

Guidelines for requesting an ISSN through the National Centre for ISSN, India (ISSN National Centre, National Science Library, CSIR-NISCAIR)

These guidelines apply to the web form available on the ISSN National Centre's website at:

<http://nsl.niscair.res.in/issn.jsp>

The guidelines will enable you:

- to know the terms and conditions of ISSN assignment by the ISSN National 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 National Centre

(Adapted from ISSN Manual section 0.7)

- a)** ISSN assignment request process may take minimum 30 working days. Please note that ISSN may not be assigned in this timeframe if information or documents are missing. Requests which involve ISSNs for a large number of publications may take longer time.
- b)** ISSNs 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. Incomplete or inaccurate forms will summarily be rejected.
- d)** We reserve the right to refuse ISSN, if plagiarized article(s) is/are detected or if an article(s) has been reproduced from another publication including conference proceedings, etc.
- e)** 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.
- f)** We also reserve the right to revoke an ISSN if it subsequently comes to light that misleading information has been provided.
- g)** For print serials, we reserve the right to refuse ISSN to requestors who have not provided the ISSN National Centre with a copy of the first issue (Including title page, editorial page and minimum 5-6 original articles). For e-journals, all the above mentioned information should be displayed on journal website.

2. Publications eligible for ISSN assignment

Please request an ISSN only if your publication, being print or electronic belongs to one of the categories below:

- Serials, journals, newspapers, magazines, monographic series...

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 Indian ISBN Agency (<http://mhrd.gov.in/book-promotion-2>) or (<http://isbn.gov.in/>) .

3. A ISSN assignment to forthcoming publications

Print publications

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 if all the possible information and an advanced mock-up are provided with the request.

Please also note that:

- Publication title should be registered in Registrar of Newspapers for India (RNI) (<http://rni.nic.in/>)
- ISSN shall not be requested more than one (1) month 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 National Centre;
- Publishers must be aware that ISSN assigned ahead of publication won't be formally registered in the ISSN Register until the ISSN National Centre receives proof of the effective publication of the serial. Such proof must be sent to the ISSN National Centre as soon as the publication is released;

Online publications

Due to recurrent and significant problems with online publications, the latter are not ISSN assigned 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 does not contain enough articles for being regarded as an actual and complete issue, the ISSN assignment will be deferred. For all non-annual e-journals, at least 5 articles are considered as a minimum for making a complete issue. In case of annual publications including journals, a minimum of 10 articles are required for making a complete issue. Additionally, editorial boards with complete addresses of the editorial board members including official/institutional email addresses of the members and full contact address of publisher with publisher name should be displayed on the journal website. For international journals, the Editorial Board has to be international in scope with some of the Editorial Board members belonging to reputed institutions from abroad. There should be a minimum of five Editorial Board Members for a journal. The journal should have a valid URL and should cover a precise subject or address a specific target audience. Journals/Serials brought out by institutions/organizations should be linked to the institution/organization website.

4. How many ISSN are required for my publication?

If your publication is issued simultaneously on different media (print and online 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. Information/documents needed for ISSN assignment

Please fill in the web form carefully and don't forget to submit the signed print copy of the application form along with the required enclosures as below:

- Self-attested copies of recognised address proof of publisher (Aadhar card, Voter ID, Driving license, Passport)

For a print version: complete issue or copy of the cover, title page, editorial page and minimum 5-6 original articles. The editorial page must show the affiliation of the editors.

For an online version: the URL (electronic address) of the publication should be given. The name and address of the publisher must be displayed on the publication. Editorial board with affiliation of the editors and minimum 5-6 original articles in each issue is mandatory.

- Complete official postal and email addresses (Institutional domain) of Editorial Board Members should be given. Personal email address like Yahoo, Gmail etc. may be avoided.
- For scholarly journals, Editorial Board Members should be senior faculty members. Students, Research Fellows etc. as editorial members of scholarly journals may be avoided.

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 serial.

6. In addition, to the general guidelines given herein, ISSN National Centre reserves the right to decline an application if the serial does not meet any unstated but relevant criteria that is required for the serial.

7. ISSN and barcodes

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

8. Further information

For further information or in case of any difficulty, please contact us at issn.india@niscair.res.in or at 011- 26863759