

INTRODUCTION

This "*ISSN Manual. Cataloguing Part*" is the fruit of an important work completed within the framework of a wide international co-operation, which was extended these last years in the various bibliographic communities.

Within the framework of the ISSN Network, the cataloguing rules of the previous "*ISDS Manual*" were revised and supplemented by ISSN Centres. The majority of the cataloguing rules were also developed in consultation with the representatives of the two other main cataloguing standards: AACR2 and ISBD(S), now ISBD(CR).

The two main objectives of this work were the harmonisation of the cataloguing rules of serials, between the three bibliographic standards, and the adaptation of these rules for electronic resources. Consequently, quite similar scopes were adopted by the 3 standards, as well as definitions for the concepts of reference. Thus, the harmonisation of the cataloguing rules, which was carried out, facilitates the bibliographic data exchanges for continuing resources between the various bibliographic communities.

This "*ISSN Manual. Cataloguing Part*" replaces partly the preceding "*ISDS Manual*", published in 1983. Various amendments and changes to the "*ISDS Manual*" were adopted between 1986 and 1995, and distributed on replacement sheets. These modifications to the Manual, as well as in 1998, the publication of the new edition of the international standard ISO 3297 (Information and documentation - International Standard Serial Number (ISSN)), contributed to the decision taken in 1999 to revise the "*ISDS Manual*".

Consequently, a Working Group, mainly composed of Directors of ISSN Centres, assumed the responsibility to manage the revision for the cataloguing part of the Manual. We would like to thank all the members (see List below) for their active participation in the 6 meetings of the Group and for their contribution to the analysis and development of the cataloguing rules. All the proposals of the Working Group were then presented, discussed and finalized during various annual meetings of the Directors of ISSN Centres.

In October 2002, a small Editorial Group composed of four people (see List below), was set up to prepare the final version of this ISSN Manual. We would like to thank very cordially these people for their attentive examination and their meticulous drafting of the cataloguing rules.

The revision of the ISSN cataloguing rules was articulated with the revision of ISBD(S) and AACR2. Meetings gathering the representatives of the 3 bibliographic communities made possible to establish a maximum of rules shared by the 3 standards. We thank all the representatives from these bibliographic communities, who contributed closely to the harmonisation between AACR2, ISBD(CR) and ISSN.

We want in particular to thank IFLA and the Group for the ISBD for having authorized us to publish the complete glossary of ISBD(CR), as well as the Committee of the AACR for having allowed us to publish the bibliographic model, which was developed for the revision of AACR2.

This "*ISSN Manual. Cataloguing Part*" becomes from now on the cataloguing handbook for all ISSN Centres and will be implemented rapidly by the ISSN Network. At the same time, it

represents a first stage of changes and adaptation of the ISSN cataloguing rules in the world of electronic resources. Other kinds of work were started by the ISSN Network to facilitate the exchanges of bibliographic data associated with the ISSN, and to develop the practice of the ISSN with the online resources.

This year, in particular, in connection with the new computer system of the International Centre, the work of revision of the ISSN bibliographic format is proceeding. It should allow the application of the standard bibliographic formats, MARC21 and UNIMARC, for the exchanges of the ISSN data. These choices correspond already to the practice of several ISSN Centres.

Thus, this “*ISSN Manual*” should be supplemented within the next few years to include all the changes and all the new bibliographic data that the formats MARC21 and UNIMARC will introduce. As any cataloguing handbook, in the completely changed bibliographic world that we know since the development of Internet, the ISSN Manual must be regarded as a document open to evolution during the next years.

The online version of this “*ISSN Manual. Cataloguing Part*”, available on the Web site of the International Centre (www.issn.org), will be updated continuously as the modifications and changes are introduced.

Members of the ISSN Manual Revision Working Group

Françoise Boucheron	ISSN France
<i>replaced by Joëlle Bellec</i>	ISSN France
Jelka Gazvoda	ISSN Slovenia
Agneta Holmenmark	ISSN Sweden
Gudrun Kark	ISSN Germany
<i>replaced by Erika Miksch</i>	ISSN Germany
Françoise Pellé	ISSN International Centre
Regina Reynolds	ISSN USA
Alain Roucolle	ISSN International Centre
Jasenska Zajec	ISSN Croatia

Members of the Editorial Group

Elizabeth Gazdag	ISSN Hungary
Agneta Holmenmark	ISSN Sweden
Regina Reynolds	ISSN USA
Alain Roucolle	ISSN International Centre

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0. GENERAL ISSN POLICIES

The International Standard Serial Number (ISSN) was developed in the early 1970's by the International Organization for Standardization (ISO) because of the need for a brief, unique and unambiguous identification code for serial publications. Sole responsibility for controlling the assignment of ISSN was allocated by the resulting standard, ISO 3297, to the ISDS¹ International Centre - since 1993 known as the International Centre of the ISSN Network. The ISSN Network consists of the International Centre, a Regional Centre and National Centres established in the countries which have acceded to the Statutes.

The successful operation of the ISSN Network depends on the uniform application of common rules and standards for the registration of continuing resources and for the preparation of ISSN records for integration into the ISSN Register. In developing rules and standards care has been taken to ensure so far as possible compatibility and harmonization with international standards such as the International Standard Bibliographic Description for Continuing Resources (ISBD(CR)) and the practices of other international systems such as the Anglo-American Cataloguing Rules (AACR2).

0.1. Definitions

For the purpose of the ISSN Network, the following definitions of bibliographic resource, continuing resource, serial, integrating resource, ISSN, and key title apply:

Bibliographic resource: An expression or manifestation of a work or an item that forms the basis for bibliographic description. A bibliographic resource may be in any medium or combination of media and may be tangible or intangible.

Continuing resource: A bibliographic resource that is issued over time with no predetermined conclusion. Continuing resources include serials and ongoing integrating resources.

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

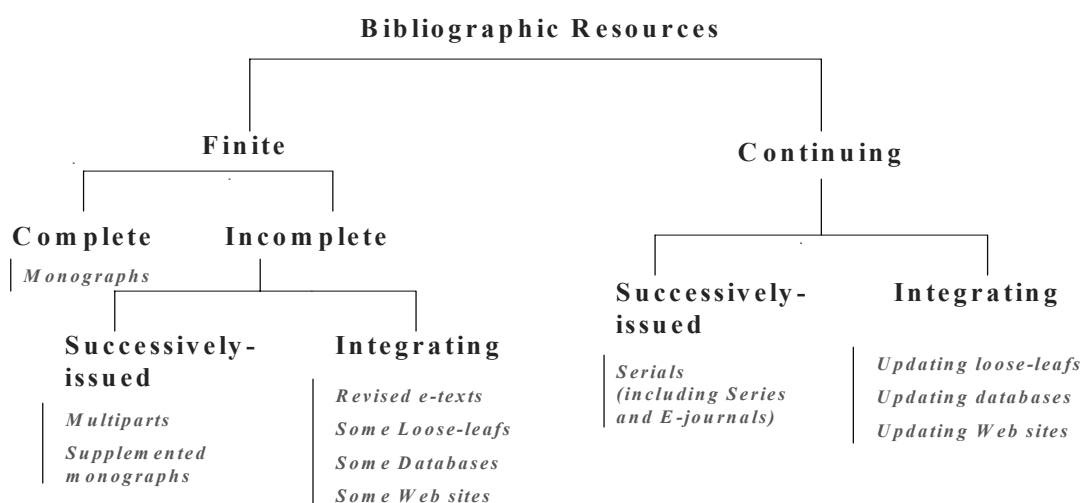
Integrating resource: A bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Integrating resources can be finite or continuing. Examples of integrating resources include updating loose-leafs and updating Web sites.

ISSN (International Standard Serial Number): An eight-digit number, including a check digit and preceded by the alphabetic prefix ISSN. The ISSN together with the key title uniquely identifies a particular continuing resource. It is assigned by the ISSN Network and is based on the ISO standard ISO 3297.

Key title: The unique name assigned to a continuing resource by the ISSN Network and inseparably linked with its ISSN. The key title may be the same as the title proper; or, in order to achieve uniqueness, it can be constructed by the addition of identifying and/or qualifying elements such as name of issuing body, place of publication, edition statement, etc.

The use of these definitions is associated with the application of the following model which was developed as part of the revision of AACR2, Chapter 12.

¹ (ISDS : International Serial Data System)



The above definitions and other definitions are listed in Annex 1: Glossary.

0.2. *Scope of ISSN*

Each ISSN is a unique identifier for a specific continuing resource. ISSN are applicable to continuing resources, whether past, present, or to be produced in the foreseeable future, whatever the medium of production. Continuing resources are issued over time with no predetermined conclusion, they include serials and ongoing integrating resources. ISSN are assigned to the entire population of serials and to ongoing integrating resources.

Serials are resources for which additional information is supplied indefinitely in a succession of discrete parts. All serials are eligible for an ISSN. Also eligible for ISSN assignment are those bibliographic resources issued in successive issues or parts which bear numbering and that also bear other characteristics of a serial (e.g. frequency in the title), but whose duration is limited (e.g. the newsletter of an event).

Ongoing integrating resources are resources that are updated over time and with no predetermined conclusion, for which the updates are integrated into the resources and do not remain discrete. Those which are eligible for an ISSN must be updated indefinitely and/or have an update statement. For the time being, advertising and individual home pages, online diaries, and web sites consisting exclusively of links are not eligible for an ISSN.

Individual monographs, technical reports, sound and video recordings, printed music publications, audiovisual works and musical works have their own numbering systems and are not specifically mentioned in this manual. Such items may carry an ISSN in addition to their own standard numbers when they are part of a continuing resource.

0.3. Relationship between an ISSN, a key title and a continuing resource

Only one ISSN is assigned to a continuing resource. This ISSN is permanently linked to the key title, a standardized form of title derived from information appearing on the continuing resource. A key title is unique to a particular continuing resource. Continuing resources which would otherwise have the same key title are made distinctive by the addition of qualifying elements. In cases where the title changes sufficiently to warrant creating a new key title, a new ISSN is assigned. In cases where the medium of the continuing resource changes, a new ISSN and a new key title are assigned (see 2.3).

0.4. Allocation and use of blocks of ISSN

The International Centre is responsible for the allocation of blocks of ISSN to National Centres. Each Centre receives limited blocks of numbers. In using blocks of ISSN, National Centres adhere to the following procedures:

- I. Report all ISSN assigned by their centre to the ISSN Register;
- II. Use ISSN within their assigned block consecutively and use up one block completely before starting another block;
- III. Ensure that ISSN assignments made in advance of publication or production of a continuing resource are recorded in the ISSN Register by determining if publication or production of the resource has occurred and creating the appropriate ISSN records.

0.5. Assignment of ISSN

0.5.1. Assignment of ISSN to an individual continuing resource

Each National Centre has sole responsibility for assigning ISSN to the continuing resources published in its country. The country of publication is determined by the first or most typographically prominent, or only, named place given on the resource. For online resources, determining the country of publication is based on the place of the publisher of the resource not on the place of the distributor or server.

If the place and the country of publication are not given on the resource, information found in an external source can be used.

The International Centre assigns ISSN to continuing resources published in countries where no National Centre exists or published by international organizations.

ISSN may be assigned to continuing resources in advance of publication. In such cases of pre-publication assignment, the definitive ISSN registrations are made when the resources are published.

0.5.2. Assignment of ISSN to continuing resources issued by multinational publishers

Because some publishers have offices in more than one country, the actual country of publication of a continuing resource may be difficult to determine, or may vary. In order to avoid double assignments, one Centre may assume responsibility for particular publishers irrespective of the place of publication. Such an arrangement can only be made with the agreement of the International Centre and the appropriate National Centre. The list of the agreements between ISSN Centres is published as Annex 5: List of the agreements for the ISSN assignments to continuing resources issued by multinational publishers.

0.5.3. Assignment of ISSN to continuing resources published by international organizations

The International Centre assigns ISSN to continuing resources published by international organizations, such as those listed in the *Yearbook of International Organizations*, including those organizations which are permanently established in one country, those which publish only within one country, and those which have no fixed place of publication. Continuing resources published by national commissions of international organizations and embassies are, however, assigned ISSN by the National Centre of the country of publication except in cases when a specialised centre exists.

0.6. Continuing resource registration

As their first priority National Centres systematically register new and current continuing resources (including continuing resources which have changed their titles). Centres also register continuing resources in response to requests from users. Systematic retrospective registration is not required for ISSN Network purposes. National Centres may define their own policies in accordance with national requirements.

0.6.1. Exhaustivity v.s. selectivity

As the aim of the ISSN Network is to provide identification and bibliographic control of the world's continuing resource population, exhaustivity is an objective. It is recognized, however, that many continuing resources are ephemeral or are of purely local interest. National Centres may, therefore, as a matter of policy, exclude ephemeral continuing resources and continuing resources of purely local interest from systematic registration, whether they are published in printed form or electronically. Exhaustivity is the registration principle applicable for all serials whether they are printed, online or on other physical media. Selectivity can be applied to integrating resources in accordance with the scope of ISSN.

In defining their inclusion policies, National Centres do not exclude any continuing resource for which there has been a valid request for registration.

Centres which have decided in favour of comprehensive registration maintain full records in their national files; they also retain data relating to ephemeral titles and titles of local interest so that full records can be created if required.

0.6.2. Registration on request

ISSN are assigned to continuing resources on request, regardless of the initial date of publication and status of the continuing resource or of its local or ephemeral character, as long as it falls within the definition of a continuing resource adopted by the ISSN Network.

Registration is not made without visual proof of the existence of the continuing resource, that is, the user requesting the assignment is asked to supply an issue of the continuing resource, copies of the pages containing the bibliographic information necessary for registration, or access information for the online resource. When a publisher requests an ISSN for a continuing resource not yet published so that it may be printed on the first issue, the ISSN is assigned, but registration is delayed until the Centre receives a copy of the first issue or other acceptable proof of the existence of the continuing resource. When a publication is cancelled before the appearance of the first issue, the ISSN which was assigned on a provisional basis cannot be re-assigned.

Circulation of requests

Requests from users in a given country are addressed to the National Centre of that country. The National Centre processes all requests concerning its own national continuing resources output, and forwards requests relating to continuing resources published outside its country to the appropriate Centre or to the International Centre.

Time of response to requests

At the discretion of the ISSN Centre, a request for assignment of an ISSN to an individual title is answered as quickly as possible. Urgent requests may be communicated by telephone, fax or e-mail providing that the supporting documentation is available.

Requests concerning a limited number of continuing resources should be answered within two months. Requests which involve a large number of continuing resources are negotiated with the appropriate Centre. In cases where a National Centre is unable, or fails, to respond to a request within the prescribed time limits the International Centre assigns the ISSN and informs the National Centre of the assignment.

0.6.3. Input to the ISSN Register

Records are transmitted preferably monthly to the International Centre either on diskette or by FTP files. The bibliographic data elements are recorded according to the specifications of this Manual and the ISSN MARC Format. Records of continuing resources issued in non-roman scripts are transliterated into the roman alphabet by the National Centre before transmission to the International Centre in accordance with appropriate ISO transliteration standards, or other standards accepted by ISSN Network.

Exceptionally, ISSN data transmittal sheets can be used by a National Centre, which does not have the technical facilities to produce a suitable electronic file of ISSN records.

Once a record has been entered in the international file, National Centres endeavour to notify the International Centre of any changes which may occur after initial input. Amendments or replacements are transmitted to the International Centre in accordance with the procedures used for the transmission of the records.

0.6.4. Transfer of responsibility for ISSN records

When a continuing resource moves from one country to another, the ISSN record or the responsibility for a provisional ISSN assignment, established by one ISSN Centre has to be transferred to another Centre. Also, it sometimes happens that a provisional ISSN assignment is made by one Centre but the resource turns out to be published in another country. In all of these situations, transfer of responsibility for an ISSN assignment is necessary. In some cases the transfer is initiated by the country to which the resource has moved or which turns out to be responsible for a resource after publication. In all cases, the following procedures should be followed in the ISSN Network:

The Centre initiating the transfer should:

- communicate with the other ISSN Centre to inform him of the transfer,
- supply any documentation necessary to establish the reason for the transfer,
- supply any documentation needed by the receiving centre to create or update the record.

The Centre receiving the transfer should:

- communicate its agreement to the initiating centre,
- import or create and update the record to reflect the changes (including the country and centre codes) or finalize the record in the case of provisional assignments,
- send the new or updated ISSN record to the International Centre in the usual format,
- send an attachment or email to the International Centre informing the IC that it has accepted responsibility for the record.

1. THE ISSN RECORD

The process of continuing resource registration for the ISSN Network includes the assignment of ISSN and key title and the preparation of the accompanying ISSN bibliographic record. Because of its bibliographic data this ISSN record represents the authority record for continuing resource titles.

1.1. Content and functions

The ISSN record includes mandatory and optional data elements which serve different functions relating to:

- unique identifiers of the continuing resource:
 - ISSN
 - key title
- additional information describing the continuing resource;
- linking the continuing resource to other continuing resources;
- the content of the continuing resource (subject analysis);
- intellectual responsibility for the continuing resource (issuing body);
- the use of the continuing resource (coverage by abstracting and indexing services);
- the electronic address of the resource (URL, e-mail);

and coded elements, for example, the country code, frequency, language and physical medium codes.

A number of descriptive data elements included in the ISSN record are the same as those appearing in the bibliographic records of national bibliographic agencies following national cataloguing rules or international standard practices such as the ISBD(CR). These include:

- title proper;
- issuing (corporate) body;
- place of publication;
- name of publisher;
- date of publication;
- linking elements relating to the bibliographic history of the continuing resource.

The ISSN record does not:

- describe a particular issue of a continuing resource;
- include numbering relating to volume or issue;
- include other title information complementing the title proper of a continuing resource
- mention the terms of availability relating to a continuing resource.

The ISBD (CR) record can include a number of descriptive data elements which are not found in the ISSN record. Some of these are :

- numbering and dates of coverage of first and last issues;
- extent of item, illustration statement, dimensions of item (such as *50 vol : ill.; 26 cm.*);
- availability and price (such as *Free to members, Annual subscription £10*)

Full ISSN record

With certain exceptions, records should be submitted in full form. The data elements required are listed in the Table of ISSN data elements (See 1.2.).

Short ISSN record

The mandatory data elements for the short record are shown in the 1.2 Table of ISSN data elements. Short records must only be used for publications which are considered by the ISSN Centre to be of an ephemeral nature or of purely local interest. Centres should be able to upgrade a short record to full status if requested to do so by another Centre or a user.

1.2. Table of ISSN data elements

Data elements	Required for full record (M) if applicable (A) Optional (O)	Required for short record	ISSN MARC	
			Tags	Subfields
Date of the record creation	M	M	008	a
Publication status	M	M		b
Start date	M	M		c
End date	A	A		d
Country of publication	M	M		e
Frequency	M	M		f
Centre code	M	M		g
Type of publication	M	M		h
Alphabet of original title	M	M		i
Language of publication	M	M		j
Physical medium	M	M		k
Record management	M	M	012	
ISSN	M	M	022	
CODEN or other codes	O	O	030	
Universal Decimal Classification	M*	O	080	
Dewey Decimal Classification	M*	O	082	
Abbreviated key title	A	O	210	
Key title	M	M	222	
Title proper	M	O	245	
Variant title	A	O	246	
Imprint	M	M	260	
Coverage by abstracting and indexing services	O	O	510	
Name of issuing body as on piece	A	O	550	
Name of issuing body or conference as established by national cataloguing practice	A	O	710	
Is other language edition of	A	O	759	
Is subseries of	A	O	760	
Has subseries	A	O	762	
Has other language edition	A	O	769	
Has other physical medium edition	A	O	776	
Is inset or supplement to	A	O	779	
Former title	A	O	780	
Successor title	A	O	785	
Is related title	A	O	787	
Has inset or supplement	A	O	789	
Electronic location	A	O	856	

* Either “Universal Decimal Classification” or “Dewey Decimal Classification” is required for full record.

M: mandatory

A: mandatory, if applicable

O: optional

1.3. *Punctuation*

Each bibliographic data element of the ISSN record has its prescribed punctuation. The equal sign (=), colon (:), semi-colon (;), parentheses (()), square brackets ([]) and the mark of omission (...) are preceded and followed by a space. The point (.) and comma (,) are only followed by a space. By "space" is meant a single space on a computer keyboard or an em space in printing.

In printing or in displays of the ISSN and key title, whether in that order or in the order key title and ISSN, the two data elements are separated by space equals space.

Punctuation which occurs at the end of fields and subfields is supplied automatically by computer program. The only exception to this general rule is that if the final word in an abbreviated key title (field 210) is abbreviated then a point is entered after the final word in this field, consequently the computer program must not double the final point.

The slash (/) is not used in ISSN records except where it occurs naturally in a title, name of an issuing body or the imprint.

The colon (:) is used in ISSN records in the imprint field (260), and where it occurs naturally in a title, etc.

The semi-colon (;) is used to separate one place of publication from another in the imprint, and where it occurs naturally in a title, etc.

Square brackets ([]) are used:

- i. to enclose uncertain, unknown or approximate information of place or date of publication or publisher in the imprint and,
- ii. to enclose verbal representations of symbols occurring in titles which cannot be translated into machine-readable language, and,
- iii. to enclose information which is taken from other sources than the prescribed sources. Square brackets are not otherwise used in ISSN records, except where they occur naturally in a title, etc.

Parentheses are used to enclose qualifying information in key titles. If they appear naturally at the end of the title they should be omitted or replaced by comma.

1.3.1. *Punctuation of the key title*

Punctuation supplied by cataloguer

Point (.)

precedes a section title or a section designation and separates it from the common title;
separates the non-distinctive title of a supplement, an inset, a subseries, or a subseries designation from the title of the main publication or of the main series;
separates the place and date of publication and any other element in qualifying information.

Comma (,)

between various elements of a title, and separating a section or subseries title from a section or subseries designation.

Mark of omission (...)

indicates the omission of words or numbers within a title (not used at the beginning of a title, except when they occur naturally).

Square brackets ([])

enclose verbal representations of symbols occurring in titles which cannot be translated into machine-readable language.

Punctuation supplied by programs

Parentheses (())

enclose qualifying information.

1.3.2. Punctuation of variant titles

Punctuation supplied by cataloguer

Point (.)

precedes a section title or a section designation and separates it from the common title;
separates the non-distinctive title of a supplement, an inset, a subseries or a subseries designation from the title or the main publication or of the main series;
separates the place and date of publication and any other element in qualifying information.

Comma (,)

between various elements of a title, and separating a section or subseries title from a section or subseries designation.

Mark of omission (...)

indicates the omission of words or numbers within a title (not used at the beginning of a title, except when they occur naturally).

Parentheses (())

enclose qualifying information.

Square brackets ([])

enclose verbal representations of symbols occurring in titles which cannot be translated into machine-readable language.

1.3.3. Punctuation of the abbreviated key title

(see also 4.1.6)

Punctuation supplied by cataloguer

Point (.)

at the end of all abbreviated words.

Comma (,)

replaces a point supplied by cataloguer in the key title.

Mark of omission (...)

present in the key title are not retained in the abbreviated key title.

Punctuation supplied by programs

Parentheses (())

enclose qualifying information.

1.3.4. Punctuation of imprint

Punctuation supplied by cataloguer

Comma (,)

separates place names and qualifiers, for example, Boston, Mass;
separates hierarchical elements in publishers' names.

Square brackets ([])

enclose uncertain, unknown or approximate information of place or date of publication or publisher;
enclose information taken from other source than the prescribed sources.

Hyphen (-)

between the start date and the end date of publication which differs from those given in field 008.

Punctuation supplied by programs

Semi-colon (;)

precedes the subsequent place(s) of publication.

Colon (:)

precedes the name(s) of publisher(s).

Comma (,)

precedes the date of publication.

Hyphen (-)

between the start date and the end date of publication generated from field 008.

1.3.5. Punctuation of linking entries

Punctuation supplied by cataloguer

Point (.)

precedes a section title or a section designation and separates it from the common title;
separates the non-distinctive title of a supplement, an inset, a subseries or a subseries designation from the title of the main publication or of the main series;
separates the place and date of publication and any other element in qualifying information.

Comma (,)

between various elements of a title, and separating a section or subseries title from a section or subseries designation.

Mark of omission (...)

indicates the omission of words or numbers within a title (not used at the beginning of a title, except when they occur naturally).

Parentheses (())

enclose qualifying information.

Punctuation supplied by programs

Equals (=)

separates the key title and the ISSN attached to it.

1.4. *Language, script and capitalization of ISSN records*

All data elements in the ISSN records are registered in the language or languages in which they appear on the publication, except in field 710.

The data elements appearing in scripts other than roman are transliterated into the roman script for incorporation into the ISSN Register. Diacritics appearing in the roman and romanized scripts are retained.

Capitalization is determined by each National Centre according to national usage. In general, the first letter of the first word of each field should be a capital, except for coded fields. Other capitalization should follow the appropriate usage for the language(s) and/or script(s) used in the record. When more than one language and/or script appears in the record, each should be capitalized in accordance with the usage of that language and/or script even when this produces an inconsistent pattern of capitalization for the record as a whole.

1.5. *Abbreviations and misprints*

In exceptional cases the abridgement of certain data elements in the record is permitted (e.g. a title (key title or variant title including a date or number that varies from issue to issue). In such cases, the omission is indicated by marks of omission.

Certain abbreviations are prescribed for use in the imprint:

[S.l.] = *sine loco* (place of publication not known)

[s.n.] = *sine nomine* (name of publisher not known)

and are enclosed in square brackets.

For rules for the abbreviated key title, see 4. ABBREVIATED KEY TITLE

Typographical and transcription errors in the presentation of the title on a continuing resource are corrected without indicating that a correction has been made.

1.6. *Sources of information*

1.6.1. *Basis of the ISSN registration*

Serials

The basis of the ISSN registration is the first issue or, lacking this, the earliest available issue. Generally prefer the first (or earliest) issue or part over a source associated with the whole serial or with a range of more than one issue or part.

Integrating resources

The basis of the ISSN registration is the current iteration of the integrating resource, except for the start date of publication.

1.6.2. *Prescribed sources of information*

The information used in the ISSN registration of a continuing resource is taken from certain sources of the issue, part or iteration used for registration in a prescribed order of preference.

For direct access electronic serials, the physical carrier or its labels should be used. In case of variation in fullness of information found in these sources, the source that provides the most complete information is to be preferred.

These prescribed sources of information are used particularly, in the order given below, for the establishment of the key title (see 3.1).

Printed resources

- A. the title page (*);
- B. the analytical title page, cover, caption, masthead, editorial pages, colophon;
- C. the other preliminaries and information to be found on the wrappers and top and bottom of text pages (such as running title);
- D. the rest of the issue: prefaces, forewords, table of contents, text, appendices, etc.;
- E. sources of reference from outside the issue and not associated with it (e.g. bibliographies, publishers' lists).

(*) When there is more than one title page, choose the title page which is in the language or script of the text, or the recto of two facing title pages, or the first of two or more title pages both or all of which are on the recto. In the case of tête-bêche (or tumble or flip-flop) publications, the choice of title pages is within the discretion of the Centre establishing the key title. Give titles found on other title pages as variant titles (see 3 Key title).

Online resources

- A. the title screen or title frame, home page;
- B. the main menu;
- C. the home page of the publisher or aggregator;
- D. the metadata

Resources on CD-ROM, diskette and in other direct access electronic media

External sources:

- A. the label permanently affixed;
- B. the containers;
- C. the documentation or other accompanying material (e.g. publisher's letter)

Internal sources:

- A. the title screen or title frame;
- B. the main menu.

2. ISSN

The need for a brief, unique and unambiguous identification code for serial publications has been long recognized. The International Organization for Standardization (ISO) evolved such an identification code in its standard *ISO 3297: Information and documentation - International standard serial number (ISSN)*. It recognized that the exchange of information about continuing resources between the computer systems of different organizations imposed the requirement for a standard code. As communication between the different organizations transcended national boundaries it was decided that an international code should be numeric, since no single alphabet would be used by the majority of producers and users of serials.

Careful and thorough investigation suggested that the ISSN should not attempt to incorporate any significance other than the unique identification of a serial title. It was decided that an eight-digit number (including one check digit) would be sufficient as the basis for numbering all serials.

As a consequence of spreading digital resources and of developments in cataloguing practice this code has been applicable for all continuing resources beginning from the 21st century (see 0.2).

2.1. Construction of ISSN

An ISSN consists of eight digits. These are the Arabic numerals 0 to 9, except that an upper case X can sometimes occur in the final position as a check digit. Since ISSN are likely to be used in the same context as codes designed for other purposes, such as the International Standard Book Number (ISBN) or local control numbers, a distinction must be preserved in the form of presentation when written or printed. An ISSN is, therefore, preceded by these letters, and appears as two groups of four digits, separated by a hyphen.

e.g.

ISSN 0317-8471

ISSN 1050-124X

The check digit is always located in the extreme right (low order) position, and is calculated on a modulus 11 basis using weights 8 to 2.

Calculating the check digit

The purpose of a check digit is to guard against errors caused by the incorrect transcription of an ISSN. The modulus 11 basis using the weighting factors 8 to 2 for calculating the check digit is one of the most efficient systems for detecting transcription errors.

The procedure for calculating the check digit, which may be carried out automatically in a computer, is as follows:

1. Take the first seven digits of the ISSN (the check digit is the eighth and last digit)	0 3 1 7 8 4 7
2. Take the weighting factors associated with each digit	8 7 6 5 4 3 2
3. Multiply each digit in turn by its weighting factor	0 21 6 35 32 12 14
4. Add these numbers together	$0+21+6+35+32+12+14=120$
5. Divide this sum by the modulus 11	$120:11=10 \text{ remainder } 10$
6. Subtract the remainder from 11	$11-10 = 1$
7. Add the remainder, which is the check digit, to the extreme right (low order) position of the base number of the ISSN	0317-8471
If the remainder is 10, substitute an upper case X in the check digit position. If there is no remainder, put a zero in the check digit position	

It should be noted that the check digit is an essential and inseparable part of the ISSN.

2.2. General rules for ISSN assignment

Only one ISSN is assigned to a continuing resource. This ISSN is permanently linked to a standardized form of title, called the key title, established by the ISSN Centre at the time of registration.

In cases where the title of the continuing resource changes, a new ISSN and a new key title shall be assigned (see 2.3).

When a distinct continuing resource exists within another continuing resource, whatever the form of presentation (e.g. an insert), each continuing resource shall receive its own individual key title and ISSN. When a continuing resource is published in different media, with the same title or not, different ISSN and key titles shall be assigned to the different editions. In case where the medium of the continuing resource changes, a new ISSN and a new key title shall be assigned.

Note : Micro and digital reproductions produced for the purpose of providing surrogates for the original materials are the exception and shall use the ISSN of the original continuing resources.

2.2.1. Continuing resources published in different language editions

Continuing resources published in different language editions have a separate ISSN and key title assigned to each edition (see also 3.1.3.4).

e.g.

Le courrier de l'Unesco (Imprimé) = ISSN 0304-3118
The Unesco courier (Print) = ISSN 0041-5278

Camera (Deutsche Ausg.) = ISSN 0008-2074
Camera (Ed. française) = ISSN 0373-9740
Camera (English ed.) = ISSN 0366-7073

2.2.2. Continuing resources published in different geographic editions

Continuing resources published in different geographic editions have a separate ISSN and key title assigned to each edition (see also 3.1.3.5).

e.g.

Access West (Alberta ed.) = ISSN 1700-8646
Access West (British Columbia ed.) = ISSN 1700-8662
Access West (Saskatchewan ed.) = ISSN 1700-8751
Access West (Manitoba ed.) = ISSN 1700-8735

2.2.3. Continuing resources published in different media

Continuing resources published in different media (e.g. print serials, e-journals, CD-ROM, microforms, etc.), except for reproductions, have a separate ISSN and key title assigned to each manifestation (see also 3.1.3.6).

e.g.

Biological abstracts = ISSN 0006-3169
Biological abstracts on compact disk = ISSN 1058-4129

ISSN Compact = ISSN 1018-4783
ISSN Online = ISSN 1560-1560

2.2.4. Other editions

When a continuing resource is published in different editions such as "international ed.", "monthly ed.", etc., each edition has its own key title and ISSN (see also 3.1.3.8).

e.g.

Forecasting your future = ISSN 0834-5074

Editorial note: Annual edition

Your daily cycle guide (Monthly ed.) = ISSN 1184-1850

Editorial note: Monthly edition

Banka (International ed.) = ISSN 1330-9781

Banka (Zagreb) = ISSN 0353-6335

Kurír (Reggeli kiad.) = ISSN 0865-9001

Kurír (Délutáni kiad.) = ISSN 0865-901X

Editorial note: Morning and afternoon editions

2.2.5. Cumulations

When a continuing resource is cumulated, for example a national bibliography, and the cumulations bear the same title as the initial issues, are in the same language, and do not change significantly in content, the cumulations have the same ISSN and key title as the initial issues. The addition of indexes to cumulations and the re-arrangement of the contents are not considered to be significant changes. When the title of a cumulation has additional words, such as "annual", "cumulative edition", etc., that may be considered as a variant title.

e.g.

Alberta electric industry. Annual statistics = ISSN 0706-1420

Editorial note: with a variant title *Alberta electric industry. Cumulative annual statistics*
(The annual publication has less frequent cumulations)

When the contents of cumulations are significantly different a new ISSN and key title are assigned.

e.g.

Magyar könyvészet = ISSN 0133-3496

Editorial note: cumulation of *Magyar nemzeti bibliográfia. Könyvek bibliográfiája = ISSN 0133-6843*

2.2.6. Reproduction and reprints

A reproduction is a copy of an item and intends to function as a substitute for that item. The reproduction may be in a different medium (in micro or digital form) from the original but it is not a different edition in itself. The ISSN assigned to the original is valid for the reproduction, a new ISSN is not assigned to the reproduction.

e.g.

West-Quebec post = ISSN 0834-5805

[Note: this ISSN is valid for the original edition and the reproduction on microform.]

Editorial note: This rule is being considered for revision in order to deal with reprint editions individually described and to handle electronic archives of printed continuing resources.

2.2.7. Mergers and splits

2.2.7.1. Mergers

Assign a new ISSN and key title to a continuing resource which has been formed by the merging of two or more other continuing resources, unless the title of one of the merged continuing resources is kept as the title of the new publication, in which case the original key title and ISSN will remain valid. A new ISSN and key title are not assigned if there have been only minor changes in title as a result of the merger.

e.g.

Archivio di ottalmologia = ISSN 0004-0134
and
Rassegna italiana di ottalmologia = ISSN 0300-0672
merged to form
Archivio e rassegna italiana di ottalmologia = ISSN 0300-0109

Hoverfoil news = ISSN 0018-6767
absorbed
New transport technology = ISSN 0306-0543
remained as
Hoverfoil news = ISSN 0018-6767

2.2.7.2. Splits

Assign new ISSN and key titles to each of two or more titles which result from a split in a continuing resource, except in cases where the original title is kept by one of the new publications or where the original key title is still applicable.

e.g.

Library bulletin (Central Mortgage and Housing Corporation) = ISSN 0384-2444
Accession list. Periodical articles (Library. Central Mortgage and Housing Corporation) = ISSN 0384-2452
Succeeded: *Accession list (Library. Central Mortgage and Housing Corporation)* = ISSN 0384-2436

2.2.8. Sections, supplements, insets and subseries

When a continuing resource:

- (a) has regular supplements; or,
 - (b) has another continuing resource inserted into it; or,
 - (c) has subseries; or,
 - (d) when its titles consist of a common title and several dependent title designations and/or dependent titles,
- then each of these continuing resources has its own ISSN and key title.

e.g.

Main continuing resource: *Symbolae Osloenses* = ISSN 0039-7679
Supplement: *Symbolae Osloenses. Fasciculi suppletorii* = ISSN 0332-561X

Main continuing resource: *Art et poésie* = ISSN 0518-7648
Supplement: *Horizons 21* = ISSN 0182-5976

Action transport = ISSN 0249-6143
Inset in: *Transport public* = ISSN 0249-5643

Sections: *Analecta Vaticano-Belgica. Section A, Nonciature de Flandre* = ISSN 0066-1414
Analecta Vaticano-Belgica. Section B, Nonciature de Cologne = ISSN 0066-1422
Analecta Vaticano-Belgica. Section C, Nonciature Bruxelles = ISSN 0066-1430

Main series: *Cancer series (Nyíregyháza)* = ISSN 0139-2867

Subseries: *Cancer mortality in the county Szabolcs-Szatmár-Bereg, Hungary* = ISSN 1216-6189

2.2.9. Resumption of titles

Resumption of publication under former title

When the title of a continuing resource is changed back to an earlier title after an interval of publication under another title, assign a new ISSN to the resumed title and distinguish the key title from the original by adding the new start date in parentheses.

e.g.

Revue d'immunologie = ISSN 0035-2454

Revue d'immunologie et de thérapie antimicrobienne = ISSN 0370-582X

Revue d'immunologie (1970) = ISSN 0397-9539

Resumption of publication under same title

When a continuing resource resumes publication, and it has not been published under another title in the interval, keep the ISSN and key title already assigned.

e.g.

Life (Chicago) = ISSN 0024-3019

Editorial note: published 1936-1972, resumed publication 1978.

2.3. Changes in continuing resources requiring a new ISSN assignment

When the wording of a title, as it appears in the title source, is changed, a new ISSN and key title may be assigned depending on whether the change is a major or a minor one. Other changes in continuing resources, like the physical medium are also considered as major changes.

A major change will result in a new ISSN and key title being assigned, whereas a minor change will not. In all cases each Centre will decide, so far as the continuing resources within its jurisdiction are concerned, whether a change in a continuing resource necessitates the assignment of a new ISSN and key title.

In case of doubt a title change should be regarded as minor and be recorded as a variant title.

2.3.1. Major changes in title proper of continuing resources

A new ISSN and a new key title are required in cases of major changes in the title proper. The following are to be considered major changes:

(a) when the addition, deletion, change or reordering of any word occurs within the first five words (the first six words if the title begins with an article) of the title proper, except as indicated below (see 2.4.1);

e.g.

La recherche aéronautique = ISSN 0370-3533

becomes

La recherche aérospatiale = ISSN 0034-1223

Tidsskrift for Norsk sykepleieforskning = ISSN 0801-1923

becomes

Norsk tidsskrift for sykepleieforskning = ISSN 1501-4754

ICSU review = ISSN 0536-1338

becomes

ICSU review of world science = ISSN 0367-7338

Revue générale du caoutchouc = ISSN 0370-503X

becomes

Revue générale du caoutchouc et des plastiques = ISSN 0035-3175

becomes

Caoutchoucs & plastiques = ISSN 1154-1105

(b) when the addition, deletion or change of any word occurs after the first five words (the first six words if the title begins with an article) and changes the meaning of the title proper or indicates a different subject matter;

e.g.

Moving to San Francisco and the Bay Area = ISSN 0714-7295

becomes

Moving to the San Francisco Bay Area and Greater Sacramento = ISSN 0828-4601

Rental market report, Barrie CA = ISSN 1207-1765

becomes

Rental market report, Barrie CA and Bracebridge, Collingwood CA, Gravenhurst, Huntsville, Midland CA, Orillia CA = ISSN 1207-1773

The best bed & breakfasts in the world = ISSN 1057-5472

becomes

The best bed & breakfasts in England, Scotland & Wales = ISSN 1054-4089

(c) when a corporate body, named anywhere in the title proper, changes, except as indicated below (see 2.4.1);

e.g.

NFCR Cancer Research Association symposia = ISSN 0742-521X

becomes

Association for International Cancer Research symposia = ISSN 0887-8390

AECB staff annual report for ... on the Canadian nuclear power industry = ISSN 1497-0406

becomes

CNSC staff annual report for ... on the Canadian nuclear power industry = ISSN 1706-8037

Annual report of the Ontario Advisory Council on Multiculturalism = ISSN 0704-2655

becomes

Annual report (Ontario Advisory Council on Multiculturalism and Citizenship) = 0710-8990

2.3.2. Other major changes to continuing resources

A new ISSN and a new key title also are required in the following cases:

(a) when the title proper is a generic term, and the issuing body used as qualifying information changes its name, except as indicated below (see 2.4.1) or the continuing resource is issued by a different body;

e.g.

Bulletin d'information (Compagnie financière de Suez) = ISSN 0414-1644

becomes

Bulletin d'information (Compagnie financière de Suez et de l'Union parisienne) = ISSN 0182-5348

Research paper (University of Alberta. Dept. of Economics) = ISSN 1204-5314

becomes

Research paper (University of Alberta. Institute for Public Economics) = ISSN 1485-0419

Varia (Universitets oldsaksamling) = ISSN 0333-1296

becomes

Varia (Universitetets kulturhistoriske museer. Oldsaksamlingen) = ISSN 1503-0806

(b) when the edition statement changes and indicates a significant change to the scope or coverage of the continuing resource;

e.g.

ABC (Ed. especial aérea) = ISSN 1136-0194

becomes

ABC (Ed. internacional) = ISSN 1136-0232

Profiles of success (Burlington ed.) = ISSN 1707-0651

becomes

Profiles of success (Oakville-Burlington ed.) = ISSN 1707-066X

(c) when the physical medium of the continuing resource changes (e.g. printed edition vs. online);

e.g.

Terminomètre (Paris) = ISSN 1012-4993

becomes

Terminometro (Ed. française. En ligne) = ISSN 1609-9931

(d) when hitherto dependent titles become independent:

e.g.

Fauna Norvegica. Series B, Norwegian journal of entomology = ISSN 0332-7698

becomes

Norwegian journal of entomology = ISSN 1501-8415

(e) when a continuing resource is cumulated, and the cumulations bear the same title as the initial issues and are in the same language and the contents of the cumulations are significantly different (e.g. when the contents of quarterly issues of an index are merged into a single alphabet for the annual issue);

e.g.

Új könyvek (Kumuláció) = ISSN 0209-8105

Cumulation of: *Új könyvek = ISSN 0049-5069*

Editorial note: contents of biweekly issues are re-arranged in subject groups and within them merged into a single alphabet.

(f) when a continuing resource is formed by the merger of two or more other continuing resources;

e.g.

Archivio di ottalmologia = ISSN 0004-0134

and

Rassegna Italiana di ottalmologia = ISSN 0300-0672

merged to form

Archivio e rassegna Italiana di ottalmologia = ISSN 0300-0109

(g) when two or more continuing resources are formed from the split of a continuing resource;

e.g.

Geografi i Bergen = ISSN 0801-5783

becomes

Geografi i Bergen. Serie A, Meddelelser fra Institutt for geografi-Bergen = ISSN 0806-671X

and

Geografi i Bergen. Serie B, Monografier fra Institutt for geografi-Bergen = ISSN 0806-6728

AAA world (Alaska, Hawaii ed.) = ISSN 1063-3863

becomes

Car & travel (Alaska ed.) = ISSN 1080-2215

and

Car & travel (Hawaii ed.) = ISSN 1080-2258

2.4. *Changes in continuing resources not requiring a new ISSN assignment*

2.4.1. *Minor changes in title proper of continuing resources*

A new ISSN and a key title are not assigned in cases of minor changes in the title proper. In general, if a minor change occurs in the title proper, the later title is given as variant title. The following are to be considered minor changes :

(a) The change is in the representation of a word or words, for example;

one spelling vs. another

e.g.

Statistisk aarbog for kongeriget Norge
becomes
Statistisk årbok for kongeriket Norge

Labour history
becomes
Labor history

abbreviated word or sign or symbol (e.g. “&”) vs. spelled-out form

e.g.

Accommodations and travel services
becomes
Accommodations & travel services

Ga. peach statistics
becomes
Georgia peach statistics

Arabic numeral vs. Roman numeral

e.g.

XXe siècle
becomes
20e siècle

number or date vs. spelled-out form

Four wheel fun
becomes
4 wheel fun

hyphenated word vs. unhyphenated word

e.g.

Year-book of the ...
becomes
Year book of the ...

one-word compound vs. two-word compound, whether hyphenated or not

e.g.

Openhouse
becomes
Open house

(b) The change involves an acronym or initialism vs. the full form;

e.g.

Research in technological adaptation
becomes
RITA

(c) The change is in the inflexion of a word, for example from singular to plural form;

e.g.

Fishery report
becomes
Fisheries report

(d) The change is the addition, deletion, or change of articles, prepositions, and conjunctions anywhere in the title;

e.g.

Canadian music trades journal
becomes
Canadian music and trades journal

Fiscal survey of the states
becomes
The fiscal survey of states

(e) The change involves the name of the same corporate body and elements of its hierarchy or their grammatical connection anywhere in the title (e.g. the addition, deletion, or rearrangement of the name of the corporate body or the substitution of a variant form, including an abbreviation);

e.g.

Bulletin (Société des amis de la Cathédrale de Strasbourg)
becomes
Bulletin de la Société des amis de la Cathédrale de Strasbourg

Society of Biblical Literature monograph series
becomes
Monograph series (Society of Biblical Literature)

Views (Goodridge Area Historical Society)
becomes
Views from the Goodridge Area Historical Society
becomes
Views from the GAHS

Berichte der Deutschen Gesellschaft für Mathematik und Datenverarbeitung
becomes
GMD-Berichte

(f) The change is the addition, deletion, or change of punctuation, including initialisms and letters with separating punctuation vs. those without separating punctuation, anywhere in the title;

e.g.

GBB
becomes
G.B.B.

(g) The change is in the order of titles when the title is given in more than one language on the chief source of information, provided that the title chosen as title proper still appears as a parallel title;

e.g.

South African medical journal
Parallel title: *Suid Afrikaanse tydskrift vir geneeskunde*
becomes
Suid Afrikaanse tydskrift vir geneeskunde
Parallel title: *South African medical journal*

(h) The change is the addition, deletion, or change of words anywhere in the title that link the title to the numbering;

e.g.

Tin
becomes
Tin in ...

(i) Two or more titles proper are used on different issues of a continuing resource according to a regular pattern;

e.g.

Weekly labor market report
Last issue each month has title: *Monthly labor market report*

Minneapolis morning tribune
Sunday issues have title: *Minneapolis Sunday tribune*
Editorial note: *Daily issues and Sunday issues have consecutive numbering.*

Annual report (Medical Association of South Africa)
Reports for alternate years have title: *Jaarverslag (Die Mediese Vereniging van Suid-Afrika)*

(j) The addition to, deletion from, or change in the order of words in a list anywhere in the title, provided that there is no significant change in the subject matter;

e.g.

Kartboken for Oslo, Bærum, Lørenskog, Nesodden, Oppegård og Ski
becomes
Kartboken for Oslo, Bærum, Asker, Lørenskog, Nesodden, Oppegård og Ski

(k) The addition, deletion or re-arrangement anywhere in the title of words that indicate the type of continuing resource such as “magazine”, “journal”, or “newsletter”, or their equivalent in other languages;

e.g.

Handel und Industrie
becomes
Revue Handel und Industrie

Magazin für Wassersport
becomes
Wassersport

Trade and industry
becomes
Trade and industry review

but not: *Link magazine*
becomes: *Link journal*

Editorial note: The change from one word indicating the type of resource to another word is a major change if it occurs in the first five words of the title (see 2.3.1).

2.4.2. Other minor changes

A new ISSN and key title are not assigned. Nevertheless, changes are recorded as variant titles, in the following cases:

(a) when the place of publication entered as qualifying information is changed;

e.g.

Key title: *System (Linköping)* = ISSN 0346-251X

Variant title: *System (Oxford)*

(b) when a change in the edition statement entered as qualifying information does not convey a change in subject matter;

e.g.

Key title: *SKW-Trostberg-Report (International ed.)* = ISSN 0947-1928

Variant title: *SKW-Trostberg-Report (English ed.)*

Key title: *Magyar hírlap (Budapesti kiad.)* = ISSN 0133-1906

Variant title: *Magyar hírlap (Fővárosi kiad.)*

2.5. Cancellation of an ISSN and deletion of an ISSN record

Cancellation of an ISSN and deletion of an ISSN record are two different functions used for different reasons:

A cancellation of an ISSN has to be made when the same ISSN is assigned to more than one continuing resource, or when more than one ISSN is assigned to the same continuing resource. A cancellation of an ISSN is always made in favour of the valid ISSN, therefore a cancelled ISSN is always linked to one or more valid ISSN.

A deletion of an ISSN record has to be made when the described resource is not a continuing resource, or when the described resource has never been published. Therefore a deleted record will not be available in the ISSN Register.

2.5.1. Cancelling an ISSN assignment

One ISSN assigned to two or more continuing resources

Cancel a single ISSN incorrectly assigned to two or more continuing resources and assign a new ISSN and key title to each continuing resource.

e.g.

ISSN 0010-860X = Copper information

cancelled in favour of

ISSN 0302-7082 = Copper information. Architectural series

ISSN 0302-7090 = Copper information. Engineering series

ISSN 0075-7586 = Labour standards in Canada

cancelled in favour of

ISSN 0576-1123 = Labour standards in Canada

ISSN 0576-1131 = Normes du travail au Canada

ISSN 0042-434X = Vers demain

cancelled in favour of

ISSN 0317-848X = Vers demain (English ed.)

ISSN 0317-8471 = Vers demain (Ed. française)

More than one ISSN assigned to a single continuing resource

When two or more ISSN are incorrectly assigned to a single title, generally consider the lowest number valid and cancel the higher number or numbers.

In cases where the higher ISSN is already being printed on the publication, cancel the lower ISSN and keep the higher one.

Generally, in cases where one ISSN is already being printed on the publication, cancel the other ISSN and keep the printed one. Do not ask a publisher to change the ISSN of a continuing resource when the ISSN is printed correctly and the title has not changed.

e.g.

ISSN 0500-0270 = Astronomical phenomena
cancelled in favour of
ISSN 0083-2421 = Astronomical phenomena

Cancelled ISSN must not be re-assigned

When an ISSN incorrectly assigned has been cancelled it should not be re-assigned to another title. In this case the ISSN re-assignment is only made when the ISSN was, by mistake, cancelled. ISSN re-assignment information sheet must be completed and sent with the corresponding record (Annex 9).

Recording of cancelled ISSN

Cancelled ISSN are reported in a specific subfield of the record of the corresponding valid ISSN (see 2.7).

2.5.2. Deleting an ISSN record

Delete an ISSN record when the described resource is not a continuing resource, or when the described resource has never been published. A deleted record will not be available in the ISSN Register.

The suppressed ISSN should not be re-assigned to another title. The ISSN may be re-used only if the ISSN record was, by mistake, deleted. ISSN re-assignment information sheet must be completed and sent with the corresponding record (Annex 9).

Recording of deletion

The deletion of an ISSN record is reported by using the specific function.

The ISSN record deletion information sheet (Annex 8) must be completed and sent with the corresponding record.

2.6. Display of ISSN on continuing resource issues or iterations

The ISSN shall be displayed on or in the first issue and on or in each subsequent issue or on each iteration of a continuing resource. Continuing resources issued with accompanying parts shall display the ISSN on or in each component part.

When a continuing resource bears an ISSN as well as another standard number, such as an ISBN for a volume of a series, the two numbers shall appear together and each number shall be identified by its own prefix: ISSN and ISBN or another appropriate prefix.

References to ISSN shall be included in promotional material and catalogues.

When more than one ISSN appears on a single publication in relation to different continuing resource titles, for example, the titles of a main series and its subseries, each ISSN shall appear on the continuing resource and shall be distinguished by either adding the full or abbreviated title in parentheses after the relevant number or by printing the ISSN as close as possible to the relevant titles. When a continuing resource contains another continuing resource as an insert with a separate title page, the ISSN for the insert shall be printed on that title page, or in some other appropriate place on the insert.

When continuing resources are published in different media, and different ISSN and key titles are assigned (see 2.2.3), the related ISSN may also be displayed in the continuing resources, each with additional, distinguishing information, as follows:

e.g.

ISSN 1562-6865 (Online)
ISSN 1063-7710 (Print)

or:

Online edition: *ISSN 1562-6865*
Print edition: *ISSN 1063-7710*

2.6.1. Display of ISSN on printed continuing resource issues

The ISSN shall be printed in a prominent position on each printed continuing resource issue in the following order of preference: front cover, title page, caption, masthead, backcover, colophon or editorial pages.

On a periodical the ISSN shall be printed preferably in the top right-hand corner of the front cover, although it is appreciated that such a position may not always be convenient because of binding or design considerations. In the case of tête-bêche publications, the ISSN shall be printed on both covers (or title pages, captions, mastheads, colophons, editorial pages).

2.6.2. Display of ISSN on non-printed continuing resources

On continuing resources published in tangible non-print formats, the ISSN shall be displayed on all accessible eye-readable portions (e.g. container, label, fiche header).

On a continuing resource published on microfiche, the ISSN shall be entered in the identification area of the header of the microfiche and/or on the labels.

On a continuing resource published in electronic medium (online continuing resource, CD-ROM), the ISSN shall appear on the title screen, or failing it, on the main menu, and, if applicable, on any labels permanently affixed to the publication. If it is not possible to display the ISSN on the item or its label, the ISSN shall be displayed on the container.

On online continuing resources using metadata (e.g. Dublin Core), the ISSN shall be included in the element “Identifier” of the metadata.

2.7. ISSN MARC: field 022

Use of this field is mandatory for all records (full and short).

The first indicator value shows whether the continuing resource title is of national or international interest or of local or ephemeral interest only. This field contains the current ISSN and any cancelled ISSN which may have been assigned to a continuing resource title previously. Subfield &z is repeatable up to 99.

The ISSN is recorded as two groups of four digits separated by a hyphen, without the prefix ISSN.

Tag	Indicators		Subfield codes	Data elements	Repeatable
	1	2			
022				ISSN	
	△	△		Continuing resource of international or national interest	no
	1	△		Continuing resource of local or ephemeral interest	
			&a &z	Current ISSN Cancelled ISSN	no yes

EXAMPLES:

ISSN 0022-5126

022△△&a0022-5126

ISSN 0106-990X

022△△&a0106-990X&z0900-7784

ISSN 1038-0027

0221△&a1038-0027

3. KEY TITLE

The key title is inseparably linked to its ISSN, and like the ISSN it is unique to a particular continuing resource title.

The key title is established or authenticated by the Centre responsible for the registration of the continuing resource, and is derived from the title information appearing on the title page or its equivalent of the print publication or from the most complete information on the non-print resource at the time of registration (see 1.6 Sources of information). Key titles which are otherwise identical are distinguished by addition of qualifying information to make them unique. Titles in non-roman alphabets are romanized according to ISO standards, or other agreed-upon standards where ISO standards do not exist. Typographical and transcription errors in the presentation of the title on the continuing resource are corrected without indicating that a correction has been made.

3.1. *Establishment of the key title*

The key title is the same title as the title proper, if this title is unique in the ISSN Register at the time of registration. If this title is not unique, the key title is the title proper to which a qualifying term is added such as name of issuing body, place and/or date of publication, edition statement or medium statement, in order to make the resulting key title unique.

To construct the key title, first the title proper is identified, according to the following rules based on ISBD(CR). In the examples which follow from 3.1.1.1.2, the title proper is unique and thus, is also the key title, which is followed by the corresponding ISSN.

3.1.1. *Title proper*

The title proper is the title of a continuing resource. Sources of information for the title proper are found in 1.6.

e.g.

Le Monde
Cartactual
Farm & home almanac
Wissenschaftliche Arbeiten
aus dem Burgenland
Kulturwissenschaften
Amazon.com
Patient teaching loose-leaf library
A century of lawmaking for
a new nation
Webdo

Title proper of:

a newspaper
a periodical
a yearbook

a journal
a sub-series
an integrating resource
an integrating resource

an integrating resource
an integrating resource

3.1.1.1. *The title proper can take various forms*

3.1.1.1.1 The title proper can consist solely of a generic term or terms (see 3.1.3.2).

e.g.

Journal
Textes et documents

3.1.1.1.2 The title proper can consist of the name of a person or corporate body when the title page bears no title other than that name.

e.g.

*Syndicat national des fabricants de bronzes, luminaires, vitrines et
étalages, ferronnerie d'art et industries annexes = ISSN 0222-1535*
Fachhochschule Konstanz = ISSN 0343-6764
American Shakespeare Festival Theatre = ISSN 0090-2217

3.1.1.1.3 The title proper can consist of or include a set of initials, an acronym, or a logo prominently displayed on the title page.

e.g.

IFLA journal = ISSN 0340-0352
Collection CAP = ISSN 0337-8063
ICSU review = ISSN 0536-1338
B.A.F.S. = ISSN 0726-5700

When the title appears in full and in the form of a set of initials or an acronym, the full form is chosen as the title proper and the initials or acronym is given as variant title (see 8 Variant titles).

3.1.1.1.4 The title proper can consist of or include numbers or letters (see also 3.1.1.3.1).

e.g.

00 = ISSN 0917-7256
37 design & environment projects = ISSN 0953-3625
Contact II = ISSN 0197-6796

The expanded form may be given as a variant title (see 8 Variant titles).

3.1.1.1.5 The title proper can include a statement of responsibility, the name of a publisher, or details relating to other descriptive elements (e.g. edition statement) when such information is linguistically an integral part of the title.

e.g.

Poultry Research Centre newsletter = ISSN 1207-8115
University of California publications in classical archaeology = ISSN 0896-8837
Willing's press guide = ISSN 0000-0213
Rapport de gestion de la Banque nationale suisse = ISSN 1421-5500
British Pteridological Society bulletin = ISSN 0301-9195

3.1.1.1.6 The title proper can consist of a common title and a dependent title designation and/or a dependent title (i.e. a common title, a section designation and/or a section title, the title of the main continuing resource and the non-distinctive title of a supplement or inset; the title of the main series, a sub-series designation and/or the non-distinctive title of a sub-series, see 3.1.1.3.2).

e.g.

IEE proceedings. A, Science, measurements and technology = ISSN 0960-7641
Acta Universitatis Carolinae. Philologica = ISSN 0567-8269
Botanica rhedonica = ISSN 0374-1885

3.1.1.2. *Choice of title proper*

3.1.1.2.1 Continuing resource with one title page

3.1.1.2.1.1 When two or more variant titles in the same language and/or script appear on the title page, the title proper is selected by reference to the typography of the title page or the sequence of titles on the title page.

3.1.1.2.1.2 When the titles are in different languages and/or scripts, the title proper is the title in the language and/or script of the content of the continuing resource. When this criterion cannot be applied, the title proper is selected by reference to the typography of, or the sequence of titles on, the title page.

3.1.1.2.1.3 When the choice is between the full form of the title and the acronym or initial letters representing the full form, the full form is chosen as the title proper and the initials or acronym is given as variant title (see also 8 Variant titles).

e.g.

Acquisition & development directory = ISSN 0897-5183

Editorial note: Title also appears as: ADD

Belgian journal of linguistics = ISSN 0774-5141

Editorial note: Title appears also as: BJL

3.1.1.2.2 Continuing resource with more than one title page

3.1.1.2.2.1 When a continuing resource has more than one title page, as in the case of multi-language or multi-script continuing resources with a title page in each language or script, the title proper is selected from the title page that is in the language and/or script of the content of the main part of the continuing resource.

When this criterion cannot be applied (e.g. because the content is presented equally in two or more languages or scripts), the title proper is selected from the right hand (recto) of two facing pages or from the first of two or more title pages on recto pages.

In the case of tête-bêche continuing resources where text and title pages in two different languages and/or scripts are presented with equal status, the choice of title proper is at the discretion of the bibliographic agency. The title not chosen as title proper is given as a parallel title (see 8 Variant titles).

3.1.1.2.2.2 When the continuing resource being considered contains more than one continuing resource, each with its own title page and numbering, a separate ISSN assignment and record are made for each. The same applies to tête-bêche continuing resources with text and title pages in the same language and/or script.

3.1.1.2.3 Variant titles (other than parallel titles, see 3.1.1.4) not selected as title proper, whether appearing on the title page(s) or in other parts of the continuing resource, are given in the appropriate field (see 8 Variant titles).

3.1.1.3. Transcription of the title proper

3.1.1.3.1 The title proper is transcribed from the title page exactly as to wording, but not necessarily as to capitalization or punctuation (see also 1.3, 1.4, 1.5).

e.g.

The unabashed librarian = ISSN 0049-514X

Editorial note: Title appears as *The U*N*A*B*A*S*H*E*D librarian*

Obvious typographical errors are corrected when transcribing the title proper, and the title as it appears on the continuing resource is given as a variant title. In case of doubt whether the spelling of a word or words is correct, the spelling is transcribed as found.

e.g.

Housing starts = ISSN 1524-2412

Editorial note: Title appears on v. 1, no. 1 as *Housing sarts*

but

Lakeland librarian

Editorial note: Title appears as *Lakeland lib*arian*

If the title includes a date, name, number, etc., that varies from issue or part to issue or part, or from iteration to iteration, this date, name, number, etc. is omitted. This omission is indicated by marks of omission, except when it occurs at the beginning of the title.

e.g.

Frommer's Washington, D.C., on \$... a day = ISSN 8755-5441

Editorial note: On the title page: *Frommer's Washington, D.C., on \$35 a day*

Tagungsbericht der Österreichischen Gesellschaft für Gefässchirurgie = ISSN 0300-0141

Editorial note: On the title page: 2. *Tagungsbericht der Österreichischen Gesellschaft für Gefässchirurgie*

Exceptionally, a very lengthy title proper may be abridged if this can be done without changing the meaning of the title, without loss of essential information, and without introducing incorrect grammar. If the title proper is abridged, the mark of omission is given. In abridging a title proper, never omit any of the first five words (the first six if the first word is an article).

If the title proper includes any statement that mentions an earlier title, title absorbed, etc., that may or may not be grammatically linked to the rest of the title, such a statement is not transcribed as part of the title. The mark of omission is not given. Relationships with other continuing resources are given in the appropriate fields (see 12 Linking fields).

e.g.

International gas report = ISSN 0266-9382

Not: *International gas report, including World gas report*

Absorbed: *World gas report*

3.1.1.3.2 Common and dependent titles

In the case of a continuing resource with a title proper consisting of a common title and a dependent title, the first element is the common title, which is followed by a dependent title designation, or a dependent title, or both. The dependent title is linked directly to its common title.

e.g.

Sections:

Acta belgica. Medica physica = ISSN 0771-5684

Études commerciales. Série C = ISSN 0338-9030

Journal of polymer sciences. Part A, General paper = ISSN 0449-2951

Section with sub-sections:

Analele Universității București. Seria științe sociale. Estetică = ISSN 0068-3159
Pubblicazioni dell'Università cattolica del Sacro Cuore. Contributi. Sociologia = ISSN 0540-0481
Pubblicazioni dell'Università cattolica del Sacro Cuore. Contributi. Scienze mediche = ISSN 1123-9611

Supplements:

Dansk periodicafortegnelse. Supplement = ISSN 0084-9596
La lettre du maire. Textes et documents = ISSN 0183-6226
American journal of medical genetics. Supplement = ISSN 1040-3787

Sub-series

Collection Actions sociales. Série ANAS = ISSN 1290-7499
Collection Points. Série Science = ISSN 0337-8160
Studia religiosa Helvetica. Series altera = ISSN 1424-7593

When describing a supplement or an insert/inset with a dependent title, the title of the main continuing resource is also given in the appropriate linking field.

When describing a sub-series with a dependent title, the title of the main series is also given in the appropriate linking field.

Dependent title(s) appearing in the continuing resource but not on the title page are given in square brackets.

3.1.1.3.3 Series designation

Any numbers or other information relating to chronological series designation is not transcribed as a dependent title.

e.g.

On the title pages:	<i>Nuovo archivio veneto.</i> <i>Ser. 2 (1891-1900)</i> <i>Nuovo archivio veneto.</i> <i>Ser. 3 (1901-)</i>
Title proper:	<i>Nuovo archivio veneto</i>
Key title:	<i>Nuovo archivio veneto</i> = ISSN 0393-6694

3.1.1.4. Variations

Variations of the title proper occurring in the continuing resource being described are given as variant titles (see 8 Variant titles).

3.1.2. Initial articles in the key title

Initial articles are retained in the key titles, but ignored in filing (see 3.2 regarding non-filing indicators).

e.g.

A hét zeneműve = ISSN 0324-7678
Der deutsche Apotheker in Hessen = ISSN 0173-7589

Omit an initial article from the name of an issuing body used in a generic title construction unless it is required for linguistic reasons.

e.g.

Fact book (National Institute of General Medical Sciences) = ISSN 0197-646X

Not:

Fact book (The National Institute of General Medical Sciences)

3.1.3. Uniqueness of the key title

When the title proper of a continuing resource is unique in the ISSN Register, that title becomes the key title. If the title proper is not unique (i.e., it is exactly identical character for character, excluding spaces, punctuation and capitalization to an existing title in the ISSN Register or it is otherwise known that there is another continuing resource with an identical title), the key title must be made unique by the addition of one or more qualifying terms to the title proper.

Qualifying information (one or more qualifying terms) is always enclosed in parentheses unless the parentheses are system-supplied.

e.g.

Channel business = ISSN 1493-9088

Channel business (West Drayton) = ISSN 1472-0582

Canada yearbook = ISSN 0068-8142

Canada year book (CD-ROM) = ISSN 1204-2420

3.1.3.1. Choice of qualifying terms

Choose the most appropriate qualifying term (s) to distinguish two or more titles as indicated in the following instructions (3.1.3.2 to 3.1.3.9). In general, construct the key title in the most simple and brief way that will make it unique.

If more than one qualifying term is needed, generally give the terms in the following order: place or issuing body (for generic titles, see 3.1.3.2), date, edition statement, medium.

When more than one qualifying term is given, the subsequent term is preceded by a full stop and a space.

Give the qualifying information in the language of the title source, unless the language is a dead one, in which case it is given in the language of the country of publication.

3.1.3.2. Issuing body as a qualifying term for generic titles

Note: Until publication of the *ISSN Manual* in 2003, generic titles were made unique by adding to the generic title the name of the issuing body associated with the generic title. The title and body name were separated by a space, a hyphen, and a space.

3.1.3.2.1 Title proper is a «generic title»

When the title proper is a «generic title» (i.e., the title consists solely of word(s) indicating the type of publication and/or the frequency, exclusive of articles, prepositions and conjunctions), such as bulletin, technical bulletin, journal, transaction, proceedings, newsletter, report, etc., or its equivalent in other languages, and the generic title is linguistically separated from and/or typographically distinguished from the name of the issuing body, use the issuing body as the qualifying term.

Note that the following titles proper are not considered generic titles:

- a) the title includes a word or words which indicate specific subject content or coverage,

e.g.

Discussion papers in conservation = ISSN 0142-3649

Metric bulletin (Ottawa) = ISSN 0702-083X

Anuar. Economie = ISSN 1454-5454

- b) the title includes an acronym or numbers

e.g.

101 newsletter = ISSN 0706-1765
O- + -P-Report = ISSN 0343-2076

- c) the title consists of more than five words (exclusive of empty words, i.e., articles, conjunctions, prepositions, etc.)

e.g.

Report of the President and Vice-Chancellor to the Board of Governors and the Senate (London, Ont.) = ISSN 0707-0233

3.1.3.2.2 Form of the issuing body name

Use the issuing body name as a qualifying term in the form given on the title source.*

e.g.

Transactions (North Carolina Medical Society) = ISSN 0361-5537
Bulletin (Bach Society) = ISSN 0309-7021
Journal (North Western Society for Industrial Archeology and History) = ISSN 0141-643X

* Note: Centres subject to the bibliographic agreements of the CONSER (Cooperative Online SERials) Program may transcribe the name of the issuing body in the form established by national cataloguing practice for use in headings and other access points.

When the name of the issuing body appears in more than one form on the title source choose the form which is given typographical prominence, or, if that does not apply, choose the briefest form (not an acronym or initialism) which adequately identifies the issuing body. Other forms of the issuing body name may be used to construct variant titles.

e.g.

Key title: *Annual accounts (Welsh Water Authority) = ISSN 0142-0291*
Variant title: *Annual accounts (Awdurdod Dwr Cymru)*

When the name of the issuing body does not appear on the title source, take the name of the issuing body from elsewhere in the piece. If more than one form appears in the piece choose the form which is given typographical prominence, or, if that does not apply, choose the briefest form (not an acronym or initialism) which adequately identifies the issuing body.

e.g.

Technical bulletin (Institute of Chartered Accountants in England and Wales) = ISSN 0143-9758

When more than one issuing body is named in the title source, choose as the name of the issuing body to be used as the qualifying term, the name which is typographically prominent, or if the names are given equal prominence, choose the name which appears first. Use the names of the other issuing bodies, as qualifying terms to construct variant titles.

e.g.

Key title: *Joint report (British Columbia Ministry of Forests/Canadian Forestry Service) = ISSN 0821-8021*
Variant title: *Joint report (British Columbia Ministry of Lands, Parks and Housing/ Canadian Forestry Service)*

3.1.3.3. Place and date of publication

The place of publication is used as a qualifying term to distinguish the same title proper of two or more continuing resources published in different places.

e.g.

Family (Alton) = ISSN 0260-1516
Family (Boca Raton) = ISSN 0272-992X

Add the place of publication, i.e. the name of the city, town, etc., if necessary, qualified by the state or other appropriate geographical unit.

e.g.

AnalgesiaFile (San Antonio, Texas) = ISSN 1057-2260

When the place by itself is insufficient, add the place and date of first publication separated from each other by a point.

e.g.

Family herald (Montreal. 1859) = ISSN 0842-0262
Family herald (Montreal. 1956) = ISSN 0842-0300
Architecture (Paris. 1979) = ISSN 0220-7591
Architecture (Paris. 1888) = ISSN 0766-6292

When an earlier title is resumed after a different title has intervened, add the date alone.

e.g.

Gold bulletin (1968) = ISSN 0017-1557
Gold bulletin & gold patent digest = ISSN 1016-5339
Gold bulletin (1996) = ISSN 1027-8591

3.1.3.4. *Language edition statement*

The language edition statement is generally used as a qualifying term to distinguish different language editions of a resource with the same title proper. When the edition statement does not appear on the title source, supply the qualifying term in the language of the title source. The word “edition” and its equivalents in other languages is abbreviated according to the *List of serial title word abbreviations*. A multilingual list of language edition statements is given in the Annex 6.

e.g.

Agrindex (Ed. española) = ISSN 1010-3333
Agrindex (Ed. française) = ISSN 1010-3325
Agrindex (English ed.) = ISSN 1010-3317

3.1.3.5. *Geographic edition statement*

The geographic edition statement is used as a qualifying term to distinguish different geographic editions of a resource with the same title proper. When the edition statement does not appear on the title source, supply the qualifying term in the language of the title source. The word “edition” and its equivalents in other languages is abbreviated according to the *List of serial title word abbreviations*.

e.g.

Le Cep (Ed. Montagne) = ISSN 1141-1686
Le Cep (Ed. Plaine) = ISSN 1141-1694

Alberta Catholic directory (Calgary ed.) = ISSN 0316-4756
Alberta Catholic directory (Edmonton ed.) = ISSN 0316-4748

3.1.3.6. *Medium edition statement*

The medium edition statement is used as a qualifying term to distinguish different media editions of a resource with the same title proper. The word “edition” or its abbreviation “ed.” (or its equivalents in other languages is not required in the qualifying term (if it is linguistically acceptable). A list of medium edition statements is given in the Annex 7.

e.g.

Ancient biomolecules (Online) = ISSN 1607-8411
Ancient biomolecules (Print) = ISSN 1358-6122

3.1.3.7. Issuing body or publisher

The name of the issuing body is used as the qualifying term when the title proper is generic (see 3.1.3.2) or when none of the above information is appropriate.

e.g.

Trait d'union (Ministère de la culture et de l'environnement) = ISSN 0220-2980
Trait d'union (Mutuelle complémentaire des retraités de l'Assistance publique) = ISSN 0336-9188

Economic bulletin (Institute of Grocery Distribution. Research Services) = ISSN 0261-8648
Economic bulletin (Economic Committee, Communist Party of Great Britain) = ISSN 0309-7854

The name of a commercial publisher can be used to qualify a key title when nothing else will serve to distinguish identical titles

e.g.

Marine science (Plenum) = ISSN 0160-273X
Marine science (Dekker) = ISSN 0362-1707
Note: Both serials have been published in New York since 1974.

3.1.3.8. Other bibliographic information

When issuing body, publisher, edition, place and/or date of publication do not adequately distinguish otherwise identical key titles other information, such as frequency, type of publication, etc., may be added as a qualifying term in the language of the title source.

e.g.

McCall's = ISSN 0024-8908
McCall's (Pattern book) = ISSN 0198-2478
Poligrafičeskaâ promyšlennost' (Ekspress-informaciâ) = ISSN 0130-8238
Poligrafičeskaâ promyšlennost' (Obzornaâ informaciâ) = ISSN 0134-9147

3.2. ISSN MARC: field 222

Use of this field is mandatory for all records (full and short).

The second indicator is used to indicate the number of characters (including spaces) to be disregarded in filing. The maximum number of characters (including spaces) which can be ignored in filing is nine.

Alternative method:

The number of characters to be disregarded in filing can be also indicated by using the Bibliographic Control Set (ISO 6630) characters 08/08 and 08/09 which are represented by NSB and NSE. Information in subfield &b is entered without parentheses. These are automatically generated.

Tag	Indicators		Subfield codes	Data elements	Repeatable
	1	2			
222	△	△ 1-9	&a &b	Key title Key title Added qualifying term (s) distinguishing otherwise identical key titles	no no no

EXAMPLES :

Boletín estadístico (Ministerio de Industria y Energía)
222△△&aBoletín estadístico&bMinisterio de Industria y Energía

A hét zeneműve
222△2&aA hét zeneműve
or
222△△&aNSBANSE hét zeneműve

Countryman (Bletchley)
222△△&aCountryman&bBlehtley

Archives européennes de sociologie
222△△&aArchives européennes de sociologie

La lettre V
222△3&aLa lettre V
or
222△△&aNSBLaNSE lettre V

Fauna norvegica. Serie B, Norwegian journal of entomology
222△△&aFauna norvegica. Serie B, Norwegian journal of entomology

4. ABBREVIATED KEY TITLE

The following rules are used to abbreviate the key titles in the languages using the Cyrillic, Greek and Latin alphabets. The key titles in languages using other alphabets are not abbreviated. In such cases, abbreviated key titles are not recorded.

The rules below are based on the international standard ISO 4: *Information and Documentation -- Rules for the abbreviation of title words and titles of publications*. The International Centre, which is designated by ISO to serve as Registration Authority of ISO 4, is also responsible of the maintenance of the “*List of title word abbreviations. Titles of serials and other continuing resources*”.

4.1. Rules for the abbreviation of key titles

See also Rules for word abbreviations (4.2).

An abbreviated key title is established by replacing each word of a key title by the corresponding abbreviation of the “*List of title word abbreviations. Titles of serials and other continuing resources*” and by omitting articles, prepositions and conjunctions. When an abbreviation for a particular word does not appear in the *List*, the instructions given in Rules for word abbreviations (4.2) are followed.

4.1.1. Key titles consisting of one word

Do not abbreviate key titles which consist of one word. In such cases the key title and the abbreviated key title are the same. When the key title consists of one word with an initial article or preposition, the word is not abbreviated (see also Articles, conjunctions and prepositions).

e.g.

Key title: *Nefrologia*
Abbreviated key title: *Nefrologia*
Key title: *The Comopolitan*
Abbreviated key title: *Cosmopolitan*
Key title: *Sans frontière*
Abbreviated key title: *Sans frontière*

4.1.2. Key titles consisting of one word and qualifying information

When a key title consists of a single word title and qualifying information, only the qualifying information is abbreviated.

e.g.

Key title: *Forum (Düsseldorf)*
Abbreviated key title: *Forum (Düsseld.)*
Key title: *Annales (Université catholique de Louvain)*
Abbreviated key title: *Annales (Univ. cathol. Louvain)*

4.1.3. Key titles consisting of one word and terms such as "supplement", etc.

When a key title consists of a single word title which is followed by a term such as part, section, series, supplement, etc. only such terms are abbreviated.

e.g.

Key title: *Medicina. Suplemento (Buenos Aires)*
Abbreviated key title: *Medicina, Supl. (B. Aires)*

4.1.4. Word order

In an abbreviated key title the word order follows that of the key title.

e.g.

Key title: *Bulletin of proceedings taken in the Supreme Court of Canada*
Abbreviated key title: *Bull. proc. taken Supreme Court Can.*

4.1.5. Capitalization

Capitalization of the abbreviated words follows the capitalization of the words in the key title.

e.g.

Key title: *Archiv für deutsche Postgeschichte*
Abbreviated key title: *Arch. dtsh. Postgesch.*

4.1.6. Punctuation

Keep all punctuation which occurs in a key title in its abbreviated key title, except commas and points. Omit commas and replace points by commas, except in the case of acronyms. All abbreviations, including contractions, ends in a point.

e.g.

Key title: *Acta Universitatis Carolinae. Iuridica*
Abbreviated key title: *Acta Univ. Carol., Iurid.*
Key title: *E.S.A. bulletin*
Abbreviated key title: *E.S.A. bull.*

4.1.7. Articles, conjunctions and prepositions

Omit articles, conjunctions and prepositions from abbreviated key titles except:

(a) prepositions at the beginning of a key title

e.g.

Key title : *Pour une géographie littéraire de la France*
Abbreviated key title: *Pour géogr. litt. Fr.*

(b) prepositions and articles which are integral parts of personal and place names

e.g.

Key title: *Los Alamos science*
Abbreviated key title: *Los Alamos sci.*

(c) prepositions which are part of expressions such as *in vivo*, *in vitro*, etc.

e.g.

Key title: *Journal of in vitro fertilization and embryo transfer*
Abbreviated key title: *J. in vitro fertil. embryo transf.*

4.1.8. Acronyms and initialisms

Do not abbreviate acronyms and initialisms.

e.g.

Key title: *AEG ontladingen*
Abbreviated key title: *AEG ontlad.*
Key title: *Revue du CETHEDC*
Abbreviated key title: *Rev. CETHEDC*

4.1.9. Names of issuing bodies

Abbreviate words in the names of issuing bodies in accordance with the rules in 4 ABBREVIATED KEY TITLE and Substitution of characters

e.g.

Key title: *Proceedings of the International Seed Testing Association*
Abbreviated key title: *Proc. Int. Seed Test. Assoc.*

Where national or international practice favours acronyms for the names of issuing bodies these may be used (see also Acronyms and initialisms).

e.g.

Key title: *The United Nations disarmament yearbook*
Abbreviated key title: *U.N. disarm. yearb.*

4.1.10. Special characters and symbols

Keep special characters or symbols which appear in a key title unchanged in the abbreviated key title except the ampersand "&" and the "+" when they are used for the conjunction "and".

e.g.

Key title: *Europe on \$... a day*
Abbreviated key title: *Eur. \$ day*
Key title: *2000 A.D. annual*
Abbreviated key title: *2000 A.D. annu.*
Key title: *Computer & Control abstracts*
Abbreviated key title: *Comput. control abstr.*
Key title: *Metall-Reinigung + Vorbehandlung*
Abbreviated key title: *Met.-Reinig. Vorbehandl.*

4.1.11. Sections

Retain words, numbers and letters which distinguish a section of a continuing resource. The words in the section title should also be abbreviated. Abbreviations of generic words such as part, section, series, etc. are omitted unless they are required for the purposes of identification.

e.g.

Key title: *Annales scientifiques de l'Université de Besançon. Géologie*
Abbreviated key title: *Ann. sci. Univ. Besançon, Géol.*
Key title: *Canadian journal of research. Section A, Physical sciences*
Abbreviated key title: *Can. j. res., A Phys. sci.*

4.1.12. Identical abbreviated key titles

Distinguish abbreviated key titles by adding a qualifying term as instructed in 3.1.3.1, 3.1.3.3 to 3.1.3.8. Such qualifying term is always abbreviated.

e.g.

Key titles: *Expériences et innovations en éducation*
Experiencias e innovaciones en educación
Experiments and innovations in education
Abbreviated key titles: *Expér. innov. éduc. (Ed. fr.)*
Exper. innov. educ. (Ed. esp.)
Exper. innov. educ. (Engl. ed.)

4.1.13. *Non-prescribed abbreviations present in the key titles*

When a key title contains an abbreviation which is different from the form prescribed in the “*List of title word abbreviations, Titles of serials and other continuing resources*” use the prescribed version in the abbreviated key title.

e.g.

Key title : *An. Pedeca*
Abbreviated key title: *Anu. Pedeca*

4.2. *Rules for word abbreviations*

See also Rules for the abbreviation of key titles

General procedure

Abbreviations which are permitted in abbreviated key titles are listed in the “*List of title word abbreviation. Titles of serials and other continuing resources*”.

When a word is not in the list, and a new abbreviation is expected, the National Centre communicates by letter, fax or e-mail, the following information to the International Centre:

ISSN, word, proposed abbreviation, language code

When a new abbreviation has been approved by the International Centre it is published in the “*List of title word abbreviations. Titles of serials and other continuing resources*”.

4.2.1. *Recommended methods of abbreviation*

The recommended method for abbreviation is by truncation, that is at least two letters must be dropped from the end of the word, for example :

e.g.

literature abbreviated to *lit.*

Words which are commonly contracted may be abbreviated in that manner according to the nature of languages and the national practices. In particular the suppression of vowels is frequent, for example:

e.g.

Zeitung abbreviated to *Ztg.*
könyvtár abbreviated to *kvt.*
karangan abbreviated to *krgn.*

Abbreviation to a single letter is limited to very frequently used generic words, for example:

e.g.

journal abbreviated to *j.*
Zeitschrift abbreviated to *Z.*

Whether the method of abbreviation is truncation or contraction, or a combination of these methods, at least two letters shall be dropped from the word to be abbreviated.

A full stop should be used to indicate an abbreviation, and is required after all abbreviations.

4.2.2. *Diacritics*

Do not omit diacritics from abbreviations.

e.g.

ábrázolás abbreviated to *ábráz.*
médecine abbreviated to *méd.*
Überwachung abbreviated to *Überwach.*

4.2.3. *Artificial words*

Artificial words should be retained as they appear in the key title. However, new word coinages which are likely to become an accepted part of the language should be abbreviated.

e.g.

Diamat not abbreviated
chemtech not abbreviated
sharemarket not abbreviated
narcoterrorist not abbreviated

4.2.4. *Plural forms*

Use the same abbreviation for both the singular and plural forms of words when the spelling of the abbreviation is not affected by the change from singular to plural.

e.g.

library, libraries abbreviated to *libr.*
Jahrbuch, Jahrbücher, abbreviated to *Jahrb.*

Use different abbreviated forms when the method of abbreviation is by contraction and the change from singular to plural affects the spelling of the abbreviation.

e.g.

country abbreviated to *ctry.*
countries abbreviated to *ctries.*
national abbreviated to *natl.*
nationaux abbreviated to *natx.*

The plural form may be abbreviated even when the singular form is not provided that at least two letters are dropped from the original word to form the abbreviation.

e.g.

child not abbreviated
children abbreviated to *child.*

4.2.5. *Other inflected forms*

Use the same abbreviations for all inflected forms of a word.

e.g.

promyšlennost'
promyšlennosti } all abbreviated to *prom.*
promyšlennostej

4.2.6. *Derivatives*

When orthographic changes in a derivative form change the part of the word used as the abbreviation, the original word and its derivative have different abbreviated forms.

e.g.

Scotland abbreviated to *Scotl.*
Scottish abbreviated to *Scott.*

When orthographic changes do not affect the abbreviation for the derivative form, the abbreviation for the derivative and root forms should be the same.

e.g.

physics abbreviated to phys.
physical abbreviated to phys.
organization abbreviated to organ.
organis  abbreviated to organ.

The derivative of a word may be abbreviated even when the root form is not abbreviated.

e.g.

Gefahr not abbreviated
gef hrlich abbreviated to gef hrl.

A derivative of a word which has acquired a different meaning by the adjunction of a term having a specific abbreviation or a different morphological structure should have a different abbreviation.

e.g.

information abbreviated to inf.
informatique abbreviated to inform.
psychical abbreviated to psych.
psychoeducation abbreviated to psychoeduc.
psychology abbreviated to psychol.

4.2.7. *Appended articles*

In languages where articles are appended to words, the same abbreviation shall be used for a word with an appended article or without one.

e.g.

relation
Relationerne } both abbreviated to relat.

4.2.8. *Grammatical prefixes*

In some languages, such as the Malay and Indonesian languages, the prefixes before the nouns or the verbs have grammatical functions. These grammatical prefixes should be suppressed or reduced in the abbreviations.

e.g.

diperluas abbreviated to prls.
berwarna abbreviated to wrn.
kemasyarakatan abbreviated to kmsyrk.

4.2.9. *Semantically unrelated words*

Unrelated words shall have different abbreviations.

e.g.

ind. is correct for industrial, industrie, industry, etc;
but is not correct for Indian, indication, induced, etc.

4.2.10. Compound words

When a compound word consists of components each of which has an abbreviation in the "*List of title word abbreviations. Titles of serials and other continuing resources*", abbreviate each component, and separate the abbreviations by a point without a space.

However, points with the exception of the last one may be omitted if required by national practice.

e.g.

Forschungstechnologie abbreviated to *Forsch.technol.*
informatiedossier abbreviated to *inf.doss.*
gazdaságstatisztika abbreviated to *gazdstat.*

Keep hyphens which appear in compound words in the abbreviated forms. Separate each part of the abbreviation by a point and the hyphen, without spaces.

e.g.

médecin-radiologue abbreviated to *méd.-radiol.*
technisch-industriell abbreviated to *tech.-ind.*

When a compound word consists of a word which has an abbreviation in the "*List of title word abbreviations. Titles of serials and other continuing resources*" and a component which has no abbreviation, only the relevant part of the word shall be abbreviated. When these components are separated by a hyphen, keep the hyphen in the abbreviation.

e.g.

hydrogeology abbreviated to *hydrogeol.*
cartography abbreviated to *cartogr.*
bio-acoustics abbreviated to *bio-acoust.*

4.2.11. Names of persons

The names of persons are not abbreviated. The adjectives formed from names of persons may be abbreviated.

e.g.

Mozart not abbreviated
mozartien abbreviated to *mozart.*

4.2.12. Place names

The names of geographical locations i.e. town, state, province or country may be abbreviated.

The towns should be abbreviated when they are important cities or frequently used in the titles or when the names are ended by suffixes like -burgh, -ton, -ville, etc.

e.g.

New York abbreviated to *N.Y.*
Southampton abbreviated to *Southampt.*

4.2.13. Substitution of characters

Do not include characters in an abbreviation which are not present in the word being abbreviated.

e.g.

premier correct abbreviation *prem.*
incorrect abbreviation *1er*

4.3. ISSN MARC: field 210

Use of this field is optional, but recommended for scientific and technical continuing resources.

Tag	Indicators		Subfield codes	Data elements	Repeatable
	1	2			
210	△	△	&a	Abbreviated key title	no
			&b	Abbreviated qualifying information distinguishing otherwise identical key titles	no
			&c	Abbreviated qualifying information distinguishing identical abbreviated key titles	no

EXAMPLES

222△3&aLa co-action&bEd. française

210△△&aCo-action&bEd. fr.

222△3&aLa co-action&bEnglish ed.

210△△&aCo-action&bEngl. ed.

5. INFORMATION CODES

5.1. General information codes

5.1.1. Date of the record creation

Used to indicate the date when the record was created by the ISSN Centre. It is introduced in the following form:

YYMMDD

YY represents the decade and the year for example 88

MM represents the month for example 02 or 11

DD represents the day, for example 07 or 26

5.1.2. Publications status

Used to indicate whether or not a continuing resource is still published under the given title. When it is uncertain whether or not a continuing resource is still published its status is indicated as "unknown". The codes allowed are:

c	currently published title
d	title no longer being published
?	status unknown

5.1.3. Start and end dates of publication

The year when a continuing resource was first published under the given title or the beginning year of coverage if coverage differs from publication is indicated in subfield &c – and the year when it was last published under that title or the final date of coverage if coverage differs from publication is indicated in subfield &d. Question marks are used to indicate uncertainty:

e.g.

1974: date
?973: probable date
200?: year within decade uncertain
19??: decade uncertain
????: date unknown

When the code in subfield &b is c (current) or ? (unknown), subfield &d (end date) must be left blank or contains 9999.

When the code in &b is d (dead), subfield &d must contain an end date (that can be a probable, uncertain date, or designation of an unknown end date: ????):

e.g.

<i>status: current</i>	<i>%008&bc&c1956&d9999</i>
<i>status: unknown</i>	<i>%008&b?&c1956&d9999</i>
<i>status: dead</i>	<i>%008&bd&c1956&d1979</i>
	<i>%008&bd&c1956&d197?</i>
	<i>%008&bd&c1956&d????</i>

5.1.4. *Country of publication*

A three character code indicates the country of publication. The codes used are listed in the international standard ISO 3166: *Code for the representation of names of countries and their subdivisions – Part 1: Country codes* (See Annex 3).

The country of publication is determined from the address of the publisher. If several addresses appear on the continuing resource, the country of publication is determined from the address given most typographical prominence, or from the first printed when no address is given prominence:

e.g.

Bruxelles: Presses Universitaires; Paris: Eyrolles
Country of publication: Belgium
Country of publication code: bel

The code "int" is used for those international organizations whose publications the International Centre has responsibility for registering.

5.1.5. *Frequency of publication*

The codes allowed are:

u	continuously updated
d	daily
i	three times a week
c	semi-weekly (twice a week)
w	weekly
j	three times a month
e	biweekly (every two weeks)
s	semi-monthly (twice a month)
m	monthly
b	bimonthly
q	quarterly
t	three times a year
f	semi-annual (twice a year)
a	annual
g	biennial (every two years)
h	triennial (every three years)
z	other frequencies
k	irregular (known to be so)
?	unknown

In the case of continuing resources which cumulate, the basic frequency is recorded, for example, *The British national bibliography* which is issued weekly, and cumulates four monthly and annually is recorded as "weekly".

5.1.6. *ISSN Centre code*

Each ISSN centre has been assigned either a one character code in the range 0-9 or a-w, or a two characters code in the range p1-p5 or 10-99 (see Annex 3).

5.1.7. *Type of continuing resource*

A one character code indicates the type of the continuing resource. The codes allowed are:

d	database
l	updating loose-leaf
m	monographic series
n	newspaper
p	periodical
w	updating Web site
z	none of those types
?	type unknown

See Glossary (Annex 1) for definitions.

5.1.8. *Alphabet of original title*

A one character code indicates the original script of the title used for the establishment of the key title. This facilitates identification and reversion to the original script. The codes allowed are:

a	basic roman
b	roman (extended)
c	Cyrillic
d	Japanese
e	Chinese
f	Arabic
g	Greek
h	Hebrew
i	Thai
j	Devanagari
k	Korean
l	Tamil
z	other

The code b: roman (extended) is used for all languages using the roman alphabet and which uses diacritics, even if the title in hand does not contain diacritics, for example: *Journal de physique* would have code b, and *Journal of Physics* would have code a.

5.1.9. *Language of publication code*

A three character alphabetic code indicates the languages of the text. The codes are taken from the latest version of the *MARC Code List for Languages* (Washington, D.C.: Network Development and Marc Standards Office, Library of Congress, ISBN 0-8444-1012-8). (See Annex 4)

If the text of the of the continuing resource is in more than one language, or if there are summaries or abstracts of the contents in other languages, the code "mul" is used.

If the continuing resource is a translation of another continuing resource the language recorded is the one of the translation.

If the language cannot be determined by the ISSN Centre, or if it does not appear in the list, the code "und" (undetermined) is used.

5.1.10. *Physical medium*

A two-character alphabetic code indicates the medium of the continuing resource. The codes allowed are:

tx	printed text [includes fax]
tb	Braille
cd	CD-ROM or computer disk (laser-optical) [includes DVD]
cf	computer disk (magnetic)

ct	computer tape
co	on-line (remote) [includes e-mail]
he	microfiche
hd	microfilm
sc	sound recording (cassette)
vx	video recording
zn	multiple physical forms
zz	other physical medium
zu	unknown

5.1.11. ISSN MARC: field 008

Use of this field is mandatory for all records (full and short). All codes must be entered in lower case.

Tag	Subfield codes	Data elements	Repeatable
008		Information codes	no
	&a	Date of the record creation	no
	&b	Publication status	no
	&c	Start date	no
	&d	End date	no
	&e	Country of publication	no
	&f	Frequency	no
	&g	Centre code	no
	&h	Type of publication	no
	&i	Alphabet of original title	no
	&j	Language of publication	no
	&k	Physical medium	no

EXAMPLE

008&a001206&bc&c1965&d9999&eusa&fq&g 1&hp&ia&jeng&ktx

5.2. Record management information

This field contains a set of data to be used for record management to trace the "history" of the record. It can also be used to refer to an issue of an ISSN product – such as ISSN Compact or ISSN Online – where the record is present.

5.2.1. ISSN MARC: field 012

Use of this field is mandatory for all records (full and short).

Tag	Indicators		Subfield codes	Data elements	Repeatable
	1	2			
012	△	△		Record management field	no
			&v	Version number	no
			&a	Date of record creation	no
			&b	Date of latest correction	no

EXAMPLES

New record created on 25 November 1996

012△△&v00&a19961125

The same record corrected on 18 February 1998
 012△△&v01&a19961125&b19980218

The same record corrected on 14 July 2002 (after several other corrections)
 012△△&v12&a19961125&b20020714

5.3. *CODEN and other codes*

This field contains CODEN and other codes.

The CODEN designation is an identifier assigned to scientific and technical periodical titles by the Chemical Abstracts Service. It consists of six characters.

The other codes are defined for specific uses by the International Centre, for example specific codes are recorded for continuing resources published by United Nations.

5.3.1. *ISSN MARC: field 030*

Use of this field is optional for all records (full and short)..

Tag	Indicators		Subfield codes	Data elements	Repeatable
	1	2			
030	△	△	&a &b	CODEN and other codes CODEN Other codes	no no yes

EXAMPLES

030△△&aIRCNAK

030△△&bBN 300&bCD 227

030△△&bNU001

6. CLASSIFICATION

Classification of the subject content of continuing resources may serve as subject access to individual records. Two classification schemes are permitted, the Universal Decimal Classification (UDC) and the Dewey Decimal Classification (DDC). The International Centre uses UDC, but other Centres may choose to use either UDC or DDC, or both.

So that subject content is adequately reflected Centres may assign more than one class number where appropriate.

6.1. UDC. Universal Decimal Classification

A Centre may use either the edition chosen as common reference edition (which is the most recent abridged English edition) or the latest edition in its own language. Where this latter is used, the Centre should check the class numbers against those in the common reference edition, and where numbers are different both should be entered. The + and / signs cannot be used.

6.1.1. ISSN MARC: field 080

Use of one or other of the two classification fields (field 080 or 082) is mandatory for full records.

Tag	Indicators		Subfield codes	Data elements	Repeatable
	1	2			
080	△	△	&a &b	UDC number Common reference edition number Other edition number	no yes yes

EXAMPLE

080△△&a631&a082.1

6.2. DDC. Dewey Decimal Classification

A Centre may use either the edition chosen as common reference edition (which is the most recent English edition) or the latest edition in its own language. Where this latter is used, the Centre should check the class numbers against those in the common reference edition, and where numbers are different both should be entered.

6.2.1. ISSN MARC: field 082

Use of one or other of the two classification fields (field 080 or 082) is mandatory for full records.

Tag	Indicators		Subfield codes	Data elements	Repeatable
	1	2			
082	△	△	&a &b	DDC number Common reference edition number Other edition number	no yes yes

EXAMPLE

082△△&b610&b368

7. TITLE PROPER

The title proper is established in accordance with the rules of ISBD(CR).

7.1. ISSN MARC: field 245

Use of this field is mandatory for full records.

The second indicator is used to indicate the number of characters (including spaces) to be disregarded in filing.

The maximum number of characters (including spaces) which can be ignored in filing is nine.

Alternative method:

The number of characters to be disregarded in filing can be also indicated by using the Bibliographic Control Set (ISO 6630) characters 08/08 and 08/09 which are represented by NSB and NSE.

Information in subfield &b is entered without parentheses. These are automatically generated.

Tag	Indicators		Subfield codes	Data elements	Repeatable
	1	2			
245	△	△ 1-9	&a &s &u	Title proper Title or common title part of the title proper Section, subseries, supplement designation Section, subseries, supplement title	no no yes yes

EXAMPLES

222 △△&aBulletin&bCanadian Association of Medical Record Librarians. 1944

245 △△&aBulletin

222 △△&aFauna norvegica. Serie B, Norwegian journal of entomology

245 △△&aFauna norvegica&sSerie B&uNorwegian journal of entomology

8. *VARIANT TITLES*

This field is used to record titles other than the key title. Such titles include variant titles found on the resources themselves such as cover titles or parallel titles; minor title changes which have not resulted in the assignment of new ISSN and key titles; and expanded forms of the key title which are provided as alternate access points. Variant titles are transcribed from the resource while expanded forms are supplied by the cataloguer. Variant titles do not have to be made unique.

This field is also used to record other title information (especially subtitles) if these titles are needed for the identification of a resource, and titles by which a resource is commonly known, even if that title does not appear on the resource.

When an acronym, a number, a symbol, etc. is present in the key title, the cataloguer should construct a variant title which includes the expanded form of the acronym, number or symbol.

8.1. *ISSN MARC: field 246*

Use of this field is mandatory, if applicable, for full records.

Tag	Indicators		Subfield codes	Data elements	Repeatable
	1	2			
246	△	0		Variant title Access to portions of titles and developed forms of key titles	yes
		1 3 4		Parallel titles Other forms of titles not specified Cover title	
			&a	Title	no

EXAMPLES

222△△&aInternationale Zeitschrift für Elektrowärme

246△1&aJournal international d'électrothermie

246△1&a International journal on electro-heat

222△△&aStatistik von Niedersachsen

246△3&aStatistik Niedersachsen

222△△&a37 design environment projects

246△0&aThirty-seven design environment projects

222△△&aJournal of accident & emergency medicine

246△0&aJournal of accident and emergency medicine

9. IMPRINT

9.1. *Place of publication*

Record the name of the city or town of publication in the form given on the publication. When there is more than one place of publication given, record each one in the order in which it appears. When there is more than one place of publication but only one publisher, repeat subfield &a before entering subfield &b:

e.g.

260△△&aParis&bC.N.R.S.
260△△&aNew York&aLondon&bPergamon Press

The place of publication may be qualified by the name of the larger geographical unit which contains it to distinguish it from another place with the same name, e.g. Boston, Mass.

If no place of publication is given, enter the abbreviation S.l. (sine loco = without place) in square brackets in subfield &a.

If the place of publication changes, an update of the subfield is recommended according to the information given on the current issue.

9.2. *Publisher*

Give the name of the publisher in the shortest form in which it can be understood and identified internationally. When more than one publisher is given, record each one in the order it appears.

e.g.

260△△&aOxford&aLondon&aEdinburgh&aMelbourne&bBlackwell Scientific Publications
260△△&aBerkeley, Calif.&bUniversity of California Press

If no publisher's name is given, enter the abbreviation s.n. (sine nomine = without name) in square brackets in subfield &b.

If the publisher changes, an update of the subfield is recommended according to the information given on the current issue.

9.3. *Date of publication*

Record a date or approximate date of publication which differs from that which is given in field 008.

9.4. *ISSN MARC: field 260*

Use of this field is mandatory for all records (full and short).

Tag	Indicators		Subfield codes	Data elements	Repeatable
	1	2			
260	△	△	&a &b &c	Imprint Place of publication Publisher Date of publication different from that in field 008	yes yes yes yes

10. COVERAGE BY ABSTRACTING & INDEXING PUBLICATIONS

Record the ISSN and the key title of the abstracting or indexing journal or, if there is no journal, the name of the abstracting or indexing service. The name of the organization responsible for the abstracting or indexing service should not be recorded, for example, record Bulletin signalétique, but not CNRS.

10.1. ISSN MARC: field 510

Use of this field is optional.

Tag	Indicators		Subfield codes	Data elements	Repeatable
	1	2			
510	△	△	&t &x	Coverage by abstracting and indexing publications Key title ISSN	yes no no

EXAMPLE

510△△&tGeophysical research abstracts&x1029-7006

11. ISSUING BODY

11.1. Issuing body as on title source

Record the name of the issuing body in the sequence and form in which it appears on the publication. When the name of the issuing body is given on the publication in different languages, record each one by repeating subfield &a. When more than one issuing body is named, record each one by repeating the field. Initial articles must be omitted as there is no provision for them to be ignored automatically in the filing arrangement.

11.2. ISSN MARC: field 550

Use of one or other of the two issuing body fields (field 550 or 710) is mandatory, if applicable, for full records.

Tag	Indicators		Subfield codes	Data elements	Repeatable
	1	2			
550	△	△	&a	Name of issuing body as on title source Name	yes yes

EXAMPLES

550△△&aEconomics and Management Department,
Edinburgh School of Agriculture

550△△&aDepartment of Education and Science

550△△&aInternational Water Supply Association&aAssociation internationale des distributions de
l'eau&aInternationale Wasserversorgungsvereinigung

11.3. Issuing body as established by national bibliographies

Record the name of the issuing body or the name of a conference according to the rules of the national bibliography of the country. Initial articles must be omitted as there is no provision for them to be ignored automatically in the filing arrangement.

11.4. ISSN MARC: field 710

Use of one or other of the two issuing body fields (field 550 or 710) is mandatory, if applicable, for full records.

Tag	Indicators		Subfield codes	Data elements	Repeatable
	1	2			
710		△		Name of issuing body or conference as established by national cataloguing practice	
	0		&a	Name of issuing body	yes
	1		&a	Name of conference	no

EXAMPLES

7100△&aBritish Israel World Federation

7100△&aEdinburgh School of Agriculture. Economics and Management Department

12. LINKING ENTRIES

When linked titles are registered, the information can be transmitted by key title and ISSN or by ISSN only. When only the ISSN is transmitted, the key title will be inserted automatically by the International Centre exactly as it appears in field 222.

The ISSN is recorded as two groups of four digits separated by a hyphen, without the prefix ISSN.

12.1. *Is other language edition of*

When the continuing resource in hand is a translation or an edition in another language of another continuing resource, record the key title and ISSN or the ISSN alone of the original continuing resource in this field.

The field has no subfield for qualifying information, and the parentheses must be provided by the cataloguer when necessary.

12.1.1. *ISSN MARC: field 759*

Use of this field is mandatory, if applicable, for full records.

Tag	Indicators		Subfield codes	Data elements	Repeatable
	1	2			
759	2	△	&t &x	Is other language edition of Key title ISSN	no no no

EXAMPLES

022△△&a0143-3113

222△△&aBulletin&bAssociation écossaise d'auteurs dramatiques

7592△&tNewsletter (Scottish Society of Playwrights)&x0143-3121

or

7592△&x0143-3121

12.2. *Has other language edition(s)*

Record in this field the key title and ISSN or the ISSN alone of each translation or other language edition which the publication in hand may have.

The field has no subfields for qualifying information, and parentheses must be provided by the cataloguer when necessary.

12.2.1. *ISSN MARC: field 769*

Use of this field is mandatory, if applicable, for full records.

Tag	Indicators		Subfield codes	Data elements	Repeatable
	1	2			
769	2	△	&t &x	Has other language edition(s) Key title ISSN	yes no no

EXAMPLES

222 △△&aSiemens-Zeitschrift

7692 △&tRevue Siemens&x0302-2536

7692 △&tRevista Siemens&x0341-6461

7692 △&tSiemens review&x0302-2528

or

7692 △&x0302-2536

7692 △&x0341-6461

7692 △&x0302-2528

12.3. Is subseries of

When the continuing resource in hand is a subseries of another continuing resource title, record the key title and ISSN or the ISSN alone of the main series in this field.

This field has no subfields for qualifying information, and parentheses must be provided by the cataloguer when necessary.

12.3.1. ISSN MARC: field 760

Use of this field is mandatory, if applicable, for full records.

Tag	Indicators		Subfield codes	Data elements	Repeatable
	1	2			
760	2	△	&t &x	Is subseries of Key title ISSN	yes no no

EXAMPLES

022 △△&a0143-1803

222 △△&aGuide to small business systems

7602 △&tComputer guides for the businessman&x0143-1773

or

7602 △&x0143-1773

12.4. Has subseries

Record in this field the key title and ISSN or the ISSN alone of each subseries which the publication in hand may have.

The field has no subfields for qualifying information, and parentheses must be provided by the cataloguer when necessary.

12.4.1. ISSN MARC: field 762

Use of this field is mandatory, if applicable, for full records.

Tag	Indicators		Subfield codes	Data elements	Repeatable
	1	2			
762	2	△	&t &x	Has subseries Key title ISSN	yes no no

EXAMPLES

022△△&a0143-1773

222△△&aComputer guides for the businessman

7622△&tGuide to word processing systems&x0143-1811

7622△&tGuide to small business systems&x0143-1803

7622△&tGuide to production control systems&x0143-3091

7622△&tGuide to data communications and terminals for small systems&x0260-8995

7622△&tGuide to systems for practising accountant&x0260-9002

or

7622△&x0143-1811

7622△&x0143-1803

7622△&x0143-3091

7622△&x0260-8995

7622△&x0260-9002

12.5. Has other physical medium

Record in this field the key title and ISSN or the ISSN alone of each other physical medium edition which the publication in hand may have.

The field has no subfields for qualifying information, and parentheses must be provided by the cataloguer when necessary.

12.5.1. ISSN MARC: field 776

Use of this field is mandatory, if applicable, for full records.

Tag	Indicators		Subfield codes	Data elements	Repeatable
	1	2			
776	2	△	&t &x	Has other physical medium edition Key title ISSN	yes no no

EXAMPLES

222△△&aTeledisk online

7762△&tTeledisk&x1420-5238

or

7762△&x1420-5238

222△△&aAlternative health international&bOnline

7762△&tAlternative health international (Print)&x1420-3330

or

7762△&x1460-3330

12.6. Is inset or supplement to

When the publication in hand is published as an inset in or as a supplement to one or more continuing resources, record the key title and ISSN or the ISSN alone of the other continuing resource(s) in this field.

This field has no subfields for qualifying information and parentheses must be provided by the cataloguer, when necessary.

12.6.1. ISSN MARC: field 779

Use of this field is mandatory, if applicable, for full records.

Tag	Indicators		Subfield codes	Data elements	Repeatable
	1	2			
779	2	△	&t &x	Is inset in or supplement to Key title ISSN	yes no no

EXAMPLES

222 △ △ &a IFLA communications

7792 △ &t Libri (København) &x 0024-2667

or

7792 △ &x 0024-2667

222 △ △ &a Zeitschrift für Mission

7792 △ &t Literaturschau zu Fragen der Weltmission &x 0342-9466

or

7792 △ &x 0342-9466

222 △ △ &a Geartest

7792 △ &t Boat technology international &x 0144-4034

or

7792 △ &x 0144-4034

12.7. Has inset or supplement(s)

When the title in hand has one or more insets or supplements, record the key title and ISSN or the ISSN alone of each inset or supplement in this field.

This field has no subfields for qualifying information, and parentheses must be provided by the cataloguer where necessary.

12.7.1. ISSN MARC: field 789

Use of this field is mandatory, if applicable, for full records.

Tag	Indicators		Subfield codes	Data elements	Repeatable
	1	2			
789	2	△	&t &x	Has inset or supplement(s) Key title ISSN	yes no no

EXAMPLES

222 △ △ &a Libri &b København

7892 △ &t IFLA communications &x 0109-5366

or

7892 △ &x 0109-5366

222 △ △ &a Boat technology international

7892 △ &t Geartest &x 0308-6437

or

7892 △ &x 0308-6437

12.8. Former title(s)

When a continuing resource title continues another title or titles (in whole or in part), or when it results from the splitting of one title into two or more other titles, or when it results from the merger of two or more titles, or when it absorbs another title or titles (in whole or in part), record the key title and ISSN or the ISSN alone of each continuing resource which is continued, split, merged or absorbed in this field. However, it may be allowed to record a title alone (without ISSN) of an old continuing resource.

This field has no subfields for qualifying information, and parentheses must be provided by the cataloguer when necessary.

Most of second indicators are mutually exclusive. The only combinations permitted are the following:

- second indicator 0 and second indicator 5
- second indicator 0 and second indicator 6
- second indicator 1 and second indicator 5
- second indicator 1 and second indicator 6

12.8.1. ISSN MARC: field 780

Use of this field is mandatory, if applicable, for full records.

Tag	Indicators		Subfield codes	Data elements	Repeatable
	1	2			
780	△	0 1 4 5 6	 &t &x	Former title Continues Continues in part Formed by the union of ... and ... Absorbed Absorbed in part Key title ISSN	yes yes yes

EXAMPLES

222△△&aPaint & resin

780△0&tPaint manufacture&x0030-9508

or

780△0&x0030-9508

222△△&aPublic transport plan&bHertfordshire County Council

780△1&tTransport policies and programmes (Hertfordshire County Council)&x0260-5430

or

780△1&x0260-5430

222△△&aUrbandoc news

780△4&tUrbandoc news (UK ed.)&x0141-6227

780△4&tUrbandoc news (International ed.)&x0141-6235

or

780△4&x0141-6227

780△4&x0141-6235

222△△&aMotor transport&bLondon

780△5&tBus & coach&x0027-206X

or

780△5&x0027-206X

12.9. Successor title(s)

Record in this field the key title and ISSN or the ISSN alone of the continuing resource title(s) which continues the title in hand (in whole or in part), or which absorbs it (in whole or in part) or which has resulted from a split of the title in hand or its merger with another title.

When a title has split into two or more other titles, or when it has merged with one or more other titles, the key title and ISSN or the ISSN alone of each title is recorded.

This field has no subfields for qualifying information, and parentheses must be provided by the cataloguer when necessary.

To show that a title has been merged with another title to form a third title, use second indicator value 7 for the title with which the title in hand has been merged, and second indicator value 8 for the title which has been formed from the merger. Both second indicators 7 and 8 must be recorded.

Most of second indicators are mutually exclusive. The only combinations permitted are the following:

- second indicator 1 and second indicator 5
- second indicator 7 and second indicator 8

12.9.1. ISSN MARC: field 785

Use of this field is mandatory, if applicable, for full records.

Tag	Indicators		Subfield codes	Data elements	Repeatable
	1	2			
785	△	0 1 4 5 6 7 8	 &t &x	Successor title (s) Continued by Continued in part by Absorbed by Absorbed in part by Split into ... and ... Merged with ... to form ... Key title ISSN	yes yes yes

EXAMPLES

222△△&aRevue française d'entomologie

785△4&tAnnales de la Société entomologique de France&x0037-9271

or

785△4&x0037-9271

222△△&aZeBRA news

785△6&tZeBRA news (Ed. española)&x1027-9059

785△6&tZeBRA news (English ed.)&x1027-9067

785△6&tZeBRA news (Ed. française)&x1028-3870

or

785△6&x1027-9059

785△6&x1027-9067

785△6&x1028-3870

Woodworking industry = ISSN 0043-7786 which was merged with Timber trades journal and woodworking machinery = ISSN 0040-7798 to form Timber trades journal & wood processing = ISSN 0262-6071, is coded thus:

222△△&aWoodworking industry

785△7&tTimber trades journaland woodworking machinery&x0040-7798
 785△8&tTimber trades journal& wood processing&x0262-6071
 or
 785△7&x0040-7798
 785△8&x0262-6071
 and
 222△△&aTimber trades journal and woodworking machinery
 785△7&tWoodworking industry&x0043-7786
 785△8&tTimber trades journal & wood processing&x0262-6071
 or
 785△7&x0043-7786
 785△8&x0262-6071

12.10. Related title(s)

Record in this field the key title and ISSN or the ISSN alone of any other continuing resource which is related to the title in hand in a manner not specified elsewhere. Do not record key titles and ISSN entered in another linking field.

This field has no subfields for qualifying information, and parentheses must be provided by the cataloguer when necessary.

12.10.1. ISSN MARC: field 787

Use of this field is mandatory, if applicable, for full records.

Tag	Indicators		Subfield codes	Data elements	Repeatable
	1	2			
787	2	△	&t &x	Related title(s) Key title ISSN	yes no no

EXAMPLES

222△△&aWorking paper&bSchool Technology Forum
 7872△ &tOccasional paper (School Technology Forum)&x0144-4026
 or
 7872△&x0144-4026

222△△&aOccasional paper&bSchool Technology Forum
 7872△&tWorking paper (School Technology Forum)&x0142-2243
 or
 7872△&x0142-2243

13. ELECTRONIC LOCATION AND ACCESS

Record in this field the electronic location from which a continuing resource is available as well as the information needed to access the continuing resource by the method identified by the first indicator. The electronic location, introduced by the value "0" in the second indicator, corresponds to the electronic continuing resource described by the bibliographic record. Provide electronic access data in a standard syntax for locating an object using existing Internet protocols.

The value "2" in the second indicator can be used:

- to record the URL of the publisher Web site in charge of the resource recorded
- to record the URL of a secondary online resource that is related to the resource recorded.

13.1. ISSN MARC: field 856

Use of this field is mandatory, if applicable, for full records.

Tag	Indicators		Subfield codes	Data elements	Repeatable
	1	2			
856	0 1 4	0 2	&u	Electronic location and access Access method through email Access method through FTP Access method through HTTP Resource Related resource URL	yes yes

EXAMPLES

Newsletter by email

85600&umailto:mtruthl-suscribe@makelist.com

Continuing resource by FTP

85610&uftp://path.net/pub/

Different continuing resources on the World Wide Web

85640&uhttp://www2.tricity.wsu.edu/aenews/

85640&uhttp://builder.bham.ac.uk

One continuing resource with two accesses on the World Wide Web

85640&uhttp://physrev.physiology.org

&uhttp://intl.physrev.physiology.org

14. ANNEXES

14.1. Annex 1: Glossary

Definitions are given for those terms used in the ISBD(CR) in a special sense, or in one of several senses in general use. Some terms used in the normal bibliographic sense are also defined.

Abbreviated key title	The key title abbreviated for bibliographic citation in accordance with the rules in Section 4 of this Manual.
Absorption	The incorporation of one or more continuing resources into another continuing resource, with the absorbed continuing resources typically losing their separate identities.
Accent	Broadly, any mark, point or sign used with a letter whether functional or not. (See also Diacritic)
Accompanying material	Any material issued with the main part(s) of the bibliographic resource being described, and intended to be used with it. (See also Insert/Inset)
Accompanying material statement	A brief description of accompanying material.
Acronym	A word formed from the initial letter or letters of each of the successive parts or major parts and/or each of the successive words or major words of a compound term, such as the name of a corporate body or a title. (See also Initialism)
Alternative title	The second part of a title proper that consists of two parts (each of which has the form of a title), joined by the word “or” or its equivalent in another language.
Analytical title page	A title page chosen as the basis of description for part of a bibliographic resource for which a comprehensive description is also made, e.g. the title page of a monograph within a monographic series.
Area	A major section of the bibliographic description, comprising data of a particular category or set of categories.

Avant-titre	Other title information introducing the title proper, and occurring above the bibliographic resource's title proper on the title page or title page substitute.
Bibliographic description	A set of bibliographic data recording and identifying a bibliographic resource.
Bibliographic resource	An expression or manifestation of a work or an item that forms the basis for bibliographic description. A bibliographic resource may be in any medium or combination of media and may be tangible or intangible.
Caption title	The title of a bibliographic resource given at the beginning of the first page of the text.
Check digit	A digit, usually the last, by which the accuracy of transcription of a number may be verified. The check digit of the ISSN is always the last.
Colophon	A statement usually at the end of a bibliographic resource giving information about its publication or printing, and in some cases, other bibliographic information, including the title.
Common title	That part of the title that is carried by a group of related bibliographic resources in addition to their different section titles. The common title serves to indicate this relationship and together with the section title identifies a given bibliographic resource. The common title may also be common to a main bibliographic resource and its supplement (s) or insert(s) / inset (s) and to a main series and its sub-series in cases where the supplement(s), insert(s) / inset(s), or sub-series has (have) dependent title (s).
Continuing resource	A bibliographic resource that is issued over time with no predetermined conclusion. Continuing resources include serials and ongoing integrating resources.
Corporate body	Any organization or group of persons and/or organizations that is identified by a particular name. This includes named occasional groups and events, such as meetings, conferences, congresses, expeditions, exhibitions, festivals, and fairs. Typical examples of corporate bodies are associations, institutions, business firms, non-profit enterprises, governments, government agencies, religious bodies, and conferences. (See also Issuing body)
Cover	The outer covering of a bibliographic resource, of whatever material.
Cover title	The title printed on the (original) front cover of a bibliographic resource.

Cumulation	The progressive addition of new material to previously arranged material, maintaining the same order of arrangement; a publication containing such cumulated material.
Database	A collection of logically interrelated data stored together in one or more computerized files, usually created and managed by a database management system.
Data element	The smallest unit of information. Within a variable field identified by a subfield code to form a subfield. Within a fixed length field it is identified by its character position.
Dependent title	A title that by itself is insufficient to identify a bibliographic resource and that requires the addition of the common title. Examples are section titles, some supplement or insert / inset titles, and some titles of sub-series.
Dependent title designation	Numbering that alone or in conjunction with a dependent title serves to distinguish one of two or more related continuing resources having a common title (See also Section designation, Sub-series designation.)
Diacritic	A modifying mark or sign over, under, after or through an orthographic or phonetic character or combination of characters indicating a phonetic or semantic value different from that given by the unmarked or otherwise marked character. (See also Accent)
Edition	All the copies of a bibliographic resource produced from substantially the same original input and issued by the same agency or group of agencies or a person, whether by direct contact or by photographic or other methods. (See also Facsimile reprint)
Edition statement	A word or phrase, or a group of characters, indicating that a bibliographic resource belongs to an edition.
Element	A word or phrase, or a group of characters, representing a distinct unit of bibliographic information and forming part of an area of the bibliographic description.
Facsimile reprint	A bibliographic resource in which the main text is reproduced exactly from an earlier edition.
Field	Any sequence of character positions within a record, the contents of which may be regarded as forming a unit. In ISSN format, fields are identified by tags.
Former title	An earlier title of a continuing resource that has continued under another title (in whole or in part), or has merged with another continuing resource under another title or titles, or has been absorbed by another continuing resource (in whole or in part) under another title.

Frequency	(1) The intervals at which a continuing resource is issued, such as daily, weekly, monthly, annually. (2) The intervals at which updates of integrating resources are issued.
General material designation	A term indicating, broadly, the class of material to which a bibliographic resource belongs.
Generic term	A general term indicating the kind and/or periodicity of a bibliographic resource. Terms such as <i>Abhandlungen</i> , <i>Annales</i> , <i>annual report</i> , <i>bulletin</i> , <i>cahiers</i> , <i>compte rendu des séances</i> , <i>circular letter</i> , <i>journal</i> , <i>newsletter</i> , <i>occasional paper</i> , <i>proceedings</i> , <i>report</i> , <i>transactions</i> , etc., and their equivalents in other languages, are considered to be generic terms.
Illustration	A diagrammatic, pictorial, or other graphic representation occurring within a bibliographic resource.
Imprint	The statement of the place of publication and/or printing, the name of the publisher and/or printer and the date of publication and/or printing appearing in a continuing resource.
Independent title	A title that by itself is sufficient to identify a bibliographic resource.
Indicator	A signal associated with a field supplying further information about the relationship between the field and other fields in the record.
Initialism	The initial letters of the name of an organization or other entity or of any group of words. (See also <i>Acronym</i>)
Insert/Inset	A bibliographic resource that is issued with another resource by being inserted into it, either loose or fixed, either regularly or occasionally. (See also <i>Accompanying material</i> , <i>Common title</i> , <i>Dependent title</i>)
Integrating resource	A bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Integrating resources can be finite or ongoing. Examples of integrating resources include updating loose-leafs and updating Web sites.
ISBN (International Standard Book Number)	A ten-digit number including a check digit and preceded by the alphabetic prefix ISBN. The ISBN identifies an edition of a work issued by one specific publisher and is unique to that edition. It is assigned by the national ISBN agency and is based on the ISO standard ISO 2108.
ISSN (International Standard Serial Number)	An eight-digit number, including a check digit and preceded by the alphabetic prefix ISSN. The ISSN together with the key title uniquely identifies a particular continuing resource. It is assigned by the ISSN Network and is based on the ISO standard ISO 3297.

Issue	1) One of the successive parts of a serial; the term being used to designate the lowest level successive part of a serial. 2) A new version of a bibliographic resource made from the original image. The version may reproduce the original exactly (commonly called an impression) or may contain more or less slight but well-defined variations (commonly called an issue). (See also Reprint)
Issuing body	The corporate body under whose auspices a bibliographic resource may be published. The body may or may not be intellectually responsible for the bibliographic resource, and may or may not be the publisher.
Iteration	One of the versions of an integrating resource. The representation of an integrating resource, either as first published or after it has been updated.
Journal	A term frequently used for periodical, particularly more learned periodicals.
Key title	The unique name assigned to a continuing resource by the ISSN Network and inseparably linked with its ISSN. The key title may be the same as the title proper; or, in order to achieve uniqueness, it can be constructed by the addition of identifying and/or qualifying elements such as name of issuing body, place of publication, edition statement, etc.
Logo	A single piece of type or single plate faced with a term (such as the name of a newspaper, company, organization, etc.) often designed in a stylized or decorative form.
Loose-leaf	See Updating loose-leaf.
Main series	A numbered series that contains one or more sub-series.
Masthead	A statement of title, ownership, editors, etc., of a newspaper or periodical; although its location is variable, in the case of newspapers it is commonly found on the editorial page or at the top of the front page, and, in the case of periodicals, on the contents page.
Merger	The coming together of two or more continuing resources to form a new continuing resource, with the merged continuing resources typically losing their former separate identities.
Monographic publication	A bibliographic resource that is complete in one part or intended to be completed within a finite number of parts.
Monographic series	See Series.
Multi-level description	A method of bibliographic description based on the division of descriptive information into two or more levels. The first level contains information common to the whole or main bibliographic

	resource. The second and subsequent levels contain information relating to parts, sections, sub-series, etc.
Newspaper	A serial issued at stated and frequent intervals, usually daily, weekly or semi-weekly and that reports events and discusses topics of general current interest.
Numbering	The identification of each of the successive issues or parts of a continuing resource. It can include a numeral, a letter, any other character, or the combination of these, with or without an accompanying word (volume, number, etc.), and/or a chronological designation.
Other title information	A word or phrase, or a group of characters, appearing in conjunction with, and subordinate to, the title proper of the bibliographic resource. Other title information also occurs in conjunction with, and subordinate to, other titles (e.g. parallel titles, titles of individual works contained in the bibliographic resource, titles in series/sub-series statements). Other title information qualifies, explains, or completes the title to which it applies, or is indicative of the character, contents, etc., of the bibliographic resource or the works contained in it, or is indicative of the motive for, or the occasion of, the bibliographic resource's production. The term includes sub-titles and avant-titres, but does not include variant titles (e.g. spine titles, container titles, sleeve titles) found in the bibliographic resource but not on the prescribed source of information.
Parallel title	The title proper in another language and/or script presented as an equivalent of the title proper. Parallel titles also occur in conjunction with the titles proper in series/sub-series statements.
Periodical	A type of serial, published at regular intervals, more frequently than annually and normally containing separate articles.
Preliminaries	The title page(s) (or title page substitute) together with the verso of the title page (or title page substitute), any pages preceding the title page(s) (or its substitute), all four pages of the cover, and the spine.
Prescribed punctuation	Punctuation supplied by the bibliographic agency to precede or enclose the information given in each element (except the first element of area 1) or area of the bibliographic description.
Prescribed source of information	The source or sources from which information is taken for entry of each element or area of the bibliographic description.
Qualifying information	Information, one or more terms or expressions added to a title proper to make the key title unique.
Qualifying term	See Qualifying information.

Reprint	1. A new version of a bibliographic resource made from the original image. The version may reproduce the original exactly (commonly called an impression) or may contain more or less slight but well-defined variations (commonly called an issue.) 2. A new edition with substantially unchanged text. (See also Edition, Facsimile reprint, Issue)
Romanization	Conversion of names or text not written in the roman alphabet to roman alphabet form. (See also Transliteration)
Section	One part of a group of related bibliographic resources having a common title. The section is normally devoted to a specific subject category and is identified by the common title of the group and a section title and/or a section designation. There can be two or more hierarchical levels of sections (sub-sections).
Section designation	A word or numbering, or a combination of these, following the common title, that alone or in conjunction with a section title serves to distinguish one part of a group of related bibliographic resources having a common title. (See also Sub-series designation)
Section title	The title specific to a section that serves to distinguish one part of a group of related bibliographic resources having a common title. The section title is dependent on the common title for identification of a resource whether distinctive or not.
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, and monographic series.
Series	1. A group of separate bibliographic resources related to one another by the fact that each bibliographic 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 bibliographic resources may or may not be numbered. The items within a series may be monographs or may constitute serials. 2. A numbered sequence of issues or parts within a serial.
Series statement	The main elements identifying a series, including any numbering of the separate bibliographic resources within the series. (See also Sub-series statement)
Specific material designation	The term indicating the specific class of material to which the bibliographic resource belongs.
Split	The division of a continuing resource into two or more new and separate continuing resources.

Statement of responsibility	Name(s), phrase(s) or group(s) of characters relating to the identification and/or function of any persons or corporate bodies responsible for or contributing to the creation or realization of the intellectual or artistic content of a work. Statements of responsibility may occur in conjunction with titles (e.g. the title proper, parallel titles, titles of individual works contained in the bibliographic resource, titles in series/sub-series statements) or in conjunction with edition statements.
Subfield	A separately identifiable part of a field. It is always introduced by a subfield code.
Sub-series	A series that appears as part of a numbered series (main series). The sub-series may or may not have a title dependent on that of the main series. (See also Common title, Dependent title)
Sub-series designation	Numbering following the title of the main series, that can stand alone or in conjunction with the title of the sub series. (See also Section designation)
Sub-series statement	The main elements identifying a sub-series including any numbering of the separate bibliographic resources within the sub-series. In case of a sub-series the title of which is dependent on the title of the main series, the sub-series statement includes both the title of the main series and the sub-series, and may include a sub-series designation. (See also Series statement)
Supplement	A bibliographic resource, usually issued separately, that complements the main bibliographic resource by bringing it up-to-date or otherwise continuing it or containing a special feature not included in it. A supplement may or may not have a title dependent on that of the main bibliographic resource. (See also Common title, Dependent title)
Tag	One or more characters associated with a field and used to identify it. On ISSN records, it always consists of three numeric characters.
Tête-bêche	A form of binding in which the text of one work begins at the “front” and the text of another at the “back”, with the texts being inverted with respect to one another.
Title	A word or phrase, or a group of characters, usually appearing in a bibliographic resource, that is the name of the bibliographic resource or the work (or any one of a group of individual works) contained in it. A bibliographic resource will usually contain several titles (e.g. on the title-page, on the cover, or on the spine), and these titles may be identical or may differ from one another. (See also Common title, Dependent title)
Title page	A page at the beginning of a bibliographic resource bearing the title proper and usually, though not necessarily, the statement of responsibility and the data relating to publication.

Title page substitute	The page, portion of a page, or other component part of the bibliographic resource, that includes the information usually found on a title page, and that, in the absence of a title page, may take its place (e.g. cover, caption, masthead, editorial pages, colophon).
Title proper	The chief title of a bibliographic resource, i.e., the title of a bibliographic resource in the form in which it appears on the title page or the title page substitute. The title proper includes any alternative title but excludes parallel titles and other title information. In the case of a section or some supplements and some titles of sub-series, the title proper can consist of two or more parts: the common title (or the title of the main bibliographic resource or the title of the main series), the dependent title and the dependent title designation. (See also Common title, Dependent title, Dependent title designation)
Transliteration	The representation of one alphabet by equivalent characters of another. (See also Romanization)
Uniform Resource Locator	See URL.
Updating loose-leaf	An integrating resource that consists of one or more base volumes updated by separate pages that are inserted, removed, and/or substituted.
URL (Uniform Resource Locator)	An address system for locating an electronic resource on a computer network. A URL consists of a service identifier followed by a specified protocol that is used to obtain a desired resource (e.g. http://www.issn.org). (See also World Wide Web site)
Variant title	Any slightly different form of the title of the continuing resource and that is not: the title proper, the alternative title, the common title, the dependant title, the parallel title, the section title. A variant title can be the caption title, the cover title, the spine title, the container title, label title. A variant title can appear on the continuing resource at the same time as the title proper or at any time.
Web page	One of the pages of a hypertext document in a World Wide Web site. Web pages, including the subset “home pages”, refer to the huge collection of documents that make up the World Wide Web. (See also World Wide Web)
Web site	See World Wide Web site.
World Wide Web	An Internet service that links documents through the use of hypertext technology. Links in the form of words, URLs, etc., serve to find and access documents stored on the Internet. (See also URL)
World Wide Web Site	A location, identified in the form of a URL, on the World Wide Web that stores Web pages for access and use. (See also URL)

14.2. Annex 2: List of standards used by the ISSN Network

ISO 4:1997 – Information and documentation – Rules for the abbreviation of title words and titles of publications

ISO 9:1995 – Information and documentation – Transliteration of Cyrillic characters into Latin characters – Slavic and non-Slavic languages

ISO 233-2:1993 – Information and documentation – Transliteration of Arabic characters into Latin characters – Part 2: Arabic language – Simplified transliteration

ISO 259-2:1994 – Information and documentation – Transliteration of Hebrew characters into Latin characters – Part 2: Simplified transliteration

ISO 639-2:1998 – Codes for the representation of names of languages Part 2: Alpha-3 Code

ISO 646:1991 – Information technology – ISO 7-bit coded character set for information interchange

ISO 843:1997 – Information and documentation – Conversion of Greek characters into Latin characters

ISO 2709:1996 – Format for information exchange

ISO 3166-1:1997 – Codes for the representation of names of countries and their subdivisions – Part 1: Country codes

ISO 3297:1998 – Information and documentation – International standard serial number (ISSN)

ISO 3602:1989 – Documentation – Romanization of Japanese (Kana script)

ISO 5426:1983 – Extension of the Latin alphabet coded character set for bibliographic information interchange

ISO 6630:1986 – Documentation – Bibliographic control characters

ISO 7098:1991 – Information and documentation – Romanization of Chinese

ISO 9984:1996 – Information and documentation – Transliteration of Georgian characters into Latin characters

ISO 9985:1996 – Information and documentation – Transliteration of Armenian characters into Latin characters

ISBD(CR), International standard bibliographic description for serials and other continuing resources. – München : Saur, 2002

ISBD(ER), International standard bibliographic description for electronic resources. – München : Saur, 1997

List of title word abbreviations. Titles of serials and other continuing resources. – Paris : ISSN International Centre, 2003

MARC Code List for Languages. – Washington : Library of Congress, 2000 Edition

MARC 21 Format for Bibliographic data. – Washington : Library of Congress ; Ottawa : National Library of Canada, 1999 Edition (+ updates)

14.3. Annex 3: List of the country and centre codes

The country codes are adapted from:

➤ ISO 3166-1:1997 – Codes for the representation of names of countries and their subdivisions – Part 1:
Country codes

The ISSN Centre codes are created and maintained by the ISSN International Centre.

Entity name	Country code	ISSN Centre code
Afghanistan	afg	0
Albania	alb	0
Algeria	dza	25
American Samoa	asm	1
Andorra	and	0
Angola	ago	0
Anguilla	aia	2
Antarctica	ata	0
Antigua and Barbuda	atg	0
Argentina	arg	8
Armenia	arm	0
Aruba	abw	j
Australia	aus	3
Austria	aut	0
Azerbaijan	aze	0
Bahamas	bhs	0
Bahrain	bhr	0
Bangladesh	bgd	0
Barbados	brb	0
Belarus	blr	0
Belgium	bel	m
Belize	blz	0
Benin	ben	48
Bermuda	bmu	2
Bhutan	btn	0
Bolivia	bol	0
Bosnia and Herzegovina	bih	46
Botswana	bwa	0
Bouvet Island	bvt	r
Brazil	bra	k
British Indian Ocean Territory	iot	2
Brunei Darussalam	brn	0
Bulgaria	bgr	51
Burkina Faso	bfa	47
Burundi	bdi	0
Cambodia	khm	0
Cameroon	cmr	0

Entity name	Country code	ISSN Centre code
Canada	can	4
Cape Verde	cpv	0
Cayman Islands	cym	2
Central African Republic	caf	0
Chad	tcd	0
Chile	chl	13
China	chn	22
Christmas Island	cxr	3
Cocos (Keeling) Islands	cck	3
Colombia	col	21
Comoros	com	0
Congo	cog	0
Congo, Democratic Republic of,	cod	0
Cook Islands	cok	g
Costa Rica	cri	39
Côte d'Ivoire	civ	0
Croatia	hrv	30
Cuba	cub	0
Cyprus	cyp	44
Czech Republic	cze	34
Denmark	dnk	h
Djibouti	dji	0
Dominica	dma	0
Dominican Republic	dom	0
East Timor	tls	0
Ecuador	ecu	36
Egypt	egy	11
El Salvador	slv	0
Equatorial Guinea	gnq	0
Eritrea	eri	0
Estonia	est	42
Ethiopia	eth	0
Falklands Islands (Malvinas)	flk	2
Faroe Islands	fro	h
Fiji	fji	0
Finland	fin	a
France	fra	7
French Guiana	guf	7
French Polynesia	pyf	7
French Southern Territories	atf	7
Gabon	gab	0
Gambia	gmb	19
Georgia	geo	45
Germany	deu	6
Ghana	gha	16
Gibraltar	gib	2
Greece	grc	23

Entity name	Country code	ISSN Centre code
Greenland	grl	h
Grenada	grd	0
Guadeloupe	glp	7
Guam	gum	1
Guatemala	gtm	0
Guinea	gin	0
Guinea-Bissau	gnb	0
Guyana	guy	0
Haiti	hti	0
Heard Island and Mac Donald Islands	hmd	3
Holy See (Vatican City State)	vat	0
Honduras	hnd	0
Hong Kong	hkg	0
Hungary	hun	55
Iceland	isl	49
India	ind	20
Indonesia	idn	p1
International	int	0
Iran (Islamic Republic of)	irn	62
Iraq	irq	0
Ireland	irl	n
Israel	isr	s
Italy	ita	d
Jamaica	jam	29
Japan	jpn	9
Jordan	jor	0
Kazakhstan	kaz	0
Kenya	ken	0
Kiribati	kir	0
Korea, Democratic People's Republic of	prk	0
Korea, Republic of	kor	27
Kuwait	kwt	0
Kyrgyzstan	kgz	63
Lao People's Democratic Republic	lao	0
Latvia	lva	43
Lebanon	lbn	0
Lesotho	lso	0
Liberia	lbr	0
Lybian Arab Jamahiriya	lby	0
Liechtenstein	lie	0
Lithuania	ltu	38
Luxembourg	lux	0
Macao	mac	0
Macedonia, the former Yugoslav Republic of	mkd	41
Madagascar	mdg	0
Malawi	mwj	0
Malaysia	mys	p2

Entity name	Country code	ISSN Centre code
Maldives	mdv	0
Mali	mli	0
Malta	mlt	0
Marshall Islands	mhl	0
Martinique	mtq	7
Mauritania	mrt	0
Mauritius	mus	61
Mayotte	myt	7
Mexico	mex	q
Micronesia, Federated States of	fsm	1
Moldova, Republic of	mda	0
Monaco	mco	0
Mongolia	mng	0
Montserrat	msr	2
Morocco	mar	t
Mozambique	moz	0
Myanmar	mmr	0
Namibia	nam	0
Nauru	nru	0
Nepal	npl	0
Netherlands	nld	j
Netherlands Antilles	ant	j
New Caledonia	ncl	7
New Zealand	nzl	g
Nicaragua	nic	0
Niger	ner	0
Nigeria	nga	e
Niue	niu	g
Norfolk Island	nfk	3
Northern Mariana Islands	mnp	0
Norway	nor	r
Oman	omn	0
Pakistan	pak	0
Palau	plw	0
Palestinian Territory, Occupied	pse	0
Panama	pan	0
Papua New Guinea	png	0
Paraguay	pry	0
Peru	per	0
Philippines	phl	p3
Pitcairn	pcn	2
Poland	pol	57
Portugal	prt	18
Puerto Rico	pri	1
Qatar	qat	0
Réunion	reu	7
Romania	rou	26

Entity name	Country code	ISSN Centre code
Russian Federation	rus	0
Rwanda	rwa	0
Saint Helena	shn	2
Saint Kitts and Nevis	kna	0
Saint Lucia	lca	0
Saint Pierre and Miquelon	spm	7
Saint Vincent and the Grenadines	vct	0
Samoa	wsm	0
San Marino	smr	0
Sao Tome and Principe	stp	0
Saudi Arabia	sau	32
Senegal	sen	v
Seychelles	syc	60
Sierra Leone	sle	0
Singapore	sgp	p4
Slovakia	svk	35
Slovenia	svn	31
Solomon Islands	slb	0
Somalia	som	0
South Africa	zaf	0
South Georgia and the South Sandwich Islands	sgs	2
Spain	esp	u
Sri Lanka	lka	37
Sudan	sdn	0
Suriname	sur	0
Svalbard and Jan Mayen	sjm	r
Swaziland	swz	0
Sweden	swe	f
Switzerland	che	40
Syrian Arab Republic	syr	0
Taiwan, Province of China	twn	0
Tajikistan	tjk	0
Tanzania, United Republic of	tza	17
Thailand	tha	p5
Togo	tgo	0
Tokelau	tkl	g
Tonga	ton	0
Trinidad and Tobago	tto	0
Tunisia	tun	c
Turkey	tur	28
Turkmenistan	tkm	0
Turks and Caicos Islands	tca	0
Tuvalu	tuv	0
Uganda	uga	0
Ukraine	ukr	0
United Arab Emirates	are	0
United Kingdom	gbr	2

Entity name	Country code	ISSN Centre code
United States	usa	1
United States Minor Outlying Islands	umi	1
Uruguay	ury	14
Uzbekistan	uzb	0
Vanuatu	vut	0
Vatican City State (see Holy See)	vat	0
Venezuela	ven	24
Viet Nam	vnm	0
Virgins Islands, British	vgb	2
Virgin Islands, U.S.	vir	1
Wallis and Futuna	wlf	7
Western Sahara	esh	0
Yemen	yem	0
Yugoslavia	yug	b
Zambia	zmb	0
Zimbabwe	zwe	0

14.4. Annex 4: List of the language codes

This list is adapted from :

- ISO 639-2/B Codes for the representation of names of languages – Part 2: Alpha-3 code – Bibliographic Code, 1998.
- MARC Code List for Languages, Edition 2000, and
- Changes approved since 2000 Edition

Abkhaz	abk
Achinese	ace
Acoli	ach
Adangme	ada
Afar	aar
Afrihili (artificial language)	afh
Afrikaans	afz
Afro-Asiatic (other)	afa
Akan	aka
Akkadian	akk
Albanian	alb
Aleut	ale
Algonquian (other)	alg
Altaic (other)	tut
Amharic	amh
Apache languages	apa
Arabic	ara
Aramaic	arc
Arapaho	arp
Arawak	arw
Armenian	arm
Artificial (other)	art
Assamese	asm
Athapascan (other)	ath
Australian languages	aus
Austronesian (other)	map
Avaric	ava
Avestan	ave
Awadhi	awa
Aymara	aym
Azerbaijani	aze
Bable	ast
Balinese	ban
Baltic (other)	bat
Baluchi	bal
Bambara	bam
Bamileke languages	bai
Banda	bad
Bantu (other)	bnt
Basa	bas
Bashkir	bak
Basque	baq
Batak	btz

Beja	bej
Belarussian	bel
Bemba	bem
Bengali	ben
Berber (other)	ber
Bhojpuri	bho
Bihari	bih
Bikol	bik
Bini	bin
Bislama	bis
Blackfoot	bla
Bosnian	bos
Braj	bra
Breton	bre
Bugis	bug
Bulgarian	bul
Buriat	bua
Burmese	bur
Caddo	cad
Carib	car
Catalan	cat
Cebuano	ceb
Caucasian (other)	cau
Celtic (other)	cel
Central American Indian (other)	cai
Chagatai	chg
Chamic Languages	cmc
Chamorro	cha
Chechen	che
Cherokee	chr
Cheyenne	chy
Chibcha	chb
Chinese	chi
Chinook jargon	chn
Chipewyan	chp
Choctaw	cho
Church Slavic	chu
Chuvash	chv
Coptic	cop
Cornish	cor
Corsican	cos
Cree	cre
Creek	mus
Creoles and Pidgins (other)	crp
Creoles and Pidgins, English-based (other)	cpe
Creoles and Pidgins, French-based (other)	cpf
Creoles and Pidgins, Portuguese-based (other)	cpp
Croatian	scr
Cushitic (other)	cus
Czech	cze
Dakota	dak
Danish	dan
Dayak	day
Delaware	del
Dinka	din

Divehi	div
Dogri	doi
Dogrib	dgr
Dravidian (other)	dra
Duala	dua
Dutch	dut
Dutch, Middle (ca. 1050-1350)	dum
Dyula	dyu
Dzongkha	dzo
Efik	efi
Egyptian	egy
Ekajuk	eka
Elamite	elx
English	eng
English, Middle (ca. 1100-1500)	enm
English, Old (ca. 450-1100)	ang
Esperanto	epo
Estonian	est
Ethiopic	gez
Ewe	ewe
Ewondo	ewo
Fang	fan
Fanti	fat
Faroese	fao
Fijian	fij
Finnish	fin
Finno-Ugrian (other)	fiu
Fon	fon
French	fre
French, Middle (ca. 1400-1600)	frm
French, Old (ca. 842-1400)	fro
Frisian	fry
Friulian	fur
Fula	ful
Ga	gaa
Galician	glg
Ganda	lug
Gayo	gay
Gbaya	gba
Georgian	geo
German	ger
German, Middle High (ca. 1050-1500)	gmh
German, Old High (ca. 750-1050)	goh
Germanic (other)	gem
Gilbertese	gil
Gondi	gon
Gorontalo	gor
Gothic	got
Grebo	grb
Greek, ancient (to 1453)	grc
Greek, Modern (1453-)	gre
Guarani	grn
Gujarati	guj
Gwich'in	gwi
Haida	hai

Hausa	hau
Hawaiian	haw
Hebrew	heb
Herero	her
Hiligaynon	hil
Himachali	him
Hindi	hin
Hiri Motu	hmo
Hittite	hit
Hmong	hmn
Hungarian	hun
Hupa	hup
Iban	iba
Icelandic	ice
Ido	ido
Igbo	ibo
Ijo	ijo
Iloko	ilo
Inari Sami	smn
Indic (other)	inc
Indo-European (other)	ine
Indonesian	ind
Interlingua (International Auxiliary Language Association)	ina
Interlingue	ile
Inuktitut	iku
Inupiaq	ipk
Iranian (other)	ira
Irish	gle
Irish, Middle (ca. 1100-1550)	mga
Irish, Old (to 1100)	sga
Iroquoian (other)	iro
Italian	ita
Japanese	jpn
Javanese	jav
Judeo-Arabic	jrb
Judeo-Persian	jpr
Kabyle	kab
Kachin	kac
Kalâtdlisut	kal
Kamba	kam
Kannada	kan
Kanuri	kau
Kara-Kalpak	kaa
Karen	kar
Kashmiri	kas
Kawi	kaw
Kazakh	kaz
Khasi	kha
Khmer	khm
Khoisan (other)	khi
Khotanese	kho
Kikuyu	kik
Kimbundu	kmb
Kinyarwanda	kin

Komi	kom
Kongo	kon
Konkani	kok
Korean	kor
Kpelle	kpe
Kru (other)	kro
Kuanyama	kua
Kumyk	kum
Kurdish	kur
Kurukh	kru
Kusaie	kos
Kutenai	kut
Kyrgyz	kir
Ladino	lad
Lahnda	lah
Lamba	lam
Lao	lao
Latin	lat
Latvian	lav
Letzeburgesch	ltz
Lezgian	lez
Limburgish	lim
Lingala	lin
Lithuanian	lit
Low German	nds
Lozi	loz
Luba-Katanga	lub
Luba-Lulua	lua
Luiseño	lui
Lule Sami	smj
Lunda	lun
Luo (Kenya and Tanzania)	luo
Lushai	lus
Macedonian	mac
Madurese	mad
Magahi	mag
Maithili	mai
Makasar	mak
Malagasy	mlg
Malay	may
Malayalam	mal
Maltese	mlt
Manchu	mnc
Mandar	mdr
Mandingo	man
Manipuri	mni
Manobo languages	mno
Manx	glv
Maori	mao
Mapuche	arn
Marathi	mar
Mari	chm
Marshall	mah
Marwari	mwr
Masai	mas

Mayan languages	myn
Mende	men
Micmac	mic
Minangkabau	min
Miscellaneous languages	mis
Mohawk	moh
Moldavian	mol
Mon-Khmer (other)	mkh
Mongo-Nkundu	lol
Mongolian	mon
Mooré	mos
Multiple languages	mul
Munda (other)	mun
Nahuatl	nah
Nauru	nau
Navajo	nav
Ndebele (South Africa)	nbl
Ndebele (Zimbabwe)	nde
Ndonga	ndo
Neapolitan Italian	nap
Nepali	nep
Newari	new
Nias	nia
Niger- Kordofanian (other)	nic
Nilo-Saharan (other)	ssa
Niuean	niu
North-American Indian (other)	nai
Northern Sami	sme
Northern Sotho	nso
Norwegian	nor
Nubian languages	nub
Nyamwezi	nym
Nyanja	nya
Nyankole	nyn
Nyoro	nyo
Nzima	nzi
Occitan (post-1500)	oci
Ojibwa	oji
Old Norse	non
Old Persian	peo
Oriya	ori
Oromo	orm
Osage	osa
Ossetic	oss
Otomian languages	oto
Pahlavi	pal
Palauan	pau
Pali	pli
Pampanga	pam
Pangasinan	pag
Panjabi	pan
Papiamento	pap
Papuan (other)	paa
Persian	per
Philippine (other)	phi

Phoenician	phn
Polish	pol
Ponape	pon
Portuguese	por
Prakrit languages	pra
Provençal (to 1500)	pro
Pushto	pus
Quechua	que
Raeto-romance	roh
Rajasthani	raj
Rapanui	rap
Rarotongan	rar
Romance (other)	roa
Romanian	rum
Romany	rom
Rundi	run
Russian	rus
Salishan languages	sal
Samaritan Aramaic	sam
Sami	smi
Samoan	smo
Sandawe	sad
Sango	sag
Sanskrit	san
Santali	sat
Sardinian	srd
Sasak	sas
Scots	sco
Scottish Gaelic	gla
Selkup	sel
Semitic (other)	sem
Serbian	scc
Serer	srr
Shan	shn
Shona	sna
Sidamo	sid
Sign languages	sgn
Siksika	bla
Sindhi	snd
Sinhalese	sin
Sino-Tibetan (other)	sit
Siouan (other)	sio
Skolt Sami	sms
Slave	den
Slavic (other)	sla
Slovak	slo
Slovenian	slv
Sogdian	sog
Somali	som
Songhai	son
Soninke	snk
Sorbian languages	wen
Sotho	sot
South American Indian (other)	sai
Southern Sami	sma

Spanish	spa
Sukuma	suk
Sumerian	sux
Sundanese	sun
Susu	sus
Swahili	swa
Swazi	ssw
Swedish	swe
Syriac	syr
Tagalog	tgl
Tahitian	tah
Tai (other)	tai
Tajik	tgk
Tamashek	tmh
Tamil	tam
Tatar	tat
Telugu	tel
Temne	tem
Terena	ter
Tetum	tet
Thai	tha
Tibetan	tib
Tigré	tig
Tigrinya	tir
Tiv	tiv
Tlingit	tli
Tok Pisin	tpi
Tokelauan	tkl
Tonga (Nyasa)	tog
Tongan	ton
Truk	chk
Tsimshian	tsi
Tsonga	tso
Tswana	tsn
Tumbuka	tum
Tupi Languages	tup
Turkish	tur
Turkish, Ottoman	ota
Turkmen	tuk
Tuvaluan	tlv
Tuvinian	tyv
Twi	twi
Ugaritic	uga
Uighur	uig
Ukrainian	ukr
Umbundu	umb
Undetermined	und
Urdu	urd
Uzbek	uzb
Vai	vai
Venda	ven
Vietnamese	vie
Volapük	vol
Votic	vot
Wakashan languages	wak

Walamo	wal
Walloon	wln
Waray	war
Washo	was
Welsh	wel
Wolof	wol
Xhosa	xho
Yakut	sah
Yao	yao
Yapese	yap
Yiddish	yid
Yoruba	yor
Yupik languages	ypk
Zande	znd
Zapotec	zap
Zenaga	zen
Zhuang	zha
Zulu	zul
Zuni	zun

14.5. Annex 5: List of the agreements for the ISSN assignments to continuing resources issued by multinational publishers (update of September 2002)

Regular updates are available on the ISSN IC Web site: <http://www.issn.org>

ISSN Centre for Australia

assigns ISSN to all continuing resources issued by the following publishing company:

Baird publications

ISSN Centre for Canada

assigns ISSN to all continuing resources issued by the following publishing company:

Acta Press

ISSN Centre for France

assigns ISSN to all continuing resources issued by the following publishing companies:

Amarande (if Geneva or Paris is the first place of publication)

Brepols,

Delachaux et Niestlé (if Paris is the first place of publication),

Elsevier (if Paris is the first place of publication)

Libbey Eurotext , John,

Minerva (if Geneva or Paris is the first place of publication)

Payot (if Paris is the first place of publication),

Slatkine (if Paris is the first place of publication),

Springer Verlag France.

ISSN Centre for Germany

assigns ISSN to all continuing resources issued by the following publishing companies:

EuBuCo-Verlag

Lang, Peter (if Frankfurt is the first place of publication),

Physica-Verlag (if Würzburg is the first place of publication)

Saur,

Schors GmbH,

Springer International,

Springer Verlag,

Verlag Hoppenstedt (if Darmstadt or Vienna is the first place of publication)

Verlag Medical Tribune GmbH,

Vogel (if Hong Kong or Würzburg is the first place of publication)

Who's Who The International Red Series Verlag

Wiley VCH.

ISSN Centre for Hungary

assigns ISSN to all continuing resources issued by the following publishing company:

Springer Hungarica

ISSN Centre for Ireland

assigns ISSN to all continuing resources issued by the following publishing company:

Lafferty Publications

ISSN Centre for Israel

assigns ISSN to all continuing resources issued by the following publishing company:

Freund Publishing House

ISSN Centre for the Netherlands

assigns ISSN to all continuing resources issued by the following publishing companies:

Baltzer J.C. Science Publishers

Elsevier (if Amsterdam, Hong Kong, Lausanne or Shannon is the first place of publication),

Graham & Trotman,

Kluwer Academic Publishers Group,

North-Holland,

Reidel.

ISSN Centre for Switzerland

assigns ISSN to all continuing resources issued by the following publishing companies:

Age d'Homme (L'),

Birkhäuser (if Basel is the first place of publication)

Delachaux et Niestlé (if Neuchatel is the first place of publication),

Karger

Labor et Fides

Lang, Peter (if Bern is the first place of publication)

Payot (if Lausanne is the first place of publication)

Skira

Slatkine (if Geneva is the first place of publication)

ISSN Centre for the United Kingdom

assigns ISSN to all continuing resources issued by the following publishing companies:

Butterworths,

Cambridge University Press

Current Science (if the first place of publication is in U.K.),

Elsevier (if the first place of publication is in U.K.)

Hilal International,

JAI Press,

Jane's Information Group,

Oxford University Press,

Pergamon,

Petroleum Argus,

Taylor & Francis (incl: Gordon & Breach, Harwood Academic)

Van Nostrand Reinhold (if the first place of publication is in U.K.)

ISSN Centre for the United States of America

assigns ISSN to all continuing resources issued by the following publishing companies:

Academic Press,

Arco/Thomson Learning,

Bailliere Tindall,

Birkhäuser (if Boston or Cambridge MD is the first place of publication),

Current Science (if the first place of publication is in the U.S.A.),
Decker, B.C.,
Elsevier (if New-York is the first place of publication),
Grune & Stratton,
Harcourt Brace Jovanovich,
Holt-Rinehart and Winston,
Johnson Reprint,
Kagan World Media, Inc.,
Lang, Peter (if New York is the first place of publication),
Mosby, C.V.,
Poyser, (T. & A.D.),
Psychological Corp., (The),
Saunders, (W.B.),
Springer Publishing Company,
Van Nostrand Reinhold (if the first place of publication is in the U.S.A.),
Wiley, John.

ISSN International Centre

assigns ISSN to all continuing resources issued by the following publishing companies:

Physica-Verlag (if Vienna is the first place of publication),
Springer Verlag Hong-Kong.

PUBLISHER	ISSN CENTRE RESPONSIBLE FOR
<i>Academic Press</i>	United States
<i>Acta Press</i>	Canada
<i>Age d'Homme (L')</i>	Switzerland
<i>Amarande</i> • if Geneva or Paris is the first place of publication	France
<i>Arco/ Thomson Learning</i>	United States
<i>Bailliere Tindall</i>	United States
<i>Baird Publications</i>	Australia
<i>Baltzer J.C. Science Publishers</i>	Netherlands
<i>Birkhäuser</i> • if Basel is the first place of publication • if Boston or Cambridge MD is the first place of publication	Switzerland United States
<i>Brepols</i>	France
<i>Butterworths</i> (incl. subsidiary imprints e.g. Mason Pub. Co.)	United Kingdom
<i>Cambridge University Press</i>	United Kingdom
<i>Current Science</i> • if the first place of publication is in U.K. • if the first place of publication is in the USA	United Kingdom United States
<i>Decker, B.C.</i>	United States
<i>Delachaux et Niestlé</i> • if Neuchatel is the first place of publication • if Paris is the first place of publication	Switzerland France
<i>Elsevier</i> • if New-York is the first place of publication • if Paris is the first place of publication • if the first place of publication is in U.K. • if Amsterdam, Hong Kong, Lausanne or Shannon is the first place of publication	United States France United Kingdom Netherlands
<i>EuBuCo-Verlag</i>	Germany
<i>Freund Publishing House</i>	Israel
<i>Gordon & Breach</i>	United Kingdom
<i>Graham & Trotman</i>	Netherlands
<i>Grune & Stratton</i>	United States
<i>Harcourt Brace Jovanovich</i>	United States
<i>Harwood Academic</i>	United Kingdom
<i>Hilal International</i>	United Kingdom
<i>Holt-Rinehart and Winston</i>	United States
<i>JAI Press</i>	United Kingdom
<i>Jane's Information Group</i>	United Kingdom
<i>Johnson Reprint</i>	United States

PUBLISHER	ISSN CENTRE RESPONSIBLE FOR
<i>Kagan World Media Inc.</i>	United States
<i>Karger</i>	Switzerland
<i>Kluwer Academic Publishers Group</i> (incl. D.Reidel, M. Nijhoff, Dr. W. Junk, MTP Press, Kluwer Law and Taxation, Graham & Trotman)	Netherlands
<i>Labor et Fides</i>	Switzerland
<i>Lafferty Publication</i>	Ireland
<i>Lang, Peter</i> <ul style="list-style-type: none"> • if Bern is the first place of publication • if Frankfurt is the first place of publication • if New York is the first place of publication 	Switzerland Germany United States
<i>Libbey Eurotext, (John)</i>	France
<i>Minerva</i> <ul style="list-style-type: none"> • if Geneva or Paris is the first place of publication 	France
<i>Mosby, C.V.</i>	United States
<i>North-Holland</i>	Netherlands
<i>Oxford University Press</i>	United Kingdom
<i>Payot</i> <ul style="list-style-type: none"> • if Lausanne is the first place of publication • if Paris is the first place of publication 	Switzerland France
<i>Pergamon</i>	United Kingdom
<i>Petroleum Argus</i>	United Kingdom
<i>Physica Verlag</i> <ul style="list-style-type: none"> • if Vienna is the first place of publication • if Würzburg is the first place of publication 	International Centre Germany
<i>Poyser (T. & A.D.)</i>	United States
<i>Psychological Corp. (The)</i>	United States
<i>Reidel</i>	Netherlands
<i>Saunders (W.B.)</i>	United States
<i>Saur</i>	Germany
<i>Schors GmbH</i>	Germany
<i>Skira</i>	Switzerland
<i>Slatkine</i> <ul style="list-style-type: none"> • if Geneva is the first place of publication • if Paris is the first place of publication 	Switzerland France
<i>Springer Hungarica</i>	Hungary
<i>Springer International</i>	Germany
<i>Springer Publishing Co.</i>	United States
<i>Springer Verlag</i>	Germany
<i>Springer Verlag France</i>	France
<i>Springer Verlag Hong Kong</i>	International Centre

PUBLISHER	ISSN CENTRE RESPONSIBLE FOR
<i>Taylor & Francis</i> (Incl: Gordon & Breach, Harwood Academic Publishers)	United Kingdom
<i>Van Nostrand Reinhold</i> <ul style="list-style-type: none"> • if the first place of publication is in UK • if the first place of publication is in the USA 	United Kingdom United States
<i>Verlag Hoppenstedt</i> <ul style="list-style-type: none"> • if Darmstadt or Vienna is the first place of publication 	Germany
<i>Verlag Medical Tribune</i>	Germany
<i>Vogel</i> <ul style="list-style-type: none"> • if Hong Kong or Würzburg is the first place of publication 	Germany
<i>Wiley, John</i> (incl. subsidiary imprints e.g. Ellis Horwood)	United States
<i>Wiley VCH</i>	Germany
<i>Who's Who the International Red Series Verlag</i>	Germany

14.6. Annex 6 : List of language edition statements

Language	Language edition statement	Abbreviation of the language edition statement
Afrikaans	Afrikaanse ed.	Afrik. ed.
Arabic	Al-tab ‘at al- ‘arabiyyat	Al-tab ‘at al- ‘arabiyyat
Bulgarian	B"lgarsko izd.	B"lg. izd.
Catalan	Ed. catalana ou Ed. catalá	Ed. catalana ou Ed. catalá
Chinese	Zhōngguóhuà	Zhōngguóhuà
Croatian	Hrvatsko izd.	Hrvat. izd.
Czech	České vyd.	Čes. vyd.
Danish	Dansk udg.	Dan. udg.
Dutch	Nederlandse ed.	Ned. ed.
English	English ed.	Engl. ed.
Estonian	Eesti välj.	Eesti välj.
Finnish	Suomenkielinen p.	Suom. p.
French	Ed. française	Ed. fr.
German	Deutsche Ausg.	Dtsch. Ausg.
Greek	Ellēnikē ekd.	Ell. ekd.
Hebrew	Ha-mahadûrah ha- ‘ivrît	Ha-mahadûrah ha- ‘ivrît
Hindi	Hindī samskarana	---
Hungarian	Magyar kiad.	Magy. kiad.
Icelandic	Íslenzk útg.	Ísl. útg.
Irish	Eag. Gaeilge	Eag. Gaeil.
Italian	Ed. italiana	Ed. ital.
Japanese	Nihonban (Ed. jpn.) ou Nihongoban (Ed. en langue jpn.)	Nihonban (Ed. jpn.) ou Nihongoban (Ed. en langue jpn.)
Korean	Han-gug-pan	Han-gug-pan
Latvian	Latviešu izd.	Latv. izd.
Lithuanian	Lietuviškas leidim.	Liet. leidim.
Macedonian	Makedonsko izd.	Makedon. izd.
Malay	Ed. bahasa Malaysia	Ed. bhs. Malays.
Norwegian	Norsk utg.	Nor. utg.
Persian	Chāp-i fārsī	Chāp-i fārsī
Polish	Wyd. polskie	Wyd. pol.
Portuguese	Ed. portuguesa	Ed. port.
Romanian	Ed. româna	Ed. rom.
Russian	Russkoe izd.	Rus. izd.
Serbian	Srpsko izd.	Srp. izd.
Slovak	Slovenské vyd.	Slov. vyd.
Slovene	Slovenska izd.	Slov. izd.
Spanish	Ed. española	Ed. esp.
Swedish	Svensk utg.	Sven. utg.
Ukrainian	Ukrain's'ke vidannâ	Ukr. vid.

14.7. Annex 7: List of medium edition statements

	edition ^(*)	Online ^(**)		Diskette	Microfiche	Braille edition
Chinese	Yinshua	Online	CD-ROM	Yuanpan	Weisuo jiao pian	Mong wen ban
Croatian	Tisak	Online	CD-ROM	Disketa	Mikrofis	
Czech	Tisk	Online	CD-ROM	Disketa	Mikrofiš	Braille
Danish	Trykt tekst	Online				
Dutch	Gedrukt	Online	CD-ROM	Diskette	Microfiche	Braille
English	Print	Online	CD-ROM	Diskette	Microfiche	Braille
Estonian	Trükis	Online				
Finnish	Painettu	Verkkolehti Verkkojulkaisu Online	CD-ROM	Levyke		Braille
French	Imprimé	En ligne	Cédérom	Disquette	Microfiche	Braille
German	Print	Internet	CD-ROM	Diskette	Microfiche	
Hungarian	Nyomtatott	Online	CD-ROM	Floppy	Mikrofilmlap	Braille
Icelandic	Print	Online	CD-ROM			
Irish	Cló	Arlíne	CD-ROM	Discéad	Micrifis	Braille
Italian	Testo stampato	Online	CD-ROM			
Japanese	Print	Online				
Latvian	Print	Online				
Norwegian	Trykt utg.	Online	CD-ROM	Disketter		Braille
Polish	Druk	Online	CD-ROM	Dyskietka	Mikrofisza	Braille
Portuguese	Impresso	Online	CD-ROM	Disquete	Microficha	
Romanian	Print	Online				Braille
Russian	Print	Online	CD-ROM	Disketa	Mikroficha	Brail'
Slovak	Tlačené vydanie	Online	CD-ROM	Disketa	Mikrofiš	Braille
Slovenian	Tiskana izd.	Online	CD-ROM	Disketa		
Spanish	Impresa	En linea Internet	CD-ROM	Disquete	Microficha	Braille
Swedish	Print	Online				
Ukrainian	Print	Online				

(*) Printed edition includes Fax edition

(**) Online includes E-mail

14.8. Annex 8 : Information sheet for record deletion

ISSN REGISTER: RECORD DELETION

Information note

ISSN Centre Code:

Date:

Record to be deleted from the ISSN Register

ISSN _

REASON FOR THE DELETION OF A RECORD FROM THE ISSN REGISTER:

- ☐ The publication described is not a serial
- ☐ The publication described was never published
- ☐ Other, which one:
-

INFORMATION ABOUT THE ISSN ASSOCIATED WITH THE DELETED RECORD:

- Was the ISSN printed on the publication ? ☐ YES ☐ NO

→ If the answer is YES, has the publisher been informed of the deletion ?

☐ YES ☐ NO

- Was the ISSN present in the linking fields or other records ? ☐ YES ☐ NO

→ If the answer is YES, has it been removed ? ☐ YES ☐ NO

14.9. Annex 9: Information sheet for ISSN re-assignment

ISSN REGISTER: ISSN RE-ASSIGNMENT

Information note

ISSN Centre Code:

Date:

**(Re-assigned ISSN)
(Former cancelled ISSN)**

**(ISSN to which the former
cancelled one was related)**

ISSN &a _

ISSN &a _

☐ **REASON FOR THE RE-ASSIGNMENT OF A CANCELLED ISSN**

☐ **The ISSN was improperly cancelled**

Ex.:

- an ISSN was cancelled by mistake instead of another one, while cataloguing, transmitting, etc.
- more than one language edition of a serial, each of them carrying a different ISSN were by mistake, at a given moment, considered as one and all ISSN but one were cancelled. Now, once aware of the error, and in order to re-establish a different ISSN for each edition, the cancelled ISSN are re-assigned to their corresponding edition
- etc.

☐ **The ISSN was properly cancelled but printed on the serial:**

The ISSN was both properly cancelled but, for whatever reason, printed on the serial. Now, to avoid difficulties with users, publishers, etc., it is re-assigned

Very important: in this case, the re-assignment implies both the cancellation of the valid ISSN to which the cancelled one referred till now, and sending of the corresponding ISSN cancellation information note to I.C.

☐ **Other, which one?**

INFORMATION ABOUT THE RE-ASSIGNMENT

Is your Centre responsible for the re-assigned ISSN ?

☐ YES

☐ NO

→ if the answer is NO, was your Centre authorised, by the Centre responsible for the ISSN, for its re-assignment ?

☐ YES

☐ NO

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