



A Subsidiary Of MoBens LLC

Submission Guidelines

As of January 1, 2010, we can no longer accept music that does not conform to our Submission Guidelines so please use these Submission Guidelines when sending music to us.

1) Accepted Music Formats:

MP3 & AIF

- ✓ MP3 files should be 320 kbps * /44.1 KHz Stereo or Joint Stereo

** Please use Constant Bit Rate when encoding your MP3 files.*

- ✓ AIF files should be 16 bit/44.1 KHz Stereo

Please do not submit the following:

- **iTunes Files (.m4a or .aac)**
- **Windows Media) Files (.wma)**
- **Wave Files (.wav)**

2) Lyrics:

- ✓ Lyric sheets are required for submissions unless it is instrumental only music.
- ✓ Please attach the lyric to your email as a file or paste lyric into email.
- ✓ Lyric files should be Word Documents (.doc), Portable Document Files (.pdf), Rich Text Files (.rtf) or Text Files (.txt)

- **Please do not send Apple/Mac Pages Files (.pages)**

3) File Naming:

- ✓ File Naming for MP3's, AIF's & Lyrics should conform to proper English upper & lowercase letters and should be the full complete title without any abbreviations.

➤ **Please do not use ALL CAPS!**

Example of ALL CAPS:



ON TOP OF THE
WORLD.mp3

← Incorrect



On Top Of The
World.mp3

← Correct

Example of Abbreviated file name:



Party-DJDrops.d
oc

← Incorrect



Party Til The DJ
Drops.doc

← Correct

4) File Tagging / Metadata

- ✓ All MP3 & AIF files should have the following metadata already tagged into them.

** This information should also conform to proper English upper & lowercase letters without any abbreviations.*

5) Minimum Metadata Required:

- ✓ Name ← Song Title
- ✓ Artist ← Singer or Band
- ✓ Year ← Year the song was composed
- ✓ Composer ← All songwriters, First & Last Name

Example

The screenshot shows a music tagging software window titled "Song Title". The window has several tabs: Summary, Info, Video, Sorting, Options, Lyrics, and Artwork. The "Info" tab is selected. The fields are as follows:

- Name: Song Title (indicated by a red arrow)
- Artist: Artist Name (indicated by a red arrow)
- Year: 2014 (indicated by a red arrow)
- Album Artist: (empty field)
- Track Number: (empty field) of (empty field)
- Album: (empty field)
- Disc Number: (empty field) of (empty field)
- Grouping: (empty field)
- BPM: (empty field)
- Composer: Composer Name 1; Composer Name 2; Composer Name 3 (indicated by a red arrow and a red circle)
- Comments: (empty text area)
- Genre: (empty dropdown menu)
- Part of a compilation: (unchecked checkbox)

At the bottom of the window are "Cancel" and "OK" buttons.



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6) Submission Protocol:

- ✓ Even if you are only submitting a rough demo, please make sure that you follow this guideline.
- ✓ Without knowing what file Monica is going to forward and to whom, this guideline will ensure that all bases are covered.

7) Returned Submissions:

- ✓ Submissions that DO NOT meet these guidelines will be discarded.