



PPL REPERTOIRE DATA
STYLE GUIDE
JULY 2018

Context

When registering repertoire data with PPL, the majority of the data should conform to pre-existing formatting expectations (e.g. ISRCs are 12 alpha-numeric characters long), or can be selected from a range of options in a drop-down list (e.g. selecting a Country of Recording from a list of countries). However, some data will need to be provided to PPL as “free text”.

The purpose of this document is to help guide PPL members through completing the “free-text” fields for registering repertoire data with PPL, specifically:

- Recording Data
 - Band/Artist Name;
 - Recording Title (and associated version types);
 - Alternative Title;
 - Recording Venue; and
- Release Data
 - Band/Artist Name
 - Release Title
 - Format Title
- Saving Defaults
- Bulk file names

Why register data in a consistent style?

| | |
|---|---|
| ✓ | Licensees can find your song when they search to check it's included in the license |
| ✓ | PPL can match to airplay reported |
| ✓ | Performers and other CMOs can find it when they search myPPL |

Recording Data

Recordings should be registered with the Band/Artist Name and Recording Title data presented in exactly the same way as on the commercial release made available to the public (e.g. as per the original artwork for the single and/or album that the recording first appears on). Ensuring that the data registered with PPL is the same as that on the official commercial release will make it easier for PPL to match it to reported airplay.

Band/Artist Name

The Band/Artist Name will normally only refer to the 'main' performers. This will typically be a band name, a solo performer, a conductor or an ensemble name. It may contain more than one solo artist name where a specific collaboration has taken place. In most instances, Other Featured Performers may be listed as part of the **Recording Title** or the Band/Artist Name. It should always mirror the official commercial release:

| Band/Artist Name | Recording Title |
|---------------------|-----------------------------|
| Beyoncé feat. Jay-Z | Crazy in Love |
| Clean Bandit | Rather Be feat. Jess Glynne |

Please note that name should be stylised with capital and lower case letters exactly in the way that it appears on its original release.

A note on Band/Artist Names for classical music

For classical music, the Band/Artist Name should again be registered in exactly the same way as that on the official commercial release made available to the general public (e.g. on the release that the recording first appears). It is likely to be a soloist, conductor, ensemble or a combination of these. The composer name should **never** be included unless the composer is also one of the main Featured Performers on the recording.

Recording Title

Where appropriate, the Recording Title should contain version information in brackets to identify a specific mix. Some examples are set out below. The relevant *version type* should then be selected in the drop-down list or entered in the Bulk Upload Template (see Version Type section below for more information).

| Band/Artist Name | Recording Title |
|------------------|--------------------------------------|
| Blur | Tender (radio edit) |
| Cornershop | Brimful of Asha (Fatboy Slim remix) |
| Mariah Carey | Fantasy (live at the Hollywood Bowl) |

A note on Recording Titles for classical music

For classical music, again the title should read exactly as presented on the official release. A conventional classical Recording Title is laid out below:

Symphony No. 9 in D minor, Op. 125 'Choral' – 1. Allegro ma non troppo, un poco maestoso

This contains two main parts:

The work - Symphony No.9 in D minor, Op.125 ‘Choral’ – where Op.125 is the position of the work in the composer’s catalogue and ‘Choral’ is the name by which the work is known. This is helpful for search purposes within the Repertoire Database.

The part / movement of the work on the recording - 1. Allegro ma non troppo, un poco maestoso – this information is also essential, as some works do not necessarily employ the same performers for each movement.

If a track is a movement or selection from a larger work (e.g. a symphony or concerto), the track title should begin with the name of the larger work. This applies even if a track contains a portion of a movement, selection, or excerpt.

| Recording Title |
|---|
| Piano Sonata No. 14 in C-Sharp Minor, Op. 27 No. 2 “Moonlight”: I. Adagio sostenuto |
| 1812 Overture, Op. 49 (Excerpt: Finale) |

For a piece with up to 20 movement or section numbers, you can use Roman numerals, such as XIV or XX. If a piece contains 21 or more movements or sections, use Arabic numerals in the form No. 1, No. 2, and so on. For example:

| Recording Title |
|--|
| Die Winterreise, D. 911: No. 24, Der Leiermann |

Use colons to separate the title of a work from the title of a movement or selection. For example:

| Recording Title |
|--|
| Cello Suite No. 1 in G Major, BWV 1007: I. Prelude |

Use quotation marks to indicate the common nickname of a work. For example:

| Recording Title |
|---|
| Variations on an Original Theme, Op. 36 “Enigma”: Var. IX. Nimrod |

Version Type

List of version types and uses:

| Version Type | Comment/use |
|---------------------|--|
| <i>Album</i> | A version featured on the album release, where different to that previously released as a single or on an EP. |
| <i>Alternative</i> | A version which contains different instrumentation or performances from the original recording, such as changed lyrics or an acoustic version. |
| <i>Demo</i> | A version deemed to be a precursor to the primary release. |
| <i>Edit</i> | A version identified as different to the primary release, usually by virtue of its duration. |
| <i>Instrumental</i> | A version with the lead vocal performance removed. |
| <i>Karaoke</i> | A version performed specifically for Karaoke (usually a cover, not by the original Band/Artist). |
| <i>Live</i> | A version performed at a live event, such as a concert. |
| <i>Radio Edit</i> | A version specifically edited or mixed for radio airplay. |
| <i>Remix</i> | A version audibly different from the primary release usually by virtue of a remixer applying additional instrumentation. |
| <i>Session</i> | A version performed for a session, such as a radio show. |
| <i>Single</i> | A version featured on the single release, where different to that previously released on an album or EP. |

Remaster

It is mandatory as part of PPL's Repertoire Data Policy to correctly identify when a recording has been remastered. This [guidance](#) should be used to determine if a recording is remastered. When it is remastered, please also include this information in brackets as part of the Recording Title (e.g. 'Lady Madonna (2010 remaster)').

Alternative Title

This is used for information purposes only as a means of identifying recordings better known in other ways. This largely applies to classical and/or soundtrack repertoire – e.g. 'Also Sprach Zarathustra' is often referred to as 'Theme from 2001: A Space Odyssey'.

Recording Venue

Please enter the recording studio name first and (if known) the location in which the studio can be found. Ideally this will include a full address. For example:

Air Studios (where only the studio name is known)

The Magic Shop, New York, USA (where the studio name and main location is known)

Abbey Road Studios, Abbey Road, London, United Kingdom (where the full address is known)

Release Data

Like recording data, releases should be registered with the Band/Artist Name and Release Title presented in exactly the same way as on the commercial release made available to the public (e.g. as per the original artwork for the single and/or album that the recording first appears on)..

Band/Artist Name

The Band/Artist Name will normally only refer to one main performing act. This will typically be a band name, a solo performer, a conductor or an ensemble name. The data registered should always mirror the official commercial release. For compilation albums, it is recommend that Various Artists is used as the Band/Artist Name (unless the official commercial release differs).

Release Title and Format Title

The Release Title should be the name of the album, single, EP (etc.) that is being released. It will not normally contain any subtitles – these should be put in the Format Title for each of the individual formats where relevant. All of this should always mirror the official commercial release. For example:

| Band/Artist Name | Recording Title | Format | Format Title (if applicable) |
|-------------------------|------------------------|---------------|--------------------------------------|
| The Beatles | Rubber Soul | CD | |
| The Beatles | Rubber Soul | LP | 50 th anniversary edition |
| The Beatles | Rubber Soul | Digital | iTunes exclusive |

Saving Defaults

When using myPPL to register repertoire online, it is always recommended that repertoire, territory, and line-up defaults are created before registering recordings or releases as this will greatly speed up the repertoire registration process. Completing the territory and line-up defaults are particularly important for bulk uploading repertoire as it is not possible to populate the bulk upload spreadsheet with line-level territorial rights or performer line-up information without a previously created default.

A user can create and save many defaults - when a default is saved, a name must be given to it. A user can give the default any name they like, but it is recommended for the name that is given to follow the below guidelines in order to ensure it can be easily differentiated from others.

| Default Name | What it is for | Examples |
|-------------------------|--|--|
| Main repertoire default | This is used to pre-populate data for your recording and release registration journey. If a user releases repertoire for more than one artist or label, it is highly likely more than one saved default is required. It is recommended that a user names the default with something that describes what it relates to (e.g. an artist or label). | “London Records (2012)” “Girls Aloud” “Distributed by Warner” |
| My Line-ups | The line-up default is saved once for each unique individual performer line-up so that the line-up can be applied to recordings quickly and as often as needed. The default should be named in order to differentiate it from other line-ups, and so the user should name the default as specifically as possible. | “Take That (1990-1996)” “Take That (without Robbie Williams)” “Take That (Gary, Mark and Howard only)” |
| Territory defaults | The territory default is saved once for each unique list of territories in which a rightsholder owns rights. The default should be named in order to differentiate it from other territory lists, and so the user should name the default as specifically as possible. | “Worldwide minus Norway” “London Records in Europe” “France, Germany and USA” |

Bulk file names

When using myPPL to register repertoire in bulk, the user will need to upload a file. Whilst the user can name the file in any way they wish, it is recommended that the name of the file contains some text that helps to identify the contents for future reference. This might include the date of upload, the name of the artist, or the name of the label/release that the file contains data for.