

56TH



GRAMMY AWARDS®

ONLINE ENTRY PROCESS

QUICK REFERENCE GUIDE

FIELDS AND CATEGORIES

GENERAL FIELD

1. Record Of The Year (S/T)
2. Album Of The Year
3. Song Of The Year (S/T)
4. Best New Artist (A/S/T)

POP FIELD

5. Pop Solo Performance (S/T)
6. Pop Duo Or Group Performance (S/T)
7. Pop Instrumental Album
8. Pop Vocal Album

DANCE/ELECTRONICA FIELD

9. Dance Recording (S/T)
10. Dance/Electronica Album

TRADITIONAL POP FIELD

11. Traditional Pop Vocal Album

ROCK FIELD

12. Rock Performance (S/T)
13. Metal Performance (S/T)
14. Rock Song (S/T)
15. Rock Album

ALTERNATIVE FIELD

16. Alternative Music Album

R&B FIELD

17. R&B Performance (S/T)
18. Traditional R&B Performance (S/T)
19. R&B Song (S/T)
20. Urban Contemporary Album
21. R&B Album

RAP FIELD

22. Rap Performance (S/T)
23. Rap/Sung Collaboration (S/T)
24. Rap Song (S/T)
25. Rap Album

COUNTRY FIELD

26. Country Solo Performance (S/T)
27. Country Duo Or Group Performance (S/T)
28. Country Song (S/T)
29. Country Album

NEW AGE FIELD

30. New Age Album

JAZZ FIELD

31. Improvised Jazz Solo (S/T)
32. Jazz Vocal Album
33. Jazz Instrumental Album
34. Large Jazz Ensemble Album
35. Latin Jazz Album

GOSPEL/CONTEMPORARY CHRISTIAN MUSIC FIELD

36. Gospel/Contemporary Christian Music Performance (S/T)
37. Gospel Song (S/T)
38. Contemporary Christian Music Song (S/T)
39. Gospel Album
40. Contemporary Christian Music Album

LATIN FIELD

41. Latin Pop Album
42. Latin Rock, Urban or Alternative Album
43. Regional Mexican Music Album (Including Tejano)
44. Tropical Latin Album

AMERICAN ROOTS MUSIC FIELD

45. American Roots Song (S/T)
46. Americana Album
47. Bluegrass Album
48. Blues Album
49. Folk Album
50. Regional Roots Music Album

REGGAE FIELD

51. Reggae Album

WORLD MUSIC FIELD

52. World Music Album

CHILDREN'S FIELD

53. Children's Album

SPOKEN WORD FIELD

54. Spoken Word Album (Includes Poetry, Audio Books and Storytelling)

COMEDY FIELD

55. Comedy Album

MUSICAL THEATER FIELD

56. Musical Theater Album

MUSIC FOR VISUAL MEDIA FIELD

(Includes Film/TV/Video Games /Other Visual Media)

57. Compilation Soundtrack For Visual Media Album
58. Score Soundtrack For Visual Media Album
59. Song Written For Visual Media (S/T)

COMPOSING/ARRANGING FIELD

60. Instrumental Composition (S/T)
61. Instrumental Arrangement (S/T)
62. Instrumental Arrangement Accompanying Vocals (S/T)

PACKAGE FIELD

63. Recording Package (A/S)
64. Boxed/Special Limited Edition (A/S)

NOTES FIELD

65. Album Notes (A)

HISTORICAL FIELD

66. Historical Album

PRODUCTION, NON-CLASSICAL FIELD

67. Engineered Album
68. Producer Of The Year (A/S/T)
69. Remixed Recording (S/T)

PRODUCTION, SURROUND SOUND FIELD

70. Surround Sound Album

PRODUCTION, CLASSICAL FIELD

71. Engineered Album
72. Producer Of The Year (A)

CLASSICAL FIELD

73. Orchestral Performance (A/T)
74. Opera Recording (A)
75. Choral Performance (A/T)
76. Chamber Music/Small Ensemble Performance (A/T)
77. Classical Instrumental Solo (A/T)
78. Classical Vocal Solo (A/T)
79. Classical Compendium (A)
80. Contemporary Classical Composition (A/T)

MUSIC VIDEO/FILM FIELD

81. Music Video
82. Music Film

(A) = Category allows Album entries

(S) = Category allows Single entries

(T) = Category allows Track entries



For more specific information, please refer to the RESOURCE buttons on the Online Entry site.

- **ELIGIBILITY PERIOD:** October 1, 2012, through September 30, 2013
 - Recordings must be commercially released, nationally distributed and available from any date within the eligibility period through at least the date of the current year's voting deadline (final ballot).
 - Tracks from an album released during the previous eligibility period may be entered in certain categories — provided the track was not entered in any category the previous year and provided the album did not win a GRAMMY.
- **RELEASE DATE:** Street Date/In-Store Date. Recordings (albums/singles) must be commercially released and available for sale to the public as stand-alone purchases by September 30, 2013. Product must be available for sale on a nationwide basis in the United States (general distribution). Imports are not eligible.
- **GENERAL DISTRIBUTION IS DEFINED AS THE BROAD RELEASE OF AN ALBUM AVAILABLE NATIONWIDE VIA BRICK AND MORTAR AND/OR ONLINE RETAILERS. (NOT ELIGIBLE:** Advance sales, physical or digital, of titles to be released via general distribution after the eligibility deadline. Recordings available exclusively through artist's or record label's website. Recordings shipped by the eligibility deadline but not in stores or available for purchase by the public on that date.)
- **DIGITAL RECORDINGS:** Must be available on a nationwide basis; both the original download file and the product sent to The Academy must have quality comparable at least to 16 bit 44.1 kHz; copy of label credits (producer, mixer, songwriter, etc.) must be included in the META data file; product and all requested documentation (including a list of retailers) must be provided to the Academy; online release date must be verifiable. (Not eligible: Digital releases that are considered "advance" sales but are not otherwise available by the eligibility deadline; digital releases for which no product is provided to the Academy by the eligibility deadline.)
- **NEW RECORDINGS:** The Recording Academy defines "new recordings" as material that has been recorded within five (5) years of the release date and not previously released.
 - Albums must contain at least 51% playing time of new recordings and previously unreleased material. Please check the recording dates on product before entering to avoid disqualification.
 - The only categories that allow entries not newly recorded are Best Historical Album, Best Compilation Soundtrack Album, Best Surround Sound Album, Best Remixed Recording, Best Recording Package (if package is new), Best Album Notes (if notes are new) and certain multi-disc set releases in the classical Field.
- **ALBUM DEFINITION:** For purposes of eligibility, the Academy defines an ALBUM as having no less than five (5) different tracks.
 - The same album may be entered in various categories – for example: Album Of The Year, Best New Artist, Best Pop Vocal Album (a specialized genre category), Album Notes, Best Engineered Recording, and Producer Of The Year. Note, however, that an album is eligible in only ONE category in the specialized "genre" fields. If an album has been entered in more than one category in a specialized genre field (i.e. Pop Vocal Album, Pop Instrumental Album and Rock Album), the screening committee will place it in the ONE appropriate category.
 - Albums entered in any category in a specialized "genre" field must consist of 51% or more playing time of the specified genre. Albums of mixed genre may be entered in Album Of The Year.
 - Sampler albums or albums which are a compilation of tracks from other currently released albums are not eligible.
 - Various Artists albums (tribute albums, field recordings, etc.) are eligible in appropriate album categories.
- **TRACK DEFINITION:** A TRACK is a recording on an album. It is not a separate entity. Therefore, if you are entering a track, it will have the same release date as the album and the same UPC number.
 - The same track may be entered in various categories – for example: Record Of The Year, Song Of The Year, Best New Artist, Best Country solo performance (a specialized genre category), Best Country Song, and Best Arrangement Accompanying Vocals. Note, however, that a track is eligible in only ONE performance category in the specialized "genre" fields. (Song categories are not considered "performance" categories.) If a track has been entered in more than one category in a specialized genre field (i.e. Country Solo Performance and Pop Solo performance), the Screening Committee will place it in the ONE appropriate category.

- Tracks from an album released during last year's eligibility period are eligible in the Pop, Rock, R&B, Rap, Country and Gospel fields, and in Record Of The Year, provided the track was not entered the previous year and provided the album did not win a GRAMMY.
- Tracks from an album released during last year's eligibility period are not eligible in *Improvised Jazz Solo, Composing/Arranging, Remixed Recording, Producer Of The Year or any Classical categories.*
- **SINGLE DEFINITION:** A SINGLE is defined by The Recording Academy as a commercially released recording which is a separate entity and has been released for sale separately from the album (promotional or radio singles do not qualify as singles). The single should have a different release date and a different UPC number from the album.
 - A SINGLE should be entered (instead of a TRACK) only if it is a different version/mix from the album track (featuring additional vocalists, etc.) or if it is being released for sale in advance of the album. Please note, however, that only one version/mix of a recording is eligible. The Academy will use the original album version for screening and verification unless specifically instructed otherwise when entered. If a different version/mix of a recording by a solo artist features a guest artist, final determination of which mix is used will be made by the record label releasing the original artist version.
- **REMIXED RECORDINGS:** Remixes of recordings released in a previous eligibility year are not eligible in any category except Best Remixed Recording.

GRAMMY TIPS – GENERAL

NUMBER OF ENTRIES: Please use discretion in determining the number of entries submitted. Remember that entering more than one recording for the same artist in the same category may split the vote for that artist during the balloting process.

COMPANY VS. MEMBER ENTRIES: If you are a member of The Recording Academy who also submits entries as a label representative, please do not duplicate the label entries when you receive your personal member entry information. The Academy makes no distinction between Company and Member entries. Duplicate entries will be voided.

ENTRIES VS. NOMINATIONS: Entries are NOT nominations. The Online Entry Process (OEP) is not a voting process. Entries are submissions to be considered for nomination by The Recording Academy voting membership.

- Entries are not votes. Only one entry of the same recording in the same category is necessary (More than one entry of the same recording in the same category is considered a duplicate and will be voided.)

TIMELINES: Please pay attention to the OEP timetables. If you have not final submitted your entries to the GRAMMY site by the cut-off dates, your entries will not be processed.

PRODUCT: Please pay attention to your packing list during your final submission process. This list will indicate how many total pieces of product are required for all categories submitted. Without your commercially released, required product, your entries cannot be screened or verified, which could result in disqualifications. Digital-only releases can be burnt to a CD and submitted as required product. If your packing list does NOT indicate specific product requirement, your entries were NOT finalized. Return to the site and finalize or call the Awards department for guidance.

HELP: The Awards department is here to help. If you have any questions regarding eligibility or categories, please call us before you make your entries at 877.637.6816

COMMON REASONS FOR DISQUALIFICATIONS

- The same Album/Track/Single was entered in a previous year.
- The product is not a new recording (see above guidelines).
- Required commercially released product not received by The Recording Academy by the eligibility deadline.
- Product was released outside of the current eligibility year (see above guidelines).
- Product was not released in the United States (imports are not eligible).

PLEASE REVIEW ALL GUIDELINES BEFORE ENTERING AND REVIEW YOUR ENTRIES BEFORE YOU FINAL SUBMIT.