWEEN.

(Column BG) Keywords

Please indicate as many key descriptive words that pertain to the mood and feeling of the track that you can provide. There is no limit to the characters in this field.

e.g. abusive agitated intense triumphant scary loud obnoxious

NOTE: SEPARATE WORDS ONLY BY SPACES, NOT COMMAS.