

**PRODUCTION REPORT 2009-2010  
EXPLANATORY NOTES**

The production report is required as supporting documentation for any Aid to Publishers application. The report is included in the application form “checklist” and must be submitted as part of a complete application. The report relates to the title production during the reference year identified in the application form.

Before completing the production report, we recommend that you read carefully the instructions below regarding the information to be provided in the report.

These explanations are designed to improve the quality of the production reports and their analysis. The program relies on your usual cooperation in providing production reports that contain complete and accurate information.

**IMPORTANT**

- All cells must contain a value.
- We are recommending a file identification system for your report.

**PRODUCTION REPORT FILE IDENTIFICATION**

The Aid to Publishers component receives over 200 applications per year. An efficient filing system for production reports sent in electronic format is critical for quick access and retrieval of files. Therefore, we recommend that you name and save the file containing your production report using the following three information elements:

- 1) Abbreviated name of the firm (for example, if the firm’s legal name is The House of Mystery Books Ltd., the abbreviated name could be Mystery);
- 2) Name of the file and application year: Production Report 2009-2010
- 3) Sequence number of the production report file, the first version is identified as “Doc1”. Should a revised version of the production report be required, simply modify the sequence number to “Doc2”, etc.

Recommended file name for your production report:

Mystery – Production report 2009-2010 – Doc1

Note: Users of Mac computers must save their file with the “.xls” extension.

**PRODUCTION REPORT TEMPLATE - Description and instructions**

Column	Heading	Type of characters	Maximum characters	Explanations
1	Title	Text & number	Variable	Enter the complete official title of the publication.
2	ISBN-10 or ISBN-13	Text or number	10 or 13 digits	<b>Enter a single ISBN number per publication</b> Since January 2007, ISBN numbers contain 13 digits. Works published prior to this date may have both a 10- and 13-digit ISBN. Enter the ISBN-13. If no ISBN-13 exists, enter the ISBN-10. The number can contain 10 or 13 digits <u>as well as segment separators</u> . Use of separators is optional.

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**EXPLANATORY NOTES**

Column	Heading	Type of characters	Maximum characters	Explanations
3	Language	Text	Variable or 3	<p>Enter the language(s) of the content of the work. Possible values: <b>E</b> for English, <b>F</b> for French, <b>X</b> for Other.</p> <p><b>Bilingual or multilingual works</b> For works containing text in 2 or more languages, enter any of the combinations of the values that apply. Ex.: for a work containing text in English, French and Spanish enter the value « <b>EFX</b> ». Please note that in order to avoid having to convert your data to fit these codes, variations of the codes for English and French languages may be accepted. E.g.: for English, « <b>ENG</b> » or « <b>EN</b> » are acceptable.</p> <p><b>Translations</b> When works are translated, each version is considered a new title. Enter a separate line in the report for each version along with the information relevant to that title.</p>
4	Eligible	Text	3	<p>Possible values: <b>yes, no</b>.</p> <p><b>Determining eligibility</b> To verify the eligibility of a title, please refer to section 6.0 of the 2009-2010 Application Guide.</p>
5	Format	Text	Variable	<p>Possible values : book, non-print, book pack, learning kit, other. See section 10.0 of the 2009-2010 Application Guide for definitions. For formats identified as Other, we recommend adding a description.</p> <p><b>Other products sales</b> Any products for which the sales are recorded under "Other net revenues" in section 19 of the application form, should be excluded from the production report. E.g.: Stationery, periodicals, magazines, etc.</p>
6	Author(s)	Text	Variable	<p>An author is the individual responsible for the intellectual content of a work.</p> <p><b>Works attributed to one author</b> Enter the last name and first name of the author. Ex.: Jones, Robert.</p> <p><b>Works attributed to multiple authors</b> Enter the names of all authors in the same cell separating them by a symbol of your choice such as a space, hyphen, semicolon etc. but not a letter. E.g.: Smith, John; Brown, Edward.</p> <p>The editor of a collective work is considered the author if the work is clearly and publicly attributed to the editor and he or she has written a preface, introduction, afterword, or conclusion to the book. In such cases enter the name of the editor. The editing regularly done by a publisher in order to bring a manuscript to publishable form is not considered authorship.</p>
7	Citizenship	Text	Variable or 3-letter code	<p><b>Works attributed to one author</b> Enter the citizenship of the author.</p> <p><b>Works attributed to multiple authors</b> Enter the citizenship of each author in the order that they are listed under heading 6-Authors(s). These can be separated by a symbol of your choice such as a space, hyphen, semicolon, etc. but not a letter. Ex.: CAN FRA, Italy-Spain.</p> <p><b>Possible values: full names</b> The Citizenship or name of the country written out in full are accepted: E.g.: Canadian or Canada.</p> <p><b>Possible values: ISO codes</b> The 3-letter ISO codes are also accepted. The list can be found at the following Web site: <a href="http://en.wikipedia.org/wiki/ISO_3166-1_alpha-3#Officially_assigned_code_elements">http://en.wikipedia.org/wiki/ISO_3166-1_alpha-3#Officially_assigned_code_elements</a> According to this list CAN represents Canada.</p>

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8	Pages	Number	Variable	<p><b>Printed book</b> Enter the total number of pages, not counting the covers.</p> <p><b>Non-print material</b> Enter the number “0” or enter NA for not applicable.</p>	
9	Printing	Text	Variable	<p><b>Printed book</b> Enter the name of the country where the book was printed.</p> <p><b>Non-print material</b> Enter the name of the country where the product was manufactured.</p> <p><b>Suggestion for consistency</b> For consistency, you may use the same coding system described under Heading 7-Citizenship.</p>	
10	Publication Date	Number	5	<p>The publication date of a new title or a new edition is the date when the work is made available to its targeted audience.</p> <p><b>A publication date for each type of output</b> Each new title or new edition should appear on a separate line in the report with its own publication date.</p> <p><b>Dates in text format are not accepted</b> No matter what display format you choose for the date (Ex. YYYY/MM/DD or DD/MM/YYYY) the value must be a number. Dates written in text are invalid.</p>	
11	New title	Text	3	Possible values: <b>yes, no</b> . Enter a single “yes” for either of Headings 11 or 12. See explanations under Heading 10-Date of publication.	
12	New edition	Text	3	Possible values: <b>yes, no</b> . Enter a single “yes” for either of Headings 11 or 12. See explanations under Heading 10-Date of publication.	
13	Commercial category	Texte	1	<p><b>Commercial category</b></p>	
				Children’s fiction (including poetry)	A
				Children’s non-fiction	B
				Adult fiction (including poetry)	C
				Adult non-fiction	D
				Scholarly	E
				Educational (elementary and high school)	F
Educational (CEGEP, college, and university)	G				
14	Co-publication	Text	3	Possible values: <b>yes, no</b>	
15	Translation	Text	3	Possible values: <b>yes, no</b>	
16	Translation – language of origin	Text	1	Possible values : <b>E</b> for English, <b>F</b> for French, <b>X</b> for Other	
17	Adaptation	Text	3	Possible values: <b>yes, no</b>	
18	Translator(s) or adapter(s)	Text	Variable	If value “ <b>yes</b> ” was entered in Heading 15 or 17, enter the names according to the instructions found under Heading 6-Author(s). If the value “no” was entered in both 15 and 17, enter NA for not applicable.	
19	Citizenship	Text	Variable	If value “ <b>yes</b> ” was entered in Heading 15 or 17, enter the citizenship according to the instructions found under Heading 7-Citizenship. If the value “no” was entered in both 15 and 17, enter NA for not applicable.	