

ISSN in the Philippines

The ISSN National Center in the Philippines started operating in late 1975 with the National Science Development Board (NSDB) as the National Center. In 1981, the ISSN National Center was transferred to the National Library as part of its integrated bibliographic services. This is in keeping with the internationally accepted practice of establishing National Centers within the framework of national libraries together with the national agency for ISBN as part of its supportive programs.

What is the ISSN?

ISSN stands for International Standard Serial Number. It is the international identifier for serials and other continuing resources in the electronic and print world. It can be assigned to any serial or continuing resources whether past, present or to be published in the foreseeable future whatever the medium of production (e.g. print, online, CD-ROM, etc.). Examples are journals, magazines, newspapers and annual reports [print and electronic], databases, websites.

It is composed of the prefix ISSN followed by two (2) groups of four (4) numbers separated by a central hyphen. The last character is used as a check digit and can be a numeral or the upper case letter X. Example: ISSN 2094-9987 or ISSN 2243-724X

What is the ISSN Register?

The ISSN Register is the official ISSN database that contains records for all ISSN assigned by the ISSN Network. It is the major source for identification of serials and other continuing resources. The ISSN Register can be considered the world catalogue of serials.

ISSN and GS1-EAN13 Barcoding

GS1-EAN13 is the major barcoding symbology used in commercial distribution in the world. The ISSN can be embedded in GS1-EAN13 barcodes, precede by the prefix 977 which is allocated to serial publications. To get their barcodes, publishers should contact the GS1 Philippines office once you have obtained the ISSN. For more information, see the GS1 Philippines website <http://www.gs1ph.org>

The EAN-13 barcode for serial publications is made up as follows:

Let us take the ISSN 2094-2834, associated to the following key title: PRO file magazine. This is a serial

published quarterly, and we shall consider the December issue.

The corresponding barcode would be:

9772094283003

ISSN 2094-2834



977	2094283	00	3	12
Prefix	ISSN	Price code	Control	Add-on

Prefix:	specific for serial publications (977)
ISSN:	transcribed without its hyphen and without its control key, i.e. the eight and last digit (here: 4)
Price code:	allows the indication of a particular price (special issue, double issue, etc.). If there is nothing special: 00
Control number:	the control key which is used is that of the usual EAN-13 barcode
Add-on:	(Optional) added at the end of the code; it can contain two or five digits and is used for issue numbering, which must always be converted into digits, even if there is no enumeration. There is no specific control key. In this example: 12 corresponds to the last month of the year (December issue).

Publications eligible for ISSN assignment

ISSN is requested only if the publication is either print or electronic which belongs to one of the categories stated below:

- **Serial.** A continuing resource in any medium, issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion. Examples of serials include journals, magazines, electronic journals, ongoing directories, annual reports, newspapers, monographic series, and newsletters.

- **Journal.** A term frequently used for periodical, particularly more learned periodicals.
- **Newspaper.** A serial issued at states and frequent intervals, usually daily, weekly or semi-weekly and that reports events and discusses topics of general current interest.
- **Magazine.** A print periodical containing miscellaneous pieces (such as articles, stories, poems) and often illustrated.
- **Monographic series.** A group of separate continuing resources related to one another by the fact that each continuing resource bears, in addition to its own title proper, a collective title applying to the group as a whole, i.e., the title proper of the series. The separate continuing resources may or may not be numbered. The items within a series may be monographs or may constitute serials.

Publications not eligible for ISSN assignment

- Personal resources (personal web sites and web pages, online diaries)
- Resources focusing on a company, a product, an institution or an organization advertising and promotional websites, commercial web sites, product information web sites, company, organization and institutional websites.
- Ephemeral resources or materials that are transitory or short-lived.
- Web sites consisting only of links.
- Books. The identifier applicable to books is the International Standard Book Number (ISBN). For more information about the ISBN, please visit the website of the Philippine ISBN Agency (<http://web.nlp.gov.ph/nlp/?q=node/645>).

When should a new ISSN be assigned?

When the title of the publication undergoes a major change, a new ISSN will be assigned. All other changes (change of publisher, place of publication, frequency, etc.), do not affect the assigned ISSN, it

remains the same. However, if the medium of a publication changes, e.g. from print to online, a new ISSN will be assigned to the online version. Do not hesitate to contact the ISSN National Centre to assess whether a new ISSN is needed for the publication.

Where to print ISSN

The ISSN should be printed on all issues of a serial, on the top right hand corner of the front cover. It should always be preceded by the letters ISSN.

Displaying the ISSN on electronic publications

Title screen, main menu or any labels permanently affixed to the publication

ISSN 1562-6865 (Online)
ISSN 1063-7710 (Print)
or
Online edition: ISSN 1562-6865
Print edition: ISSN 1063-7710

Is the title of a publication copyrighted if it has been assigned an ISSN?

No, the assignment of an ISSN does not imply any exclusive rights to a title or any legal evidence with regard to ownership of rights. However, ISSN is used by reproduction rights agencies in some countries for the management of their system of copyright fees and royalties levied, for example, for the photocopying of articles.

How to obtain an ISSN?

Requirements:

1. Dully filled out NLP-052 ISSN Information Sheet
2. Submit the publications:
 - **For print publication**, two (2) copies of the first issue (or at least the sample copy/mock-up copy/manuscript) with the title page, **editorial responsibility**, **frequency statement** and **publisher** indicated on it.
 - **For CD/DVD**, two (2) copies of the first issue (or at least the sample copy/mock-up copy/manuscript) with the title label/cover, **editorial responsibility**, **frequency statement** and **publisher** affixed on the disc and/or on the container.
 - **For online publication**, valid URL with **editorial responsibility** and **frequency statement** with complete contact details

(name of publisher/institution, address, telephone number, mobile number, e-mail (institutional domain)) should be displayed on the publication website.

3. Registration fee of Php.120.00

Procedures

1. Consult the ISSN National Centre of the Philippines for assessment of the publication to be published.
2. ISSN will be issued only to the **authorized company representative**.
3. Fill-out application form, which is available at the National Library of the Philippines, ISSN National Centre website (<http://web.nlp.gov.ph/>)
4. Submit the accomplished and signed form in two (2) copies together with the requirements.
5. Submit the documents at the National Library of the Philippines, Bibliographic Services Division (NLP-BSD) Monday-Friday 8:00 am – 5:00 PM, except on holiday.
6. Pay the registration fee.

Applications may be sent through any of the following:

1. Hand-deliver
2. Courier Service
3. Postal Mail

Payment may be in form of:

1. Postal Money Order
(payable to: National Library of the Philippines)
2. Cash

Address to:

National Library of the Philippines
Bibliographic Services Division
T.M. Kalaw St., Ermita, Manila

Contact Information

Tel. No.: 336-7200 loc. 406-407
Email: issn@nlp.gov.ph



ISSN INTERNATIONAL
STANDARD
SERIAL
NUMBER
PHILIPPINES

**A unique code for the identification
of serial publications, can be used
wherever information on serials needs
to be recorded or communicated.**