

*Based on ISSN International Centre guidelines, update: 3 March 2014*

These guidelines will enable you:

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

### **1. TERMS AND CONDITIONS FOR ISSN ASSIGNMENT BY THE IRISH ISSN CENTRE**

- a) ISSN assignment requests are processed as soon as feasible. Please note that there may be delays if information or documents are missing or staff are unavailable in the 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 with missing information or documents – the sender will be contracted.
- 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;
  - 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 Irish ISSN Centre with a copy of the first issue of all titles for which ISSNs were assigned in advance of publication;
  - who have not sent notification on the launch of online titles (see also 3 below);
  - if subsequent issues of print publications are not delivered as required under Legal Deposit to the National Library of Ireland.

### **2. PUBLICATIONS ELIGIBLE FOR ISSN ASSIGNMENT**

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

- Serials (journals, newspapers, magazines, monographic series...) Numbering and dating issues makes it more obvious that the publication is a serial;
- Ongoing integrating resources (websites, databases...)

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

[www.issn.org/understanding-the-issn/assignment-rules/the-issn-for-electronic-media/](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, see separate information sheet.

### 3. 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 required information and an advanced mock-up are provided with the request.

Please note also that:

- ISSNs should not be requested too far in advance of the release of the first issue (it depends on circumstances, but about 3 weeks in advance would be ideal);
- 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 Irish ISSN Centre;
- publishers must be aware that ISSNs assigned ahead of publication won't be formally registered in the ISSN Register ([www.issn.org/understanding-the-issn/the-issn-international-register/](http://www.issn.org/understanding-the-issn/the-issn-international-register/)) until the Irish ISSN Centre receives proof of the effective publication of the serial. Such proof must be sent to the ISSN Centre as soon as the publication is released;

#### Online publications

Due to recurrent and significant problems with online publications, the latter are usually not assigned ISSNs ahead of publication. ISSNs 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 to be regarded as an actual and complete issue, the ISSN assignment will be deferred. Regarding open access scholarly publications, five articles are considered as a minimum for making a complete issue.

- We recommend to those publishers whose request has been delayed to display the statement "ISSN request pending" on their website.

### 4. HOW MANY ISSNS 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 or regional editions, different ISSN shall be assigned to these different editions.

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

### 5. INFORMATION/DOCUMENTS NEEDED FOR ISSN ASSIGNMENT

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

#### For a print version:

complete issue or copy (photocopies or pdf or jpg files) of the cover, title page and editorial page. The editorial, or other easily accessible, page **must show the name and address of the publisher**.

#### For a CD-ROM version:

sample or copy (photocopies or 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 clearly displayed on the publication. See <http://www.niso.org/workrooms/piej> for recommended practices.

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