



# THE 59<sup>TH</sup> GRAMMY AWARDS<sup>®</sup>

# BASIC GRAMMY<sup>®</sup> GUIDELINES

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

- **Eligibility Period:** October 1, 2015, through September 30, 2016
  - 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 available to the public as stand-alone purchases or streams, audio-only (exceptions: opera, surround sound and music video/film) by September 30. Product must be available for sale on a nationwide basis in the United States (general distribution, see below). Imports are not eligible.
- **General Distribution:** is defined as the broad release of a recording, available nationwide via brick and mortar, third party online retailers and/or streaming services. "Streaming services" is defined as paid subscription, full catalogue, on-demand streaming/limited download services that have existed as such within the United States for at least one full year as of the submission deadline. All recordings entered must have an assigned ISRC.
- **Digital Recordings:** Downloads/streams must be available on a nationwide basis; both the original 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 required metadata file; product and all requested documentation (including a list of retailers/streaming services) must be provided to The Academy; online release date must be verifiable. (**NOT ELIGIBLE:** Digital recordings that are considered "advance" sales but are not otherwise available by the eligibility deadline; digital recordings for which no product is provided to The Academy by the eligibility deadline.)
- **Authorized Recordings:** Recordings must be non-infringing, original works of authorship. To the extent a recording embodies in whole or in part the copyrighted work of a third party, appropriate authorization to use and incorporate such copyrighted work must have been obtained. If allegations are made that a recording is unauthorized and does not meet these criteria, The Academy will consider the allegations and determine, in its sole discretion, the eligibility of such recording.
- **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 (if surround mix is new), Best Remixed Recording (if remix is new), 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, and having a total playing time of no less than 15 minutes.
  - 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 and Rock Album), the screening committee will place it in the ONE appropriate category.
  - Albums entered in most categories 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 Instruments And 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 American Roots Music, Country, Dance, Gospel, Pop, R&B, Rap and Rock 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, Song For Visual Media, 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 the highest discretion when 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 will result in disqualifications. Digital/streaming-only releases must be burned as an audio 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 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.**

# FIELDS & 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)

## FIELD 1: POP

5. Pop Solo Performance (S/T)
6. Pop Duo Or Group Performance (S/T)
7. Traditional Pop Vocal [Album](#)
8. Pop Vocal [Album](#)

## FIELD 2: DANCE/ELECTRONIC MUSIC

9. Dance Recording (S/T)
10. Dance/Electronic Music [Album](#)

## FIELD 3: CONTEMPORARY INSTRUMENTAL MUSIC

11. Contemporary Instrumental [Album](#)

## FIELD 4: ROCK

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

## FIELD 5: ALTERNATIVE

16. Alternative Music [Album](#)

## FIELD 6: R&B

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](#)

## FIELD 7: RAP

22. Rap Performance (S/T)
23. Rap/Sung Performance (S/T)
24. Rap Song (S/T)
25. Rap [Album](#)

## FIELD 8: COUNTRY

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

## FIELD 9: NEW AGE

30. New Age [Album](#)

## FIELD 10: JAZZ

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

## FIELD 11: GOSPEL/CONTEMPORARY CHRISTIAN MUSIC

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

## FIELD 12: LATIN

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

## FIELD 13: AMERICAN ROOTS MUSIC

45. American Roots Performance (S/T)
46. American Roots Song (S/T)
47. Americana [Album](#)
48. Bluegrass [Album](#)
49. Traditional Blues [Album](#)
50. Contemporary Blues [Album](#)
51. Folk [Album](#)
52. Regional Roots Music [Album](#)

## FIELD 14: REGGAE

53. Reggae [Album](#)

## FIELD 15: WORLD MUSIC

54. World Music [Album](#)

## FIELD 16: CHILDREN'S

55. Children's [Album](#)

## FIELD 17: SPOKEN WORD

56. Spoken Word [Album](#) (Includes Poetry, Audio Books and Storytelling)

## FIELD 18: COMEDY

57. Comedy [Album](#)

## FIELD 19: MUSICAL THEATER

58. Musical Theater [Album](#)

## FIELD 20: MUSIC FOR VISUAL MEDIA (Includes Film, TV, Video Games and Other Visual Media)

59. Compilation Soundtrack For Visual Media [Album](#)
60. Score Soundtrack For Visual Media [Album](#)
61. Song Written For Visual Media (S/T)

## FIELD 21: COMPOSING/ARRANGING

62. Instrumental Composition (S/T)
63. Arrangement, Instrumental or A Cappella (S/T)
64. Arrangement, Instruments and Vocals (S/T)

## FIELD 22: PACKAGE

65. Recording Package (A/S)
66. Boxed/Special Limited Edition (A/S)

## FIELD 23: NOTES

67. Album Notes (A)

## FIELD 24: HISTORICAL

68. Historical [Album](#)

## FIELD 25: PRODUCTION, NON-CLASSICAL

69. Engineered [Album](#)
70. Producer Of The Year (A/S/T)
71. Remixed Recording (S/T)

## FIELD 26: PRODUCTION, SURROUND SOUND

72. Surround Sound [Album](#)

## FIELD 27: PRODUCTION, CLASSICAL

73. Engineered [Album](#)
74. Producer Of The Year (A)

## FIELD 28: CLASSICAL

75. Orchestral Performance (A/T)
76. Opera Recording [Album](#)
77. Choral Performance (A/T)
78. Chamber Music/Small Ensemble Performance (A/T)
79. Classical Instrumental Solo (A/T)
80. Classical Solo Vocal [Album](#)
81. Classical Compendium [Album](#)
82. Contemporary Classical Composition (A/T)

## FIELD 29: MUSIC VIDEO/FILM

83. Music Video
84. Music Film

(A) = Category allows Album entries

(S) = Category allows Single entries

(T) = Category allows Track entries