

U S E R G U I D E

How to complete the Cataloging-In-Publication (CIP) application form

STEP 1. Contact Information

Provide the contact information for the main individual responsible for this application. The individual identified here will be the primary contact for all correspondence between the CIP office and the publisher regarding this application.

STEP 2. PUBLICATION DETAILS

1. Author(s), editor(s), translator(s), etc.

List all the authors and other contributors, specifying their roles and functions (e.g., edited by, compiled by, under the direction of, translated by, illustrated by), exactly as they will appear on the title page, and in the order in which they will appear.

2. Title and subtitle(s)

Provide the title and subtitle(s) exactly as they appear on the publication's title page. For cataloguing purposes, the title on the title page takes precedence over any other title appearing on the publication (such as on the cover or dust jacket). For works in more than one language, include all titles that will appear on the title page.

3. Edition statement, if any

If applicable, indicate the current edition of the work as it will appear in the publication (e.g., second edition, third enlarged, 1st edition and corrected edition, first Philippine edition).

4. Name of the Publisher / Co-publisher

Provide the specific publisher name(s) that will appear on the title page or in copyright page. If the work is being published by more than one publisher, please provide the name of the additional publisher as it will appear within the copyright page of publication.

5. Place of Publication

Provide the place(s) of publication exactly as it/they will appear within the work (e.g., Manila City; Cebu, Philippines; Pulanglupa Dos, Las Piñas City)

6. Year of Publication or Projected date of publication

Indicate the year or approximate date of publication in which the book will be issued or published.

7. Copyright Date

Indicate the copyright date or projected year of registration for ownership exactly as it will appear on the copyright page of the book. Provide the latest copyright date or year.

8. Series Title (if any)

Provide the series title exactly as it will appear on the book. When the series title appears in multiple languages, please provide all titles and indicate the order in which they will appear in the publication.

9. Series Numbering

If the application is for a book that is part of a series, please indicate the number associated with this particular volume.

10. ISBN Format

If applicable, provide all the ISBN(s) assigned to the work (e.g. ISBN 978-971-556-053-5 (hardbound); ISBN 978-971-556-054-2 (pdf)). Also, please attach the ISBN certificate if available.

11. Language

Indicate the language used in the work (e.g. Filipino, English, Cebuano, Kinaray-a). If the publication is bilingual or multilingual, indicate languages and proportion of each language (e.g. 50% Filipino, 50% Cebuano ; 50% Filipino, 50% English)

12. Genre of Publication

Use the drop-down menu to indicate the genre of the work. If the genre of the publication is not included in the drop-down list, please select “other” and indicate the specific genre in the box provided.

13. Audience

Indicate the audience for whom the publication is intended using the drop-down list. If none of the options apply, please select “other” and indicate the intended audience in the space provided.

14. Format

Use the drop-down menu to indicate the format of the material. If the format of the publication is not included in the drop-down list, please select “other” and indicate the specific format in the box.

15. Summary

Summarize the contents of the work. Include the book's major characteristics, such as its scope, topic(s) or theme(s). In order for the CIP record to include accurate subject headings, please be as specific as possible, including details such as dates and time periods, places, historical characters, ethnic groups, audiences, and works discussed.

In the case of an exhibition catalogue, details should include the ownership of the works exhibited, the galleries or museums to which the exhibition will travel, dates the exhibition was held, and the contributors to the text. Information about the artist(s) involved and the themes and the medium of the art exhibited are also essential.

STEP 3. ATTACHMENTS

Please attach a proof of the title page and copyright page for the work. It is particularly important that copies of the introduction and preface, table of contents, and sample content like Chapter 1 are also attached, as they are essential for ensuring that the assigned subject headings are accurate.