ISSN for a Journal

**Every Journal can get ISSN (International Standard Serial Number) adopting by following guidelines:**

* Terms & Condition of ISSN Assignment by the ISSN International center [1][2]
* ISSN assignment requests are processed within 10 working days(2 weeks)
* ISSN may not be assigned if information /Document are missing or wrong .Large number of request can be negotiated at ISSN center
* ISSN are Assigned free of charge according to the ISO Standard 3297: 2007 that defines the Identification of serials and other continuing resources by ISSN
* ISSN request should be made by ISSN online web form
* Inaccurate/Incomplete forms will be returned to the senders
* ISSN refuses ISSN assignment if it contains misleading information by the requester/sender such as
  + Publication’s place (publisher’s Address)
  + Member of editorial board
  + Reference by indexing services or database.
* ISSN center has the right to revoke an ISSN if misleading information is captured in future
* ISSN reserves right to refuse ISSN Assignment to requesters if the following requirements are not fulfilled
  + Copy of first issue of all titles for which ISSN were Assigned in Advance for Publication Note:-
    - Copy of first issues means
    - Cover
    - Title page
    - Editorial page

**Publication eligible for ISSN Assignment**

* ISSN request can be done if your publication is print or Electronic (Online, Application for mobile device, CD ROM) belongs to one of the following categories below.
  + Serials (Journal, Newspaper, Magazines, Monographic series)
  + Ongoing Integrating resources (websites, database)

**ISSN Assignment to forthcoming publication**

* ISSN Number can be obtained before the publication of the first issues of journal. if all the information and advanced mock-up are provided with request.
* ISSN shall not be requested more than three months before the release of first issues.
* ISSN Assigned ahead of publication won’t be formally registered in ISSN register [3] by journals until proof of publications are not received to ISSN center
* ISSN recommended to those publishers/journals whose request has been delayed to display the statement “ISSN request pending “on their websites

**Online publication**

* ISSN are Assigned to online publication after the release of first issues, issue must contain significant number of articles.
* Open Access scholarly publications contain at least 5 articles.

**How Many ISSN are required for different types of publication Medium?**

* If publication is issued simultaneously on different Media such as
  + Print
  + Online
  + CD-ROM
* With same title or different with different language edition the different ISSN shall be assigned.

**Place of publication and ISSN center responsible for ISSN Assignment?**

* Once journal have fulfilled the above condition for ISSN
* You have to select the “Country Name”
* After selecting “Country Name” two option will be proposed by ISSN website.
* If “Submits Request” option is displayed then request is the responsibility of ISSN center.
* If “Contact Centre” option is displayed then there is an ISSN National center in the country of publication to which you should contact.

**Requests are processed in the following cases by ISSN International center.**

* If there is no ISSN National Centre in the country of publication.
* The publication is published by an International organization listed in yearbook of international organization sections A to F (UNESC O or OECD for instance) for this purpose. Select “International” as country of publication.
* For International center place select “International” because it must change every year.

**Which kind of Information/Document is required for ISSN Assignment?**

* First of all, fill the form carefully from websites then attach the following documents/information.
  + For print version:-
    - Complete the issue or copy ( .pdf or jpg files ) of the cover, title page and editorial page. The editorial page shows the name and Address of publisher.
  + For CD-ROM version:-
    - Sample or copy (pdf or jpg) of the label affixed on disc/contain with the name and address of publisher printed on it.
  + For online version:-
    - The URL (Electronic Address) of publication means Publisher Name and Address must be display on publication.
  + For Mobile versions:-
    - Screen shot of the title screen or others on whom publisher name and Address are shown.

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**References**

[1] ISSN LINK [www.issn.org/wp-content/uploads/2013/09/ISSNguidelinesENG\_03032014.pdf]

[2] ISSN Guidelines at HEC website

[http://www.hec.gov.pk/english/services/faculty/SSAH/Documents/Journals/ISSN%20Guidelines.pdf]

[3] http://www.ISSN.org/2-22639-the-ISSN-Register.ph