



Guidelines for requesting an ISSN through the ISSN National Centre of the Philippines

This will enable you to:

- Know the terms and conditions of the ISSN assignment by the ISSN National Centre;
- Determine if a publication is eligible for an ISSN assignment; and,
- Learn the requirements needed for application.

1. Publications eligible for ISSN assignment

a) 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.

Sources:

- (ISO standard 3297:2007) Information and Documentation - International Standard Serial Number (ISSN). (<https://www.iso.org/obp/ui/#iso:std:iso:3297:ed-4:v1:en>)
- Definition of categories, see ISSN International Manual (<https://www.issn.org/understanding-the-issn/assignment-rules/issn-manual/>)

2. Publications not eligible for ISSN assignment

- a) Personal resources (personal web sites and web pages, online diaries)
- b) 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.



- c) Ephemeral resources or materials that are transitory or short-lived.
- d) Web sites consisting only of links.
- e) 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>).

3. Requirements for ISSN Assignment

a) For Print Publication and CD/DVD

To obtain an ISSN, a printed copy of the first issue of the serial publication (or at least the sample copy/mock-up copy/manuscript) must be provided. A CD/DVD must be also provided if applying for this format.

Please take note:

- a.1. ISSN shall not be requested a month before the release of the first issue; the National Centre 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.
- a.2. The National Center reserves the right to refuse ISSN to those who have not provided the ISSN National Centre a copy of the first issue (or at least the sample copy/mock-up copy/manuscript) with the title page, editorial responsibility, frequency and publisher indicated on it.
- a.3. Complete information such as : contact details (name of publisher/institution, address, telephone number, mobile number, e-mail (institutional domain)) should be given. Personal e-mail address like Yahoo, Gmail etc. is not encouraged/recommended.

b) For Online publication

Due to recurrent and significant problems with online publications, the latter are not assigned ISSN ahead of the publication.

- b.1. ISSNs are assigned to online publications only after the first issue was uploaded.
- b.2. Editorial boards 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.
- b.3. The publication should have a valid URL.
- b.4. Journal(s)/Serials(s) brought out by institutions/organizations should be linked to the institution/organization website.
- b.5. Displaying of misleading/false information in the website will result in the rejection of the application.



4. Changing ISSN

- a) A new ISSN may only be applied for in the following cases:
- The publication's medium changes (e.g.; a print magazine becomes an online magazine).
 - The publication's title changes.
 - Different language editions.

Note:

Any changes made must be mentioned in the details of the old title, ISSN and the details of issues published during that period in the new journal(s)/serial(s).

5. Procedures

- a) Consult with the ISSN National Centre of the Philippines.
- b) ISSN will be issued only to the authorized company representative.
- c) Fill-out application form NLP-052 ISSN Information Sheet, which is available at the National Library of the Philippines, ISSN National Centre website (<http://web.nlp.gov.ph/>)
- c.1. The name and complete contact information (name of publisher/institution, address, telephone number, mobile number, e-mail (institutional domain)) must be displayed on the publication or publication website. Please note that it is particularly important for the name of the publisher, editorial board, frequency statement and the place of publication to be printed or displayed on the serial.
- d) Submit the accomplished and signed form in two (2) copies together with the requirements:
- d.1. 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 and publisher indicated on it.
- d.2. 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 and publisher affixed on the disc and/or on the container.
- d.3. For online publication, valid URL with editorial boards 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.
- e) 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.
- f) Pay the application fee of one hundred twenty pesos (Php.120.00).

Note:

- A copy of the serial publication with the assigned ISSN be submitted to the National Centre for validation.
- Any mistake or false information in the application will lead to the rejection of the application.
- If an application is rejected/declined, the applicant must submit a new application with all relevant documents.



7. ISSN and barcodes

- a) The ISSN is used in forming EAN barcodes but the ISSN National Centre of the Philippines does not calculate the check digits of such barcodes.
- b) For more information about barcodes (who to contact, etc.), please visit the following page on our website (<http://www.issn.org/undertanding-the-issn/issn-uses/identification-with-the-ean-13-barcodes/>)

8. Terms and conditions

(Adopted form Manual section 0.7)

- a) ISSN assignment requests are processed within one (1) working day. Please note that ISSN may not be assigned if the information or documents are missing. Requests which involve a large number of publications are negotiated with the ISSN National Centre.
- b) ISSN assignment has an application fee of one hundred twenty pesos (Php. 120.00).
- c) The National Centre reserves the right not to process requests in a form other than the form (NLP-052 ISSN Information Sheet) provided in our website or if it has any missing information or documents: incomplete or inaccurate forms will be returned to sender.
- d) The 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.
- e) The National Centre reserves 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) The National Centre also reserves the right to revoke an ISSN if it subsequently comes to light that misleading information has been provided.
- g) The National Centre reserves the right to refuse an ISSN assignment to requestors who have not fulfilled the requirement to provide the ISSN National Centre with a copy of the first issue (or at least the sample copy/mock-up copy/manuscript) with the title page, editorial responsibility, frequency and publisher indicated on it.
- h) The National Centre should be informed for any changes made in the publications. Changes made without informing the National Centre will result in revoking the ISSN.

10. Further information

Inquiries or clarifications, contact issn@nlp.gov.ph, (+63) 02-336-7200 / 310-5056 / 310-5035 loc. 406-407.