

Guidelines for publishers

NOTE: The ISSN extranet is dedicated to publishers whose published material is under the responsibility of the ISSN International Centre.

1) What are the conditions to get an ISSN?

Updated: 2 October 2020

These guidelines are intended for publishers needing to check if their publication is entitled to get an ISSN assignment, and under which circumstances. They explain how to:

- a) determine if a publication is eligible for ISSN assignment;
- b) know the terms and conditions of ISSN assignment by the ISSN International Centre;
- c) provide all necessary information and supporting documents for an ISSN assignment request.

a) Publications eligible for ISSN assignment

Please request an ISSN only if your publication, whether 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/2-22638-ISSN-and-electronic-publications.php>.

Please note that **books are not eligible for ISSN assignment**. The identifier applicable to books is the ISBN (International Standard Book Number). However, a book series may have an ISSN.

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.

b) Terms and conditions for ISSN assignment by the ISSN International Centre

- ISSN assignment is a chargeable service. An ISSN request shall cost between 25 € and 50 € as per the country the publisher is located in. Service packages are also available on request.
- ISSN assignment requests are processed within twenty (20) working days (e.g. 4 weeks) on average. Please note that delays may be more important if information or documents are missing. Requests involving a large number of publications may be handled in a specific way by the ISSN International Centre. This concerns notably ISSN requests from international organizations or from multinational publishers that have a specific agreement with the ISSN International Centre. Please contact sales [at] issn.org for more information on batch assignments and services for international organizations and multinational publishers.
- Urgent ISSN assignment requests are processed within five (5) working days at maximum, provided that the request is complete. There is a limit of five urgent requests per day and by publisher. The cost of an urgent request is the double of the cost of a standard assignment request.

Once registered through the webform, all ISSN assignment requests will have to be sent via the Publishers personal area.

The image shows a registration form for the ISSN International Centre. The form includes several input fields: 'Organisation name', 'Name of the company in original characters', 'Other name of the organization', 'Title of the applicant', 'Last name of the applicant', 'First name of the applicant', 'Address of the organization', 'ZIP code', 'City', and 'Country'. A red arrow points to the 'Last name of the applicant' field, with the text 'Create your publisher account' written next to it.

Request #	Login	Request type	ISSN of the existing title	First / Urgent request	Request status	ISSN	Title of the publication	Sent	Modified	Comments	Attached files	
75748	henry.dupont	Modification		No / No	Rejected		Kino	13/02/2020 - 08:02	24/03/2020 - 11:03		https://www.deutsche-konemathematik.de/en/home	Write a message to the catalogue
75747	henry.dupont	Claim		No / No	Processed			13/02/2020 - 08:02	13/02/2020 - 11:03		https://www.deutsche-konemathematik.de/en/home	Write a message to the catalogue
74628	henry.dupont	Claim		No / No	Provisional	0334-6005	Corrosion reviews	29/01/2020 - 17:01	29/01/2020 - 17:01		aces-interferi-213x300_0.png	Write a message to the catalogue
72311	henry.dupont	Claim		No / No	Rejected	0131-877X	Sovetskiiĭ Kirikologĭi	06/01/2020 - 14:01	06/01/2020 - 15:01		bug03012020-2.png	Write a message to the catalogue
32995	henry.dupont	Assignment		No / No	Rejected		Test pour fonction "send"	04/10/2018 - 05:10	09/10/2018 - 14:10		http://example.org	Write a message to the catalogue
343	henry.dupont	Assignment	1234-1231	No / No	Rejected		Wiadomości Uni Spółdzielczej Mieszkanowców.	05/01/2018 - 10:01	19/07/2018 - 09:07		http://example.org	Write a message to the catalogue

- Any incomplete application or inaccurately filled in form will be returned to the registrant through the ISSN extranet with the status “incomplete” (see below: Information needed for ISSN assignment).
- The ISSN International Centre reserves the right to reject any ISSN assignment request if it is observed that misleading information has been provided or displayed on the publication by the applicant. This misleading information may notably be related to the title of the resource, the name of the publisher, 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.
- Subsequently, an ISSN may be revoked if it comes to light that misleading information has been provided.
- The ISSN International Centre reserves the right to block a publisher account for the reasons stated above, or for any other infringement of the [General Terms of Use](#).

c) ISSN assignment to forthcoming publications

Print publications and CD-ROM

It is possible to obtain an ISSN before the publication of the first issue of a **print serial** or before the release of a **serial on CD-ROM** if all the available 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;
- The ISSN International Centre reserves the right to defer the assignment of an ISSN until it has received a copy of the first issue;

- An ISSN assigned ahead of publication will be considered to be “provisional”. This ISSN will not be formally registered in the [ISSN International Portal](#) until the ISSN International Centre receives proof of the effective publication of the document. As soon as the publication is released, this proof must be provided to the ISSN International Centre through your Publisher's area.

Request #	Login	Request type	ISSN of the existing title	First / Urgent request	Request status	ISSN	Title of the publication	Sent	Modified	Comments	Attached files
75748	henry.dupont	Modification		No / No	Rejected		Kino	13/02/2020 - 16:02	24/03/2020 - 11:33		https://www.deutsche-konemathak.de/en/home
75747	henry.dupont	Claim		No / No	Processed			13/02/2020 - 16:02	13/02/2020 - 16:02		https://www.deutsche-konemathak.de/en/home
74428	henry.dupont	Claim		No / No	Provisional	0334-6005	Corrosion reviews	29/01/2020 - 17:01	29/01/2020 - 17:01		aces-interdit-213x300_0.png
72311	henry.dupont	Claim		No / No	Rejected	0131-977X	Sovetskaia Kirologiia	06/01/2020 - 14:01	06/01/2020 - 15:01		bug03012020-2.png
32966	henry.dupont	Assignment		No / No	Rejected		Test pour fonction "send"	04/10/2018 - 10:10	09/10/2018 - 14:10		http://example.org
243	henry.dupont	Assignment	1234-1231	No / No	Rejected		Wlademiroso Line Ispolnitelniche Mieszhanoiyich.	05/01/2018 - 10:01	19/07/2018 - 09:07		http://example.org

See FAQ section 8.4.14: “[A provisional ISSN has been assigned to my publication. How to get a confirmed ISSN?](#)”.

- For publishers whose request is on hold, it is recommended to display the statement “ISSN request pending” on their website.

Online publications

ISSN are generally assigned to online publications only after the release of the first issue, provided that these issues contain five (5) articles at least.

ISSN assignment to forthcoming Hong Kong publications

If you are a publisher based in Hong Kong, ISSN will be assigned in advance to your publications only if:

- You are an academic institution (a university for instance) or a public body (a ministry, or an 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](#))

In this case, you shall provide any document issued by the *Office for Film, Newspaper and Article Administration of the Hong Kong Special Administrative Region* certifying 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.

Number of ISSN required for a publication

You need a different ISSN:

- for each different medium version of the same publication,
- for each different language edition of the same publication,
- for each different geographic edition of the same publication,

Through your Personal ISSN area, you may send a single ISSN request for several different medium versions of a same publication.

See FAQ section 1 "[General information about ISSN](#)".

Information needed for ISSN assignment

Before proceeding to your ISSN request, please gather the following information:

- **For a print version:** complete issue or copy 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 of the label affixed on the disc and/or on the container with the name and address of the publisher printed on it.
- **For an online version:** the URL (electronic address) of the publication. The name and address of the publisher should be supplied in the periodical home page or other suitable location.
- **For a mobile version** (for e-readers and smartphones): screenshots of the title screen and/or of any other screens showing the name and address of the publisher.

These documents must be uploaded with the ISSN request webform as JPEG, PNG or PDF files, with a maximum size of 10 Mb per request. If an element is missing, save your request as a draft and continue once you have gathered all the documents ready for upload.

✓ **ISSN and barcodes**

The ISSN is used in forming GTIN barcodes. The ISSN International Centre does not provide the barcodes.

For more information about barcodes (who to contact, etc.), please visit the following page on our website: <http://www.issn.org/2-22642--ISSN-and-barcoding.php>.

✓ **Display of ISSN**

The ISO 8 standard "Presentation of periodicals" instructs how ISSN should be displayed on print and online periodicals.

- **For print version**, print the ISSN prominently on each issue of your publication, preceded by the letters ISSN, preferably in the upper right-hand corner of the cover page.
- **For online version**, display the ISSN prominently on the title screen, homepage and/or first page (for PDF formats) of your online publication, preceded by the letters ISSN. The ISSN number should also be provided as part of the publication metadata.

When the **publication is produced in different media** for which different ISSN are assigned, then the ISSN of all media versions shall appear together on each version in a prominent location, each with additional distinguishing information. The **Linking ISSN (ISSN-L)** that collocates the medium versions shall also be displayed.

For example, you may indicate: ISSN YYYY-YYYY (Online), ISSN XXXX-XXXX (Print), ISSN-L XXXX-XXXX (Linking ISSN).

In any case, please refer to the ISSN Portal FAQ ([section 8.4.10: My publication has been assigned an ISSN. How should I print / display it?](#)) to get more detailed information.

2) How to request an ISSN?

These guidelines are intended for publishers needing an ISSN for their serial publication. They explain how to:

a) Find the relevant ISSN National Centre where to request ISSN assignment. And in the case the relevant Centre is the ISSN International Centre, these guidelines explain how to:

- b) Register in the ISSN International Centre Extranet;
- c) Request an ISSN assignment.

a) **Identify the relevant ISSN National Centre:**

First, please check from which ISSN National Centre you should request ISSN assignment.

To request an ISSN number, you need to contact the ISSN National Centre in charge of your country.

Please access <https://portal.issn.org/requesting-issn>:

- If you are located in a specific country, indicate the name of your country.
 - o If there is an ISSN National Centre in your country, you will be directed to a page indicating how to contact your National Centre.
 - o Otherwise, you will be directed to a webform in order to register on the ISSN Extranet and request ISSN assignment from the ISSN International Centre.
- If you are an International Organization, please indicate its International Organization ID (you can find it on the Yearbook of International Organizations: <https://uia.org/ybio/>).

See FAQ section 8.1 "[Who can request an ISSN assignment from the ISSN International Centre?](#)"

b) In the case you should request an ISSN assignment from the ISSN International Centre, please follow the procedure indicated below:

First, you should create your publisher’s account by filling in the online registration form and paying the registration fee (registration is mandatory) (1). Then you should log in to your publisher’s account in order to validate your account and confirm the payment of your registration fee (2). Finally, you will be able to submit your ISSN request and access other ISSN services for publishers (3).

 **First step: Creation of the publisher’s account**

Fill in the registration form: all fields with an asterisk (*) are mandatory. Tick the boxes to confirm that you have read and approved the [General Terms of Use](#).

Clicking on the button “Submit” generates an automatic email which is sent to the main email indicated in the registration form.

See FAQ 8.2.1 [“How to submit the registration form?”](#)

 **Second step: Validation of the publisher’s account**

Please check your **email inbox** and, if needed, **your spam folder** in order to access the email whose object is “ISSN Registration” sent by no-reply@issn.org. Clicking on the link provided in the email will direct you to a one-time login page. Click on “log-in” to be directed to your account page, where you will be requested to create your password.

If you have not received any automatic email, see FAQ section 8.2.4 “[I have not received any email after having submitted the registration form: What should I do?](#)”

After having set up your password, you will be directed to a page where you should pay your registration fee (between 25 € and 50 €, depending on the country; it includes one credit for ISSN assignment). You may pay by Paypal or Paysafe, depending on your country.

See FAQ section 8.2.3 “[How to pay my registration fee?](#)” and section 8.7 “[How to manage my account as a publisher?](#)”

Once your publisher’s account is validated and payment of fee is done, you will be able to access all ISSN services for publishers.

You may also log-out at this point. To log-in once again, go to <https://portal.issn.org/>. Then, click on the “temple” icon at the top right-hand corner of the screen: enter your user name (the user name is indicated in the email), your password, and click on the button “Log in”.

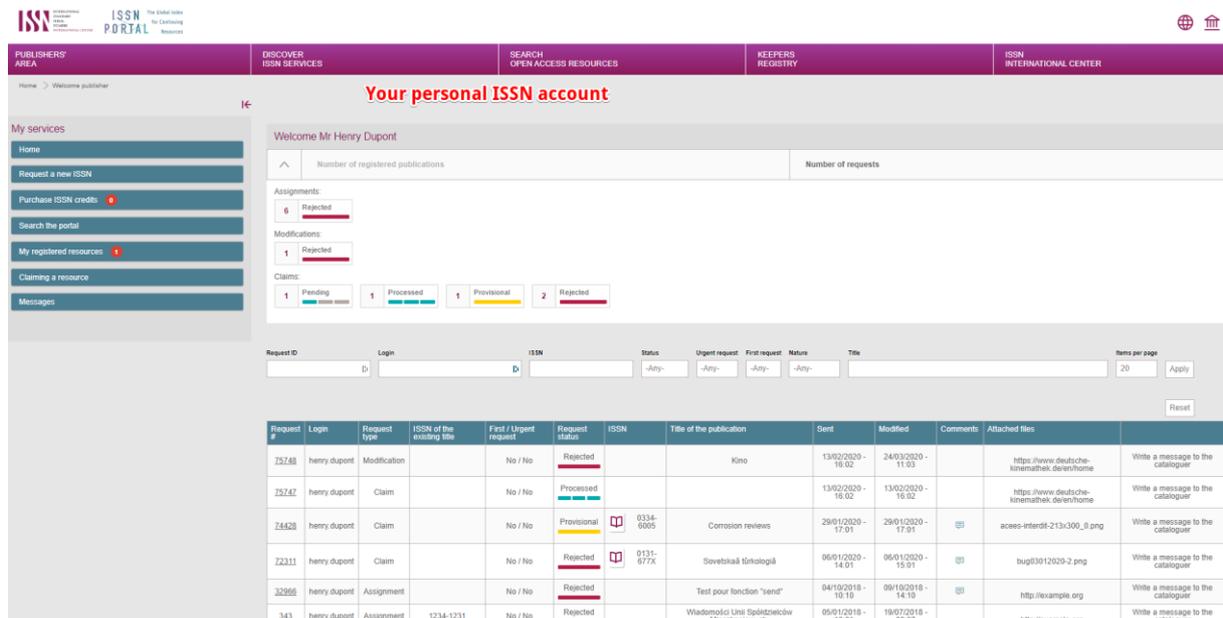
See FAQ section 11.2 “[How to log in with a password?](#)”

Third step: Access ISSN services from your publisher’s personal area

When you are logged-in, you access the main page of your personal publisher’s area.

As a publisher, you will be able to submit ISSN requests and follow their status, buy credits for ISSN assignment, exchange messages with ISSN librarians, and claim the responsibility for the resources you are currently publishing. You may also access the full bibliographic records of the resources you have registered, request modifications on these records, and generate an ISSN certificate.

See FAQ sections 8.3.1 “[What is the use of my personal area?](#)”



Request #	Login	Request Type	ISSN of the existing title	First / Urgent request	Request Status	ISSN	Title of the publication	Sent	Modified	Comments	Attached files
75748	henry.dupont	Modification		No / No	Rejected		Kino	13/02/2020 - 19:02	24/03/2020 - 11:03		https://www.deutsche-internetbank.de/en/home Write a message to the catalogue
75747	henry.dupont	Claim		No / No	Processed			13/02/2020 - 19:02	13/02/2020 - 16:02		https://www.deutsche-internetbank.de/en/home Write a message to the catalogue
74428	henry.dupont	Claim		No / No	Provisional	0334-6005	Corrosion reviews	29/01/2020 - 17:01	29/01/2020 - 17:51		aces-interdit-213x300_0.png Write a message to the catalogue
72311	henry.dupont	Claim		No / No	Rejected	0131-077X	Sovetskaia Kirilologia	06/01/2020 - 14:01	06/01/2020 - 15:01		bug03102020-2.png Write a message to the catalogue
32966	henry.dupont	Assignment		No / No	Rejected		Test pour fonction "send"	04/10/2018 - 10:10	06/10/2018 - 14:10		http://example.org Write a message to the catalogue
243	henry.dupont	Assignment	1234-1231	No / No	Rejected		Wiedomości Unit Spółdzielców Mieszkanowców.	05/01/2018 - 10:01	18/07/2018 - 09:07		http://example.org Write a message to the catalogue

3) What can I do with the ISSN extranet?

These guidelines provide a detailed overview of the type of information and the functionalities that are available to publishers on the extranet of the ISSN International Centre. Precisely, these guidelines will explain how to:

- use your personal area once connected,
- use the various functionalities provided by the extranet,
- manage your publisher's account.

See FAQ section 8.3.1. "[What is the use of my personal area?](#)"

a) Overview of your personal area

Your personal area is divided into two parts: the menu "My services" on the left of the screen, and a dashboard allowing you to follow your requests at the centre of the screen.

Request #	Login	Request type	ISSN of the existing title	First / Urgent request	Request status	ISSN	Title of the publication	Sent	Modified	Comments	Attached files
75748	henry.dupont	Modification		No / No	Rejected		Kino	13/02/2020 - 16:02	24/03/2020 - 11:03		https://www.deutsche-kinemathek.de/en/home
75747	henry.dupont	Claim		No / No	Processed			13/02/2020 - 16:02	13/02/2020 - 16:02		https://www.deutsche-kinemathek.de/en/home
74428	henry.dupont	Claim		No / No	Provisional	0334-6895	Corrosion reviews	29/01/2020 - 17:01	29/01/2020 - 17:01		aces-interdr-213x300_0.png

The **dashboard** within your personal area provides a summary and a detailed table of your requests.

The menu "**My services**" gives you access to the different functions available:

- **Request a new ISSN** for a publication without an ISSN,
- **Purchase ISSN credits** in order to perform further ISSN requests,
- **Search the portal**,
- Access your **registered resources**,
- **Claim a resource** you publish, and to which an ISSN has already been assigned,
- Exchange **emails** with a librarian from the ISSN International Centre,

Note that the **home page** button redirects you to your personal area.

b) Monitor all your ISSN requests and registered resources with your dashboard

Once logged in, your publisher's dashboard (<https://portal.issn.org/welcome/publisher>) is divided into two parts.

- ✚ At the top of the screen, a box provides a summary of your ISSN requests:
 - ❖ clicking on the tab “**number of requests**”, you get a list of your requests with their processing status.
 - ❖ the other tab provides you with the “**number of registered publications**”. These publications may be either already published (“confirmed”) or awaiting publication (“provisional”).
- ✚ At the bottom of the screen, a **detailed table** provides a list of your ISSN requests. Each column can be sorted and filtered. This table can also be exported in a .csv (comma-separated value) format.

See FAQ section 8.3.1. “[What is the use of my personal area?](#)”

This dashboard will enable you to follow the progress of your ISSN requests.

The screenshot shows the ISSN Publisher's Area dashboard. On the left, there is a 'My services' menu with buttons for 'Home', 'Request a new ISSN', 'Purchase ISSN credits', 'Search the portal', 'My registered resources', 'Claiming a resource', and 'Messages'. A red arrow labeled 'Tools' points to the 'Request a new ISSN' button. The main content area displays a welcome message for Mr. Henry Dupont and a summary of request statistics: 6 Rejected assignments, 1 Rejected modification, and 1 Pending, 1 Processed, 1 Provisional, and 2 Rejected claims. A red arrow labeled 'Your dashboard' points to this summary. Below the summary is a table of requests with columns for Request #, Login, Request type, ISSN of the existing title, First / Urgent request, Request status, ISSN, Title of the publication, Sent, Modified, Comments, and Attached files. A red arrow labeled 'All your requests (assignments, claims, modifications)' points to the table header.

Request #	Login	Request type	ISSN of the existing title	First / Urgent request	Request status	ISSN	Title of the publication	Sent	Modified	Comments	Attached files
73748	henry.dupont	Modification		No / No	Rejected		Kino	13/02/2020 - 16:02	24/03/2020 - 11:03		https://www.deutsche-kinemathek.de/en/home
73747	henry.dupont	Claim		No / No	Processed			13/02/2020 - 16:02	13/02/2020 - 16:02		https://www.deutsche-kinemathek.de/en/home
74420	henry.dupont	Claim		No / No	Provisional	0334-8005	Corrosion reviews	29/01/2020 - 17:01	29/01/2020 - 17:01		access-interdlr-213x-300_0.png
72311	henry.dupont	Claim		No / No	Rejected	0131-677X	Sovetskaâ bibliografiâ	06/01/2020 - 14:01	06/01/2020 - 15:01		bug03012020-2.png
33285	henry.dupont	Assignment		No / No	Rejected		Test pour fonction "sini"	04/02/2018 - 10:10	09/10/2018 - 14:10		http://example.org
343	henry.dupont	Assignment	1234-1231	No / No	Rejected		Wladomirov Lini Spolnizitelstv Mecchanizmych	05/01/2018 - 10:01	19/07/2018 - 09:07		http://example.org

1) Request a new ISSN

The process to request a new ISSN is explained before, section 2 of this document “How to request an ISSN”.

From your personal area, you can **submit your ISSN assignment request(s)** by clicking on the button “Request a new ISSN” in the left-hand side menu. Please make sure you have enough ISSN credits in your account: if your balance is equal to 0, you should purchase additional ISSN credits.

Fill in the webform: fields marked with an asterisk (*) are mandatory. You are also requested to provide **proofs of publication** (scans of the publication, or URL addresses). Please provide complete and reliable information in order to fasten the processing time of your request.

See FAQ section 8.4 “[ISSN assignment](#)”

You may **send a single ISSN request for several different medium versions of a same publication**. In this specific case, only one ISSN credit will be charged for the whole request. Besides, you may request, for free, an ISSN for a specific medium version of a resource, **provided you indicate, in the request form, the ISSN of the other medium version**.

See FAQ 8.4.4 "[How many ISSN do I need?](#)"

In any case, please refer to the ISSN Portal FAQ ([section 1](#) and [section 8](#)) to get more detailed information.

2) Purchase ISSN credits

Publishers are requested to pay a fee for ISSN assignment (between 25 € and 50 €, depending on the country and the number of purchased credits). An ISSN credit is a unit of value corresponding to the cost of an ISSN registration for a publication. Thus, a single ISSN credit allows you to request an ISSN assignment for several medium versions of a same title.

See FAQ section 8.4.1. "[What is an ISSN credit?](#)"

3) Search the portal

There are several search options available: cartographic search, simple search and advanced search.

Please note that **search options are limited to the "released ISSN data" fields**. This means that you may have access to the records of all published resources, but for each record, only essential bibliographic information is displayed.

By exception, publishers have access to full ISSN information (complete records) of their registered resources (see below paragraph 4).

Publishers wishing to access the whole bibliographic information may subscribe to the ISSN Portal (see <https://portal.issn.org/services>).

See FAQ section 2.2. "[What types of ISSN data are accessible in the ISSN Portal?](#)" and section 3.6. "[Which options are available for which users?](#)"

4) Manage your registered resources

The **"Registered resources"** are all the publications attached to your account, either because you have requested an ISSN assignment for them, or because you have claimed responsibility over them (see below section 7). They are accessible from the menu "My Services", from the button "My registered resources". For each ISSN record describing a publication you own, you will be able to:

- d) view the full bibliographic information,
- e) request a modification to update the information or report an error,
- f) generate an ISSN certificate.

See FAQ section 8.6. "[How to manage my registered resources?](#)"

5) Claim resources under your responsibility

As a publisher, you may "claim" responsibility for a resource you own, and to which an ISSN has already been assigned.

To that end, you need to find the record on the ISSN Portal, then access the record, click on the button **"Claim the record"**, and fill in the specific form. You are requested to provide documentary evidence

demonstrating that you are the publisher of this resource. The claim request is then assessed by a librarian from the ISSN International Centre.

After the process is validated, the resources are “registered”, i.e. attached to your personal account.

The claim process may also include a change of responsibility. In that case, the ISSN International Centre checks and validates the transfer, and informs both publishers (receiving and transferring) of the outcomes of the transfer request.

See FAQ section 8.5.3. [“How to claim responsibility for a resource that belongs to me?”](#)”

6) Request modifications on your ISSN records

If you notice that the ISSN record of one of your registered resources is not up-to-date, or contains an error, you may request a modification.

First, find the record of the resources in the ISSN Portal, using the “My registered resources” button. From the record, click on the button “**Report an error**” on the right, fill in the modification request web form and attach supporting documents.

See FAQ section 8.6.2. [“How to report an error or request an update on the record\(s\) of my publications?”](#)”

7) Generate an ISSN certificate

You may need to download an official document certifying that your publication has obtained an ISSN from the ISSN International Centre, and that this ISSN is included in the ISSN Register. The certificate shows complete information from the publication’s descriptive record.

First, find the record of the resources in the ISSN Portal. Then, after checking the record, click on the button “**Get a certificate**” on the right of the screen. Please note that you may request a certificate only for the resources registered under your account.

See FAQ section 8.6.4. [“How to generate an ISSN certificate?”](#)”

8) Exchange messages with ISSN International Centre librarians

From the button “**Messages**” in the “My services” menu, you may ask questions to ISSN Librarians, for example in order to know if a resource is eligible for ISSN assignment. You can:

- g) view your messages in your inbox and reply,
- h) write and send a message,
- i) keep track of your sent messages.

Note that you may also send messages related to a specific ISSN request by clicking on “**contact a librarian**” in the dashboard of your personal area.

See FAQ section 8.4.11. [“How to communicate with a librarian?”](#)”

9) Manage your publisher account

From the login area (the temple icon in the upper right corner of the screen), you can access these two sections: “My account” and “My corporate information”. You may also log out.

- j) The “**My account**” page allows you to modify your personal preferences: your user name and password, the display language of the extranet, if you wish to be informed of the outcome of your requests by email or not...

- k) The “**corporate information**” contains the information related to your institution, which you declared during the registration process. You may **modify** this information, except for the country of your institution, which can only be modified by an ISSN librarian.
- l) Besides, this page provides information on your current **subscription** (the number of available ISSN credits); it gives you access to your past and current **invoices** and proforma invoices; and it lists the users which are declared under your account.

See FAQ, section 8.7. [“How to manage my account as a publisher?”](#).

