

## **Requirements for the assignment of ISSN to publishers**

The following are requirements stipulated by ISSN International Centres, for the assignment of ISSN to publishers.

More details can be found on ISSN International Centre website (<http://www.issn.org/understanding-the-issn/assignment-rules/issn-the-major-principles> )

### **A) For Print publications**

1. An application for an ISSN can be submitted **up to 3 months before a publication is released**, if the information and documents provided demonstrate that the project is sufficiently advanced.
2. For application of assignment of ISSN for Print publication, Publishers are required to submit the following documents :
  - 2.1 Complete issue or copy of the cover, title page and editorial page (which clearly show the name and address of the publisher). The file may be submitted in pdf or jpeg format.
  - 2.2 The details of the Editorial Board for the publication. Please provide the contact information of each member of the Editorial Board, such as name, title, business [professional] email address and business contact number. Personal email addresses will not be accepted.
3. ISSN National Centre Singapore reserves the right to defer the assignment of an ISSN requested in advance until a copy of the first issue has been received.
4. Publishers must be aware that ISSN assigned ahead of publication won't be formally registered in the ISSN Register (<http://www.issn.org/2-22639-The-ISSN-Register.php>) until the ISSN International Centre receives proof of the effective publication of the serial. Such proof must be sent to the ISSN National Centre Singapore as soon as the publication is released.
5. Please note that it is particularly important for the name of the publisher and the place of publication to be printed displayed on the resource so that the ISSN assignment can be determined accurately.

### **B) For Online publications**

1. Assignment of ISSN will take effect after publisher has released and submitted the first issue of the Online published publication as a proof of document.
  - 1.1 ISSN National Center reserves the right to defer the assignment of an ISSN in advance until a copy of the first issue has been received by the ISSN National Center
  - 1.2 The first published issue, of an online publication, must contains at least 5 or more articles for general subject.
  - 1.3 For an open access scholarly publication mandatory to have a minimum of 5 articles to be considered as a completed/actual issue.
  - 1.4 ISSN National Center reserves the right to defer the assignment, if the first issue does not meet the points 1.2 and 1.3 (above), as proof of actual and complete publication.
2. Publisher is required to provide the URL (web address) which link directly to the published online publication. Generic company website, facebook's URL will not be accepted

3. Publisher must provide the URL to the e-publication when submitting application for ISSN. The e-publication must clearly displayed the name, address of the publisher
4. Publisher is also required to provide the following information for verification upon submission of ISSN application
  - 4.1 A copy of the title page, content page and the editorial page of the publication
  - 4.2 The contact information of the editorial board members:
    - i. Name of the editor
    - ii. Name and address of the editor's institution
    - iii. Business telephone number of the editor
    - iv. Business (professional) email address of the editor (personal email addresses are not accepted).