

Guidelines for requesting an ISSN through the National Centre for ISSN, Philippines
(ISSN National Centre - Philippines, National Library of the Philippines)
(Update: August 01, 2023)

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.

Terms and conditions for ISSN assignment by the ISSN National Centre

(Adapted from *ISSN Manual* section 0.7).

- a) The ISSN assignment request process may take a minimum 2 working days. 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.
- c) We reserve the right not to process requests with missing information or documents. Incomplete or inaccurate forms will summarily be denied.
- d) We reserve the right to decline an 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 decline 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 reserve the right to revoke an ISSN if it subsequently comes to light that misleading information has been provided.
- g) We only assign ISSN to qualified serial publications that are by Filipino publishers and published in the Philippines. Additional documents are needed for verification of publisher details (name, address and contact details) upon creation of account and prior to application of existing publishers.

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 (ISO standard 3297:2007 that defines the identification of serials and other continuing resources).
- 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 NLP (<http://web.nlp.gov.ph/nlp/?q=node/645>) or (ins-poas.nlp.gov.ph).

For Print publication

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 note:

- 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 request 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 or published.
- We reserve the right to refuse ISSN to requestors who have not provided the ISSN National Centre with a mock-up copy of the first or current issue (Including title page, editorial page and minimum 5-6 original articles for non-annual publication(s) and minimum 10 articles for annual publication(s)).
- There should be a minimum of five Editorial Board Members for a journal.
- Complete official postal and email addresses (Institutional domain) of Editorial Board Members should be given. Personal email addresses like Yahoo, Gmail etc. are not accepted.
- For International journals, the Editorial Board has to be international in scope with some (not all) of the Editorial Board Members belonging to reputed institutions from abroad. Complete details should be provided.
- If plagiarized article(s) is/are detected or if an article(s) has been reproduced from another publication including conference proceedings, etc., the ISSN centre reserves the right to refuse the assignment of ISSN to the publication.

For Online publication

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 publication(s) including journal(s), a minimum of 10 articles are required for making a complete issue.
- There should be a minimum of five Editorial Board Members for a journal.
- Additionally, editorial boards with complete addresses of the editorial board members including, designation, department, 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.
- For scholarly journal(s), Editorial Board Members should be senior faculty members. Students, Research Fellows etc. as editorial members of scholarly journals are not accepted.
- Complete official postal and email addresses (Institutional domain) of Editorial Board Members should be given. Personal email addresses like Yahoo, Gmail etc. are not accepted.
- The journal should have a valid URL and should cover a precise subject or address a specific target audience.
- Journal(s)/Serial(s) brought out by institutions/organizations should be linked to the institution/organization website.
- Displaying of misleading/false information in the website will result in rejection of the application.
- For an online publication each article should be separately hyperlinked. Uploading of Full pdf of the complete issue is not accepted.

General guidelines (For both Print & Online)

- Consult with the ISSN portal before applying for ISSN to avoid title duplication. (<https://portal.issn.org/>).
- The name and complete postal address of the publisher must be displayed on the publication or publication website. ***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.***
- ISSN assigned to a specific format should be clearly indicated in the publication.
- Use of ISSN assigned to one format for another format is not allowed.
- Changing of ISSN assigned Title without informing the National Centre will result in revoking the ISSN.
- If a validation copy of an ISSN assigned journal is not submitted after assignment, ISSN assignment to the publisher's new journals will be denied. Print copy must be sent to the Bibliographic Services Division, National Library of the Philippines, TM Kalaw, Ermita Manila while the updated URL or website must be emailed to issn@nlp.gov.ph.
- Any mistake or false information in the application will lead to the rejection of the application.
- Once an application is rejected/declined the applicant must submit a fresh application with all relevant documents for further evaluation.
- Journals changing titles must mention the details of Old title, ISSN and the details of issues

published during that period in the new journal or journal website.

- It is noticed that some publishers change publisher details, etc. after obtaining the ISSN without informing the ISSN National Centre. Publishers are requested to inform any such change to the National Centre.

Changing ISSN

A new ISSN must be applied for in the following 2 cases:

- ✓ the publication's medium changes (e.g.; a print magazine becomes an online magazine);
- ✓ the publication's title changes, or
- ✓ change of language

Other changes such as:

- change of publisher,
- change of publication location,
- change of frequency,
- change of editorial policy, etc.

do not result in a change of ISSN.

Apply for ISSN at National Centre Philippines - Information/documents needed upon application (For both Print & Online)

- Please apply for ISSN to Journals/Serials Published from Philippines through the online application system. (ins-poas.nlp.gov.ph)
- Please fill in the web form carefully and don't forget to submit the required enclosures as below:
 - ✓ **For a print version:** complete issue or mock-up copy of the publication with 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. Temporary User ID and Password should be given for subscription based journals.
- ❖ **Any misleading or incorrect information in the application form will lead to declining of the application form.**
- ✚ **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.**

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.

Further information

For further information or in case of any difficulty, please contact us at issn@nlp.gov.ph or at **09178718210**.