INTERNATIONAL STANDARD

ISO 3297

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Information and documentation — International Standard Serial Number (ISSN)

Information et documentation — Numéro international normalisé des publications en série (ISSN)

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Reference numbe
ISO 3297:1998(E)

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

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International Standard ISO 3297 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 9, *Presentation, identification and description of documents*.

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This third edition cancels and replaces the second edition (ISO 3297:1986), of which it constitutes a technical revision.

Annexes A, B and C of this International Standard are for information only.

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Introduction

The need for a brief, unique and unambiguous identification code for serials is internationally recognized. The exchange of information between computer systems of different organizations, such as users (libraries, abstracting services and others), suppliers or distributors, and publishers and producers, imposes the requirement for a standard code. Communication between the different organizations transcends national boundaries and therefore requires an international code which is numeric, since no single alphabet is used by the majority of producers and users of serials. In response to these requirements, the International Standard Serial Number (ISSN) was established as the identification code for serials.

The International Serials Data System (ISDS) was established as an intergovernmental organization within the framework of the UNESCO/UNISIST programme to be the designated authority for controlling the assignment of ISSN. The ISDS has since become the ISSN Network.

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The ISSN Network is composed of national and regional centres, coordinated by an International Centre. National centres are responsible for assigning ISSN and registering serials published in their respective countries, and for transmitting such registrations to the International Centre. Several national centres may decide jointly to establish a regional centre, for reasons of economy, geography or language.

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The International Centre undertakes ISSN assignment and registration, as necessary, for the serials published by international organizations and for the serials published in a country where no national or regional centre exists. The International Centre is also responsible for the allocation of blocks of ISSN to national or regional centres, for the coordination of all activities within the network and for the publication of an international register of ISSN[1)].

1) The *ISSN Register* is available from the ISSN International Centre.

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Information and documentation — International Standard Serial Number (ISSN)

1 Scope

The purpose of this International Standard is to define and promote the use of a standard code (ISSN) for the unique identification of serials.

Each International Standard Serial Number (ISSN) is a unique identifier for a specific serial publication.

ISSN are applicable to the entire population of serials, whether past, present or to be published in the foreseeable future, whatever the medium of publication. Serials include periodicals, newspapers, annuals (such as reports, yearbooks, directories, etc.), and the journals, series, memoirs, proceedings, transactions, etc. of societies.

Monographs, technical reports, sound and video recordings and printed music publications have their own numbering systems and are not specifically mentioned in this International Standard. Such items may carry an ISSN in addition to their own standard numbers when they are part of a serial.

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2 Normative references

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The following standards contain provisions which, through reference in this text, constitute provisions of this International Standard. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 8:1977, *Documentation — Presentation of periodicals*.

ISO 2709:1996, *Information and documentation — Format for information exchange*.

ISO 5123:1984, *Documentation — Headers for microfiche of monographs and serials*.

ISO 7275:1985, *Documentation — Presentation of title information of series*.

3 Definitions

For the purposes of this International Standard, the following definitions apply.

3.1
ISSN
International Standard Serial Number
eight digit number, including a check digit and preceded by the alphabetic prefix ISSN, assigned to a serial by the ISSN Network

NOTE In English, the abbreviation "ISSN" denotes the singular or plural forms, according to context.

[French term: ISSN, Numéro international normalisé des publications en série]

3.2
key title
unique name assigned to a serial by the ISSN Network and inseparably linked with its ISSN

[French term: titre clé]

3.3
serial
publication, in any medium, issued in successive parts, usually having numerical or chronological designations and intended to be continued indefinitely

NOTE This definition excludes works intended to be published in a finite number of parts.

[French term: publication en série]

4 Construction of ISSN

An ISSN shall consist of eight digits, in arabic numerals 0 to 9, except for the last digit which is the check digit and can sometimes be an X (see annex B). The ISSN has no internal meaningful elements to identify language, country or publisher.

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, the written or printed presentation of ISSN shall clearly distinguish ISSN from other numbering systems. Therefore, an ISSN shall be preceded by the prefix ISSN and a space, and shall appear as two groups of four digits separated by a hyphen as in the following examples.

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EXAMPLES:

ISSN 0251-1479 ISSN 1050-124X

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The check digit is always located in the extreme right (low order) position, and is calculated on a modulus 11 basis with weights 8 to 2, using X in lieu of 10 where 10 would occur as a check digit.

ISSN are constructed and distributed by the ISSN International Centre [2].

5 Copyright

No copyright shall subsist in the assignment of ISSN or in their use in association with, or in place of, the publications they represent.

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Telefax: (33 1) 40 26 32 43
E-mail: issnic@issn.org
WW: http://ww.issn.org

6 Printing and location of ISSN on serial issues

6.1 General

ISSN shall be presented as two groups of four digits separated by a hyphen and shall always be preceded by the prefix ISSN and a space (see also clause 4).

The ISSN shall be displayed in a prominent position on or in the first issue and on or in each subsequent issue of a serial.

If a publication 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 (see ISO 7275).

6.2 Printed serials

The ISSN shall be printed in a prominent position on each printed serial issue in this order of preference: front cover, title page, caption, masthead, back cover or colophon. On a periodical, the ISSN shall, whenever possible, appear in the top right-hand corner of the front cover (see ISO 8). In the case of *tête-bêche* publications (i.e. when two texts are bound together in inverted relation to each other), the ISSN shall be printed on both covers.

When more than one ISSN appears on a single publication in relation to different serial titles, for example the titles of a main series and its subseries, each ISSN shall appear on the serial and each shall be distinguished by either adding the full or abbreviated title in parentheses after the relevant number, or by printing each ISSN as close as possible to its related title. When a serial contains another serial 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. Serials issued with accompanying parts shall display the ISSN on each component part.

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6.3 Serials in media other than paper

On serials published in nonprint media, the ISSN shall be displayed on all accessible eye-readable portions (e.g. container, label, fiche header).

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On a serial published on microfiche, the ISSN shall be entered in the identification area of the header of the microfiche (see ISO 5123).

On a serial published in an electronic medium, the ISSN shall appear on the title screen or its equivalent (e.g. the main menu or first screen). If the serial is published on a physical electronic medium (e.g. CD-ROM), the ISSN shall also appear on any labels permanently affixed to the publication or, if it is not possible to display the ISSN on the item and its label, the ISSN shall be displayed on the container.

7 Relationship between an ISSN and a serial publication

7.1 Only one ISSN may be assigned to a serial. This ISSN is permanently linked to the key title established by the ISSN centre at the time of registration.

7.2 In cases where the title of the serial changes, a new ISSN and a new key title shall be assigned.

7.3 When a distinct serial exists within another serial, whatever the form of presentation (e.g. an insert), each shall receive its own individual key title and ISSN.

7.4 When a serial is published in different media, with the same title or not, different ISSN and key titles shall be assigned to the different editions.

NOTE Microreproductions produced for the purpose of providing surrogates for the original materials are the exception and shall use the ISSN of the original serials.

7.5 Once an ISSN has been assigned to a serial registered under a key title, it shall not, in any circumstances, be re-assigned to another serial.

8 Key title

The key title is established by the ISSN centre responsible for the registration of the serial, in accordance with the rules given in the *ISSN Manual*[3]. The key title is derived from the title and, if necessary to make it unique, from any information appearing in the publication at the time of registration (e.g. place of publication, date, medium, name of issuing body, etc.).

All key titles are listed in the *ISSN Register* together with their ISSN. Key titles in non-roman alphabets shall be romanized according to ISO standards or, in the absence of ISO standards, national standards.

9 Data elements used in the ISSN Network

The ISSN files, in the International Centre and regional and national centres, contain a common set of data elements (see annex A) considered sufficient for the identification of a serial[4].

The list of data elements may be augmented with additional fields if needed for national, regional or international purposes.

For the exchange of serial data, the ISSN Network utilizes the international standard format specified in ISO 2709.

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3) The *ISSN Manual* is available from the ISSN International Centre.

4) Full specifications of the data elements are given in the *ISSN Manual*.

Annex A
(informative)

List of data elements used in the ISSN Network

The ISSN files, in the International Centre and regional and national centres, contain a common set of data elements, which are enumerated in the following list:

ISSN
Key title
Country of publication
Imprint
Abbreviated key title
Variant title(s)
Title proper
Publication status (currently published, discontinued, unknown)
Date(s) of publication
Frequency
Type of publication
Physical medium
Language of publication
Script of original title
Classification (UDC or DDC)
ISSN centre code
Name of issuing body(ies) as on piece
Name of issuing body(ies) as established by national cataloguing practice
Coden and other codes
Coverage by abstracting and indexing services
Is other language edition of
Has other language edition(s)
Has other physical medium (media)
Former title(s)
Successor title(s)
Is inset or supplement to
Has inset(s) or supplement(s)
Is subseries of
Has subseries
Related title(s)

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