

## **Guidelines for requesting an ISSN through the ISSN International Centre website (ISSN International Centre, update: 3 March 2014)**

These guidelines apply to the web form available on the ISSN International Centre's website at:  
<http://www.issn.org/services/requesting-an-issn/>

They will enable you:

- to know the terms and conditions of ISSN assignment by the ISSN International Centre;
- to determine if your publication is eligible for an ISSN assignment;
- and to submit a complete request, with all the necessary information and documents.

### **1. Terms and conditions for ISSN assignment by the ISSN International Centre**

- a) ISSN assignment requests are processed within 10 working days (2 weeks). Please note that ISSN may not be assigned in this timeframe if information or documents are missing. Requests which involve a large number of publications are negotiated with the ISSN International Centre.
- b) ISSN are assigned free of charge according to the ISO standard 3297:2007 that defines the identification of serials and other continuing resources by the ISSN.
- c) We reserve the right not to process requests made by means other than the web form provided on our website or with missing information or documents: incomplete or inaccurate forms will be returned to sender.
- d) We reserve the right to refuse an ISSN assignment if it is considered that misleading information has been provided by the requestor or printed/displayed on the publication regarding, for instance: the place of publication (publisher's address), the members of the editorial board, the referencing by indexing services or databases, the participation in digital preservation programs or the authorship of the articles provided.
- e) We also reserve the right to revoke an ISSN if it subsequently comes to light that misleading information has been provided.
- f) we reserve the right to refuse an ISSN assignment to requestors who have not fulfilled the requirement to provide the ISSN International Centre with a copy of the first issue (or at least the cover, title page and editorial page) of all titles for which ISSN were assigned in advance of publication.

## **2. Publications eligible for ISSN assignment**

Please request an ISSN only if your publication, being print or electronic (online, application for mobile device, CD-ROM for instance), belongs to one of the categories below:

- Serials (journals, newspapers, magazines, monographic series...)
- Ongoing integrating resources (websites, databases...)

If your publication is an ongoing integrating resource (website, database...), additional criteria will be used by the ISSN International Centre to determine if the resource is eligible for ISSN assignment. For more information about these criteria, please visit the following page:

<http://www.issn.org/understanding-the-issn/assignment-rules/the-issn-for-electronic-media/>

Please note that books are not eligible for ISSN assignment. The identifier applicable to books is the ISBN (International Standard Book Number). For more information about the ISBN, please visit the website of the ISBN International Agency (<http://www.isbn-international.org>) or contact your national ISBN agency.

## **3. a ISSN assignment to forthcoming publications**

### **Print publications and CD-ROM**

It is possible to obtain an ISSN number before the publication of the first issue of a **print serial** or before the release of a **serial on CD-ROM** if all the possible information and an advanced mock-up are provided with the request.

Please note also that:

- ISSN shall not be requested more than three (3) months before the release of the first issue;
- we reserve the right to defer the assignment of an ISSN requested in advance until a copy of the first issue has been received by the ISSN International Centre;
- publishers must be aware that ISSN assigned ahead of publication won't be formally registered in the ISSN Register ( <http://www.issn.org/understanding-the-issn/the-issn-international-registry/> ) until the ISSN International Centre receives proof of the effective publication of the serial. Such proof must be sent to the ISSN International Centre as soon as the publication is released;

- we recommend to those publishers whose request has been delayed to display the statement “ISSN request pending” on their website ;

### **Online publications**

Due to recurrent and significant problems with online publications, the latter are usually not ISSN assigned ahead of publication. ISSN are assigned to online publications only after the release of the first issue, provided that this issue contains a significant number of articles. If it is considered that the first issue has not enough articles for being regarded as an actual and complete one, the ISSN assignment will be deferred. Regarding open access scholarly publications, 5 articles are considered as a minimum for making a complete issue.

### **3.b. ISSN assignment to forthcoming Hong Kong publications**

ISSN will be assigned in advance to Hong Kong publications only if:

- the publisher is an academic institution (university for instance) or a public body (ministry, administrative service for instance) ;
- the publication is/will be registered in accordance with the *Registration of Local Newspapers Ordinance* (Law of Hong Kong, CAP. 268) see:  
[http://www.legislation.gov.hk/blis\\_ind.nsf/WebView?OpenAgent&vwpg=CurAllEngDoc\\*268](http://www.legislation.gov.hk/blis_ind.nsf/WebView?OpenAgent&vwpg=CurAllEngDoc*268)

In this case, the publisher must provide any document issued by the *Office for Film, Newspaper and Article Administration of the Hong Kong Special Administrative Region* attesting that the registration has been completed or is being processed by the Office. In all other cases, ISSN will be assigned only after the publication of the first issue. Such an issue must be sent by regular airmail to the ISSN International Centre with the reference of the request (**Bib-ID**).

### **4. How many ISSN are required for my publication?**

If your publication is issued simultaneously on different media (print, online, CD-ROM..., with the same title or not), or in different language editions, different ISSN shall be assigned to these different editions.

In such cases, please submit a separate ISSN request for each edition.

### **5. Place of publication and ISSN Centre responsible for ISSN assignment**

Once you have checked that your request fulfills the conditions above, you have to select the country of publication. Two different options are proposed according to the selected country.

If “Submit Request” is displayed in front of the name of the country in the list, the request is under the responsibility of the ISSN International Centre. If “Contact Centre” is displayed, there is an ISSN National Centre in the country of publication: you have to contact this National Centre.

Requests are processed by the ISSN International Centre in the following cases:

- there is no ISSN National Centre in the country of publication;
- the publication is published by an international organization listed in the *Yearbook of International Organizations*, sections A to F (UNESCO or OECD, for instance). In this case, please select “International” as country of publication in the list;
- International conferences whose host country changes every year. In this case, please select “International” as country of publication in the list as well.

Note: If several places of publication are printed or displayed on the resource, please select the country according to the first place of publication.

## **6. Information/documents needed for ISSN assignment**

Please fill in the web form carefully and don't forget to attach/communicate the following documents/information:

For a print version: complete issue or copy (in pdf or jpg files) of the cover, title page and editorial page. The editorial page must show the name and address of the publisher.

For a CD-ROM version: sample or copy (in pdf or jpg files) of the label affixed on the disc and/or on the container with the name and address of the publisher printed on.

For an online version: the URL (electronic address) of the publication. The name and address of the publisher must be displayed on the publication.

For a mobile version (for e-readers and smartphones): screenshots of the title screen and/or of any other screens showing the name and the address of the publisher.

Please note that it is particularly important for the name of the publisher and the place of publication to be printed or displayed on the resource so that the ISSN centre responsible for the ISSN assignment can be determined accurately.

**Reminder for publishers located in Hong Kong**: if you request an ISSN for a forthcoming publication and if you are not from an academic institution or a public body, please don't forget to attach/communicate additionally any document issued by the *Office for Film, Newspaper and Article Administration of the Hong Kong Special Administrative Region* attesting that the registration of the publication has been made or is being processed by the Office (see the section 3.b above).

## **7. ISSN and barcodes**

The ISSN is used in forming EAN barcodes (and in SISAC barcodes as well) but the ISSN International Centre does not calculate the check digits of such barcodes.

For more information about barcodes (who to contact, etc.), please visit the following page on our website: <http://www.issn.org/understanding-the-issn/issn-uses/identification-with-the-ean-13-barcode/>

## **8. Further information**

For further information or in case of any difficulty, please contact us at [issnic@issn.org](mailto:issnic@issn.org) or at +33 1 44 88 22 20