

Song metadata and credits sheet

A free sheet for collecting every piece of information your distributor, IPRS and streaming platforms need about a release, so credits are right and royalties reach the right people.

Fill in one sheet per release. Keep spellings identical everywhere.

1. Release

Field	Details
Release title	
Release type (single / EP / album)	
Primary artist(s)	
Featured artist(s)	
Label name (or your own imprint)	
Release date	
UPC / EAN	
© line (year and owner of the recording)	
© line (year and owner of the artwork and packaging)	
Primary genre / secondary genre	
Distributor	

2. Each track

Copy this table for each track.

Field	Details
Track title	
Version (original, acoustic, remix, radio edit, etc.)	
ISRC	
Duration	
Language of lyrics	
Explicit? (yes / no)	
Preview start time (for clips)	

Field	Details
Lyrics supplied?	
Samples (cleared?)	
AI use (none / assisted / generated, and how)	

3. Writers (from your split sheet)

Name	Role (lyricist / composer)	Share (%)	IPRS member no.	Publisher

4. Recording credits

Role	Name(s)
Producer	
Co-producer	
Vocals	
Backing vocals	
Instruments (list each)	
Programming	
Arranger	
Recording engineer	
Mixing engineer	
Mastering engineer	
Studio(s)	

5. Links and assets

Item	Location (file or link)
Master WAV (24-bit or as distributor requires)	
Cover art, 3000 × 3000 px	
Lyrics file	
Signed split sheet	

Item	Location (file or link)
Spotify artist profile link	
Apple Music artist profile link	
YouTube channel link	

Checks before you upload

- Artist names spelled exactly as on your existing profiles, so the release doesn't create a duplicate profile.
- Featured artists listed as featured, not in the title, unless your distributor's rules say otherwise.
- No emojis, all caps or extra words like "official" in titles.
- Writers' names match their IPRS registrations.

Online version and more free documents: surandsauda.in/learn/metadata-and-credits-sheet/